



ROMSEY ABBEY C of E PRIMARY SCHOOL
Full Governing Body Meeting Minutes
4 December 2018 at 6pm

"We are walking in the footsteps of Jesus with love, trust and forgiveness"

Present:

Liz Wagner – Chair
 Alan Davies (AD)
 Helen Normington (HN)
 Jemma Jones (JJ)
 Julie-Anne Palfrey Headteacher(HT)
 Robert Pears (RP)
 Roger Kitsell (RK)
 Revd Thomas Wharton (TW)
 Ronnie Munday (RM)

Apologies:

Sarah Nicholls (SN)

Attended:

Tom Langford (DHT)
 Jo Hobbs (JH)
 Gill Gardiner (Clerk)

A quorum was achieved, and the meeting opened at 6.05 pm.

Item		Action
1.	Welcome, Prayer and Apologies: The chair welcomed everybody to the meeting and TW led the opening prayer. Apologies were received from SN and accepted.	
2.	Sports Grant Presentation (JH) In March 2017 Ofsted reported that 'Leaders and Governors had not kept the sharp oversight of additional funding needed to ensure it is spent effectively'. The SIP following the inspection said, as Priority 4.1a:	

Signed.....

Date:

	<p>'Development area: define clearly the impact additional funding should have on pupils' achievement and well-being, so that the extent to which this funding is used successfully can be evaluated sharply and adjustments made when needed'</p> <p>The Sport Grant strategy impact has involved training of teachers and the purchase of necessary equipment in order to raise the quality of teaching; an increased number of pupils participated in an increased number of competitions; a higher percentage of children reached ARE in swimming at the end of Year 6; the teaching of PE is sustainable using RAPS own staff.</p> <p>The total funding for this academic year was £22,176 (including a carry forward of £4,446).</p> <p>The projected impact of 2018 -2019 spend will be:</p> <ul style="list-style-type: none"> • The teaching of PE will continue to be sustainable using our own staff. • Continued CPD will ensure quality PE lessons are being taught across the school. • Breadth and variety of the curriculum will be widened to include more outdoor and adventurous activities. • Children's participation and success in Level 1 and 2 competitions will further improve. • All children who attend Romsey Abbey Primary School in Years 1, 2 and 3 at will be given the opportunity to learn to swim 25m competently and confidently, using a range of strokes. Swimming teaching will also continue to be of a high standard. • The Daily Mile Track will impact on the health and well-being of children. <p><i>Q. What is the Daily Mile track? It's a lot of money.</i> <i>A. An all-weather track which, once laid, will not need any maintenance.</i> <i>Q. Do children have to do the Daily Mile or are they just encouraged to do so?</i> <i>A. They are encouraged to do so.</i> <i>Q. When will it be laid?</i> <i>A. Over the Christmas holidays.</i></p> <p><i>Q. The report mentions Quad Kids, what is it?</i> <i>A. A mixture of four athletic type activities. It's a Year 5/6 competition and the whole class take part.</i></p> <p><i>Q. Does the money come in every year?</i> <i>A. It has so far but it is not known if it will continue.</i></p> <p><i>Q. What proportion of Year 3 can do 25 metres swimming by the time the lessons finish. Not all of them, but if they can't they get the opportunity to try again in Year 6.</i></p>	
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	<p>The outline of the spend can be found in the presentation which is in the Dropbox folder: Sports Grant Strategy.</p> <p>The chair thanked JH for her very clear and informative presentation.</p>	
3.	<p>Requests for AOBs:</p> <ul style="list-style-type: none"> Working with Parents Action Plan (item 7) Feedback from Test Valley Chairs of governors meeting 	
4.	<p>Pecuniary Interests:</p> <p>None except those already recorded and listed on the website.</p>	
5.	<p>Endorsement of Minutes from last meeting (in Dropbox)</p> <p>Corrections: Page 6, Typo 4th para: It was reported in early years the 79% of all children achieved a 'Good level of Development' Page 9, Action 15: RK/JJ interviewed 38 parents at Parent's evening. Page 11, Action missed off: Adoption and review of MOPP policies to be discussed at December FGB.</p> <p>The minutes of the meeting of 8 November 2018 were agreed and endorsed by the governing body and signed by the Chair.</p>	
6.	<p>Matters arising from the minutes not covered elsewhere on the agenda</p> <p>Action: R18Su1 12.i LW to find a bible quote for the H&S policy. To be passed to Revd Thomas Wharton when he joins the governing body by chair. To be carried forward. Suspended.</p> <p>Action: FGB Sept 2018 7.iii Clerk to contact the chairs of Romsey School and Romsey Primary School to discuss setting up a collaborative agreement to help when setting up a Complaints Panel. Post meeting note: Romsey Primary School already has a collaborative agreement with another school and feels unable to extend this to a second school. Chair to chase up with Romsey School. Romsey School have said yes to a collaborative agreement but need to confirm in writing. Clerk to chase up.</p> <p>Action: FGB Oct 2018 8.i Governors to advise chair if they know of any suitable candidates for foundation governor. SN may know someone and will liaise with the chair. Carry forward.</p> <p>Action: FGB Oct 2018 8.ii Chair to check with BM to ensure annual Data Commission registration has been completed. Action completed.</p> <p>Action: FGB Oct 2018 8.iii Chair to arrange meeting TW/HN to discuss Action 11 in Action Plan. Action completed.</p> <p>Action: FGB Oct 2018 11.i H&S lead governor to meet with site manager</p>	Clerk

