

# BEECHWOOD PRIMARY SCHOOL

## FGB COMMITTEE MEETING

<b>Date:</b>	<b>22 September 2015</b>
<b>Present:</b>	<b>Michael Holt (Chair), Val Curtis, Nick Oakley, Shelagh Flower, Gordon Davies, Rakhee Sharma, , Soha Hafez, Andi Blinco, Richard Harrod and Julie Baker</b>
<b>Clerk:</b>	<b>Jenny Sumner</b>

<b><u>NEXT MEETING</u></b> <b>TUESDAY 8 DECEMBER 2015 – 6.30pm</b>
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<b>35/ 15</b>	<b>Apologies of Absence</b>			
	Apologies were received and accepted from Rev Eddie Marque and Archana Kakar.			
<b>36/ 15</b>	<b>Declaration of Business Interests by Governors Present</b>			
	No interests were declared.			
<b>37/ 15</b>	<b>Governors Terms of Office</b>			
	<p>Michael Holt's term of office as LA Governor has been approved and runs from the 1 September 2015 for four years. Julie Baker has been re-elected as Staff Governor and her term of office will run from 21 September 2015 for four years. Archana Kakar's term of office as a Parent Governor expired in July 2015 and Sonal Fernandes has resigned as a Co-opted Governor.</p> <p>Following a discussion the Governing Body decided to elect Archana Kakar as a Co-opted Governor for a four year period starting on the 22 September 2015. This leaves a vacancy for a Parent Governor and Gordon Davies will undertake the election process this year.</p>	<b>Proposed</b>	<b>Seconded</b>	<b>Action</b>
				<b>Clerk</b>
				<b>GD Clerk</b>
<b>38/ 15</b>	<b>Agreement of Chair and Vice Chair's Term of Office</b>			
	It was agreed that the term of office for both the Chair and Vice Chair positions should be one year.			
<b>39/ 15</b>	<b>Election of Chair and Vice Chair of the Governing Body</b>			
	Michael Holt was unanimously elected as Chair. Nick Oakley and Rakhee Sharma were nominated and both Nick Oakley and Rakhee Sharma were elected as joint Vice Chairs. Rakhee Sharma has been allocated the role of fostering relationships with parents.			
<b>40/ 15</b>	<b>Appointment of Clerk to the Governing Body &amp; Committees</b>			
	Jenny Sumner was appointed as the Clerk to the Governing Body and all committees.			

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<b>41/ 15</b>	<b>Minutes of the Previous Meeting (2 July 2015)</b>			
	Minutes of the 2 July 2015 were agreed and signed as an accurate record of the meeting.	Proposed  MH	Seconded  GD	Action
<b>42/ 15</b>	<b>Actions and Matters Arising from Minutes of Previous Meetings</b>			
	<p>19/15 Head Teachers Report; E-Safety Policy. This will be looked at by the ICT Coordinator and the Deputy Headteacher to make sure it covers staff working on laptops either the school's or their own. Julie Baker and Gordon Davies to look into whether or not this has now been completed. Gordon Davies informed Governors that staff have been reminded of security of ICT equipment and their presence on social media around parents of pupils at the school.</p> <p>28/15 Head Teachers Report; Meeting schedule, see item 46/15. <u>Item complete</u></p> <p>29/15 Reports from Committees; Accessibility Policy &amp; Disability Action Plan, this item will be picked up at the next Facilities and Development Committee Meeting.</p> <p>32/12 Governors' Virtual Office; Jenny Sumner has looked into options and is working with Matt Lovegrove and Phil Healy to explore options of cloud based storage and updating the website.</p> <p>35/15 Any Other Business, Facebook; Gordon Davies explained to Governors that the incident had been reported to the Police and Wokingham Borough Council. Following a discussion on the incident and recommendations from Wokingham Borough Council it was agreed that no action would be taken against the offender at this stage as she is not currently active but if this offender does come forward again then the Governing Body will send a letter stating that they will not tolerate this behaviour towards the staff at Beechwood and will take appropriate action. <u>Item Complete</u></p>	<b>Proposed</b>	<b>Seconded</b>	<b>Action</b>
				<b>JB / GD</b>
				<b>Clerk</b>
				<b>Clerk</b>
<b>43/ 15</b>	<b>Appointments to Committees</b>			
	<p>See attached document. Nick Oakley will Chair Resources &amp; Strategy Shelagh Flower will Chair Facilities &amp; Development Rakhee Sharma will Chair Curriculum &amp; Welfare</p> <p>It was agreed that the Chairs of the Committees will approve the draft agenda for the meetings and that Michael Holt will be shown the draft agendas for comment and co-ordination.</p>			
<b>44/ 15</b>	<b>Appointment of Link Governor Roles</b>			

