

**UPLANDS COMMUNITY PRIMARY SCHOOL
FULL GOVERNORS MEETING
HELD AT SCHOOL ON MONDAY 30th JANUARY 2017**

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

IN ATTENDANCE: Ella Moore

APOLOGIES: None

Ref	Agenda Item	Action/Date
1	Apologies for absence None.	
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 previous meeting – 28.11.16 Agreed and signed by Chair as a true and accurate copy. Minutes have been reduced as must be displayed on the school website.	
4	Matters Arising Quotations still to be obtained for decorating.	
5	AOB Parent Questionnaire – almost identical to previous questionnaires. To be issued at parents evening as greater feedback when parents in school. Will give us much better data to analyse. Following on from publicity in press, Uplands one of top schools in county for SATS results and in best school guide for top schools nationally. Thanks to all staff from governors for all their hard work achieving this. DfE are now requesting information from school governors to be displayed on a database on the Dfe website. As this is mandatory, all governors completed the form. EM to add information to the DfE website. Governor Services require minutes to be issued at least 7 days before meeting. If any governor has an action, they must take responsibility and make a note of action to be taken during meeting.	EM
6	Head Teacher’s Report – attached a) SEF - attached SEF informs governors what strengths and weaknesses of school are. Brief summary under Ofsted headings Any questions on Headteacher’s report? Priority 1 – going v. well, genius week next week. Tracking system started and working well. English - priority being managed by KD. Maths – being managed well by HF, governors monitoring. Belonging – website is almost compliant, will go through website with staff on inset day including blogging and class pages. On 7 th March will go through each other’s websites and ensure all	

	<p>compliant. CLV to check compliant after this date. School Council doing well this year. Will blogging add to staff workload? No, weekly newsletter will be displayed on website, rather than issuing paper copy. Toilets are being built at Karang Primary School in Kenya. SKC to look for pop-up art space in Stroud for school to use during Artsweek. SEF – leadership strong, curriculum v rich, good systems in place and safeguarding is effective. With governance, v. important to be proactive. Teaching and learning – TA’s strong, assessment and tracking shows that children learn well. Maths deeper learning v. good, need to ensure help new staff become as good as all other teachers. Behaviour exemplary, attendance is currently not good but should pick up as the year goes on as a result of specific measures put in place. Attendance - how many children have poor attendance? Approx. 3-4 per cohort. Mentioned attendance in newsletter and will introduce class attendance award every week and class to be presented with a trophy in assembly, letters sent to pupils with persistent absences. V. good outcome at end of KS2, KS1 teaching v. strong, children make v. good progress. Progress across whole school v. strong. SEF to be updated annually in September. Headteacher’s Report – Part 2 – KD doing NQT training, no bullying incidents, staff absence high however no concerns. Tests completed, 2 pupils per year, all children were at standard or above therefore confirms teacher assessment is accurate. Will repeat again in the summer.</p>	<p>CLV</p> <p>SKC</p>
7	<p>Governor Committees feedback</p> <p>a) Finance & Resources Update – to include brief written notes Discussed purchases, additional income from Headteacher. 15 I pads to be purchased, boiler flue replaced on Friday, reviewed policies, discussed staffing and chart of accounts.</p> <p>b) C&S Update – to include brief written notes Went through Teaching Standards and progress for English and maths. Teaching and learning overview for each class, governor responsible for their own class. New questions set for term 3 & 4, reviewed policies.</p>	
8	<p>Agree new term dates for 2017-18 All governors agreed term dates. To be displayed on website and issued in newsletter on Friday.</p>	EM
9	<p>Newsletter – governor paragraph To avoid governor newsletter, once per term governor to add paragraph to newsletter. TO to input paragraph by end of term 4.</p>	TO
10	<p>Date & Time of Next Meeting Monday 3 April @ 18:00</p>	
	<p>Meeting Ended: 19:55</p>	

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Summary of Actions to be taken:

Ref	Action Needed	Name & Date	Update/Date Completed
30/01/17 5.	EM to add governor's information to DfE website	30/01/17 EM	
30/01/17 6.	CLV to check website is compliant	30/01/17 CLV	
30/01/17 6.	SKC to look for pop-up art space in Stroud for school to use during Artsweek	30/01/17 SKC	
30/01/17 8.	EM to add term dates for 17-18 to school website and attach to newsletter on Friday 04/02/17	30/01/17 EM	
30/01/17 9.	TO to add governor paragraph to newsletter by end of term 4.	30/01/17 TO	

Matters Arising from Previous Minutes

Ref	Action Needed	Name & Date	Update/Date Completed