	<p>and HT to meet with BM to discuss how the meeting re the Asbestos Register went and feedback to lead governor (Finance) and chair. Costs have been included in revised budget. Nothing to feed back at present.</p> <p>Action: FGB Oct 2018 13.i All governors to review Code of Conduct of Governors & Governor Visits, which may be found in the Policies folder in Dropbox, ready for the December FGB. See agenda - item 11.</p> <p>Action: FGB Oct 2018 13.ii Clerk to ask BM to make an electronic copy of the Records Management policy available to her and add it to Dropbox. Item on February 2019 agenda.</p> <p>Action: FGB Oct 2018 14.i Please make contact with lead safeguarding governor if you are interested in shadowing her in her role. Suspended.</p> <p>Action: FGB Nov 2018 4.i New governors to contact BM, via the office, if they would like to look at the school finance system. Ongoing.</p> <p>Action: FGB Nov 2018 4.ii Statement to be added to say it was for one year only. To be signed by HT and Chair and sent to HCC before 30 November 2018. Action completed.</p> <p>Action: FGB Nov 2018 4.iii SLA Agreements – agenda item for December FGB. Actioned. Agenda item 8.i.</p> <p>Action: FGB Nov 2018 7.i HT to check whether those who had fixed term penalties for taking holidays were the same families. HT reported there were no repeat offenders.</p> <p>Action: FGB Nov 2018 7.i All governors to read the Final Report(1) LLP visit 09 10 2018 which is available in Dropbox/OFSTED folder. Action completed.</p> <p>Action: FGB Nov 2018 8.i RM to talk RP through what is required re Compliance of the school website. This has now been passed to AD.</p> <p>Action FGB Nov 2018 8.ii Finance Lead to circulate the draft Risk Register and set up a small working party to discuss. Action completed.</p> <p>Action: FGB Nov 2018 8.iii Clerk to ensure Risk Register is on FGB agenda for December. Actioned. Agenda item 8.i</p> <p>Action: FGB Nov 2018 8.iv Chair to arrange meeting TW/HN to discuss Action 11 in Action Plan. Action completed.</p> <p>Action: FGB Nov 2018 8.v SEND Lead will work with the SENDCo to produce a survey for parents of SEND children in 2019. Ongoing.</p> <p>Action: FGB Nov 2018 8.vi RK to write synopsis of Strategic Plan for January 2019 FGB. Agenda item for January 2019 FGB.</p>	<p>Clerk</p> <p>Clerk</p>
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	<p>Action: FGB Nov 2018 9.ii 1. Curriculum lead to monitor Curriculum visits to ensure they are taking place. Ongoing.</p> <p>Action: FGB Nov 2018 9.vii b. All governors to check Google calendar for events they may be able to attend and always add their name if they will be able to go. Ongoing.</p> <p>Action: FGB Nov 2018 9.viii a. Clerk to put Skills Audit as an agenda item for January 2019 and Governor's Self Evaluation as an agenda item for May 2019 . Action completed.</p> <p>Action: FGB Nov 2018 14.i HT/Chair/Chair of Appeal panel to meet and review the complaints process. HT to update governors at December 2018 FGB. Agenda item 7.</p>	
7.	<p>Headteacher's Report</p> <p>Page 1:</p> <ul style="list-style-type: none"> • Complaint Panel <p>Panel recommendations;</p> <p>i. Review the first aid policy and the wording used. This will be done at the January SLT meeting.</p> <p>ii. Review the accident forms and the wording used on these. This was discussed at the December SLT meeting and new forms have been produced.</p> <p>iii. Review the complaints policy. As discussed at November FGB, this will happen in the new year after government have concluded their review of complaints policies and procedures.</p> <p>iv. Prior to any child sitting an exam in the school, the Headteacher is to be made aware of any accidents or injuries that have been attended to by first aid staff that same day. This will be actioned during SATS week.</p> <p>v. Review the communication procedures between the school and parents. This is being reviewed at the moment. A Peer Review took place with a focus on parental engagement. As a result of this there have been several actions which include; a change to the whole school systems for communicating with parents to a more streamlined approach.</p> <p>A new policy on Home Learning will be shared with the Parent Forum prior to its January launch, parents of children in receipt of Pupil Premium will have a priority booking system at parents evenings. The latter has been set up because the parents of children who did not attend Parent's Evening were all pupil premium and the school wanted to</p>	

