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Full Governing Body Meeting

**Wednesday 28th September – 6pm**

**Location: Woolton Hill Junior School**

**MINUTES:*Draft***

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| 1. **Welcome & Apologies**   *Chair welcomed everyone to the meeting*  *Attending: Sarah Rolls, Stephen Waite, Yordanka Kavalova, Jon Walters, Christine Dale, Rachael Dennett, Abbie Dando, Paul Davies (EHT) Kathryn Knapp(DHT), Karen Callow*  *Apologies – Fiona Ash, Andrew Maclaughlin* |
| 1. **Pecuniary Interests**   *None declared* |
| 1. **Election of roles, Chair, Vice Chair and Governor roles etc**   *Governors confirmed the election of the following roles;*  Safeguarding Governor – **Stephen Waite**  SEN Governor – **Fiona Ash**  Health & Safety Governor – **Stephen Waite**  Development and Training Governor – **Karen Callow**  Subject Leads and Link Governor Monitoring roles   |  |  | | --- | --- | | **Subject area** | **Link governor** | | English | Sarah | | Maths | Yordanka | | PP | Steve | | SEND | Fiona | | EYFS | Abbie | | Science | Andy | | History | Jon | | Art | Rachael | |
| 1. **Governance**  * Review of Instrument of Government & Vacancies   *Governors discussed the reduction of total number of committee members in the instrument of governance and final settled size of the full governing body following federation.*  *SW took an action to agree re-drawing of instrument of governance with Governor Services*  *SR, AM, YK, SW all indicated that they would like to end their membership of the FGB at the end of the academic year. Governors discussed the need to actively recruit replacements for these impending vacancies and ideally have roles recruited before vacancies are created, to maintain quorum.*   * Standing Orders   No change   * Committee Terms of Reference   *Governors discussed committee structure and agreed to retain, with existing committee leads. TORs to be updated to GovernorHub, and voted back in within each committee.*   * Committee membership & Chairs   + Resources - AM   + Pay - AM   + Teaching & Learning - YK   + Compliance - SW   + Strategy & Communications – JW   + Headteachers Performance Management - SW * Decision Planner * Annual Declarations to be updated via Governor Hub   *Governors discussed that all governors must complete their declarations online in GovernorHub*   * KCSIE – Keeping Children Safe In Education   *Governors discussed that all governors must confirm they have read this document in GovernorHub*   * Meeting Schedule for 2022/23 |
| 1. **Policies**   Governors Code of Conduct  Manual of Personnel Practice (MOPP,HCC) including in year updates  *SW took all Governors through the annual updates to the MOPP (Manual of Personnel Practice) as drawb up by HCC and any corresponding updates that Governors should be aware of.* |
| 1. **Approval of previous minutes**   *Governors approved previous meeting minutes* |
| 1. **Executive Headteacher’s Report (previously circulated)**   *Governors discussed the previously circulated EHT report. Points of interest discussed;*   * Numbers on roll *– very pleased to see significantly increased number in Year R* * Launch of the new website *– thanks were extended to JW for all his hard work* * INSET day *– focus on quality of teaching – slimmed down ‘Woolton Hill Way’ which establishes are expectations for quality of teaching in the classroom. Supported with ‘live marking’. Both guides have been circulated to governors.* * Subject focus – English = Reading (C Dickson) *Owen Tromans from the LA will be supporting the development of this focus across the federation.*   *Governors were shocked to hear the level of phonics support that is needed in WHJS, with books required that would usually be used in St Ts.*  *Governors discussed the concern to ensure that focus on writing is not forgotten and continuously embedded whilst main focus is Reading as both still need improvement*  Subject focus – Maths (B Robinson-Slater) *= to breed a culture of problem solving, with careful planning, differentiation, and a clear learning journey.*   * 6 strand curriculum (Jo Jones) *– launched at INSET day. Focus on one strand per term, same across both schools. Focus this term is boundaries. Parent evening planned in second half of autumn term to provide parents with more information.* * Assessment (Tom Scott) focus – *formative assessment for core subjects, summative assessment for foundation subjects. Understand what essential knowledge do children need to know,* * *SEN – focus, Inclusivity, to improve the quality of teaching of SEN across the federation* |
| 1. **Federation Improvement Plan**   *Governors acknowledged circulation of SIPs for both schools by the EHT in advance of the meeting* |
| 1. **Committee updates:** 2. **Safeguarding (SW)** 3. **Compliance (SW)**   *Governors discussed policy updates elsewhere in the meeting*   1. **T&L (YK)**   *Governors discussed monitoring visits with key purpose to see progress of change embedded last year. Monitoring template has been updated to GovernorHub, to facilitate meetings*   1. **Resourcing (AM)**   *No updates, first meeting of the year due later in the term*   1. **Strategy & Comms (JW)**   *Governors acknowledge the great job JW done has done, and the achievement of launching a single website for the federation.* |
| 1. **OFSTED readiness**   *The EHT gave governors an update on potential visit timeline and feedback that it may well be at St Ts prior to WHJS which was a reverse of previous thoughts and planning.*  *Governors must be familiar with the key strategies launched in both schools of the federation and be clear on Safeguarding as this is an easy area to slip-up on.* |
| 1. **Whole Governing Body Training**   *Governors discussed the need to agree WGBT. Karen Callow was previously appointed Designed Training Governor and will take the action to agree, and book.* |
| 1. **AOB** |
| 1. **Future Agenda Items** 2. **Date of next meeting ?? tba (Before end of November to approve mid-year budget revision)** 3. **Skills Audit** 4. **Pupil Premium for website (Dec deadline)** |
| 1. **Date/location for next meeting** |