

<p style="text-align: center;"><b>The March Church of England Primary School</b>  <b>At a meeting of the full governing body held at the school on</b>  <b>18<sup>th</sup> December 2017. Meeting started at 2.30pm</b></p>		
<b>Present:</b>		Mrs Justine Howard, (Vice Chair) Mrs. Nicola Metcalfe, (Head Teacher), Mrs Stella Aldred, Mrs Mary Isgar, Mrs Fiona Lewis, Ms Liz Coyne
		Rev Rachel Hawes arrived at 3pm
<b>1.</b>	<b>Prayer</b>	The prayer was made by the Nicky Metcalfe
<b>2.</b>	<b>Apologies:</b>	Apologies were received from and were approved. Mr Nick Brown, Mrs Rachel Bryan, Mr John Proctor (Chair),
<b>3.</b>	<b>Welcome to New Staff Governor</b>	
	The Vice Chair welcomed a new staff governor Ms Liz Coyne to the Full Governing Body.	
<b>4.</b>	<b>Declarations of Interest:</b>	
	There were no declarations of interest. The Head Teacher asked if clarification regarding declarations of interest could be sought. The clerk agreed to ask governors services for advice.	
<b>5.</b>	<b>Approval of Minutes - FGB Meeting 27<sup>th</sup> November 2107</b>	
	The minutes from the last meeting were proposed by NM and seconded by SA	
<b>6.</b>	<b>Matters and actions arising from Minutes</b>	
	<p>The letter regarding the use of Social Media to be circulated to the Governors next term , there had been no current issues in terms of this and no safeguarding issues to date.</p> <p>JP to still update e schools with the minutes from previous FGB meetings.</p> <p>Head Teacher to find out whether flowers have been sent to SBS.</p>	
<b>7.</b>	<b>Presentation by Carole Lee for NPQML</b>	
	<p><b>National Professional Qualification for Middle Leaders</b></p> <p>CL has undertaken training that enhances her ability to inspire working with others. In order to complete her training, she was required to inform the governors of the progress she had made developing an area of the SDP that impacted on her leadership skills. CL developed and trained volunteer readers skill base when hearing children read. She produced a document to provide areas for discussion , questions to use and responses to make with children as they acquired skills and helped the volunteers with decoding, words and context.</p> <p>All volunteer readers are expected to now meet with the English team to discuss requirements of the role before undertaking this. CL explained the impact that volunteer readers make and the value they bring to the school.</p> <p>It was also agreed that the help leaflet would also be sent to the parents to help encourage reading with children at home.</p> <p>As part of the qualification CL needed to show that she could manage working by herself, set up and read the results of a survey to understand the schools reading</p>	

	<p>habits and lead a group.</p> <p>Encourage reading throughout the school, by hosting a Poetry Day, Book Day and inviting Authors into school.</p> <p>Training volunteers and staff on how to encourage the children to enjoy reading</p> <p>There are less volunteers but trying to encourage more parents and governors to come into school to help out.</p> <p>CL asked if any of the governors would be able to give some time 1 hr. a day but it would be great if it was the same day every week.</p> <p>It was agreed that a notice would be put up at church to encourage more volunteers to come forward.</p>	
	<p><b>Governors questions</b></p> <p>The governors asked when her course would be finished?</p>	<p>Just putting the paperwork together now to finalise before her presentation to the course leads</p>
<b>10.</b>	<b>Any other Business</b>	
<b>11.</b>	<b>Dates for next meeting</b>	
	<p>22<sup>nd</sup> January 2018 at 5.30pm</p> <p>26 February 2018 at 5.30pm</p> <p>26 March 2018 at 5.30pm</p>	
<b>12.</b>	<b>Action to be taken</b>	
	To recruit a new clerk.	
	<p>Signed..... Chair</p> <p>Dated.....</p>	