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| **school logo** | **Collingbourne C of E Primary School**  **FGB Minutes**  **Monday 22 January 2018 @ 6.30pm** |

**Present:** Peter McGuigan (Chair), Dan Crossman, Pippa Novis, Alex Gumn, Andy Finch, Francesca Nunn, Laurence McGowan, Rev Jo Reid, Ian Musgrave, Vicky May, Catherine Hartley, & Kerry Heath (Clerk).

**Apologies**: Jen Wyman.

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| **Item** | | | | **Action by whom** | |
|  | **Welcome**  PMcG welcomed everyone to the meeting. | | |  | |
|  | **Register of Conflicts of Interest**  No conflicts of interest declared. CH’s form checked as she is providing wellbeing sessions in school for a cost – all fine and form up to date. | | |  | |
|  | **Approval of minutes from 20 November 2017 and review of actions**  Minutes accepted and signed off. | | |  | |
|  | **Approval of Committee Structure, Membership and Subject Areas**  The Instrument of Government is currently with the Diocese, who will approve then send to county for final approval. PMcG is in discussion with the Diocese re staffing governors.  The scheme of delegation was circulated to all staff. It includes the proposals for individual governor subject areas and membership of committees. Until the Instrument is agreed, we cannot formally approve and confirm new members given areas and they cannot vote. The scheme of delegation was adopted pending the confirmation of the instrument. | | |  | |
|  | **Headteacher’s Report**  DC took us through his headteacher’s report. Governors reviewed the headteacher’s report and a discussion on current data took place, it was felt to be helpful that DC had suggested areas for further governors’ interest. DC will run a classroom monitor session for all governors. | | | DC by 19/03/18 | |
|  | **Skills Audit**  PMcG thanked everyone for taking their time to complete an honest skills audit. The results have been circulated and PMcG has pulled out the areas where we are less strong. Most of these areas are covered by bought in services from county, but we do need to work on a Risk Register and there is still training available which covers some of our weaker areas.  KH will work on a Risk Register and AF & LMcG are happy to be part of this project. | | | KH by 30/04/18 | |
|  | **Child Friendly Vision**  DC spent time with upper KS2 to pull together and create a new child friendly vision. The children came up with a fabulous statement which has already been shared with staff. The child friendly vision was adopted. | | |  | |
|  | **Committee Reports**  **Finance and Premises**  The F&P meeting had taken place directly before the FGB meeting therefore there were no formal minutes to share. PMcG took everyone through the meeting and brought everyone up to speed with all things finance and premises. The school budget for this year remains on track and planning is in place for the 18/19 budget. New carpets are being fitted during half term and a handyman has been appointed.  **Curriculum**  No meeting since last FGB. | | |  | |
|  | **Governor Training & Courses**  KH shared details of training courses which will support our weaker areas on the governor skills audit. IM and AG would like to attend the schools inspection course. KH will book this.  IM recently attended the use of data in schools seminar. One find from this is that the curriculum committee all should have logins for the NCA tools site to access the school data from the DfE which will prove valuable. DC/KH will do this.  KH will ask JW if she’d like to attend the Pupil Premium and SEN governor courses. | | | KH by asap  DC/KH by 09/02/18 | |
|  | **AOB**   * AG has noticed when she is visiting that mobile phones are present in and around school. DC will remind everyone of the code of conduct, particularly in relation to hand held devices and pop some signs up. * VM would like to offer equine therapy, this would need risk assessing and insurance enquiries will need to be made. * PN made an enquiry about the children exercising in the morning – DC will look into this. * DC would like governors to send him their notes of visits so he can collate them all onto the SDP. * KH will publish the governor meeting dates on the calendar on the school website.   Meeting ended at 7.55pm.  LMcG expressed his joy that the FGB is now in an excellent place. PMcG’s chairing, the positive take-up from all members and DC’s headship have all resulted in a dedicated team and he’d like to express thanks to everyone. | | | DC by 09/02/18  VM  DC  ALL by 02/03/18  KH | |
|  | **Date of Next FGB**    Monday 19 March 2018 @ 6.30pm | | |  | |
| **Signed off as a true record** | | | | |
| Signature: | | Name: | Date: | |
|  | | Peter McGuigan  Chair of Governors |  | |