



**MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL  
HELD ON 10<sup>TH</sup> NOVEMBER 2016**

The meeting was opened at 6.51pm by the Chair

<p><b>F.13 Present</b> A Welcome was given and Introductions were made to the new Parent Governor, Stuart Gilham</p> <p><b>Governors:</b> Maureen Clarke MC (Chair of Governors); Theresa Thornton (Headteacher) TT; John Anderson JA; Paul MacLellan PM (Chair of Standards); Michelle Short MS (Vice Chair of Governors and Standards); Alastair Chatwin AC (Vice Chair of Resources); Andy Moffat AM (Chair of Resources) and Stuart Gilham SG</p> <p><b>Associate Members:</b> Emma Verney EV (Deputy Headteacher)EV; Gemma Edwards GE (Assistant Headteacher)</p> <p><b>Clerk:</b> - Tracey Digby TD</p>	<p><b>Action Req</b></p>
<p><b>F.14 Apologies for Absence and Declarations of Interest</b></p> <p><b>F.14.1 – Apologies for Absence</b> Apologies for absence were received from Loretta Barker and Lisa Haylock. The apologies for absence were accepted.</p> <p><b>F.14.2 Declarations of Interest</b> Ongoing interests as stated previously by Andy Moffat; Theresa Thornton and Emma Verney.  An explanation of DOI was given to SG</p>	

<p><b>F.15 Matters arising not specified on the Agenda</b> None</p>	
<p><b>F.16 Minutes of the previous FGB meeting</b> <b>F.16.1 8<sup>th</sup> September 2016</b></p> <p>The minutes of the Full Governing Body meeting of 8<sup>th</sup> September 2016 were presented to the meeting by the Chair.</p> <p><b><u>Outstanding Action Points previous meetings</u></b> <b>F.43 &amp; F.65 – Governor Visits – AM intending to meet with AE on writing, hopefully by half term - done</b></p> <p><b><u>Outstanding Action Points 24<sup>th</sup> September 2015</u></b> <b>F.09 Standing Orders - Item 7 &amp; Agenda item F.25 (meeting of 5<sup>th</sup> 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 1<sup>st</sup> September 2016</b></p> <p>Governors were also asked to provide a personal statement for the website. Personal Statements not all received, Governors were given a deadline to provide this information</p> <p><b>F.12 &amp; F.22 Governor Training - The Link Governor for Training agreed to review and update the Governing Body – ongoing and Agenda item later this meeting</b></p> <p><b>School Field Update –School to ask for an inspection to take place before use - done</b></p> <p><b>F.09 FGB Standing Orders 2016</b> <b>The Clerk to check with School on any outstanding certificates – one outstanding</b></p> <p><b>F.10 Suggested Governor Meeting Dates 2016-17 – clerk to circulate – done</b></p> <p><b>F.11 Any Other Urgent Business</b> <b>Key Priorities Document - Clerk to send document out to all governors - done</b></p> <p><b>The Full Governing Body Minutes of 8<sup>th</sup> September 2016 were proposed for acceptance by John Anderson, this was seconded by Paul MacLellan</b></p> <p><b>The Confidential FGB minutes of 8<sup>th</sup> September 2016 were proposed for</b></p>	<p>Clerk - FGB minutes 8/9/16</p> <p>All Governors by Monday 14<sup>th</sup> Nov 16</p> <p>School to action asap</p>

<p>acceptance by John Anderson, this was seconded by Paul MacLellan</p> <p>The two sets of minutes were duly signed by the Chair</p>	
<p><b>F.17 Agree Committee Terms of Reference</b> Governors were informed that it is proposed to add the new Parent Governor SG to both the Resources and Standards Committees. All governors were in agreement. The TOR's have been duly amended to reflect this change</p> <p><b>F.17.1 – Resources TOR</b> The amended Resources TOR was proposed for acceptance by John Anderson, this was seconded by Theresa Thornton</p> <p><b>F.17.2 – Standards TOR</b> The amended Standards TOR was proposed for acceptance by Theresa Thornton, this was seconded by Andy Moffat</p>	
<p><b>F.18 Update on Sub-Committee Meetings</b></p> <p><b>F.18.1 Resources &amp; F.18.3 Standards Meetings 29<sup>th</sup> September 2016.</b></p> <p>Governors confirmed receipt of the above Committee minutes.</p> <p><b>Action Point – Resources (F.18.1) Premises Plan – this item is to be included on the January 17 FGB agenda</b></p> <p><b>Action Point – Standards (F.18.3) Check Home School Agreement Policy is on School Website – <i>update 11<sup>th</sup> November 2016 - <u>Policy on the School Website, no further action required</u></i></b></p> <p><b>F.18.2 – Pay Committee recommendations 19<sup>th</sup> October and 10<sup>th</sup> November 2016</b></p> <p>All Staff left the meeting at 7.12pm</p> <p>The remaining Governors were informed by MC that the Pay Committee had met prior to this meeting and on 19<sup>th</sup> October 2016. Governors were informed that all candidates were successful</p> <p><b>A brief explanation of the process was given to SG</b></p> <p><b>The Pay Committee decision of 19<sup>th</sup> October 2016 was proposed for ratification by Michelle Short, this was seconded by Alastair Chatwin</b></p> <p><b>The Pay Committee decision of 10<sup>th</sup> November 2016 was proposed for ratification by Stuart Gilham, this was seconded by Alastair Chatwin</b></p>	<p>School FGB Jan 17</p>

