



**Minutes of Full Governing Body Meeting (AGM)**  
**Thursday, 5<sup>th</sup> March 2020 at 5pm at BMS**



Present – Phil Jones, Lorna Button, Sarah Gravestock, Adrian Pass, Daniel Rimell

Minutes recorded by Dan Rimell in the absence of Lisa Tanner.

N.B. All items discussed at any Governors Meeting are confidential.  
 All Confidential items under the terms of the Education Regulation will be minuted in Red in the confidential minutes attached.

1	<b>Declaration of Interests:</b> None.	
2	<b>Apologies:</b> Anne Jones, Rebecca Taylor, Lisa Tanner, Matthew Anderson, Greville Brain	
3	<b>Confirmation of Minutes</b> All agreed correct.	
4	<b>Matters Arising from the Minutes</b> <ul style="list-style-type: none"> <li>• Policies for Governor Approval – Ongoing, chairs of each subcommittee are to distribute to members of the committee for review via email.</li> <li>• Action Points – 4 Completed by SG. 5 Ongoing looking at presenting data to GB in a streamlined to enable to GB to hold the leadership team to account.</li> </ul>	<b>AJ, SG.</b>
5	<b>Headteacher’s Report</b>  RSE Policy is well on track and within timeline.  Staff Absence – Both schools are coping well with any staff absence internally.  Developing the curriculum – GB note that the school are focusing on the curriculum after research by the deputy head which shows the school is going in the right direction.  Good progress in mock SAT tests showing improvement overall. 6 pupils showing as working at greater depth with 9 as a target.  Discussed the progress with PiXL and value for money, shows that progress is being seen across the board. PiXL has allowed for great strategic view of pupil progress.  Attendance issues – Persistence at PFS is due to a few children, Governors are to be involved in cases of high absence issues. Leadership team to look at new strategies to improved absence at both BMS and PFS.  Behavior. GB noted there was a high representation of PP and SEN Students for after school detentions. School are aware and informing future practice. Rise in YR6 recorded detentions seems to be linked to interaction between systems and staff recording. Leadership team to review recording procedure.	

	<p>Safeguarding. LB updated staff of what the Single Central Record is and how it is used in school.</p> <p>Attendance and progress data – Show progression in English and Maths across BMS. Subject’s making lower progress are Art, Geography, French and RE. GB asked LB is there was a plan in place improve performance across these departments. LB advised this is in progress.</p>	
<p><b>6 &amp; 7</b></p>	<p><b><u>Update of SEFs and Federation Development Plan</u></b></p> <ul style="list-style-type: none"> <li>• SEF and Federation development plan sent in January, GB aware of progress.</li> </ul>	
<p><b>8</b></p>	<p><b><u>Reports from Performance and Resources committees</u></b></p> <p><b>Issues for Performance Committee</b></p> <ul style="list-style-type: none"> <li>· System for governors to support with parents’ attendance meetings when appropriate.</li> <li>· Developing careers education.</li> <li>· Developments in PSHE, especially provision for Sex and relationship education.</li> <li>· Feedback from inspectors about the importance of the quality of curriculum provision form inspectors under the new Ofsted framework.</li> <li>· Explore links between attendance, behaviour and progress at BMS.</li> <li>· Developing a document to replace SEF which is part of the EHT Performance management targets for this academic year.</li> <li>· To note that the performance Management of the EHT has taken place with the support of the School SIA</li> <li>· Website has been reviewed.</li> </ul> <p><b>Issues for Resources Committee</b></p> <ul style="list-style-type: none"> <li>· Setting Budget for 2020-21</li> <li>· Expected staffing costs for 20-21</li> <li>· Increase in income is expected because of increase in pupil number. Estimate from LA is an additional income of £137K in the next budget because of increased pupils’ numbers.</li> <li>· Long term strategy to reduce the deficit.</li> </ul>	

	· Resources Committee Meeting on 2nd April to discuss Budget	
9	<p><b><u>Governor visits and monitoring</u></b></p> <ul style="list-style-type: none"> <li>• Governor Visit week W/B 23rd of March. Governor monitoring forms have been sent to GB for reporting on any Governor visits. Theme is link between attendance and progress.</li> </ul>	
10	<p><b><u>Governor Training</u></b></p> <ul style="list-style-type: none"> <li>• AP has done 3 evenings of Governor Training. AP advised the GB of what was covered and learnt.</li> <li>• DR to complete a website audit of BMS and PFS and circulate report to Chair.</li> <li>• Any data on the views of stakeholders will be shared with GB.</li> <li>• Governors training events circulated via email to GB, Training to booked with Business Manager.</li> </ul>	DR
11	<p><b><u>Review and agree annual work plans</u></b></p> <ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	
12	<p><b><u>Succession Planning</u></b></p> <ul style="list-style-type: none"> <li>• <b>To continue to explore all options for recruiting additional skills to the Governing Body.</b></li> </ul>	
13	<p><b><u>Health &amp; Safety and Safeguarding</u></b></p> <ul style="list-style-type: none"> <li>• Following a resignation of a governor a new safeguarding governor is required – Interested to contact Chair</li> </ul>	
14	<p><b><u>Policies to be reviewed</u></b></p> <ul style="list-style-type: none"> <li>• As documented at the start of these minutes.</li> </ul>	
16	<p><b><u>Any other business – recruitment of new Executive Headteacher</u></b></p> <ol style="list-style-type: none"> <li>1. Decision was made by email to use online advert with TES. Research showed that although it was more expensive than other options it was likely to reach more potential applicants. Work has been done by governors to decide about an appropriate salary, develop the advert, write the full advert, develop a job description based on the current EHT job description, a person specification and letter from the chair to potential applicants. Applications will be made using the school application form and include a letter of application. Ildi will be the point of contact for the appointment process in school. The SIA has given advice on the process. To ensure the correct process is followed information will be released to applicants at the same time and no information will be shared with the selection panel or governors involved in the selection process about age or gender of applicants.</li> <li>2. The closing date for applicants is Tuesday 17th March. The selection panel will be Phil, Sarah, Anne and Rebecca supported by Ken the school SIA. Shortlisting will take place at BMS at 4pm on Tuesday 17th March. All members of the selection Panel should attend, and other Governors are welcome. The arrangements for the selection days will be confirmed at this meeting. There are three possible plans for the organization of the selection days depending on the number of candidates it is decided to call for interview. The invitations to attend for the selection days will be</li> </ol>	

	<p>sent out to shortlisted candidates by the school on Wednesday 18th March. Monday 30th March and Tuesday 31st March have been reserved for the selection days. A Short FGB meeting will take place for all governors at 5-15pm on Tuesday 31st March to ratify the decision made by the selection panel. It is possible to readvertise with the TES online for up to 3 months after the original advert.</p> <p>3. Strategic Planning. Strategic planning was discussed and transferred to pink confidential paper.</p> <p>4. <b>Coronavirus</b> – Discussed and suggested as a GB we will entrust the decision with the SLT making the operational decisions in line the latest advice from DFE/Public Health.</p>	
<b>17</b>	<b><u>Date of next meeting:</u></b>	

The meeting closed at 7.30pm

Lisa Tanner  
Clerk

**SUMMARY OF ACTIONS**

<b>Action</b>	<b>By whom</b>
1. Distribute policies amongst sub committees	<b>AJ, SG.</b>
2. Website audit of PFS and BMS	<b>DR</b>
3.	
4.	