

**MINUTES OF A MEETING OF THE GOVERNING BODY OF  
HARTLIP ENDOWED C.E PRIMARY SCHOOL  
held on Thursday 9 June 2016 from 7pm – 9.30pm**

Present: Mr J Morgan (Chair), Mrs T Jerome (Headteacher), Mrs C Fisher, Mrs J Kemp, Miss McCabe, Reverend Staniforth, Mr S Taylor (arrived 7.22pm) and Mrs K Weller.

Absent: Mrs D Brazier, Mrs S Fowler, Mrs L Fordyce, Mrs E Hadley, Mrs J Jabbour and Mrs J Warncken.

Notes: Mrs S Bourne.

<b>Key Priorities:</b>			
<i>Increase the role of subject leaders as key stakeholders in the improvement of standards in teaching and achievement.</i>	<i>Secure teaching profile to 100% good or better with over 50% showing regular outstanding elements.</i>	<i>Ensure Personal Development, Behaviour &amp; Welfare is outstanding.</i>	<i>Develop a highly creative cross curricular programme ensuring best outcomes for all.</i>

		<b>ACTION</b>
<b>1.</b>	<p><b>Apologies for absence and approval by Governors</b> Apologies were received from Mrs D Brazier, Mrs S Fowler, Mrs L Fordyce, Mrs E Hadley, Mrs J Jabbour and Mrs J Warncken.</p>	
<b>2.</b>	<p><b>Declaration of Business Interests</b> Governors were reminded to declare any interests during the meeting. No interests were declared.</p>	
<b>3.</b>	<p><b>Membership</b> With the meeting only just being quorate, concerns regarding repeated non-attendance at meetings were discussed. It was agreed to monitor the attendance at the next meeting before resulting actions are agreed.</p> <p>Mr Morgan, having agreed to be chair on an interim basis confirmed that, due to work commitments, he will not be able to continue as chair in the next academic year. Nominations will be required prior to the first meeting of the year and governors were asked to consider possible nominations.</p>	<b>ALL</b>
<b>4.</b>	<p><b>Minutes of previous meeting held on 27 April 2016</b> The minutes of the previous meeting were agreed and signed as a true record of the meeting.</p> <p>The action for the Governor Development plan should be changed from HT to Chair.</p>	<b>ALL</b>
<b>5.</b>	<p><b>Matters Arising/Action Review</b> Actions not covered on the agenda: HT is to email governors the monitoring timetable for this term.</p>	<b>HT</b>

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<p>6.</p> <p>7.</p>	<p>All teaching and Office staff have completed online prevent training. Teaching assistants are to be provided time to complete also.</p> <p>The KLZ class pages will be relaunched in September.</p> <p>HT reported a lift in SEN progress from last term.</p> <p>Changes to the Attendance policy have been put on hold awaiting county directive following a recent high court judgement in the Isle of Wight. It is thought that LA advice will be that although holidays will still remain unauthorised, if a child's attendance is above 90% there will be no penalty charge.</p> <p>The safeguarding audit has been added to KLZ and actions are in progress.</p> <p><b>Head Teacher's Report</b> The HT report has circulated prior to the meeting.</p> <p>The HT reported on recent incidents of unacceptable behaviour and bad language by parents in the playground. Children pick up these behaviours. Within school they continue to be reminded about expected behaviour.</p> <p>Phonics testing has been a concern this year with a lot of focus. Transition plans are being formulated, not only between YR and Y1 but throughout school.</p> <p>Investigations are continuing into providing a breakfast club. A minimum number of children will need to be enrolled in order to ensure it is self-sustainable. Principles have been asked for a quote for provision.</p> <p><b>Governor Visits</b> Mrs Fisher recently visited school for PE monitoring. A report is to be supplied.</p> <p>Reports for Mrs Kemp's and Reverend Staniforth recent RE and SIAMS monitoring visits were circulated and resulting actions discussed. Recommendations are being added to the SIP and the Governor development plan. It was noted that a SIAMS inspection should be as, if not more than important as Ofsted and preparations for a SIAMS inspection should feed into an Ofsted inspection.</p> <p>Plans to incorporate an end of day class worship were discussed along with developing the role of the children within worship.</p>	<p>HT</p> <p>CF</p> <p>HT/Chair</p>
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	<p>Prayer and reflection will be used in the form of circle time where children are given the chance to evaluate their day and go home with a positive message.</p> <p>Leading on from these discussions, governors were informed of changes to the lunchtime arrangements. Behaviour issues are most likely to occur during lunchtime as it is unstructured time, therefore a trial is being held to reduce the time by 10 minutes and stagger KS1 and KS2 times. Class teachers then have an option, if needed, of supplying a 10 minute break in the afternoon. Governors questioned, in a small school, the disruption to classes when KS1 are working and KS2 playing and vis versa. This was not expected to be a problem.</p> <p><b>8. Governing Body Objectives and Action Plan 2016</b> SIAMS is to be incorporated.</p> <p><b>9. Governor Training &amp; Development</b> The Clerk reported on a course entitled: Development Programme for Chairs and Aspiring Chairs, for any one that might be interested in taking up the role of chair.</p> <p>Alternative dates for a finance course for Mrs Fisher and Mrs Taylor are to be provided.</p> <p><b>10. School Improvement &amp; Strategy</b> The Term 5 headlines were circulated prior to the meeting.</p> <p>The SIAMS Monitoring Visit Form is in progress following recent visits.</p> <p>The termly parent forums have not been well attended which the school perceives as a good sign. These forums will remain on offer.</p> <p><b>11. Gateway Alliance</b> Discussions were deemed confidential.</p> <p><b>12. Admissions Committee Report</b> There are currently 3 appeals for reception places in September. There is also an in year appeal for a place in Year 3 for a sibling of one of the reception appeals.</p> <p>Admission governors have agreed to use an independent KCC Appeal Panel and a date has been set for 27 June 2016.</p> <p><b>13. Curriculum Committee Report</b> The minutes of the curriculum meeting on 23 May were circulated prior to the meeting. Mrs Jabbour chaired the meeting in Mrs</p>	<p><b>JW</b></p>
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	<p>Fordyce's absence. Data reports, policies and SIAMS reports were thoroughly scrutinised.</p>	
<b>14.</b>	<p><b>Finance Committee Report</b> Nothing to report.</p>	
<b>15.</b>	<p><b>Policies</b> The curriculum policies were scrutinised at the curriculum meeting. The template was standardised and changes were made as a result. Curriculum governors recommend them for FGB ratification.</p> <p>Governors requested amendments to the English policy and ratified it on this basis.</p> <p>The RE, Science, PE and EYFS policies were ratified.</p> <p>The Health and Safety Policy, which has been personalised from a KCC recommended policy, was ratified.</p>	
<b>16.</b>	<p><b>Safeguarding</b> The Safeguarding Audit is available on KLZ and a further meeting is to be arranged to formalise actions.</p>	
<b>17.</b>	<p><b>Website</b> The website review checklist has been actioned. The EIS template is in the process of change as the current provision will no longer be supported. The new template will ensure compatibility with multiple formats now available, such as smart phones. It is also to ensure compliance with statutory requirements with all required headings incorporated. A sample will be emailed to the school once contents have been transferred.</p>	
<b>18.</b>	<p><b>Confidentiality</b> Discussions within items 6 and 11 were deemed confidential.</p>	
<b>19.</b>	<p><b>Forthcoming meeting dates</b></p> <ul style="list-style-type: none"> <li>- FGB – Wednesday 7 September 2016 at 7pm.</li> </ul>	

The meeting closed at 9.30pm.