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	See attached document.  Gordon Davies gave an overview of what is expected from Governors and the best time of year for them to carry out their visit and how to make contact with the subject leader.			
<b>45/15</b>	<b>FGB and Committee Terms of References</b>			
	The committee and FGB Terms of References were agreed.			
<b>46/15</b>	<b>Meeting Schedule</b>			
	A list of dates was circulated and agreed. (Document attached). The summer FGB meeting date was discussed and it was agreed that Gordon Davies would move one of his other reports so that he does not have so much pressure at the same time as preparing for the FGB.			
<b>47/15</b>	<b>Annual Return of Register of Business Interests &amp; Governor Eligibility Forms</b>			
	Governors were reminded to complete the necessary forms and return to the Clerk.			All
<b>48/15</b>	<b>Summer School 2015</b>			
	Gordon Davies reported that the summer school was a success for those who attended but that it was too early to tell if it had made a difference to their progress. The summer school was staffed by two teachers and ran for three weeks. It was expensive to run and will need to be reviewed.			
<b>49/15</b>	<b>Preparing for Ofsted</b>			
	Gillian Cole offered a number of dates to come to school to run a training session on preparing for Ofsted. This session will take now place on Tuesday, 3 November at 7pm at School.  Gordon Davies has prepared information for Governors and will share this after the training session.			
<b>50/15</b>	<b>New Staff</b>			
	The school have five new teachers this year, four of whom are NQTs. They are settling in well and are being supported. The Senior Leadership Team is new and is receiving support from Gillian Cole.			
<b>51/15</b>	<b>Three year plan to reduce percentage of budget spent on staffing</b>			
	This item is to be discussed at the next Resources & Strategy Committee meeting.			Clerk

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52/ 15	<b>Establishing Links between Parents and the Governing Body</b>			
	This item is to be discussed at the next Curriculum and Welfare Committee meeting.			Clerk
53/ 15	<b>Arrangements for Beechwood Governors' Day – 16 October</b>			
	More information for Governors will follow. The day will be shorter than last year and governors will be able to drop in on specific topics.			GD
54/ 15	<b>Any Questions Time on Strategic Issues</b>			
	Rakhee Sharma will be coordinating the attendance of Governors at parents' evenings. These are held in November and March and it was felt that it is important for Governors to have a presence at the evenings.  Governors asked for a session on understanding and analysing the school data, looking at what the expectations are for the year and where the school is currently. Gordon Davies will look at arranging this.			RS  GD
55/ 15	<b>Reflection of actions and decisions made at this meeting</b>			
	Governors reflected on the following discussions; <ul style="list-style-type: none"> <li>• NQT's and staffing</li> <li>• Ofsted</li> <li>• Parent Governor vacancy</li> </ul>			
56/ 15	<b>Any Other Business</b>			
	Jenny Sumner highlighted key items from the Autumn Governor Digest these included: <ul style="list-style-type: none"> <li>• Changes to the constitution legislation</li> <li>• Budgets out in November</li> <li>• Possibility of DBS checks for all Governors</li> <li>• Register of Business Interests onto the School's website</li> <li>• Health and Safety document and inspection changes for schools</li> </ul>			
<b>Date and Time of Next Meeting</b>				
<p>Tuesday, 13 October 2015 – Resource &amp; Strategy Committee – 7pm</p> <p>Tuesday, 10 November 2015 – Facilities &amp; Development Committee – 7pm</p> <p>Tuesday, 24 November 2015 – Curriculum &amp; Welfare Committee – 7pm</p> <p>Tuesday, 8 December 2015 – Full Governing Body Meeting – 6.30pm</p> <p>The meeting closed at 9.05pm.</p>				