

UPLANDS COMMUNITY PRIMARY SCHOOL
FULL GOVERNORS MEETING
HELD AT SCHOOL AT 5:30 P.M. ON MONDAY 1ST APRIL 2019

PRESENT:

Richard Lucas	Andrea Cleaver
Mary Inder	Wendy Collins
Hayley Pownall	Carol Wilkins
Richard Williams	Robyn Morris
Russell Halliwell	Brinley Kelleher

APOLOGIES:

Ref	Agenda Item	Action/Date
1	Apologies for absence None.	
2	Declaration of Interest Declaration of interest forms signed by all governors present. AC's daughter employed by school as HLTA. Head now also working at St Matthew's C of E Primary School as interim head from 4/2/19 on a temporary basis. R Halliwell is employed by St Matthew's C of E Primary School.	
3	Minutes of the previous meeting – 04.02.19 Minutes could not be approved as final complete version not issued. R Williams to update asap and email to Clerk to issue.	RW EM
4	Matters Arising Minute taking – Admin staff to be asked whether an interest in extra hours to minute take. Alternatively, EM to draw up rota for governors to take minutes at full governors meetings.	EM
5	AOB SATS in May – governors to sit in during exams. RM/AC/CW have volunteered. MI to organise.	MI
6	Governor Committees feedback a) Finance & Resources update – to include brief written notes Went through meeting in brief. b) Curriculum & Standards – to include brief written notes Went through meeting in brief.	
7	Head Teacher's Report – attached Discussed Head Teacher's report in detail.	
8	LA Annual School Visit – attached Discussed in detail.	
9	Safeguarding Report – AC to lead AC fed back on the training. All governors had a read and discussed. All staff have training on Monday 29 th April from 3.30-5.30pm, governors invited to attend. After this date, BK suggested quizzing the staff to ensure confident with safeguarding and what to do in a situation, to be discussed further. Governors – school visit midday supervisors and breakfast club supervisors included in quizzing.	Governors BK
10	Parent Questionnaire feedback – MI to lead Discussed feedback in detail and asked challenging questions.	
11	Term of Office expires Apr 19 – Mary Inder & Carol Wilkins MI & CW offered to stand for another term. Governors voted MI & CW in for a further term of office. All governors agreed.	
12	Date & Time of next meeting	

	<p>Full Governors – 5:30 p.m. Monday The meeting closed at 6.40pm Next meeting 5:30 p.m. on the 13th May C&S meeting – Wednesday 8th May Resources meeting – Monday 20th May</p>	
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Summary of Actions to be taken:

Ref	Action Needed	Name & Date	Update/Date Completed
01/04/19 3.	Minutes could not be approved as final complete version not issued. R Williams to update asap and email to clerk	01/04/19 RW/EM	
01/04/19 4.	Admin staff to be asked whether an interest in extra hours to minute take. EM to draw up rota for governors to take minutes at full governors meetings	01/04/19 EM	
01/04/19 5.	SATS in May. RM/AC/CW have volunteered. MI to organise.	01/04/19 MI	
01/04/19 8.	MI to contact Anna Barker to get process initiated of external support and recommendations for governors. To report back at next meeting.	01/04/19 MI	
01/04/19 9.	Safeguarding training on 29/4/19. Governors invited to attend. BK to quiz staff on safeguarding questions to ensure all staff aware of what to do in a situation	01/04/19 Governors BK	
01/04/19 10.	Parents to be reminded of availability of teachers	01/04/19 RL	

Matters Arising from Previous Minutes

Ref	Action Needed	Name & Date	Update/Date Completed