

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY  
OF AMWELL VIEW SCHOOL AND SPECIALIST SPORTS COLLEGE  
ON MONDAY 22<sup>nd</sup> January 2018 AT 6:00 P.M.**

**PRESENT:** Joe McCarthy (Chair, PAR), Philip Lancaster (LEA), Stephen Carter (Co-Opted), Derek Goodall (Co-Opted), Jan Liversage (HT), Neil Ward (STF), Amy Gregg (Co-Opted), Gill Bebee (Bursar – Associate Governor),

**APOLOGIES SENT:** Dan Walker (PAR), Charlotte Collison (PAR)

**ABSENT:**

**IN ATTENDANCE:** Janet Warrington (Clerk)

	ACTION	BY
1.WELCOME AND INTRODUCTIONS		
2.TO RECEIVE APOLOGIES AND APPROVE ABSENCES  Apologies were received from Dan Walker and Charlotte Collison. Both were approved.		
3.DECLARATION OF ANY CONFLICT OF INTEREST THAT MAY ARISE DURING THE MEETING  <i>Governors were reminded that anyone with a conflict of interest must declare it, withdraw from the meeting and not take part in any discussion or decision on matter.</i>  None.		
4. TO RECEIVE NOTIFICATION OF ANY OTHER URGENT BUSINESS FOR ITEM 12 AND ACCEPT OR REJECT  None.		
5. TO APPROVE THE MINUTES OF 13 <sup>TH</sup> NOVEMBER 2017 MEETING  The minutes were posted on the secure website for the governors to see prior to the meeting. They were agreed as a true record of the meeting and signed by the Chair of Governors.		
6. TO CONSIDER ANY MATTERS ARISING FROM THE MEETING OF 13 <sup>th</sup> NOVEMBER 2017  Q. Thank you for sending the HIP report by Margaret Goodchild. In this report it mentioned an overarching spreadsheet: <i>“A means of drawing together all the evidence on teaching and its impact would be beneficial – in the form of an overarching spreadsheet that draws the different sources of evidence together for each teacher and shows the impact of the leadership of teaching over time”.</i>		

<p>Can we see the overarching spreadsheet that was mentioned in Margaret Goodchild's report? A. Yes, we have put together the spreadsheet. Clerk to anonymise and share with the Governors before the next meeting.</p> <p>The Headteacher shared a document that the government have put together 'Strengthening Qualified Teacher Status and improving career progression for Teachers'.</p> <p>Clerk to share with Governors.</p>	<p>NW/JW</p> <p>JW</p>	<p>Mar 18</p> <p>Mar 18</p>
<p><b>7. TO RECEIVE FINANCE REPORTS AND ASK QUESTIONS</b></p> <p>The Bursar talked through the Finance Control Report. Finance Services worked with the Bursar on Thursday 18/01/2018 to ensure the budget was realistic and explained there is currently a carry forward figure of £516k.</p> <p>Q. Is the car park project in the carry forward figure? A. No, the car park figure of £110,000 is in the capital budget figure.</p> <p>At the last meeting the governors requested a Project Tracker. The Clerk and Bursar have been working on a excel document and showed this to the governors. The report in principal was a received favourably. Clerk and bursar to continue to work together and complete the report for the next meeting.</p> <p>For the next meeting can we have the 'Claw-Back Rules' and what percentage we would be required to payback.</p> <p>Q. Is Academisation definitely going ahead on the 1<sup>st</sup> April 2018? A. Apparently the Panel is meeting in January and we should find out soon after, however, we haven't heard as yet.</p> <p>Q. If the Academisation goes ahead on the 01/04/2018 will they claw-back the excess? Q. If they don't 01/04/2018 will they claw-back at a later date?</p> <p>JSL to talk to the School Funding Unit.</p>	<p>JW/GB</p> <p>GB</p> <p>JSL</p>	<p>Mar 18</p> <p>Mar 18</p> <p>Jan 18</p>
<p><b>8. TO RECEIVE PUPIL PREMIUM REPORT (2016-17) AND ACTION PLAN (2017-18) AND ASK QUESTIONS</b></p> <p>NW talked through Pupil Premium funding and impact of the spend and the action plan for 2017-18</p> <p>Q. In an attempt to show we are providing something extra to the normal curriculum to our Pupil funded pupils, can we, for example, offer to provide free school uniform to Pupil Premium Pupils?</p>		

