

**MARWOOD  
SCHOOL**

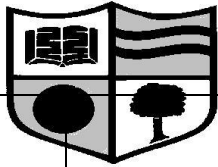
## Full Governing Body Meeting

Date	Tuesday 12 <sup>th</sup> May 2015		Time	7.00 pm
Potential Attendees	Initials	Position	Comments	
Mr Geoff Allix	GA	Parent Governor (T&L Lead)	✓	
Mr Toby Barnes	TB	Parent Governor	✓	
Mrs Christine Briggs-Wilson	CBW	Parent Governor	✓	
Mrs Janine Cook	JC	Parent Governor	Apologies	
Mr Alun Dobson	AD	Headteacher	✓	
Dr Simon Jones	SJ	Authority Governor (Vice Chair of Govs)	✓	
Mrs Barbara Nicolson- Martin	BNM	Staff Governor	✓	
Mrs Liz Quick	LQ	Co-opted Governor	✓	
Mr Stephen Roberts	SR	Co-opted Governor	✓	
Mr Peter Silveston	PS	Co-opted Governor (Chair of Govs/Finance Lead)	✓	
Vacancy		Co-opted Governor		

## Minutes

2014-15/ GOV/84	<b>Welcome to new governor</b>	Welcome to Stephen Roberts, co-opted governor	
2014-15/ GOV/85	<b>Clerk Position</b>	Update Clerk resigned as of 30 <sup>th</sup> April – position advertised in school newsletter 2 replies to advert (One has now withdrawn after receiving job description, waiting to hear from other.)	<b>PS</b>
2014-15/ GOV/86	<b>Apologies</b>	Please send in advance with reason to allow for a decision to sanction Janine Cook – birthday – significant number!	<b>I</b>
2014-15/ GOV/87	<b>Conflicts of Interest</b>	For this meeting None	<b>I</b>
2014-15/ GOV/88	<b>Minutes of last meeting and Matters Arising not on the Agenda</b>	Draft Minutes from the meeting held on 18 <sup>th</sup> March 2015 have been sent in advance. PS to change BNM's address to school address for governor correspondence  Afternoon meeting with parents in new hall on 5 <sup>th</sup> May was well attended – especially from parents in classes one and two. Two issues: Other local schools have 2 weeks for October half term – using all their INSET days to create the second week rather than taking a week off the summer. School's attendance data here does not indicate this is a problem – however governors are open to further discussion and would put any future changes to consultation with parents.  Invite parents to assemblies on a Friday – AD to discuss with staff having a class assembly 4 times a term. One led by each class per term with parents of that class invited.	<b>PS</b>  <b>I</b>  <b>All</b>  <b>AD</b>

		Discussion about after school clubs: Coming soon- Cricket / rounders, cookery, art, ballet, drama, Beavers.	I
		Explore having letters on school website from September.	AD
		Draft minutes approved.	D
		<b>General</b>	
2014-15/ GOV/89	<b>Report of the Headteacher</b>	As sent in advance. See attached Governors discussed need to fix acoustic problems in the hall in the light of children being unable to hear recorded music. Hall committee are getting advice and costs. Govs to review in September.  NOTE: non-pupil day change from 11/04/16 to 4/01/16 to facilitate joint BLC training day. Agreed in principle.  Govs agreed to explore IT / networking support. GA happy to 'talk' to potential IT support.	AD  PS  AD to discuss at BLC 19 <sup>th</sup> May  AD GA
2014-15/ GOV/90	<b>School Visits</b>	Update All governors attended hall opening. PS and CBW attended lunch and ate with children on Tuesday 5 <sup>th</sup> May – first day of meal service in hall. All governors invited to Sports day 1 <sup>st</sup> July.  Agenda item for next meeting to allocate classes for 2015/16 visits.	BNM    PS/All
		<b>Resources</b>	
2014-15/ GOV/91	<b>Finance</b>	Actions from Finance Review meeting held on 5 <sup>th</sup> May 2015 Budget set at surplus for year end. Agreed to allocate £11000 to hall development (£9000 already committed with £2000 contingency.)  Cost uncertainties noted for running costs of new hall. Rates – school rates may fall. Financial Audit Wednesday 20 <sup>th</sup> and Thursday 21 <sup>st</sup> May.  Discuss appropriate annual carry forward at next finance meeting 22 <sup>nd</sup> June for tabling at next FGB meeing..  Ensure deep clean takes place in Summer break.	PS  All  D  Finance committ ee  BNM
		<b>Teaching and Learning</b>	
2014-15/ GOV/92	<b>Teaching and Learning</b>	Agenda items for T&L meeting to be held on 30 <sup>th</sup> June 2015 a. Assessment system update b. 2014/15 School Improvement Plan c. 2015/16 School Improvement Plan d. Attendance data review and targets for 2015/16	GA