	<p>make it as easy as possible for parents who find it difficult to attend. It had previously been done for SEND children and it increased attendance by those families from 17% to 93%. The office will phone families and arrange a day and time.</p> <p>HT had represented the school at the Remembrance Parade and it was recognised by governors that parents appreciated HT's presence at the Remembrance Service which was outside her working day.</p> <p>The School Improvement Plan has been added to Dropbox in its updated form.</p> <p><i>Q. On 3.3: To firmly establish routines and expectations for pupil conduct: Team Teach is in red, what does this mean?</i></p> <p><i>A. It is red because it has been decided not to go ahead with it. It is a system for restraining children and, at that time there were a few children with problems but now it has been agreed that it is no longer necessary.</i></p> <p><i>Q. What happened at the parent meeting on bullying, did many parents attend?</i></p> <p><i>A. No, 7 people from 4 families. However, 'the facilitator for governor whole GB trainer on parental engagement said this likely showed that parents do not feel there is a problem with bullying in the school.</i></p> <p>HN then talked to the Working with Parents Action Plan, the overarching action identified as the need for a link governor to move the other actions forward. The role to include: reminding FGB of upcoming school events; planning level of governor involvement and overseeing lists of those who will attend; providing hospitality at school events; representing governors at PTA and Parent Forum meetings.</p> <p>The first opportunity will be in January when RK will share the strategic plan at a Meet the Governors event when hospitality will be required.</p> <p>Action: FGB Dec 2018 7.i All governors to read the Working with Parents Action Plan and consider taking on the role of link governor as a matter of some urgency. Please speak to HN asap if you are happy to volunteer.</p> <p>Number on roll:</p> <p><i>Q. School numbers are still low is there any sign of an increase?</i></p> <p><i>A. As of today (4 December 2018) a new child had joined Year R. Two more will be joining and a further two in other years. While one is moving house and another is on a waiting list for another school.</i></p> <p><i>Q. So a net increase of one?</i></p> <p><i>A. Yes.</i></p> <p>There are fifteen first choices on the waiting list for September as of today. The deadline is 15 January 2019. Applications are still coming in and further Open Days are being held in January 2019.</p> <p>The chair commented that, due to the number of extra spaces available in Romsey, parents are doing a lot more shopping around this year.</p>	<p>All governors</p>
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	<p>Page 2: Attendance continues to remain positive.</p> <p>Safeguarding: There are 48 CP incidents and actions recorded, involving 20 children, since the last report. No police reports have been received. Currently there are 5 children under a Child Protection (CPP) plan (4 families) and one family involving two children currently going through assessment; 8 children, involving 5 families, are supported by the Family Support Service, with 1 family involving 2 children awaiting allocation to the FSS.</p> <p>HT added that the IDSR report circulated by DHT showed a positive picture, though it is still provisional and will be updated. Governors agreed it made very good reading.</p> <p><i>Q. Was it cohort specific or generally good?</i> <i>A. It was generally good. The current year 6 has data which is a bit skewed because it is a small cohort and there was inaccurate and missing data from when they were Year 2. The progress picture will not be as strong, but looking ahead, it will continue to rise, they are working very hard.</i></p> <p><i>Q. Could the Peer Review be available to all?</i> <i>A. Yes, Chair to add to Dropbox.</i></p> <p>Action: FGB Dec 2018 7.ii Chair to add Peer Review to Dropbox for governors to read.</p>	Chair/All governors
8.	<p>Lead Governor Reports</p> <p>i. Finance</p> <p>i.a Budget Update: Nothing to report following the Budget Revision discussions that took place at the November meeting. Action: FGB Dec 2018 9 i.a Clerk to amend annual timetable for Budget updates bi-monthly from January 2019.</p> <p>The HT/Chair will know more about the potential staff pay out in January.</p> <p><i>Q. Is there any other potential funding coming in over the year?</i> <i>A. Lottery grant funding is coming in, specifically for redoing the playground equipment. It is £10,000 (ten thousand pounds) but has to be match funded by the school. Another bid has gone to a local councillor for £5,000 (five thousand pounds) to start the match funding.</i></p> <p>There was a discussion about local councillors' 'pots of gold' but it was recognised that these are small amounts of money for councillors to distribute to local causes over the year.</p> <p>It is possible to apply on-line by giving project details. JJ to investigate this. Action: FGB Dec 2018 8.i.a JJ to investigate applying for funding from</p>	<p>Clerk</p> <p>JJ</p>

