

**NOTES OF A MEETING**  
**21 September 2017**

Present:

Gwen Mason (Chair of Governors)  
Sally Lawson (Associate Governor)  
Louise Griffiths (Co-opted Governor)  
Maria Morgan (Headteacher)  
Stacey Wyles (School Business Manager) for the second part of the meeting

Observing:

Pam Lusby Taylor

Apologies:

Laura Harrhy (Parent Governor)  
Catie Coulson (Co-opted Governor)

It was not possible to call a quorate meeting of the Governing Body for September. Minutes of previous meeting were discussed, but not signed – this to be brought forward to the next meeting. Many actions are similarly being brought forward to October's meeting. Policies due for review at this meeting to be added to October's meeting. Actions are highlighted in red.

- 1 Introductions to Pam who is interested in becoming a Co-opted Governor, having had previous experience at a WB school. Anne Pirouet has offered to be staff governor in the interim. **GM to check the position re Co-Headteachers on governing board – can MM be Headteacher and LG still be co-opted governor?**
- 2 Agreed at next Gobs meeting we need to appoint Finance, SEND and H&S governors.
- 3 **GM to contact Kristie regarding resignation as a parent governor. GM will contact MM if she is not able to get in touch with Kristie.** Once we have Kristie's resignation we can advertise for a new parent Governor.
- 4 **LG and MM to chase staff re completion of safeguarding training.**
- 5 Summer meeting with FBW and Avril Allenby did not happen, therefore still due 3 visits during the financial year. **LG to phone to arrange meeting and GM to chase if necessary.**
- 6 Parking – SLT to discuss use of on-site spaces. Approx £1.50 a day in Faraday Road and Old Bath Road. **LG also to approach WBC about spaces at Beyer.**
- 7 Governor Training – need to review SLA at next governors meeting. **MM and LG to investigate.**
- 8 Next HAP meeting 3 October – waiting CC's confirmation. **GM to check with HR about membership of the HAP and at what point SIP gets involved.**
- 9 Park lighting – currently with Newbury Town Council.
- 10 Meet the Headteacher sessions booked for this term. These will be attended by LG and MM when possible, otherwise just MM.

Signed by GM: .....

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Dated: .....

- 11 LG and MM are looking at registration system and unauthorised absences and role of office staff in this. **SLT to discuss.**
- 12 **LG and MM to present baselines for November govs meeting.** Progress with Tapestry still an issue, so research needed with other schools and systems.
- 13 **MM and LG to ensure that all the policies and the PPG statement are up to date on the new website.** New logos need to be included.
- 14 **New SDP and SEF to be presented to the next meeting.**
- 15 Parent Survey – very positive responses. Relative weakness was understanding of curriculum. **MM and LG to produce a leaflet and upload it to website.**
- 16 Conservatory roof needs further investigation – **SW to check position of ordering of the roof panels (IPC).** Take a decision when SW has established what has happened with progress.
- 17 Safeguarding - new staff to be booked into universal safeguarding training. Dates on education portal. **MM and LG to look at delivering universal training in-house.** This is likely to be not sooner than the end of spring or summer term due to other training commitments.
- 18 30 hour provision – class almost full. Headteachers and SBM to look at “funnel” of children coming through and look at projected numbers of children. Recruitment underway for January for a job-share with LP.
- 19 Parking – awaiting final agreement from WBC to put to Governors. **LG to advise WBC of the October date for the Govs meeting.** School now monitoring gate being left open.
- 20 **Governors not present today should read SL’s report re the Hub and contact her if they have any questions.**
- 21 GM to write a short report on behalf of Governors to go into the next newsletter. **MM and GM to work on this.**
- 22 Water heater in Family Hub needs replacing – **SW to investigate position of contract with Active Heating and then advise SL of number of quotes required** (look at address book for suppliers).
- 23 SL needs to have 6-7 fence panels replacing along the side of the building. Lack of response means that we will ask the relative of a member of staff to quote. **This to be sent direct to SW.**
- 24 Possible date of meeting of Full Governing Body - Monday 16 October 7pm. This needs to be a quorate meeting so that new Governors can be voted on. **GM to circulate a range of possible dates for full Govs and finance committee.**

Signed by GM: .....

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