<p>All Staff returned to the meeting at 7.18pm</p> <p><b>F.19 Reports</b></p> <p><b>F.19.1 Head Teachers Update</b> Governors confirmed receipt of the document, there were no questions raised either before or during this meeting.</p> <p><b>F.19.2 Self Evaluation Update</b> Governors confirmed receipt of the document</p> <p>It was agreed that the outcomes had been discussed at the previous FGB meeting</p> <p><b>TT reported that two places have been booked on RAISE training, dates TBC. The simplified RAISE document will be available to governors at the FGB meeting scheduled for January 2017.</b></p> <p>Governors were reminded that The Key website contains valuable information for Governors</p> <p><b><i>MS commented that the FFT Aspire documents were more user friendly and agreed to send the documents to all Governors</i></b></p>	<p>TT FGB Jan 17</p> <p>MS asap</p>
<p><b>F.20 Governor Visits</b> A discussion took place on Governor Visits.</p> <p><b>It was agreed to move towards a link governor for curriculum subjects.</b></p> <p><b>PM agreed to act as link governor for Science</b></p> <p><b>JA agreed to act as link governor for Maths</b></p> <p><b><i>MS asked if subject leaders could report at governor meetings</i></b></p> <p><b>TT agreed to move this forward for the Standards meeting in February</b></p> <p><b><i>AM asked if the Governor Visits record could be circulated to all Governors once approved by TT. This action was agreed</i></b></p> <p>Governors were reminded that a copy of the Visit record is retained on the Governor minute file</p>	<p>TT Standards Feb 17</p> <p>School asap</p>
<p><b>F.21 Academy Status</b> A lengthy discussion took place</p>	

<p>This item is to be included on the Agenda for the next FGB meeting in January 2017.</p> <p><b>Governors were reminded that further information is available on the Learn Together Hub and The Key website</b></p>	<p><b>Agenda FGB Jan 17</b></p>
<p><b>F.22 Policies</b>  <b>F.22.1 – Accessibility Plan</b>  This Policy is still outstanding</p> <p><b>F.22.2 – Admissions Policy</b>  Governors were informed this is a County Policy and there are no changes. The Policy was proposed for ratification by AC, seconded by PM</p> <p><b>F.22.3 – Camera Policy</b>  TT reported that this Policy is to move to the next FGB meeting in January 2017 as this may be incorporated into the Acceptable Use Policy</p> <p><b>F.22.4 – Code of Practice for Governors</b>  There were no questions. The policy was proposed for ratification by TT, seconded by JA</p> <p><b>F.22.5 – Complaints Policy</b>  Governors were informed this is a County Policy and there are no changes. The Policy was proposed for ratification by JA, seconded by AC</p> <p><b>F.22.6 – Data Protection</b>  There were no questions. The policy was proposed for ratification by AM, seconded by PM</p> <p><b>F.22.7 – EPM Policies</b>  Governors were informed that all EPM Policies were re-adopted at the Resources meeting held on 29<sup>th</sup> September 2016. This was ratified by JA and seconded by PM</p> <p><b>F.22.7.1 – Whistle Blowing Policy</b>  Governors were informed that this is an EPM Policy. This policy was proposed for ratification by MS, seconded by AC.</p> <p><b>Governors were informed that this policy will be emailed to all staff</b></p> <p><b>F.22.7.2 – Allegations of Abuse against Teachers, Other Staff and Volunteers</b>  Governors were informed that this is an EPM Policy. This policy was proposed for ratification by SG, seconded by JA.</p> <p><b>F.22.8 – SEND Policy</b>  Governors were reminded that this is a Standards Committee Policy. It was</p>	<p><b>TT FGB Jan 17</b></p> <p><b>TT FGB Jan 17</b></p> <p><b>School asap</b></p>

<p>agreed at the last Standards Committee meeting to bring this Policy to the next FGB meeting to ratify. There were no questions. Governors were informed that the only change was to some of the wording. The document was explained to SG The policy was proposed for ratification by SG, seconded by MS</p> <p><b>F.22.9 – Teaching and Learning Policy</b> Governors were informed that the only changes in the policy were that Teaching Assistants (TAs) are now referred to as Learning Support Assistants (LSAs) The above policy was proposed for ratification by JA, seconded by AM</p> <p><b>F.22.10 – Safeguarding and Child Protection</b> Governors were informed that this is a County Policy, accepted at Standards The policy was proposed for ratification by JA, seconded by AM</p> <p><b>F.22.11 – Harrassment Policy</b> Governors were informed that this is a County Policy and that there are no changes. The policy was proposed for ratification by SG, seconded by PM</p> <p><b>F.22.12 – Governor Allowances</b> Governors were informed that this is a new Policy. The policy was proposed for ratification by SG, seconded by JA</p> <p><b>F.22.13 – UPDATE EPM POLICIES – <i>who will action?</i></b> TT informed governors that this is to be advised</p>	<p>TT FGB Jan 17</p>
<p><b>F.23 Governor Training</b></p> <p>A discussion took place on Governor Training. SG reported that his Induction Training is taking place on 19<sup>th</sup> November 2016.</p> <p>LB to update Governors at the next FGB meeting in January 2017</p>	<p>LB FGB Jan 17</p>
<p><b>F.24 Any Other Urgent Business</b></p> <p>TT to send the Parent Questionnaire to all Governors</p>	<p>TT asap – Report FGB Jan 17</p>
<p><b>F.25 Date of the next FGB meeting</b></p> <p>The date of the next FGB meeting has been changed and is now 11<sup>th</sup> January 2017</p> <p>There being nothing further, the meeting was closed at 8.06pm by Maureen</p>	

<p><b>Clarke</b></p> <p><b>Signed as a true record of the meeting</b></p> <p>..... <b>Chair FGB</b></p> <p>..... <b>Date</b></p>	
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