	<p>local councillors.</p> <p>1.b Risk Register Action: FGB Dec 2018 9 i.b RP/HN to join Finance lead to review draft risk register and report to January 2019 FGB.</p> <p>1.c SLA Agreements Review still underway. Action: FGB Dec 2018 9.i.c Chair to report to January 2019 FGB re SLA agreements.</p> <p>There was nothing to report on the Action Plan.</p> <p>ii Curriculum The lead governor reminded governors that visits needed to be completed by the end of term. Action: FGB Dec 2018 9.i All visits need to be completed by the end of term.</p> <p>Chair thanked the lead governor for picking up the English visit on the resignation of Steve Plowright.</p> <p>There was nothing to report on the Action Plan.</p> <p>iii. Health and Safety The lead governor completed a Health and Safety walk round in November. There were no new actions.</p> <p>The school has agreed an SLA for the year with. HCC has taken away the Asbestos register, there are no major issues, but it is very out of date and they will update it.</p> <p>The site manager has started to clear out the drains in the playground and he thinks that it will make a difference to the surface water.</p> <p>The Premises Report is an agenda item on the January 2019 FGB.</p> <p>There was nothing to report on the Action Plan.</p> <p>The chair thanked the lead governor for her continued hard work.</p> <p>iv. Pupil Premium and Sports Grant Pupil Progress Report: The lead governor reported that there are currently 33 children eligible for Pupil Premium funding, of which 14 are new starters (5 in Reception).</p> <p>The school only receives funding for 29 of these, as the funding for the year is based on a census in January. The amount received for each child did not increase this year and remains at £1,320.</p> <p>42% of PP children attained ARE in RWM in Phase 1, compared with 78% for the whole school, an attainment gap of 36%. It is this measure that</p>	<p>Finance lead/RP/HN</p> <p>Chair</p> <p>All governors</p>
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	<p>their future visits will focus on.</p> <p><i>Q. Are we to presume that the progress of Pupil Premium children will be in line with the cohort as a whole?</i></p> <p><i>A. Yes, in fact Pupil Premium children show slightly better progress overall.</i></p> <p>It is not possible to track the progress and attainment of new starters using Target Tracker. They have therefore been left out of the statistics. During Phase 1, their attainment levels will have been assessed, and any necessary intervention put in place for Phase 2 at the Pupil Progress meeting.</p> <p>Attendance of PP children averaged 95% during Phase 1, compared with 97.7% for the school overall. There is a clear and well-established correlation between attendance and progress, and so the Head Teacher has asked the Families Support Manager to take appropriate action to support these children.</p> <p>The target for progress is that the child should make one step or more in each subject in each Phase. The progress made by PP children in Phase 1 was as follows:</p> <p>Reading: 58% made 1 step or more, compared with 82% for the school overall.</p> <p>Writing: 38% of PP children made 1 step or more compared with 68% for the whole school.</p> <p>Maths: the results were 46% compared with 65% overall. These statistics exclude children in Year 6.</p> <p>Year 6 children are not on Target Tracker. Instead, their progress and attainment are assessed by their teacher, using questions similar to those in SATS tests. Having made an assessment, the appropriate interventions are instigated. The link governor will attend the Year 6 Pupil Progress meeting to get a good understanding of how the PP children in that cohort are doing.</p> <p>For existing pupils, learning interventions in Phase 1 were rolled over from Phase 5 last year. New pupils need to be assessed before interventions are put in place. Interventions are reviewed at the Pupil Progress meeting and amended if necessary.</p> <p>The children who made low progress in Year 6 last year were those who had recently joined the school. It was agreed that in future new starters would receive an induction and a "buddy" programme. Two weeks after their arrival, a meeting would be arranged between the teacher and the parents, to ensure their awareness of the child's needs, and that they provide full support at home. The Inclusion Manager will update the PP Strategy to incorporate these ideas.</p> <p><i>Q, What intervention can we give to parents to support them?</i></p> <p><i>A. The school does signpost parents to parenting groups. These are mostly in Andover although one group has moved to RAPS because the parents in the group were from the school. Vulnerable parents are encouraged to have a DBS check and come in to help at school.</i></p>	
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	<p><i>Q. Are these generally parenting issues? Is there a pattern?</i> <i>A. Yes, there are parents with problems that need support.</i></p> <p>HT explained about a project run by Andover Mind - The Springboard Project is a programme where children with levels of anxiety are put forward for the group. The facilitator works with the children for an hour and then with their parents for an hour for a six-week period.</p> <p>The chair reminded governors that the more they can attend events and parent's evenings the better communication with parents will become. It is very important that governors support the work the school is doing.</p> <p>The report is available in Dropbox folder Governor Visits. Governor Visits Autumn Term.</p> <p>v. Ethos – RM/TW</p> <p>The lead governor visited the school on 23 November 2018. The purpose of the visit was to review SIP PRIORITY 3: Raise expectations of staff and pupils in order that there are high standards both in and out of the classroom which promote the School's Christian ethos and British Values, and the question was: How does the behaviour of pupils promote the ethos of the school?