



LONDON MEED PRIMARY SCHOOL

HONESTY CREATIVITY RESPECT CARE

Minutes of Meeting of Governors

Held at London Meed School at 6pm on the 4th July 2017

GOVERNORS PRESENT: Mary Chambers, Howard Collins Jane Davey, Tricia Eastley, Natalie Langtree, Tracy Newman (for part), Candy Reece, Terry Prue, Claire Stacey (for part)

IN ATTENDANCE: Laura Sykes – Clerk.

New Code:

- **Questions**
- **Actions taken**
- **Actions carried forward**
- **Confidential item**

	Actions taken at this meeting: <ul style="list-style-type: none"> • Governor Allowances Policy • Fire Safety Policy • Terms of Reference for Committees both Finance and Pay Committee were approved. Communication Strategies for Parents were improved incl. opportunities for parents to comment and for the Governors to respond.
36/2017	AW has resigned with immediate effect- this means there are now two PG vacancies which will need to be recruited for in the new school year.
37/2017	Declarations of Interest- there were none.
38/2017	Approval of the previous minutes- two minor amendments were made, the minutes were approved.
39/2017	Matters arising from the previous minutes – <ul style="list-style-type: none"> • FFT Roadshow, JD asked NL if she would be happy to run a training session. • Statutory Policies all needed to be signed off by the Chair of Governors with a hard copy complete with cover sheet available in the school.
40/2017	EE will give a more detailed report on the recent audit in the September Governors Meeting. She did confirm with the Chair that it had gone well. Questions were asked regarding the application for the Ernest Cook Grant these points were clarified by HC The lettings were also discussed.
41/2017	LS mentioned the issues arising with some of the policies not being approved by the FGB. There are quite a number and it is important that they are up to date with signed cover sheets to show their approval has been passed. She suggested that an additional meeting for the approval of policies could take place probably only once a term. The benefits were as follows: <ul style="list-style-type: none"> • Changes could be done on the spot and all the policies for that term could be approved in one go • Meeting times would be shorter • If a quorate number were present (currently 4) it wouldn't be necessary to have all the Governors attend. It was decided that this could be a way forward, and each policy on the overview spreadsheet was assigned either a committee or individual Governor. LS will send out the amended list once again indicating which policy meeting and policy Governors will have input into.
42/2017	FGB dates for 2017/18- These will be slightly revised and sent out to the Governors.
43/2017	Results of Parents Survey- TP The parent survey was sent out by the school two weeks previous to the Parent View survey which was

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	<p>part of the Ofsted Inspection. It was decided that the following actions to improve communication would take place:</p> <ul style="list-style-type: none"> • CR will put a 'any comments/questions?' section at the end of the newsletter enabling parents to ask, and the school to answer these queries • The timing of the Parent Survey from the school needs to be in February so that any issues can be addressed at the PTC. • The parents would be made more aware of 'Who's who' e.g. Middle Leaders and spotlight them in the Newsletter so that parents know who they are and their also their responsibilities. • A one page response to their questions 'You said, we did' will be put together by HC/TP answering the parent's queries.
44/2017	<p>Draft Raising Achievement Plan There was a request that the Governors provide interest into the RAP which will eventually go on the website. The three priorities for the school are: To improve the progress made in Reading, Writing and Mathematics by ensuring that:</p> <ol style="list-style-type: none"> 1. The teaching builds consistently on pupils' understanding. 2. Teaching deepens and extends pupils' learning sufficiently, including for the most able 3. Teacher expectations of all pupils' learning are sufficiently high
45/2017	<p>Middle Leaders experience of Ofsted TE requested that the Governors arrange their meetings with the ML they are partnered with before the end of term.</p>
46/2017	<p>Article from West Sussex Gazette/ Mid Sussex Times- It was seen as a very positive article (press release provided by CR used in its entirety) which the staff and Governors were pleased with.</p>
47/2017	<p>Data and SAT results: The data and SAT results were reviewed a request was made from the Governors that the results be sent out in 'parent friendly' language It was requested that it be minuted that all credit needs to go to the teachers and pupils for their exceptionally hard work.</p>
48/2017	<p>Policies – Behaviour at Work Policy – Fire Safety Policy – Minor changes were made – policy was approved Governor allowances – Minor changes made – policy was approved</p>
49/2017	<p>Impact Statement – 'As a result of this governors' meeting issues arising from the parental questionnaire and the recent Ofsted inspection were discussed. A draft Raising Achievement Plan was discussed in response to Ofsted and governors are an integral part of the process. At this last meeting of the academic year governors were able to congratulate the school, pupils and staff- on the greatly improved end of year results which were all above national results.</p>
50/2017	<p>AOB Availability of a Governor for attending a teaching position interview was discussed.</p>

The meeting closed at 8.00pm

Next Meeting Date – 28th September 2017 – 10am

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