



WEST SUSSEX COUNTY COUNCIL

London Meed C.P. School

Headteacher – Ms C J E REECE

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Minutes of Meeting of Governors

Held at London Meed School at 10AM on the 9th February 2017

GOVERNORS PRESENT: Howard Collins Jane Davey, Tricia Eastley, Natalie Langtree, Sylvia Lewis, Tracy Newman, Candy Reece, Alex Watts

IN ATTENDANCE: Laura Sykes (Clerk to Governors), Elspeth Elsey (Bursar)

New Code:

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

	Actions taken at this meeting: <ul style="list-style-type: none"> Governors approved the Carry Forward' in the Finance Report Health & Safety Policy, Sex & Relationships Policy and the Emergency Response Plan were all approved at this meeting.
02/2017	Apologies for Absence Received from Terry Prue & Claire Stacey- these apologies were accepted.
03/2017	Declarations of Interest None to declare
04/2017	Approval of Continuation of term for Jane Davey (term ended 05/02/2017) The renewal and continuation of Jane Davey's term as Parent Governor was wholly supported and approved by the Governing Body. Jane is in the process of recruiting a new Co-opted Governor who she was meeting with to discuss the role of Governor.
05/2017	Approval of previous minutes. The draft minutes from the previous FGB (061216) were approved.
06/2017	Matters Arising from Previous minutes New Sex & Relationships policy has been sourced and is now on the website- thanks to NL Redacted minutes from the last meeting for the website. Now the draft minutes have been approved (05/2017) LS will forward a word copy of these minutes to AW who will redact them for the website.
07 2017	Head Teacher's Report The HT report placed particular emphasis on the work being done with the Higher Attainment Pupils (HAP) Letter from & Response to RSC – Dominic Herrington The staff were aware of the 'Coasting' letter received from the Regional Schools Commissioner and the sturdy rebuttal that was sent from the HT. H&S Report – Nothing to report as part of HT report Safeguarding & Racist Incident Report CS as Governor with responsibility for Safeguarding provided a detailed report of the schools safeguarding responsibilities, and a report on the SCR (Single Central Record) Attendance is at 97%, there have been no dips and this level is being maintained.

08/2017	Finance Report The Carry Forward amount was approved by all the Governors as requested. For the next meeting it was requested by the Governors that there was a Presentation on the proposed plan for the National Funding Formula by the bursar who agreed that this could be done. It was also noted that the Governors are required at the next meeting to approve the SFVS (Schools Financial Values Standard) EE left the meeting at 10.20am
09/2017	Governing Body Strategy Document/Governor Support RAP Both the Strategy document and the Governor Section in the RAP was updated in the meeting as some Governors have resigned there is a need for their curriculum responsibilities to be reassigned. This was done and will be sent out separately.
10/2017	The Governors asked a number of questions regarding the disadvantaged pupil strategies These were answered by the Deputy Head. The Governors also asked questions about the Sports Premium which were answered clearly and concisely by the Sports Lead.
11/2017	Feedback of Pupil Questionnaire to staff It was decided that this would be discussed further when the Vice Chair is available at the next meeting Governor Feedback from LA Audit A number of issues were raised by Maria Roberts regarding the schools preparedness for an Ofsted Inspection. All the points raised have been actioned and resolved quickly where possible.
12 2017	Use of the Website for Governors – AW AW along with the data manager has carried out a large amount of work to try and make the website an efficient tool for Governors to use. She gave a practical demonstration of how the Governors section of the website could be used to record Governor training, minutes, and solely Governor-related email.
13/2017	Middle Leaders Updates Suggested to the Governors that a meeting could be arranged with their ML counterparts within the first two weeks of Summer term. It was confirmed from a summary of the reports that generally subjects were on track.
14/2017	Policies to be approved Sex & Relationships Health & Safety Emergency Response Plan <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> } <div style="border: 1px solid black; padding: 5px; display: inline-block;"> These policies were approved by the FGB. </div> </div> Comments regard the e-safety policy will be forwarded to the HT who will address them with the ICT lead before the policy is approved.
	What impact will this meeting have on the children? This meeting concentrated heavily on finance and OFSTED. The level of care and rigour shown towards these matters by all governors shows that we are focused on providing the best physical and educational environment possible to facilitate their education.

The meeting closed at 12.00pm
Next Meeting Date – 21st March 2017 – 6PM