</p> <p>It was noted that the Christian ethos is evident and embedded in clear displays throughout the school. Particularly noted the prominent freshly painted and attractive stencilled signs of the School Motto "Walking in the Steps of Jesus in Love, Trust and Forgiveness" in various points throughout the school.</p> <p>The behaviour throughout the school was very positive and calm and children were just 'getting on with things' and they were particularly pleased to note that the "time-out" sessions were seen in a positive light by some pupils who recognised that they needed that short space of time to reflect on their own activity levels without being instructed by the teacher to undergo the session.</p> <p><i>Q. However, the link governor understood that there is no objective method of measuring behaviour in the classrooms other than the activities which get recorded on CPOMs and did wonder whether the school had ever considered asking teachers to report all incidents which required interventions which could then be assessed at regular intervals to determine whether general behaviour is improving or worsening?</i> <i>A. HT explained that interventions for normal behaviour management do not need to be recorded.</i></p> <p>The report is available in Dropbox folder Governor Visits/Governor Visits Autumn Term.</p> <p>Action: FGB Dec 2018 9.v.i Governors were asked to consider observing and reporting back to the GB on school behaviour in any up and coming monitoring visits or discussions with parents.</p>	<p>All governors</p>
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	<p>Governors agreed that behaviour was much improved on a year ago. HT has had good feedback from parents.</p> <p>vi. SEND – RM The lead governor has only just taken on the role. She has had a joint meeting with the HCC Adviser and the school SENDCo. There were a lot of positive ideas and the Adviser has written a report to help with a plan to move forward.</p> <p>HT has worked with the SENDCo to add actions to the SIP and the SENDCo is working hard to raise the profile of SEND in the school. She now has a slot in the briefing meeting and feeds back to SLT.</p> <p>The SENDCo's core time is currently spent writing Health Care Plans. The new system has increased school workloads.</p> <p>vii. Safeguarding – LW The lead governor would be attending a case review the day after this meeting (5 December 2019). This entails looking at a recent or ongoing case to see how the school deals with them and see if they can be improved.</p> <p>viii. Development and Training – HN a. Skills Audit Lead governor to circulate to governors. Post meeting note: Action completed. Action: FGB Dec 2018 8.viii.a Governors to return completed Skills Audits to HN by 22 December 2018.</p> <p>Skills Audit is an agenda item at January 2019 FGB.</p> <p>b. Governor Training</p> <p>The chair requested that governors read her report on the training session; 'Understanding the Primary Curriculum' which was led by Ross Irving. She found it inspirational. The questions that arose from the training have been answered following a meeting with HT and the chair thinks governors would find these interesting. Action: FGB Dec 2018 8.viii.b The chair requests that governors read her report on the training session; 'Understanding the Primary Curriculum' which was led by Ross Irving. Particularly the questions and answers.</p> <p>The training reports are available in the Dropbox folder/Governor Training.</p> <p>ix. Communication – LW/RK a. Media LW has now met with the new reporter at the Romsey Advertiser and they are keen to get information from the school in to the paper.</p>	<p>All governors</p> <p>All governors.</p>
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	<p>b. Marketing</p> <p>There was a marketing strategy meeting on 16 November. The notes from the meeting are available in Dropbox. One correction to notes, Jemma Jones not Robert Pears, attended.</p> <p>The school has obtained a copy of HCC's data for births in Hampshire, analysed by region. It shows an imbalance between birth rate and capacity. Births in 2014 in Test Valley had declined slightly from 2012 (children born in 2014 will enrol for Year R in 2019) but had shown a strong increase in 2015 and 2016. This does provide some hope that enrolment from 2020 will become easier. We will still have to compete hard, as Romsey Primary and Cupernham also have a lot of places to fill.</p> <p>New flyers had been designed and printed and distributed to all the pre-schools in the Romsey area and in NW Southampton.</p> <p>The proposed structure of the prospectus was agreed, and the text will be drafted by RK/JJ and reviewed by HT early in the new year.</p> <p>There was some advertising in Romsey Advertiser but costs were kept to a minimum as it does not necessarily target the younger parents who favour social media.</p> <p>Romsey School will support RAPS marketing activities, and the logo on their website. The PTA will help with the marketing activities, acting as ambassadors for the school, distribute flyers, and cover our stalls at events in Town, such as the Mayor's Picnic.</p> <p>It is important to organise a sustained campaign to raise the profile of the school in Romsey, and to do so, we must attend as many public events as possible, and distribute flyers.</p> <p>There is a large banner on the by-pass roundabout. Thanks to the chair for the idea.</p>	
9.	<p>Chair of Governor's Report</p> <p>1. Governor Vacancies Ongoing.</p> <p>2. Action Plan (FGB actions only)</p> <p>Chair will remove Action 9: 'Improving the GB questioning of the Headteacher's report by using the prompts available in HCC Governor Handbook and NGA materials'. There is enough evidence to show that this is happening.</p> <p>Action: FGB Dec 2018 9.2.i Chair to remove Action 9 from Action Plan. Post meeting note: Action completed. Updated Action Plan available in Dropbox folder: Action Plan (FGB)</p> <p>Action: FGB Dec 2018 9.2.ii Action Plan to be discussed bi-monthly at FGB. Clerk to amend timetable. Post meeting note: Action completed.</p>	<p>Chair</p> <p>Clerk</p>

