



**MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL
HELD ON 12TH SEPTEMBER 2018**

The meeting being Quorate was opened at 6.00pm by the Chair

<p>F.149 Present</p> <p>Governors: - Maureen Clarke (MC) - Chair of Governors; John Anderson (JA); Michelle Short (MS); Julie Popham (JP); Emma Smith (ES); Stuart Gilham (SG); Lisa Ling (LL); Cara Jackson (CJ)</p> <p>Associates: Emma Verney-Davies (EVD); Gemma Edwards (GE),</p> <p>Apologies: Theresa Thornton (TT) Headteacher; Andy Moffat (AM);</p> <p>In Attendance: - Mike Behnke – Syzygy Clerking Services</p> <p>MC welcomed governors to the first meeting of the new academic year. In particular, CJ was welcomed to her first meeting.</p>	
<p>F.150 Apologies and Declarations of Interest</p> <p>F.150.1 – Apologies were noted and accepted as listed above.</p> <p>F.150.2 - Declarations of Interest – Emma Verney-Davies and Emma Smith declared an ongoing Interest. The register will be updated to reflect this.</p> <p>F.150.3 – Governors completed their Pecuniary Interest forms. They were reminded to keep these updated, should circumstances change.</p> <p>F 150.4 – The Confidentiality Register is completed annually. If there were no changes, governors could re-sign their previous declaration.</p>	
<p>F.151 There was no Young Carers presentation in the absence of Melica Cutbush. This would be rescheduled for the next meeting.</p>	<p>Clerk for agenda</p>

F.152 Officer Elections/Roles & Responsibilities

F.152.1 The following were elected/re-elected:

F.152.2

FGB Chair	Maureen Clarke (MC)
FGB Vice-Chair	Michelle Short (MS)
Resources Committee Chair	Andy Moffat (AM)
Resources Committee Vice-Chair	John Anderson (JA)
Standards Committee Chair	Emma Smith (ES)
Standards Committee Vice-Chair	Lisa Ling (LL)

F.152.3 Committee membership was agreed as follows:

Resources Committee	AM (Chair), JA (Vice-Chair), JP, MC, SG, HT, MS
Standards Committee	ES (Chair), LL (Vice-Chair), MC, HT, AM, CJ, MS

F.152.4 The following roles were agreed by the governors:

Pupil Premium - LL	Greater Depth - LL	SEND - MC
ICT - JA	Numeracy - JA	Link/Training - EVD
H&S - SG	School Council - JP	Young Carers - MC
Literacy - AM	Safeguarding - MC	EYFS - MS
Equality/Diversity - tba		
Phonics – Katie Hammond as Phonics lead, would provide reports to FGB on a termly basis		

F.153 Matters Arising not on the Agenda

There were none.

F.154 Minutes of the Previous FGB Meeting (20/06/18) and Matters Arising:

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- There was still no further update on the Children's centre.
- No feedback yet on the Parent Survey. Clerk to keep on agenda. EVD asked to circulate the survey to governors.
- AM/LL monitoring visit report was sent to the HT. MC to check it had been circulated to all governors.
- ES reported that she hadn't been able to arrange the Maths visit on behalf of JA.
- Governor briefing papers had been circulated by ES.

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- Premises plan has not yet been completed. A new server has been ordered and will be installed during the October ½ term.
- Model plan to be placed on the next Resources Committee agenda.

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- H&S policy is on the agenda for ratification.
- Updated list of policies and review dates is being compiled by Juliet Lynch.
- Issue of secure accounts for governors would be addressed once the new server and Cloud based system was installed and functioning.

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- Summer fete was attended by EVD, MS and ES. Reported that whilst it had passed successfully, PAWS were increasingly struggling to get help and support for events.

Q: Parent governors were asked whether they knew about PAWS as parents?**A: Only as a governor.**

- Following discussion and on the suggestion of LL, it was agreed to hold 2 events to encourage new membership/volunteers and to meet the Governors
 - A Cheese and wine, meet the governors event for parents and
 - A Tea/coffee/cakes PAWS event to encourage new volunteers.
- Alison - Year 6 teacher and PAWS link would be asked to coordinate the event
- HT/Chair to liaise with PAWS Chair about both – Meet the governors to precede the

**Clerk/EVD
Chair****Clerk****Alison
HT/Chair**

<p>open to all governors.</p> <ul style="list-style-type: none"> • Training on the new financial package, organised by Governor services (Ray) will be available for governors.JP agreed to find out whether this was part of the governors services package or additional. • Pre-Ofsted training for governors – EVD to find out if this was available from Governor Services. 	<p>JP</p> <p>EVD</p>
<p>F.159 Any Other Urgent Business: There was no other business.</p>	
<p>F.160 Date of future meetings:</p> <ul style="list-style-type: none"> • FGB – 14.11.18 – EVD provided her apologies for this meeting. 	

The meeting closed at 7.32pm.

Initials.....Date.....

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