<p>A. I agree it is difficult in this school to show how we provide something extra in our curriculum because all children receive so many opportunities over and above the core offer.</p> <p>Q. On the impact report would it be questioned why a child was accessing one activity and another child accesses six? A. It could be, however, each pupil is individual and therefore the number of activities will reflect the needs of the pupil.</p> <p>Q. Could we provide extra Speech and Language Therapy for a Pupil Premium child? A. In the past we have thought about employing a Speech and Language therapist, however, the challenge is that it is difficult to provide the specific training that such a specialist employee would require. We have also thought about employing a TA who is also a nurse, but again the training is the stumbling point.</p> <p>Q. Are you happy if Ofsted came in tomorrow that you could demonstrate how Pupil Premium pupils are receiving additional activities over-and-above the curriculum to help them with their progress. A. Yes, we have put a lot more information into the report and asked Margaret Goodchild to provide critical feedback to help us ensure the reporting meets Ofsted requirements.</p>		
<p>9. TO RECEIVE AMWELL VIEW SCHOOL PROJECT TRACKER REPORT AND ASK QUESTIONS</p> <p>Clerk and Bursar to work together to complete this report for next meeting.</p> <p>This report will then be shared at every meeting alongside the Finance Reports.</p>	JW	Mar 18
<p>9. TO RECEIVE HEAD TEACHER'S REPORT AND ASK QUESTIONS</p> <p><b>General Data Protection Regulation.</b> At the last meeting the governors asked for information about what the school is doing to make sure they are prepared for the new GDPR. It was confirmed that Janet Warrington will be the <b>Data Protection Officer</b>. She will attend a GDPR Conference in London on 28<sup>th</sup> February 2018 and will report back to the governors at the next meeting.</p> <p>Q. Can the Governors have a list of what we need to do to be compliant? A. JW to produce list of possible changes.</p> <p><b>School Website</b> We are looking to upgrade our website. We have three companies coming in to give demonstrations and quotations. We will bring these to the next meeting to share with the governors and get approval.</p>	JW	Mar 18

<p><b>Safeguarding</b>  Q. Should we as a school be considering people who are transgender, with regards to the use of toilets and changing areas?  A. We will ask the LA if there is any guidance.</p> <p><b>School Development Plan</b>  Q. Can we link the Headteacher Report to the School Development Plan?  A. Yes and I will provide an update in March</p>		
<p>10. TO RECEIVE STAFF LIST AND ASK QUESTIONS</p> <p>Q. Are we happy with our staffing levels?  A. Yes</p>		
<p>11. TO RECEIVE TRAINING MATRIX AND ASK QUESTIONS</p> <p>Clerk to contact Governance to find out what happens if Governors have not got Safeguarding Training.</p> <p>Clerk called Governance subsequent to the meeting at they said <i>“it isn’t a Statutory Requirement, however, it is highly recommended that governors are up-to-date with their training. Advise your governors to book a place on a course as soon as possible, because it would not be looked on favourably by Ofsted if they were to come in for an inspection.”</i></p> <p>Clerk to send reminder to Dan and Charlotte that they must book on a course.</p>		
<p>10. TO RECEIVE ANY OTHER URGENT BUSINESS AS NOTIFIED IN ITEM 4</p> <p>Afternoon for Ofsted Discussion followed FGB 22<sup>nd</sup> March 2018 - 2pm – 7pm.</p> <p>Subsequent to the meeting, SC is unable to make the 22<sup>nd</sup> March because of work commitments.</p> <p>Next meeting:  Spring Term ‘Committees Meeting’  Monday <b>5<sup>th</sup> March 2018</b> 6-8.30pm</p> <p>Additional : Ofsted Briefing Meeting  To be discussed at the next meeting.  Please bring your diaries.</p>	<p>All</p>	<p>Mar 18</p>

**11. Date of Next Meeting**

Spring Term	05/03/2018	Committees
Summer Term	14/05/2018	All other business
Summer Term	02/07/2018	Committees
Autumn Term	24/09/2018	All other business
Autumn Term	12/11/2018	Committees
Spring Term	21/01/2019	All other business

Minutes approved (date).....

Signed..... Chair of Governors

**Amwell View School and Specialist Sport College**  
**Minutes of the Full Governing Body meeting 22<sup>nd</sup> January, 2018**

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Part II Confidential – not for publication

Signed..... (Chair)

Date.....