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MARWOOD SCHOOL		<b>General Governance</b>	
2014-15/ GOV/93	<b>Website</b>	AD to ensure Geoff has administrator Access	<b>GA / AD</b>
2014-15/ GOV/94	<b>Cloud Storage</b>	GA to work with SR to resolve any access issues.	<b>GA</b>
2014-15/ GOV/95	<b>Community Hall</b>	Update Details on Marwood Matters website.	<b>PS</b>
2014-15/ GOV/96	<b>Governor Training</b>	Update from all Governors GEL courses Simon – understanding schools finance; Governor Visits to School and Health and Safety. Liz and Janine are on new governor training 13/5/15	<b>All</b> <b>I</b>
2014-15/ GOV/97	<b>Policies for Review at 12<sup>th</sup> May Meeting</b>	a. Flexible Working – adopted as applying to everyone. b. Maternity – adopted note that April 2015 allows for shared parental leave. Reminder all policies need to meet the requirements of the equality and diversity policy.	<b>PS</b> <b>LQ</b> <b>GA</b>
2014-15 GOV/98	<b>Items for Review at 12<sup>th</sup> May Meeting</b>	a. SEN Report – Any questions to be an agenda item at the July FGB meeting  Governors thanked Margaret for all her work and commitment to the school and wish her well for her active retirement. Suitable token of recognition to be organised.  b. Pupil Attendance Review – discussed as part of head's report. c. School Council report to FGB – 8 <sup>th</sup> July d. Central Records of recruitment and vetting checks – Liz Quick to be DBS checked AD to organise with Office	<b>AD/ SENCO/ PS</b>  <b>PS</b>  <b>AD</b>  <b>AD</b>  <b>AD</b>
2014-15/ GOV/99	<b>Policies for Review at 8<sup>th</sup> July meeting</b>	a. Accessibility Plan b. Adoption Policy c. Governor Visits – policy and gov. allocation to classes for 2015/16 d. Homework Policy e. Lettings Policy	<b>AD</b> <b>LQ</b> <b>BNM /</b> <b>GA</b> <b>GA</b> <b>TB</b>
2014-15/ GOV/100	<b>Items for Review at 8<sup>th</sup> July meeting</b>	a. Strengths & Weaknesses b. Annual Cycle 2015/16 c. Elections of Chair and Vice Chair for FGB and Review groups d. Governor responsibilities for 2015/16 e. Review staff absence f. Update Skills Audit. g. SEN Report – further discussion	<b>All</b> <b>PS</b> <b>All</b>  <b>PS</b> <b>AD</b> <b>All</b> <b>AD/All</b>
2014-15/ GOV/101	<b>Where We Aim To Be In 3 Years Time?</b>	Any follow-up issues from meeting held on May 6 <sup>th</sup> . AD to email photo of vision board Stephen to update it into strategic plan format	<b>AD</b> <b>SR</b>

		Next "visioning" meeting Tuesday 9 <sup>th</sup> June 7.00p.m.	
2014-15/ GOV/102	<b>Any Other Business</b>	Through the Chair a. Meetings calendar for 2015/16. Pre-circulated calendar was agreed.	<b>D</b>
2013-14/ GOV/103	<b>Date of Next Meetings</b>	Visioning Meeting: 9 <sup>th</sup> June 7.00 p.m. Finance: Monday 22 <sup>nd</sup> June 1.00 p.m. T&L: Tuesday 30 <sup>th</sup> June 7.00 p.m. Full Gov Body: Wednesday 8 <sup>th</sup> July 2015 at 7.00pm	
		Meeting closed at 9.04 p.m.	

DRAFT