

**Olveston CEVC Primary School**

Minutes of a meeting of the Full Governing Body held  
On Thursday 29th September 2011 in the School at 4 pm

<b>No</b>	<b>Item</b>	<b>Action</b>
1-11/12	<p><b>Present:</b> Amanda Luke (Acting Head), Judith Gundry, Mark Anderson, Anne Tyrer (until 4.45pm), David Prothero, Jan Winter, Jonathan Dee, Helen Webb, Polly Elms, Daisy King (from 4.45pm)</p> <p><b>In attendance:</b> Sarah Fletcher (clerk)</p>	
2-11/12	<p><b>Apologies were received and accepted from:</b> Rev Philip Rowe, Andy Curtis and Phyllida Pyper.</p>	
3-11/12	<p><b>Declarations of Interest:</b> No governor had any pecuniary interests to declare in relation to agenda items.</p>	
4-11/12	<p><b>Elections:</b> Helen Webb nominated Mark Anderson for the position of Chair, seconded by Amanda Luke, no other nominations, all agreed. Judith Gundry nominated Helen Webb as Vice Chair, seconded by Anne Tyrer, no other nominations, all agreed. The Governing Body agreed that Sarah Fletcher should remain as clerk.</p>	
5-11/12	<p><b>Committees and Special Responsibilities – membership decided as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Curriculum</b> Chair – Daisy King Clerk –Jan Winter Other Members – Amanda Luke, Judith Gundry, Anne Tyrer, Polly Elms, Jonathan Dee.</li> <li><b>2. Finance</b> Chair – David Prothero Clerk – Sarah Fletcher Other members – Amanda Luke, Mark Anderson, Helen Webb, Jan Winter, Anne Tyrer, Nicola Hemming (Senior Financial Administrator)</li> <li><b>3. Personnel</b> Chair – Helen Webb Clerk – Judith Gundry Other members – Amanda Luke, Jonathan Dee Andrew Curtis, Phyllida Pyper</li> <li><b>3.1</b> Governors agreed that members of this committee will form a Disciplinary Committee if required.</li> <li><b>4. Health and Safety</b></li> </ol>	

	<p>Amanda Luke, Helen Webb, John Titterton (Caretaker)</p> <p><b>5. Child Protection/Safeguarding</b> Helen Webb</p> <p><b>6. Independent Appeals</b> Philip Rowe</p> <p><b>7. Middle Leadership Team Link Governors</b> <b>Team 1</b> – Jan Winter, Anne Tyrer <b>Team 2</b> – Judith Gundry, Helen Webb <b>Team 3</b> – Mark Anderson, Jonathan Dee</p> <p>It was agreed that it would be beneficial to have more than two governors linked to the teams as it is not always easy for governors to make the meetings. The clerk will ask Andy Curtis and Phyllida Pyper if they would like to join a team.</p> <p><b>8. Data Link Governor</b> Jonathan Dee</p> <p><b>9. SEN Link Governor</b> Polly Elms</p>	
6-11/12	<p><b>Minutes of the previous meeting: (6<sup>th</sup> July 2011):</b> The minutes were confirmed as an accurate record.</p>	
7-11/12	<p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• <b>Outdoor Toilet Refurbishment</b> – work has been completed and the toilets are now in use.</li> <li>• <b>Governor Vacancies</b> – An election will be held in order to fill the 1 Parent Governor vacancy. As there is a Staff Governor vacancy now that Amanda Luke is Acting Head, the Governing Body agreed to a ‘temporary appointment’ of a Staff Governor for a period of 1 year. A Staff Governor Election will take place and results reported back at the next meeting.</li> <li>• Governors that had attended the school production of ‘A Midsummer Night’s Dream’ reported that they felt the performance was outstanding.</li> </ul>	<p>Clerk to send paperwork to school office for Parent Governor election. Acting Head to hold Staff Governor Election.</p>
8-11/12	<p><b>Confidential Minutes of Emergency General Meeting held 11<sup>th</sup> July 2011.</b> Agreed as accurate with one minor amendment to wording. Governors voted to agree that these minutes are no longer confidential.</p>	<p>Clerk to amend and file</p>
9-11/12	<p><b>Committee Minutes</b> <b>Curriculum Committee meeting held 14-07-11</b> A question was asked regarding the re-marking of some of the papers. Daisy King confirmed that after re-marking, the results had remained the same.</p>	

10-11/12	<p><b>Policy Reviews:</b></p> <p><b>1. Governor Confidentiality Agreement</b> All governors present signed the Confidentiality Agreement and voted unanimously for meetings to remain as 'closed'.</p> <p><b>2. Governor Visits</b> A new version was circulated to the meeting. After examining it carefully, various amendments were made to wording and the policy was agreed.</p>	<p>Agenda Item Term 2 – absent governors to sign.</p> <p>Clerk to amend</p>
11-11/12	<p><b>School Development Plan</b> Copies of the new School Development Plan for 2011/12 were circulated and the Acting Head shared the new targets for the coming year. Changes to the Middle Leadership Teams (MLTs) and the individual responsibilities of teachers were discussed. Olveston now has a link with Bowsland Green School in Bradley Stoke.</p>	
12-11/12	<p><b>Governor Training and Visits</b> <b>Inset Day 1<sup>st</sup> September 2011</b> – Jan Winter had attended this training where staff worked together to think about the new strategic plan. The themes were; to sustain being outstanding and to 'soar' to new heights. Four strategic intentions were outlined: <b>Strategic leadership</b> – linked to target 4 or the SDP. <b>Outstanding Curriculum</b> – linked to targets 1-3. <b>Associations</b> – broadening school relationships with the community. <b>Resources</b> – linked to target 5. Jan was thanked for her comprehensive feedback and she asked that the school ensures that parents and pupils are not ignored in the planning. The Head assured the governors that parents and pupils would be consulted. <b>Visits</b> The Head suggested that visits to classrooms are timetabled and linked to targets and objectives in the SDP. The MLT link governors could visit classes linked to their area of the curriculum. Governors agreed this would be a good idea.</p>	
13-11/12	<p><b>Correspondence</b></p> <p><b>1. Locality 1 Meeting</b> The next Locality 1 meeting will be held on Tuesday 18<sup>th</sup> October 2011 at Abbeywood Community School, from 7 – 8.30pm. Any governors wishing to attend should contact the clerk.</p>	

14-11/12	<b>Any Other Business</b> None.	
15-11/12	<b>Dates of next meetings:</b>  <b>Full Governing Body</b> Monday 21st November – 6pm Thursday 2 <sup>nd</sup> February – 4pm Wednesday 21st March – 6pm Thursday 24th May – 4pm Wednesday 4 <sup>th</sup> July – 6pm  <b>Personnel Ctte</b> – 21 <sup>st</sup> October – 2pm <b>Finance Ctte</b> – 10 <sup>th</sup> October – 5.30pm <b>Curriculum Ctte</b> – 17 <sup>th</sup> November – 4pm  Meeting finished at 6.15pm	