



**MARWOOD
SCHOOL**

Full Governing Body Meeting

Date	Wednesday 18 th March 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	Apologies	
Mrs Christine Briggs-Wilson	CBW	Parent Governor	✓	
Mrs Janine Cook	JC	Parent Governor	✓	
Mr Alun Dobson	HT	Headteacher	✓	
Dr Simon Jones	SJ	Authority Governor (Vice Chair of Govs)	✓	
Mrs Barbara Nicolson- Martin	BNM	Staff Governor	Apologies	
Mrs Liz Quick	LQ	Co-opted Governor		
Mr Peter Silveston	PS	Co-opted Governor (Chair of Govs/Finance Lead)	✓	
Mrs Rose Elliott	RE	Clerk	absent	

Minutes

2014-15/ GOV/64	Welcome to new governor	Welcome to Janine Cook, parent governor	Welcomed by all
2014-15/ GOV/65	Apologies	Apologies received from TB and BN-M	I
2014-15/ GOV/66	Conflicts of Interest	For this meeting. PS, CBW and LQ all declared an interest as trustees in the Marwood Community Hall Charity.	I
2014-15/ GOV/67	Governing Body Reconstitution	<p>a. Co-opted Governor elections Pete Silveston Liz Quick Voted on unanimously A unanimous vote then took place in favour of PS continuing in his role as Chair of Governors.</p> <p>b. New Constitution Head – A Dobson Staff – B Nicolson-Martin Parent – G Allix, C Briggs-Wilson, T Barnes, J Cook Community – Pete Silveston – Chair, Liz Quick, +2 vacancies LA – S Jones (PS would make contact with Steve Roberts about his taking up a position as a Co-opted Governor at the start of the summer term.)</p> <p>c. SEND governor – discussion around role of SEN governor. Christine Briggs-Wilson agreed to be the SEND Governor, with support from JC on changes in legislation/practice.</p> <p>d. Governor detail check – amend incorrect phone numbers and change BN-M's address to that of the school.</p>	<p>D</p> <p>D</p> <p>I</p> <p>D</p> <p>D</p> <p>PS</p>

2014-15/ GOV/68	Minutes of last meeting and Matters Arising not on the Agenda	<p>Draft Minutes from the meeting held on 27th January 2015 had been sent in advance. Minutes approved. Due to confidentiality, item 2014-15/GOV/61 to be removed from version of minutes to go onto the website and filed in the office.</p> <p>AD and PS to contact Devon HR re. next steps regarding clerking issues.</p> <p>Item from Analysis of parent questionnaire Social Event with governors to be arranged from 2.00 p.m. on Tuesday 5th May in the new hall – invite MSA. SJ to contact Mags Nixon to discuss catering. LQ to obtain name tabs for governors. Announcement to parents to be held until after the next Hall on-site meeting on 20.04.2015.</p>	<p>D</p> <p>PS</p> <p>PS / AD</p> <p>AD SJ LQ AD</p>
		General	
2014-15/ GOV/69	Report of the Headteacher	<p>Sent in advance - Head's report to governors and Head's report to Teaching and Learning Committee (10th March) An explanation of Devon Primary School Centred Initial Teacher Training (DP SCITT) was given.</p>	I
2014-15/ GOV/70	School Improvement Plan	Actions from T & L meeting reviewed and all noted as being on track..	I
2014-15/ GOV/71	School Visits	Information given for new governors re- school visits Updated governor allocation to a class, for the purpose of visits for 2015/16, occurs in the summer term.	I
		Resources	
2014-15/ GOV/72	Finance	<p>a. Actions from Finance Review meeting held 9th March 2015 were reviewed.</p> <p>b. 2015/16 Finance Budget approved. Three year budget is positive in all 3 projection years – approved</p> <p>c. c. Carry Forward for current financial year is around £45000 with around £30000 of this committed to the kitchen and hall. Governors have previously approved a payment of £5000 towards the additional costs of the hall – January 2015 2014-15/GOV/50 PS, CB-W and LQ withdrew from the vote on the following topic: Governors voted a further £4,000 from the carry forward to make a total contribution of £9,000 to the completion of the hall project – including; painting the girders, preparation for the air test and paths and edging. The paying of DCC legal fees has already been charged against 2014/15.</p> <p>d. GA commented on a Gazette article on Sports funding. PS to raise with Lorna Jones (NDC)</p>	<p>I</p> <p>D</p> <p>D</p> <p>PS</p>
		Teaching and Learning	
2014-15/ GOV/73	Teaching and Learning	Actions from T&L meeting held 10 th March 2015 were reviewed and it was noted that all were on track.	I



Full Governing Body Meeting

General Governance

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2014-15/ GOV/74	MARWOOD Website	a. School items for update: staff names; MSA members; sports premium. b. AD to request GA has full administrator access to make necessary changes to the website. c. New photos to be added. AD to ask Karen Lawson d. Alert parents via newsletter of amendments to Feedback and Marking policy agreed at the January meeting.	AD AD/GA AD AD
2014-15/ GOV/75	Cloud Storage	Geoff demonstrated the Google cloud storage Go to Google home page and sign in (you can set up a login with any email account) On google pages (the little grid at the top) click on Drive Within governors folder there are 5 folders; draft, Ofsted, minutes and policies and General Information. All ongoing access issues to be raised with GA	I I
2014-15/ GOV/76	Community Hall	Update given by PS	I
2014-15/ GOV/77	Governor Training	Update from all Governors New governors have links to GEL online for training	All
2014-15/ GOV/78	Policies and other items for Review at 18th March Meeting	a. Emergency Plan – signed off but still needs the Site Plan to be amended (CB-W)) and a training appendix to be added for the summer term (AD). b. Equality Policy and Impact Assessment – adopted c. Health & Safety Policy - adopted d. Conduct Book and Think Sheets – Governor Report circulated by SJ. Findings discussed. No further actions required.	D CB-W /AD D D D
2014-15/ GOV/79	Policies for Review at 12th May Meeting	a. Flexible Working b. Maternity	PS LQ
2014-15/ GOV/80	Items for Review at 12th May Meeting	a. SEND Report b. Pupil Attendance Review c. School Council report to FGB d. Central Records of recruitment and vetting checks	AD/ SENCO / CBW AD AD AD
2014-15/ GOV/81	Where We Aim To Be In 3 Years Time?	Discussion and setting date for separate meeting. Meeting date - Wed 6 th May 7.00 p.m. Pete to circulate 'Leading and Governing Groups of Schools.' This may have relevance for actions in the next three years.	All PS
2014-15/ GOV/82	Any Other Business	Appraisal for Chair of Governors: PS withdrew from the vote. All voted to invest in the chair's appraisal £100.	D

2013-14/ GOV/83	Date of Next Meeting	Tuesday 12th May 2015 at 7.00pm**	PS

**** The next FGB meeting date of 12th May is a change from the original date of Tuesday 19th May. Also the Finance Review meeting date is being moved to Tuesday 5th May from Tuesday 12th May, with a new start time of 1:00pm due to the “Meet the Governors” event taking place in the Hall at 2:00pm.**