	<p>3. Staff Buffet After discussion it was agreed by governors and HT, that this year, governors would contribute to a hamper for staff to have in January. Action: FGB Dec 2018 9.3.i Contributions for the staff hamper to the chair.</p>	All governors
10.	<p>Report from Pay Committee</p> <p>Support Staff Recommendations: Chair of the Pay Committee raised a question asked at Pay Committee on 27 November 2018. <i>Q. is there an issue regarding retention of support staff as a result of more than half of them being at the top of their pay scale?</i> <i>A. No, people stay because they are being paid well. The school needs to look at the sustainability of paying these high staffing costs.</i></p> <p>The Pay Committee unanimously approved the pay recommendations.</p> <p>HT Review The Pay Committee unanimously approved the pay recommendation.</p> <p>FGB agreed that the Chair of Governors should be a member of the HT Review Panel as recommended by the NGA. Chair of Governors will discuss timing with Chair of Pay Committee. Action: FGB Dec 2018 10.i Chair of FGB to discuss timing of her appointment to HT Review Panel with Chair of Pay committee.</p>	Chair
11.	<p>Policy Reviews</p> <p>The clerk has reviewed the HCC Guide to School Policies and identified those that need to be reviewed by governors. She will work towards producing an accurate timetable for policy reviews before February 2019. Action: FGB Dec 2018 11.i Clerk to produce an accurate timetable for policy reviews before February 2019.</p> <ul style="list-style-type: none"> <p>Code of Conduct and Governor Visits No comments had been received from governors and virtually no amendments were made beyond the addition of 'Love, Trust and Forgiveness' within the Christian ethos box on the Visit Monitoring Form. Action: FGB Dec 2018 11.ii Clerk to add new Visit Template to Dropbox. Post meeting note: Action Completed.</p> <p>FGB approved the Code of Conduct and Governor Visits Policy.</p> <p>Pay Policy There were no questions or comments.</p> <p>FGB approved the local amendments that had been made to the Pay Policy.</p> 	<p>Clerk</p> <p>Clerk</p>

