

**UPLANDS COMMUNITY PRIMARY SCHOOL  
FULL GOVERNORS MEETING  
HELD AT SCHOOL ON MONDAY 4<sup>TH</sup> DECEMBER 2017**

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

**IN ATTENDANCE:** Ella Moore

**APOLOGIES:** Timothy O’Gara

Ref	Agenda Item	Action/Date
1	<b>Apologies for absence</b> Timothy O’Gara gave apologies by email this evening,	
2	<b>Declaration of Interest</b> 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	<b>Minutes of the previous meeting – 09.10.17</b> Minutes agreed and signed by Chair, MI. Reminder to all governors that what is discussed is confidential.	
4	<b>Matters Arising</b> None	
5	<b>AOB</b> CW is interviewing with Head on Friday for maternity posts Head has had PM with Head of Bussage Primary School. As a result, confirmed met all targets from previous year, new objectives were set for the coming year.	
6	<b>Governor Committee Feedback</b> <ul style="list-style-type: none"> <li>a) <b>Finance &amp; Resources update – to include brief written notes</b> Discussed finance, no major concerns with current budget. Staffing update, fixed wire testing carried out Dec 17. MI/CW discussed safeguarding audit, RW/EM to carry out property audit.</li> <li>b) <b>Curriculum &amp; Standards – to include brief written notes</b> Clare Le Vay handed out notes from meeting. PP report discussed, two reports of monitoring visits from MI &amp; CLV. Anti-bullying week discussed, policies agreed and signed.</li> </ul>	RW/EM
7	<b>Head Teacher’s Report - attached</b> Discussed with working group not to duplicate data. Governors need to ask challenging questions. First part review of SDP, 2 <sup>nd</sup> part standards, 3 <sup>rd</sup> part attendance and staffing issues. Discussed Head Teacher’s Report in detail, all governors asked challenging questions.	
8	<b>SEF – 2017-18 attached</b> Broad summary of where school is at in terms of strengths. Discussed SEF in detail, all governors asked various challenging questions.	

9	<b>Agree new term dates for 2018-19 – attached</b> Discussed term dates. All governors agreed. Clerk to display on website and add to newsletter.	EM
10	<b>Feedback from Working Group on proposed changes to the GB</b> Following training received, to keep structure as it is at the moment but look at different ways of running board of governors in the most efficient way. Following recent meetings, working part to continue to look at in detail and draft a proposed work plan to present at next meeting. To send minutes out two weeks beforehand, rather than one week before and display minutes of both committees on secure area of website.	AC/MI/TO/EM
11	<b>Date &amp; Time of next meeting – Monday 5<sup>th</sup> February at 5.30pm</b>	
	<b>Meeting Ended: 19:05</b>	

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**Summary of Actions to be taken:**

<b>Ref</b>	<b>Action Needed</b>	<b>Name &amp; Date</b>	<b>Update/Date Completed</b>
04/12/17 6.	RW/EM to meet to carry out to review property audit.	04/12/17 RW/EM	
04/12/17 9.	EM to display term dates for 18/19 on school website and add to newsletter.	04/12/17 EM	
04/12/17 10.	Working party to meet again to draft proposed work plan to present at next meeting	04/12/17 AC/MI/TO/EM	

**Matters Arising from Previous Minutes**

<b>Ref</b>	<b>Action Needed</b>	<b>Name &amp; Date</b>	<b>Update/Date Completed</b>