

**UPLANDS COMMUNITY PRIMARY SCHOOL
FULL GOVERNORS MEETING
HELD AT SCHOOL ON MONDAY 21st MAY 2018**

PRESENT: Richard Lucas Clare Le Vay (minute taker)
Andrea Cleaver Heather Francis
Mary Inder (Chair) Hayley Pownall
Suli Carter Richard Williams
Brinley Kelleher

IN ATTENDANCE:

APOLOGIES: Carol Wilkins

Ref	Agenda Item	Action/Date
1	Apologies for absence Carol Wilkins gave apologies in advance, accepted.	
2	Declaration of Interest Verbal Declaration of Interest by all Governors. AC's daughter employed by school as HLTA.	
3	AOB None	
4	Minutes of the previous meeting – 26.03.18 Minutes agreed and signed by Chair, MI. Reminder to all governors that what is discussed is confidential.	
5	Matters Arising AC will check that the workplan is on the website.	AC
6	Head Teacher's Report – verbal feedback due to IT technical problem with report Discussed in detail.	
7	Update on staffing <ul style="list-style-type: none"> a) Including new DHT appointment Appointed new Deputy Headteacher commencing 1st September 2018. b) Clerk to governors The advertisement for the post has gone out. Governors discussed minute taking until post filled. c) NQT post and interviews There are 4 candidates being interviewed from 9.15am - 12.10pm. Each will carry out a Maths lesson. HP and BP will be there. 	All governors 25/05 HP, BP
8	Financial update – Governor budget plan - 18/19 Slightly more budget than previous year. Discussed governor budget plan in detail.	
9	Governor Work Plan - Andrea Cleaver to lead The Committees' terms of reference have been passed. These should go on the website when we have a clerk. The Policies schedule has yet to be completed.	

10	<p>Governor Committees feedback</p> <p>a) Finance & Resources update – to include brief written note The Committee agreed its terms of reference. The fixed wire testing has been completed. The Disability Equality Scheme has been updated. The quote for interactive screens is going ahead. A fixed term TA post has been appointed. The Whole School blog and writing wall has appeared on the website. Policies approved: Privacy Notice, Data Protection, Parent Conduct. Safeguarding report</p> <p>b) Curriculum & Standards update – to include brief written notes Impact reports on English and Maths discussed. Teaching and Learning overviews were discussed by class and year groups. MI reported on the impact of the 4 genres on clarity of writing. AC is to monitor maths in term 6. MI, AC and CLV will be doing a book look on June 14th. CLV will report on SEND. The NQT policy was approved.</p>	<p>CW,MI</p> <p>AC</p> <p>MI, AC, CLV</p> <p>CLV</p>
11	Date & Time of next meeting – Monday 16th July at 5.30pm	
	Meeting Ended: 7.15pm.	

Summary of Actions to be taken:

Ref	Action Needed	Name & Date	Update/Date Completed
	We need to discuss at the next Full Governors meeting how agendas are to be set . Could Chairs set the agenda and email them round?	all	July 16 th .

Matters Arising from Previous Minutes

Ref	Action Needed	Name & Date	Update/Date Completed
9	All governors to receive minutes of both committees well before scheduled meetings	Clerk. If post not filled, minute takers.	CLV, BK