



SIDESTRAND HALL SCHOOL

Minutes of Full Governing Body Meeting held on Tuesday 26 September at 3.15pm

Present: Roger Billings, Angela Wrighton, Dianne Davis, Bronwen Richmond, Ed Maxfield, Paddy Bennett, Marion Saunders, Sarah Young (Head), Gill Leah (Clerk).

Governors' questions and comments are in bold and italics.

A meet and greet session between staff and Governors was held from 3.15 to 3.45. Governors explained their roles and responsibilities to staff, and answered questions.

1. Welcome to new Governors

Ed Maxfield was welcomed as a new Trust Governor. It was noted there was now one Co-opted Governor vacancy.

There were two candidates for Staff Governor, so an election would take place shortly.

2. Consideration of apologies for absence

Received and accepted from John Rattle and Rachel Middleton.

3. Confirmation of the minutes of the meeting of 12 July 2017

These were agreed and signed as a true record by the Chair.

4. Election of Officers:

Roger Billings explained that he had served as Chair for some years and felt it would be a good time to hand over to someone else.

Angela Wrighton was nominated, seconded and elected as Chair.

Roger Billings was nominated, seconded and elected as Vice-Chair.

The Chair asked Governors to complete a Skills Audit and send it to her as soon as possible.

ACTION: Governors

If there was found to be a common need for training, this could be arranged through Educator Solutions as part of their package.

iii. Confirm Terms of Reference

These were confirmed, subject to some additions (e.g. Committee members) to be made by the Clerk. The document would be signed at the next FGB meeting.

ACTION: Clerk

6. Review of monitoring strategy and delegated responsibilities

The following suggestions were made:

Parents as Partners	Dianne Davis / Rachel Middleton
Behaviour / Attendance	Marion Saunders
SMSC	Roger Billings
LAC	Dianne Davis, Bronwen Richmond
SEN	Bronwen Richmond
Residential	Roger Billings / Dianne Davis / Angela Wrighton
Safeguarding	Roger Billings
Single Equality	Marion Saunders
Sex Education	Roger Billings
Data	Ed Maxfield, Angela Wrighton
Headteacher Perf Mgmnt	Marion Saunders, Angela Wrighton, Roger Billings
It was noted that an additional Governor was needed to do the training.	
<i>Paddy Bennett agreed to do it.</i>	ACTION: Paddy Bennett
Literacy	Bronwen Richmond
Numeracy	Angela Wrighton
Evolve (educational visits)	Angela Wrighton
Health & Safety	Paddy Bennett, John Rattle
Asset Management	Paddy Bennett, John Rattle
Key Stage 2	Ed Maxfield
Key Stage 3	Bronwen Richmond
Key Stage 4	Paddy Bennett
6 th Form	Marion Saunders

7. Agree and sign Code of Conduct

This was signed. Absent Governors would be asked to sign it at the next meeting.

Action: Clerk / JR / RM

8. Completion of Register of Interests

These were completed. Absent Governors would be asked to complete / update at the next meeting.

Action: Clerk / JR / RM

9. Check Governor details

Governors were asked to check their details as they appeared on Governor Hub. The Clerk would update the records.

Ed Maxfield was asked to write a pen portrait for the website and send it to the IT Manager c/o the Office.

Action: Ed Maxfield

10. Matters arising from the minutes of the meeting of 12 July 2017

All actions on the action list were actioned.

- Re new library – since other options were not affordable, the Head was looking into using a double-decker bus, which would be refurbished as a library and reading room. The children would be able to paint and decorate it and it could be moved around the school site. This would be at a cost of £5000, possibly paid for by the Strands Charity.
- Breakfast – the Head reported that toast was again being provided as fruit had proved too expensive. It was being made in some central areas by the TAs between 8.15 and 8.45.
- Pupil Premium – ***Has the report been put on the website? Who is now responsible?*** Yes. Jo Rand would be responsible for it this year since Dani Winteringham had left. This year the money would be used in a different way; e.g. Speech Therapist and a Counsellor employed one day a week. ***A Governor was concerned that speech therapy should not have to be paid for.*** TAs do interventions, but more was needed than was provided by the Speech & Language service. ***It was felt that a complaint should be made to the Local Authority.***
- ***A Governor asked for a staff list.*** **ACTION: Head**

11. Headteacher's Report (verbal)

Roger Billings had met with the Head and his report of his meeting was on Governor Hub.

The Head reported that two children had not returned to the 6th form, so there were spaces available. A place had been found for a boy coming from out of County. The toilets had been updated and improved, including disabled toilet, the dining room had been redecorated and refurbished, residential and lower school classrooms had been painted.

A Governor asked about the standard of school meals? The Head would monitor but had not heard any complaints. She suggested the Governor come in to try it. Due to Dani Winteringham leaving, there was now a lot of work shared between the SLT.

The Head would be away from school from 4 November as she would have an operation. The Head asked Governors to support the Deputy Head in her absence.

Bronwen Richmond offered to help if needed.

Re SIDP – There would be a new one available at the first School Improvement meeting. There was a Governors' page included, with the following objectives:

1. Commitment to develop and become more effective, e.g. through training.
2. Challenge SLT on effective staffing and resources, e.g. pupil premium.
3. Reorganise the link Governor roles.

A Mission Statement and Values would be agreed and published in each classroom when agreed by staff. The school rules would be revisited and discussed by the children.

A Governor felt it was very important that the children should be consulted.

A new one-page Pupil Profile format had been introduced which was completed by the child. The Head offered to bring examples of anonymised ones.

ACTION: Head

12. Make arrangements for Headteacher's Performance Management

Headteacher Performance Management would take place in January with Angela Wrighton, Marion Saunders and Roger Billings, after the Head's return from an operation. Paddy Bennett agreed to do the training. An External Advisor has been contacted and will also be involved in the 2 day Whole School Monitoring activities thus enabling him to make better judgements about the HTs Performance.

ACTION: Paddy Bennett

13. Any other business

- Strands Shop – ***Is the shop being sold?*** The Head would look into it but it was thought that it was not. Liz Locke is now working in the shop three days a week. The children are still going to help there. The Governors were invited to volunteer to be a Trustee of the Strands Charity (following Nick Turner's resignation). It entailed going to a termly meeting and considering bids for their funds. ***Roger Billings agreed to do this.*** **ACTION: Roger Billings**
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Date of next Full Governing Body meeting

Wednesday 29 November.

The meeting closed at 17.30pm.



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ACTION PLAN

Action	By whom?	By when?
5. Residential monitoring to be done.	Angela Wrighton / Roger Billings	11.10.17
5. Safeguarding training on 11 October.	Governors	11.10.17
5. Headteacher Performance Management training to be done.	Paddy Bennett	
5. A Skills Audit to be completed.	All Governors	ASAP
5. The updated Terms of Reference to be an agenda item for ratification.	Clerk	Next FGB
7 & 8 Code of Conduct and Register of Interests to be signed.	Rachel Middleton/ John Rattle	Next FGB
9. Pen portrait to be provided.	Ed Maxfield	ASAP
10. Staff list to be provided.	Head	ASAP
11. Anonymised one page profiles to be provided.	Head	Next FGB
13. Strands Charity meetings to be attended as representative of Governing Body.	Roger Billings	