



**MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL
HELD ON 8TH SEPTEMBER 2016**

The meeting was opened at 6.05pm by the Clerk

<p>F.01 Present</p> <p>Governors: Maureen Clarke MC; Theresa Thornton (Headteacher) TT; Loretta Barker LB; John Anderson JA; Paul MacLellan PM; Michelle Short MS; Lisa Haylock LH</p> <p>Associate Members: Emma Verney EV (Deputy Headteacher)EV; Gemma Edwards (Assistant Headteacher) GE (arrived at 6.24pm)</p> <p>Clerk: - Tracey Digby TD</p>	<p>Action Req</p>
<p>F.02 Apologies for Absence and Declarations of Interest</p> <p>F.02.1 – Apologies for Absence</p> <p>Apologies for absence were received from Alastair Chatwin and Andy Moffat. The apologies for absence were accepted.</p> <p>F.02.2 Declarations of Interest</p> <p>Ongoing interest as stated previously by Andy Moffat; Theresa Thornton – related to a member of Staff covering PPA, she is a known supply teacher to the School.</p>	
<p>F.03 Election of Chair and Vice Chair of the Governing Body</p> <p>F.03.1 – Election of Chair</p>	

<p>The Clerk reported that one nomination had been received from Maureen Clarke for the position of Chair of Governors. Governors were asked if there were any other nominations, there were none. It was proposed by Michelle Short and seconded by Theresa Thornton that Maureen Clarke be reappointed Chair of Governors. All Governors present were in agreement.</p> <p>F.03.2 – Election of Vice Chair of Governors</p> <p>Maureen Clarke took over proceedings at this point in the meeting.</p> <p>Maureen Clarke reported that one nomination had been received from Michelle Short for the position of Vice Chair of Governors. Governors were asked if there were any other nominations, there were none. It was proposed by Maureen Clarke and seconded by Loretta Barker that Michelle Short be reappointed Vice Chair of Governors. All Governors present were in agreement.</p>	
<p>F.04 Minutes of the previous FGB meeting</p> <p>F.04.1 – Minutes of 23rd June 2016</p> <p>The minutes of the Full Governing Body meeting of 23rd June 2016 were presented to the meeting by the Chair.</p> <p><u>Outstanding Action Points previous meetings</u></p> <p>F.43 & F.65 – Governor Visits – AM intending to meet with AE on writing, hopefully by half term - outstanding</p> <p><u>Outstanding Action Points 24th September 2015</u></p> <p>F.09 Standing Orders - Item 7 & Agenda item F.25 (meeting of 5th November 2015) – Governors agreed that minutes (excluding Confidential minutes) will be available for public inspection once approved at the next meeting. It was also agreed that these will be included on the School Website. – update - It was agreed that this would happen from 1st September 2016 Governors were also asked to provide a personal statement for the website</p> <p>F.12 & F.22 Governor Training - The Link Governor for Training agreed to review and update the Governing Body - ongoing</p> <p>The Full Governing Body Minutes of 23rd June 2016 were proposed for acceptance by John Anderson, this was seconded by Michelle Short</p>	<p>TT to check</p> <p>Remaining Personal statements to Clerk by Oct 16</p> <p>LB – Oct 16</p>
<p>F.05 Matters arising not specified on the Agenda</p> <p>None</p>	

<p>F.06 Update on Sub-Committee Meetings</p> <p>F.06.1 Resources & F.06.2 Standards Meetings 23rd June 2016.</p> <p>As all governors were in attendance at these meetings, it was confirmed that no updates were necessary. Governors acknowledged receipt of the draft minutes</p>	
<p>F.07 Update on Summer Works</p> <p>Governors were updated on the works that took place over the summer holiday period</p> <p>High Level Windows and Cladding – works still ongoing, some scaffolding still on site, the work carried out has been done well. There will be snagging to do and the caretaker has raised a concern on the flexibility of some of the cladding. There was a problem with some of the tiles and flashing which will be resolved, costs will be kept to a minimum</p> <p>Ridge Tiles – work was carried out to repair ridge tiles over the year 6 and kids club buildings.</p> <p>Servery – new serving areas were installed in the kitchen. The new units are safer to use as the sides do not get hot to the touch and there is now no overhead heated gantry. The new units are the ideal height for the children</p> <p>GE arrived at 6.24pm</p> <p>Phone System – a new phone system has been installed at the School, everything is up and running</p> <p>School Field Update – the School has asked for the LA to inspect the recent works carried out. There are areas of the field that are patchy. School to ask for an inspection to take place before use</p> <p>Sure Start – Sure Start have now moved out. The Caretaker has redecorated throughout. Partition walls have been removed and the additional toilet area is now in use by Kids Club. The mobile building that was occupied by Sure Start is now being used as a store for PE equipment and Kids Club equipment.</p> <p>Toilets Year 6 – the Caretaker has started to refurbish the toilets.</p> <p>Steve Dove the Caretaker has built up good relationships with contractors over the summer and is doing excellent work.</p>	<p>School asap</p>

<p>F.08 Update on Staffing</p> <p>Governors were informed that all the new staff appointed have settled in well</p> <p>A confidential item was discussed and resolved</p>	
<p>F.09 FGB Standing Orders 2016</p> <p>Governors confirmed receipt of the FGB Standing Orders 2016. The only change was section 14 relating to DBS checks for Governors.</p> <p>A discussion took place. The Clerk to check with School on any outstanding certificates</p> <p>The document was proposed for acceptance by Theresa Thornton, this was seconded by Maureen Clarke</p>	<p>Clerk asap</p>
<p>F.10 Suggested Governor Meeting Dates 2016-17</p> <p>Governors confirmed receipt of the above document. The document was discussed in detail.</p> <p>Clerk to circulate updated document</p>	<p>Clerk asap</p>
<p>F.11 Any Other Urgent Business</p> <p>Marking Policy</p> <p>Theresa Thornton presented the above document to the meeting. Governors were asked to consider the document at this meeting due to the high number of new staff recently appointed. The document had been drawn up earlier this week at a Staff Meeting.</p> <p>Governors were asked if there were any questions, there were none</p> <p>The document was proposed for acceptance by Paul MacLellan, this was seconded by Maureen Clarke.</p> <p>Key Priorities Document</p> <p>Governors were asked to receive the above document. This document has been drawn up following a training session with the SIP back in July 16</p> <p>Clerk to send document out to all governors</p>	<p>Clerk asap</p>

F.12 Date of the next FGB meeting

The date of the next FGB meeting has been changed and is now 10th November 2016

There being nothing further, the meeting was closed at 7.08pm by Maureen Clarke

Signed as a true record of the meeting

..... **Chair FGB**

..... **Date**