


## MEETING MINUTES

	 <b>Wivelsfield Primary School. Full Governing Board Meeting (FGB)</b>
<b>Date</b>	<b>Monday 3<sup>rd</sup> February 2020</b>
<b>Time</b>	<b>18:30</b>
<b>Membership</b>	<b>Rob Milton (RM) – Chair, Rhodri James – (RJ) – Vice, Helen Smith (HS) – Head, Philip Dawson (PD), Marion Whear (MW), Susan Halliwell (SH), John Wigzell (JW), Lesley Corbett (LC), Ashley Hards (AH), Tom Edwards – (TE)</b>
<b>Attending</b>	<b>Sarah Thompson – Clerk (ST)</b>

### **Actions prior to meeting**

Item	Action	Responsible	Update
4.	Nursery Provision: HS to include 15/30 hours free childcare in questionnaire	HS	Not yet completed
4.	Nursery Provision: JW to follow up on possible contacts in the field of professional market research	JW	Contacts disbanded.
9.	Safeguarding – new guidance on physical restraint. HS to cascade to all staff	HS	Completed
4.	Premises Inspection – next one due Friday 3 <sup>rd</sup> April 2020 @ 10:00. Is TE willing / able to attend in lieu of premises governor?	TE	TE has requested an alternative date ST to follow up with AH & confirm.

Item		Lead Person	Actions
1	Apologies for absence Susan Halliwell was not present – no apologies were received ahead of meeting	<b>Clerk</b>	
2	The Pecuniary interest was signed by all present	<b>Clerk</b>	
3	The minutes of the meeting on 25/11/19 were signed	<b>Chair</b>	
4	Bus update RJ advised that bus company do not see the safeguarding of school children as their responsibility. RJ proposes that a waiver is signed by parents against the safeguarding of their children.  Adventure playground revamp	<b>Chair Vice-Chair</b>	

## MEETING MINUTES

	Three quotes were reviewed. The governing board approved a budget of £24,000 for the revamp of the adventure playground. They did not wish to proceed with the quote from outdoor places but were happy to go ahead with Sunshine Gym or Playground Projects. The school council will be asked to make the final decision on which company / equipment will be installed on behalf of the whole school.		HS to meet with HG & school council. Completed 14/02
<b>5</b>	Governing Body RJ parent governor term ends on 29/02. Notification sent out to all parents on 25/01 requesting nominations for parent governors by 13/02.  SH needs to complete DBS resub on 21/01/20 TE needs to provide 2 referees	<b>Clerk</b>	Target 24/02/20
<b>6</b>	The headteacher report was reviewed and discussed.	<b>HS</b>	
<b>7</b>	The whole school analysis was reviewed. It was noted that Maths Mastery is working well.  The Primary Inspection Data Summary Report was reviewed. <b>After reviewing the report the group requested that the data for pupils eligible for free school meals was looked at in more detail and appropriate action taken.</b>	<b>PD</b>	ST prepare Comparison report on attendance of pupils eligible for FSM for HS. Completed.
<b>8</b>	AH gave an update on the school Artsmark application. The school is in a position to achieve gold, then work towards platinum which AH believes is attainable. MW was asked to be the arts named governor. MW agreed.	<b>AH</b>	
<b>9</b>	The SIP was reviewed. Milestone tracking of children who are not making good progress is being done.  The impact of staff sickness on the SIP was noted.  There was a discussion on restorative justice in action. HS reported that teachers are confident on how to use restorative justice in class as appropriate.  PSHE needs to be RSHE by September. School is preparing for the change. A new policy is required.  MHEW action plan to be completed  <b>JW asked to see the wraparound care p&amp;I. This is available.</b>	<b>HS</b>	ST to ask AH to provide this information

## MEETING MINUTES

			to JW. Requested 11/02
<b>10</b>	<b>Nursery Provision</b> School community is willing to help with distributing the survey. Next step is to check if all areas of village are covered by school community.	<b>HS</b>	
<b>11</b>	<b>School Communication</b> E-schools have been engaged to design, build and maintain a new website. The group are keen for this to happen as soon as possible.  School Facebook Page The pros and cons of maintaining a FB page were discussed.	<b>HS</b>	HS review notes from school comms. course. TE research FB page. For next meeting.
<b>12</b>	HS gave a safeguarding update	<b>HS</b>	
<b>13</b>	The following policies were approved: Teachers Pay Policy Financial Scheme of Delegation Crisis Management & Business Continuity Plan Attendance Policy NQT Policy EYFS Teaching and Learning  These policies each need a small edit / addition. Once this has been done they are approved. Lettings Health & Safety Equality Objectives		Lettings AH Others HS 24/02/20
<b>14</b>	PTA are helping to fund the revamp of the adventure playground and a new shed.	<b>HS</b>	
<b>15</b>	It was noted that on 31/01/20 RJ completed monitoring visits for English, Maths and Safeguarding.	<b>RJ</b>	
<b>16</b>	<b>Next Governor Meeting</b> 04/05/20 18:00	<b>Clerk</b>	