

**UPLANDS COMMUNITY PRIMARY SCHOOL
FULL GOVERNORS MEETING
HELD AT SCHOOL ON MONDAY 15TH MAY 2017**

PRESENT: Richard Lucas Clare Le Vay
Andrea Cleaver Timothy O’Gara
Richard Williams Lauren Ponting
Carol Wilkins Mary Inder
Suli Carter

IN ATTENDANCE: Ella Moore

APOLOGIES: Lauren Ponting

Ref	Agenda Item	Action/Date
1	Apologies for absence Lauren Ponting, all governors accepted apologies.	
2	Declaration of Interest Declaration of Interest forms -signed by all Governors. Clerk’s husband carries out regular buildings maintenance on school property. 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 – 03.04.17 Jon Cicuttin included in present, however no longer governor. Timothy O’Gara absent but not included in apologies. Amended by hand and signed by Chair.	
4	Matters Arising All actions on previous minutes dealt with apart from TO to add governor paragraph to newsletter, to be included in next week’s newsletter.	TO
5	Head Teacher’s Report – attached Discussed report in detail. SDP – the majority of items are on track to be completed by the end of the year.	
6	Governor’s Budget Plan – to be handed out at meeting Discussed at Resources meeting staffing proposals in depth. Previously discussed in detail at Resources meeting, therefore governor’s budget plan agreed and signed by Chair. To be returned to GCC.	EM
7	Governor Committees feedback <ul style="list-style-type: none"> a) Finance & Resources update – to include brief written notes Discussed website compliance, went through safeguarding report with CW/MI, in depth discussions regarding staffing. b) Curriculum & Standards – to include brief written notes Each governor looked at one class by year group, looked at teaching & learning diagnostics , looked at pupil premium report, SEND feedback, policy needs some adjustments, set questions for term 6, approved policies. 	
8	Parent Governor Vacancy No applicants put forward as yet. Where do we go from here? Need to issue another letter to parents, to arrange an informal meeting at local pub to encourage potential parents to come along and find out more about the role of a governor. Date arranged – Thursday 8 th June at 7.00pm at The Fountain Inn. MI to let new reception parents know about meeting and TO to incorporate within governor paragraph to be added to newsletter next week.	MI/TO

9	<p>Governor meetings and leadership Head concerned leading governors too much, would like chair of committees to set agenda and ensure all governors challenge regularly as well as supporting to move the school on. Most agendas set a pattern as per the previous year. Request for chair of committee to take control of meetings, and liaise with clerk to produce agenda. EM to send list of governor training courses to TO. Governors expressed an interest in whole governor training, EM to investigate GCC training courses and the possibility of a governor audit.</p>	EM
10	<p>AOB CLV talked about compliance with school website and accessibility of pupil premium information. Draft questionnaire to be issued to parents regarding thoughts on the website.</p>	
	<p>Date & Time of Next Meeting Monday 17th July @ 18:00</p>	
	<p>Meeting Ended: 19:08</p>	

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Summary of Actions to be taken:

Ref	Action Needed	Name & Date	Update/Date Completed
15/05/17 4.	TO to add governor paragraph to newsletter	15/05/17 TO	
15/05/17 6.	EM to forward governor's budget plan to GCC.	15/05/17 EM	
15/05/17 8.	MI to let new reception parents know about parent governor vacancy meeting in The Fountain on Thursday 8 th June	15/05/17 MI	
15/05/17 9.	EM to send list of governor training courses to TO and investigate training for all governors	15/05/17 EM	

Matters Arising from Previous Minutes

Ref	Action Needed	Name & Date	Update/Date Completed