



Minutes of Full Governing Body Meeting (AGM) Monday, 16th September 2019 at 5pm at BMS



Present – Paul Burton (Chair) (PB), Lorna Button (LB), Phil Jones (PB), Anne Jones (AJ), Richard Herborn (RH), Matt Anderson (MA), Dan Rimmell (DR), Rebecca Taylor (RT), Adrian Pass (AP), Sarah Gravestock (SG) Leeann Bibby (LBib)

In attendance – Lisa Tanner (LT) (Clerk)

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	Declaration of Interests: None.	
2	<u>Apologies:</u> Hazel Morgan and Greville Brain	
3	<u>Appointment of Chair, Vice Chair(s) and committee members</u> PB announced his intention to stand down as Chair and invited offers or nominations from the governors to take on the role. PJ stated he was willing to. RH proposed and AJ seconded this. All governors in favour of the decision. AJ volunteered to remain as vice-chair. Proposed by RH, seconded by MA. RH will continue as vice-chair until December and in the meantime will prepare SG to take over in his place. DR initially elected as an associate governor was appointed into a co-opted role. Sub-committees formed as follows: Resources – RH (Chair), DR, LBib, AP, SG, AJ, GB, LB. Performance – AJ (Chair), MA, PJ, LB, HM, RT.	
4	<u>Confirmation of Minutes from previous meeting</u> The minutes of 15 th July 2019, having been previously circulated were proposed by RH and seconded by AJ as being an accurate record of the meeting and were signed and dated by PB.	

5	<u>Matters arising from the Minutes</u> • New Business Managers settling in very well. I.Booth is concentrating mainly on Finance matters whilst Karen Hillier has taken over the staff management side of things. • Safeguarding Report completed and to be sent out by LB to Governors tomorrow. PJ is new Safeguarding Governor. • PB queried the SATs results for BMS Vs National average. LB confirmed that the figures in the minutes are indeed correct. RH asked if all schools locally are below the national average too and if so, is there an initiative to improve upon this? LB replied that all of the local schools are below and that there are no local government plans in place to assist with improvement. • The new cohort of year 6 children have settled well. They have sat their baseline tests during the first week term. LB informed the governors that the test results suggest a similar level of ability to last year's cohort. They have been allocated special groups where needed and all added to PiXL. PB asked if a comparison is still made using these results to determine which feeder schools may show consistent baseline abilities. LB confirmed that this still happens and is beneficial as BMS can then liaise with the First schools and discuss areas of strengths or weakness.	LB
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Headteacher's report

The FGB has taken place very early in the new school year so a formal Headteacher's report was not sent out prior to the Governors meeting as it usually would be.

LB gave a brief update detailing how the first two weeks of the term had been for students and staff.

- **PFS:** Numbers have held, currently 43 children on role but another due to start in October.
- The new school leader, Georgia Reynolds, has had a fabulous start.
- **BMS:** 193 students with the possibility of 2 more starting next week. This is a slight increase on last year's numbers. LB accounts for this as partly being due to gaining unexpected children in Year 7 who were not offered a place at Chipping Campden school (from local primary settings), but also less children left BMS to go to Campden at the end of year 6.

PJ used this opportunity to remind all Governors of the importance of challenging the Headteacher at meetings with any questions they might have regarding her report.

RH enquired as to whether all staff had returned to work to which LB replied that they had.

LB asked for the Governors support in making it routine procedure that staff have to show evidence of appointments that may occur during working hours. The Governors gave full backing, stating that it is policy that staff should do so anyway.

7	<u>Health & Safety/Safeguarding</u> MA concerned that the ventilation monitor in the newly refurbished textiles room continues to show red. LB advised MA to inform Business Manager KH so that the company who installed it can rectify this under guarantee. PJ questioned whether KH would be the route for all issues related to Health and Safety to which LB replied that yes, she would.	MA
8	<u>Update on SEFs</u> These are now in draft form and will be circulated by the end of September.	LB
9	<u>Update of Federation Development Plan</u> These are also in draft form and will be circulated by the end of September.	LB
10	<u>Governor visits and Monitoring</u> - PJ encouraged all Governors to visit both schools. All visits to be arranged via Clerk. - School Improvement Plan – visits to both schools on 26th September. - MA has spoken to the new School Leader at PFS and will be arranging a visit on a Friday. - PJ has met with LB and was very impressed with the level of positivity at BMS. - All visit reports to be completed and sent to the clerk who will then scan across to rest of Governors. - RH suggested that experienced Governors could pair up with the new members as a form of induction to visits. ‘Governor visit days’ considered, it was decided that although these would work well at BMS, it could prove difficult at PFS due to the size of the school. - PJ raised the idea of a ‘Governor visit week’ and this was agreed upon. PJ and LB to decide on a week and a focus to be placed upon certain issues within the school development plan.	MA PJ, LB
11	<u>Governor Training – review and monitor.</u> - No training has taken place since the last meeting. - New governors training to be arranged. Some changes taking place within Babcock Prime so we need to ascertain the route needed to arrange this now. - New Governors reported that Babcock had sent out last year’s training agenda. LB will find out what is available currently. - PJ suggested that a link governor should be appointed for training. SG agreed to take this on. - DR suggested that perhaps schools within the area could join up for training so that the cost could be reduced.	LB

12	<u>Review and agree annual work plans.</u> • PB to forward the annual work plans onto PJ. • Skills audit to be completed this month.	ALL
13	<u>Policies to be reviewed</u> • Policies are now to be reviewed in one go so that annual review becomes more straight forward. • LB and LT to collate a list of policies. • LB and DR to check The Key and School Bus to clarify which policies are statutory.	ALL LB, LT LB, DR
14	<u>Any other business – to be notified before meeting</u> • PJ would like a calendar of dates, all in agreement. • Sub-committee meetings to take place before each FGM.	
15	<u>Date of next meetings</u> Performance Committee - 14.11.19 4pm BMS Resources Committee - 14.11.19 5.15pm BMS FGB - 21.11.19 5pm BMS	

The meeting closed at 6.30pm

Lisa Tanner

Clerk

SUMMARY OF ACTIONS

Action	By whom
1. Send out Safeguarding report.	LB
2. Inform business manager about ventilation issues.	MA
3. Circulate SEF's and FDP	LB
4. Visit PFS	MA
5. Decide date for Governor Visit week	PJ, LB
6. Confirm available Governor training	LB
7. Complete skills audit	ALL
8. Collate list of policies	LB, LT
9. Clarify which policies are statutory	LB, DR