

UPLANDS COMMUNITY PRIMARY SCHOOL
FULL GOVERNORS MEETING
HELD AT SCHOOL ON MONDAY 5th FEBRUARY 2018

PRESENT: Richard Lucas Clare Le Vay
 Andrea Cleaver Heather Francis
 Mary Inder Hayley Pownall
 Carol Wilkins
 Suli Carter

IN ATTENDANCE: Ella Moore

APOLOGIES: Richard Williams

Ref	Agenda Item	Action/Date
1	Apologies for absence Richard Williams gave apologies in advance, all accepted.	
2	Declaration of Interest Declaration of Interest forms - signed by all Governors. Clerk's husband carries out regular buildings maintenance on school property. Clerk also is SBM and minutes Resources meetings. AC's daughter employed by school as HLTA. Reminder about confidentiality that any discussions not to be spoken about outside of the meeting.	
3	Minutes of the previous meeting – 04.12.17 Minutes agreed and signed by Chair, MI. Reminder to all governors that what is discussed is confidential.	
4	Matters Arising RW/EM to meet term 4 to complete. Working party to meet AC/MI 05/02/18.	RW/EM AC/MI
5	Standing Orders To move to term 4 as parent governor vacancy	
6	AOB None.	
7	Governor Committee Feedback a) Finance & Resources update – to include brief written notes Vice Chair, HP gave a brief overview. RW appointed Chair, HP appointed vice Chair. Reviewed Chart of Accounts, school in a good position. Discussed current staffing. Advert for new TA, 5 mornings per week. Safeguarding update, GDPR progress, school on track. HP appointed governor to oversee and monitor. To look at overview of accounts in term 4. b) Curriculum & Standards – to include brief written notes Reviewed standard and progress for term 1/2. Impact reports for English and maths. Staff meetings revolving around the book 'Every Primary Lesson Counts'. Looked at teaching standards diagnostics. Looked at teaching and learning overview and discussed. All governors are looking at specific classes. Approved NQT Policy, Art & Design policy to be moved to term 4.	EM
8	Head Teacher's Report – attached First half on SDP – all governors asked a range of challenging questions on the head teacher's report. This was discussed in detail.	

	a) HT Performance Management targets – for information All governors informed.	
9	IDSIR – attached – Andrea Cleaver to lead AC has summary. Inspection Dashboard Summary Report prepared by Ofsted. 2014-2016 summary. Helps the school drill down to get a better picture. Andrea talked through the IDSIR in great detail and governors were able to have a better understanding.	
10	Feedback from Working Group on proposed changes to the GB AC/MI/RL working party – to look at processes of governor meetings. Suggestion of combining C&S and full governor meetings as some overlap and duplication. Looked at what each committee looks at each term. Made the decision to continue with C&S & Finance & Resources committees as felt FGB meetings would be too lengthy and lose detail if merged into FGM. Minutes of C&S and Resources should go to all governors to enable all governors to have an overview. Document to be amended again and present at next full governors meeting in term 4. Each committee needs to look at terms of reference and add to next agenda. Pattern of meetings to remain the same. Governors to bring questions to the next meeting.	
11	New Parent Governor Governors to meet parents during parents evening on Tuesday 20 th & Wednesday 21 st February, issue questionnaires and talk to parents about vacancy. Looking to recruit poster to be issued this week.	EM
11	Date & Time of next meeting – Monday 26th March at 5.30pm	
	Meeting Ended: 19:00	

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Summary of Actions to be taken:

Ref	Action Needed	Name & Date	Update/Date Completed
05/02/18 4.	RW/EM to meet term 4 to complete Working party to meet AC/MI 05/02/18	05/02/18 RW/EM AC/MI	
05/02/18 7a.	To look at overview of accounts in term 4	05/02/18 EM	
05/02/18 11.	EM to organise questionnaires in preparation for governors meeting parents during parents evening on 20 & 21 Feb	05/02/18 EM	

Matters Arising from Previous Minutes

Ref	Action Needed	Name & Date	Update/Date Completed