



**MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL
HELD ON 3rd MAY 2017**

The meeting being Quorate was opened at 7.10pm by the Chair

<p>F.59 - Present:</p> <p>Governors: - Maureen Clarke (MC) - Chair of Governors; Theresa Thornton (TT) - Headteacher; John Anderson (JA); Paul MacLellan (PM) - Chair of Standards; Michelle Short (MS) - Vice Chair of Governors and Standards; Andy Moffat (AM) - Chair of Resources; Stuart Gilham (SG).</p> <p>Associate Members: - Emma Verney (EV) - Deputy Headteacher;</p> <p>Apologies: - Gemma Edwards (GE) – Assistant Headteacher, Lisa Haylock (LH).</p> <p>Absent: - Alastair Chatwin (AC)</p> <p>In Attendance: - Mike Behnke – Syzygy Clerking Services</p> <p>MC welcomed governors to the meeting and thanked them for their attendance.</p>	<p>Action Required / by whom & when</p>
<p>F.60 Apologies for Absence and Declarations of Interest</p> <p>F.60.1 – Apologies for Absence Apologies were accepted as above. AC (Vice Chair of Resources) was recorded as being absent. Chair agreed to inform the LA regarding his continued non-attendance.</p> <p>F.60.2 Declarations of Interest Andy Moffat, Theresa Thornton and Emma Verney declared an ongoing Interest. The register has previously been updated to reflect this.</p>	<p>Chair</p>
<p>F.61 Minutes of the previous FGB meeting</p> <p>F.61.1 – 29th March 2017</p>	

<p>F.50.2 – Replace academisation with Federating.</p> <ul style="list-style-type: none"> With that amendment noted, the minutes of the last meeting were agreed to be a true record – proposed by PM and seconded by JL. These were signed by the Chair. 	
<p>F.62 Matters Arising</p> <ul style="list-style-type: none"> F09 – Action point completed. F20 – Three visit reports received. Now have the subject programme going forward. F23 – Chair to send out collated list of training to all governors. F31.3 – Ofsted report was circulated and TOP has been explained. F.51.2 – Committee Chairs to ensure that all governors receive appropriate documentation regarding meetings. F.53 – Business Continuity Plan has been updated. Plan to be discussed under AOB. F.54 – Meetings with subject leaders listed on governor visit schedule. F.55.1 – HT to check if Accessibility Plan was circulated and resend. F55.2 – Changes made by HT to Camera Policy wording. F56.1 – Governor Training information is being collated by EV and emails have been redirected from Finance address. 57.1 – Staff member’s request was made in writing and is stored on file. 	<p>Chair</p> <p>Committee Chairs</p> <p>HT</p>
<p>F.63 Update on Sub-Committee Business/Meetings</p> <p>MC advised that this item is included on the agenda as an opportunity for Governors to discuss any items from sub-committee meetings which need sharing with the whole governing body.</p> <p>F.63.1 – Resources (3rd May 2017)</p> <p>Held prior to this FGB meeting. Issues covered:</p> <ul style="list-style-type: none"> Governors received and approved the 2017/18 Budget. Premises Learning walk to take place on 4th May 2017. Staffing report received on LSA resignation and update on maternity cover. Governors requested to attend the new parents evening on 15th June. <p>F.63.2 - Standards (3rd May 2017)</p> <p>Held prior to this FGB Meeting. Matters covered:</p> <ul style="list-style-type: none"> Presentations were received by the Maths and English Subject Leaders. The SDP/SEF is being completed and will be circulated to governors when ready. Data was shown and discussed. 	
<p>F.64 Reports – Finance – Year End</p> <p>F.64.1 – AM reported to governors that the Outturn Year end and carry forward 2016/17 and Budget 2017/18 had been proposed and agreed at the Resources Committee meeting. MS proposed that governors accept the Budget, seconded by PM and agreed by all governors.</p>	
<p>F65 Reports – Head Teacher</p> <p>F65.1 – An update had been received by all governors at the Standards Committee meeting.</p> <p>F65.2 – Summer covered at Standards Committee meeting.</p> <p>F65.3 – Plans for SDP/SEF being completed and will be presented to governors at the final FGB</p>	

meeting in June. Clerk to place on agenda. F65.4 – Detailed reports were received from the English and Maths Subject Leaders at the Standards Committee meeting, held prior to this FGB at which all governors were present.	Clerk
F.66 – Governor Training F.66.1 – Governor training had been discussed at the Standards Committee meeting. EV reported that she had emailed governors with a request for latest training attended and had circulated the latest courses available from Governor Services. She had received some returns from governors. The list would be updated electronically.	
F.67 – Governor Visits F.67.1 – These had all been agreed and should be completed before the last FGB meeting on 21 st June 2017.	ALL
F.68 – Any other Urgent Business F68.1 – Business Continuity Plan and Critical Incidents Plan had both been updated with EV inserted as Deputy (agreed to insert new married name) and other names updated. LA advisors to be updated and the numbers for the LA Legal Team checked and updated if necessary.	
F.69 - Date of the next FGB meeting Last FGB meeting of this Academic Year - Wednesday 21 st June 2017 – 6.00pm	
<p>..... Chair FGB</p> <p>..... Date</p> <p>The meeting closed at 8.27pm</p>	