	<ul style="list-style-type: none"> Recruitment, Selection and Induction of Staff There were no questions or comments. FGB approved the Recruitment, Selection and Induction of Staff Policy. 	
12.	Policy due for Review Jan/Feb meetings: No Debt Policy (Jan) – to be carried forward to February 2019. Action: FGB Dec 2018 12.i AD to review No Debt Policy for February FGB.	AD
13.	Any Other Notified Business Feedback from Test Valley chair of Governors Meeting. RK attended on the Chair's behalf. Andy Heyes (HCC) talked about the marked decline in results in schools (of seven schools, three were outstanding and four were good) that do not use support from HCC and figures were significant. Ofsted are carrying out inspections across the county. There was also a graph that showed 5 schools supported by HCC were improving (including RAPS). Data showed that RAPS beat other Test Valley Schools' averages on every count. It was noted that HCC would want schools to use their services and would be advertising their services hence their positive report on schools they are supporting. RK explained that there would be two meetings of the group per year and the chairs would set the agendas. The next meeting would focus on outstanding schools and how they are outstanding. The chair thanked RK for his feedback and for attending on her behalf.	
15.	Impact Statement <ul style="list-style-type: none"> Governors now have an in-depth understanding of their roles within FGB and there is greater ownership of governor responsibilities. Governors have a far greater understanding of the Sports Grant Strategy following the presentation at this meeting. Governors have identified actions to improve parenting support. Meeting finished at 8.30 pm.	
	Date of next FGB Meetings: 6.00 pm – 8.30 pm Thursday 10 January 2019	

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	Please note that some meetings are on a Thursday.	
	Thursday 7 February 2019	Tuesday 5 March 2019
	Tuesday 2 April 2019	Tuesday 14 May 2019
	Tuesday 11 June 2019	Tuesday 9 July 2019

Signed.....

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Date: