



	<p>pending his own end of tenure as Governor at the end of January 2018.</p> <p><b>b. Governor vacancies:</b></p> <ul style="list-style-type: none"> <li>i. MH reminded Governors that there were currently 3 x vacancies for Governors: <ul style="list-style-type: none"> <li>a) 2 x Co-opted Governors</li> <li>b) 1 x LA Governor (vice CM).</li> </ul> </li> <li>ii. In addition, there were 2 x Governor tenures due to expire in spring 2018: <ul style="list-style-type: none"> <li>a) GD (Co-opted Governor).</li> <li>b) AR (Parent Governor).</li> </ul> </li> <li>iii. MH updated Governors on the actions currently being taken to recruit new Governors.</li> <li>iv. Governors discussed the responses received to date and the experience that prospective new Governors could bring to the Governing Body.</li> <li>v. <i>During the discussion, a Governor asked whether DBS checks were transferrable between schools.</i> SO responded that this was possible under certain circumstances and gave details.</li> <li>vi. GD had previously informed Governors that he did not wish to seek re-election at the end of his tenure in January 2018. He confirmed his decision at this meeting. However, MH informed Governors that GD had agreed to become Associate Member of the Governing Body until Jul 2018, with specific responsibilities for financial affairs. Governors thanked GD for his assistance.</li> <li>vii. <b>Following the discussion, Governors agreed that MH should recommend prospective Governors to the Full Governing Body for appointment at the next FGB.</b></li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>1. <b>MH to recommend prospective new Governors.</b></li> <li>2. <b>Clerk to include appointment of Governors to Agenda for FGB on 16 January 2018.</b></li> </ul>	<p>MH</p> <p>Clerk</p>
6	<p><b>Finance:</b></p> <p><b>a. Review of latest monthly financial report:</b></p> <ul style="list-style-type: none"> <li>i. The November 2017 BCR had been circulated to Governors prior to the meeting.</li> <li>ii. At the meeting, the November 2017 BCR was compared to previous forecasts.</li> <li>iii. <i>In response to a question from a Governor, SO confirmed meeting with the LA Financial Adviser to set the latest forecast based on current knowledge.</i> She added that Staffing was approximately correct and pointed out that maternity pay was not fully covered by the LA.</li> <li>iv. <i>In response to a question from a different Governor, SO confirmed that the 1% pay increase for support staff had been included.</i></li> <li>v. <i>In response to a separate question, SO informed Governors that the 2% pay increase for teaching staff had not been included in November's BCR.</i></li> <li>vi. Governors discussed the Phoenix Club figures and SO confirmed that the previously agreed transfer of funds had been included.</li> <li>vii. The Head reminded Governors about the increase of funding received since the September forecast for specific SEND support. Her concern was that the same level of financial support could not be expected in 2018-19.</li> <li>viii. The Head informed Governors that other schools appeared to be</li> </ul>	

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	<p>recommending Houghton to parents with children with special needs rather than building in support at their own schools. She gave examples. <i>In response to a question from a Governor, the Head confirmed that she was now in discussion with some schools in order to address this issue.</i></p> <p>ix. <i>A different Governor asked about Miscellaneous Donations, which SO explained with examples.</i> She went on to explain that the LA Financial Adviser had opened a new code for sickness/maternity cover, so income and outgoings for these would be clearer in future.</p> <p>x. <i>In response to a question from a third Governor, SO reminded Governors that until the winter energy bills were received, expenditure against budget for 2017-18 could not be finalised.</i></p> <p>xi. SO suggested to Governors that they did not need to wait until February to start work on the SFVS schedule. The draft could be prepared well in advance and finalised in February 2018.</p> <p><b>Action: SO to provide details of Miscellaneous Donations to Chair.</b></p> <p><b>b. Catering Contract:</b></p> <p>i. The Head updated Governors on progress with the catering contract.</p> <p>ii. The catering companies which had shown interest had now visited the School. <i>In response to a query, the Head gave details about the format of that visit.</i></p> <p>iii. <i>In response to a question from a different Governor, the Head confirmed that the deadline for tenders was 9 January 2018, following which a shortlist would be compiled. Interviews would include a practical food preparation element.</i></p> <p>iv. <i>Responding to a question from a third Governor, the Head confirmed that the consultant hired by the School was managing the whole process and that to date, this had been very effective.</i></p> <p>v. <i>In response to a question from the same Governor, the Head confirmed that the School should save at least £5000 per year with a new contract and she gave details.</i></p>	SO
7	<p><b>Personnel:</b></p> <p><b>a. Staff update:</b></p> <p>i. The Head gave Governors an updated handout showing School staffing.</p> <p>ii. She pointed out that the only change since FGB was that the teacher who had been on long-term sickness leave had returned to full-time work and the cover teacher had left following 6 weeks of phased return support.</p> <p>iii. <i>In response to a Governor's question, the Head confirmed that the teacher had elected not to continue with a phased return to work following the 6 week period.</i></p> <p>viii. The Head reminded Governors that SO was leaving at the end of the autumn term and gave details of the recruitment action being taken to fill the vacancy as quickly as possible. SO's departure would result in a lot of knowledge being lost.</p> <p>iv. <i>In response to a question from a different Governor, the Head explained the changes being made within the School office to provide sufficient cover.</i> She explained that the job descriptions in relation to proposed changes had been evaluated with EPM ahead of recruitment.</p> <p>v. <i>Responding to a question from another Governor, the Head confirmed that the anticipated changes had been costed and gave details.</i></p> <p><b>b. Professional Development:</b></p>	

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	<ul style="list-style-type: none"> <li>i. The Head had distributed details of Continuous Professional Development (CDP) for all staff to Governors prior to the meeting.</li> <li>ii. Governors briefly discussed the amount of training received by staff during the autumn term.</li> <li>iii. <i>In response to a question, the Head confirmed that the impact of that training would be assessed during the spring term.</i></li> </ul> <p><b>c. Performance Management:</b></p> <ul style="list-style-type: none"> <li>i. The Head informed Governors that performance management interviews for all teachers and TAs had been completed.</li> <li>ii. Support staff performance interviews would be completed before the end of the autumn term.</li> <li>iii. The Head reminded Governors that she was waiting for the outcomes of her own pay review following her performance management review in October. MH would arrange this.</li> </ul> <p><b>Action: MH to arrange for formal performance management feedback to Head.</b></p>	MH
8	<p><b>Health &amp; Safety and Premises:</b></p> <p><b>Maintenance Plan update:</b></p> <ul style="list-style-type: none"> <li>a. SO provided Governors with an updated maintenance schedule prior to the meeting.</li> <li>b. At the meeting, she gave further details of actions being taken: <ul style="list-style-type: none"> <li>i. <i>Item 1: Ongoing.</i></li> <li>ii. <i>Item 2: Guttering to be cleared by the same company and at the same time as Item 8.</i></li> <li>iii. <i>Item 3: Cause of dampness still not identified and a professional survey may be required.</i></li> <li>iv. <i>Item 4: Decoration of school split into 3 separate actions. KS2 classrooms at Easter would be in next financial year.</i></li> <li>v. <i>Item 5: GS/CM checked end of summer term. <b>Completed.</b></i></li> <li>vi. <i>Item 6: <b>Action: Chair to arrange for Annual Risk Assessments to be spot-checked by Governors.</b></i></li> <li>vii. <i>Item 7: Formal premises inspection needed even though budget was not currently available for rolling maintenance plan.</i></li> <li>viii. <i>Item 8: SO gave details of the options. <b>Governors discussed these and agreed her recommendation of a wooden ramp with slip resistant decking, with Item 2 to be completed at the same time.</b></i></li> <li>ix. <i>Items 9, 10, 11, 12: Projects to be considered in the New Year.</i></li> <li>x. <i>Items 13 and 14: A safety issue, which Governors discussed. <b>MH agreed to discuss progress with the Tree House Committee.</b></i> <b>Action: MH to discuss progress of ongoing tree house issues with Tree House Committee.</b></li> <li>xi. <i>Item 15: SO had reminded LA that surveyors report on trees was awaited.</i></li> <li>xii. <i>Item 16: Report awaited from contract manager's visit. Suggestion from SO that the School may want to consider training Caretaker to carry out monthly checks for Legionnaires Disease.</i></li> <li>xiii. <i>Item 17: Fire extinguisher checks completed on 12 Dec 17. <b>Completed.</b></i></li> <li>xiv. <i>There was no Item 18.</i></li> <li>xv. <i>Item 19 to be discussed in spring 2018.</i></li> <li>xvi. <i>Item 20: <b>Action: Head to arrange for Fire Awareness training to be scheduled for spring 2018.</b></i></li> <li>xvii. <i>Item 21: The sprinkler heads out of sight in the roof space needed servicing. The School would need to take this up with LA on receipt of</i></li> </ul> </li> </ul>	<p>Chair</p> <p>MH</p> <p>Head</p>

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	<p><i>quote.</i>  xviii. <b>Additional item 22:</b> SO had requested a list of suppliers of automatic gates, which was awaited.</p>	
9	<p><b>Pre-School Update:</b></p> <p>a. MH updated Governors on the meeting with the Pre-School on 5 December 2017.</p> <p>b. The meeting had been formally recorded by the Clerk and draft Minutes were currently being circulated for comment by those who had attended.</p> <p>c. MH highlighted several points that had been raised:</p> <ol style="list-style-type: none"> <li>i. The relationship between the School and Pre-School and the actions agreed between them in relation to the wider community.</li> <li>ii. Transition of children into the School. MH was awaiting a plan from Pre-School after which she would discuss this with the Head.</li> <li>iii. The Pre-School was preparing a contingency plan against future disruption to their business.</li> <li>iv. The request from the Pre-School to alter the picket fence between Pre-School and Phoenix play areas. MH gave details.</li> <li>v. Possible future development of forest school, for which the Pre-School had access to funding.</li> </ol> <p>d. The next joint meeting was scheduled for 23 January 2018.</p> <p>e. The Head informed Governors that she had met with the Pre-School Manager on 8 December 2017.</p> <p><b>Action: Clerk to send Minutes of meeting with Pre-School to Governors.</b></p>	Clerk
10	<p><b>Policies and Procedures:</b></p> <p>The policies schedule was circulated to Governors prior to the meeting.</p> <p>a. <b>Statutory policies delegated to FPPS Committee for review in autumn term:</b></p> <ol style="list-style-type: none"> <li>i. <b>Capability policy and procedures:</b> <ol style="list-style-type: none"> <li>a) The policy had been circulated to Governors for review prior to the meeting.</li> <li><b>b) The reviewed Capability policy and procedures was agreed by Governors and adopted.</b></li> </ol> </li> <li>ii. <b>Discipline policy:</b> <ol style="list-style-type: none"> <li>a) The policy had been circulated to Governors for review prior to the meeting.</li> <li><b>b) The reviewed Discipline policy was agreed by Governors and adopted.</b></li> </ol> </li> <li>iii. <b>Equalities policy, information and objectives:</b> <ol style="list-style-type: none"> <li>a) The policy had been circulated to Governors for review prior to the meeting.</li> <li><b>b) The reviewed Equalities policy, information and objectives was agreed by Governors and adopted.</b></li> </ol> </li> <li>iv. <b>Supporting Pupils with Medical Conditions policy:</b> <ol style="list-style-type: none"> <li>a) The policy had been circulated to Governors for review prior to the meeting.</li> <li><b>b) The reviewed Supporting Pupils with Medical Conditions policy was agreed by Governors and adopted.</b></li> </ol> </li> </ol> <p>b. <b>Non-Statutory policies for review and agreement by FPPS Committee</b></p>	

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	<p><b>in autumn term:</b></p> <p><b>i. Educational Visits policy:</b></p> <p>a) The policy had been circulated to Governors for review prior to the meeting.</p> <p>b) <i>A Governor had a query about the procedure for review of the policy, to which the Head responded.</i></p> <p><b>c) The reviewed Educational Visits policy was agreed by Governors and adopted.</b></p> <p><b>ii. Emergency Evacuation procedures:</b></p> <p>a) The policy had been circulated to Governors for review prior to the meeting.</p> <p><b>b) The reviewed Emergency Evacuation policy was agreed by Governors and adopted.</b></p> <p><b>iii. External Visitors policy:</b></p> <p>a) The policy had been circulated to Governors for review prior to the meeting.</p> <p><b>b) The reviewed External Visitors policy was agreed by Governors and adopted.</b></p> <p><b>iv. Governors' Visits policy:</b></p> <p>a) The policy had been circulated to Governors for review prior to the meeting.</p> <p>b) Questions raised by the Head outside the meeting were discussed.</p> <p><b>c) Governors agreed that:</b></p> <p><b>1) A separate protocol with specific guidelines, would be provided by the Head in advance of each Governors' monitoring day.</b></p> <p><b>2) Specific wording and terminology contained within the reviewed Governors' Visits policy would be altered.</b></p> <p><b>3) The revised Governors' Visits policy would be taken to FGB on 16 January 2018.</b></p> <p><b>Actions:</b></p> <p><b>1. MH to make agreed alterations to Governors' Visits policy.</b></p> <p><b>2. Clerk to include Governors' Visits policy on Agenda for FGB.</b></p> <p><b>v. Safer Employment policy:</b></p> <p>a) The policy had been circulated to Governors for review prior to the meeting.</p> <p>b) <i>In response to a question from a Governor, the Head confirmed that the Safer Employment policy was based on a model policy issued by the LA and replaced the School's previous Employment policy.</i></p> <p><b>c) The reviewed Safer Employment policy was agreed by Governors and adopted.</b></p> <p><b>vi. Recruitment and Selection policy:</b></p> <p>a) The policy had been circulated to Governors for review prior to the meeting.</p> <p><b>b) The reviewed Recruitment and Selection policy was agreed by Governors and adopted.</b></p>	<p><b>MH Clerk</b></p>
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	<p><b>c. Accessibility Plan – update on actions:</b>  The Accessibility Plan action sheet was forwarded to Governors prior to the meeting.</p> <ul style="list-style-type: none"> <li>i. Action 1: <b>Ongoing.</b></li> <li>ii. Action 2: <b>Completed.</b></li> <li>iii. Action 3: <b>Completed.</b></li> <li>iv. Action 5: Started. The Head gave details. <b>Ongoing.</b></li> <li>v. Action 6: <b>Ongoing.</b></li> <li>vi. Action 7: Information pack started and drop in session held. AR to report progress to Governors. <b>Ongoing.</b></li> <li>vii. Action 8: Implemented. <b>Closed.</b></li> <li>viii. Action 9: <b>Ongoing.</b></li> <li>ix. Action 10: <b>Ongoing.</b></li> <li>x. Action 11: <b>Completed.</b></li> <li>xi. Action 12: <b>Ongoing.</b></li> <li>xii. Action 13: <b>Ongoing.</b></li> <li>xiii. Action 14: Investigated. No immediate requirement. <b>Parked.</b></li> <li>xiv. Action 15: No immediate requirement. <b>Parked.</b></li> <li>xv. Action 16: No immediate requirement. <b>Parked.</b></li> <li>xvi. Action 17: No immediate requirement. <b>Parked.</b></li> <li>xvii. Action 18: No immediate requirement. <b>Parked.</b></li> <li>xviii. Action 19: SO had talked to the suppliers. There was no immediate solution to the weight of the door so office staff were managing the situation. <b>Ongoing.</b></li> <li>xix. Action 20: <b>Ongoing.</b></li> </ul>	<p>Head</p> <p>SENDCO Head</p> <p>AR</p> <p>SENDCO Head</p> <p>Head Head</p> <p>Head SENDCO</p>
11	<p><b>Any other business:</b></p> <p><b>a. Ofsted:</b></p> <ul style="list-style-type: none"> <li>i. The Head informed Governors that she had received the draft Ofsted report to which she needed to respond by 13 December 2017.</li> <li>ii. The finalised report would follow at the end of term.</li> </ul> <p><b>b. Late cancellation:</b></p> <ul style="list-style-type: none"> <li>i. SO informed Governors that she had been due to attend the School Business Managers' Conference on the day of the Ofsted inspection. However, as she was required to be present for the inspection, she had cancelled her attendance at the Conference as soon as the notification was received.</li> <li>ii. After some initial reluctance due to the late cancellation, the School had received a full refund and the LA had also changed their late cancellations procedures to take Ofsted inspections into account.</li> </ul> <p><b>c. Valedictory:</b></p> <ul style="list-style-type: none"> <li>i. Governors joined the Head in thanking SO for her hard work in support of the School over a number of years, much of which was behind the scenes. She would be much missed.</li> <li>ii. Governors wished her well in her future role.</li> </ul> <p>There was no other business.</p>	
	<p><b>Date and time of next meeting: Tuesday 30 January 2018 at 6.30pm</b></p>	

Signed by Chair: ..... Date: .....

The meeting closed at 7.50pm.

Signed by Chair: ..... Date: .....