



**CONFIDENTIAL MINUTES
UNAPPROVED**

Minutes of the meeting of
Holton-le-Clay Schools Full Governing Body
held on
Monday 25th September 2017
6.00 p.m. at Holton le Clay Infant School



Present:

Mrs D Hunt, Mr J Allen (Chair), Mrs S Holmes-Barber (Vice-Chair)
Mrs H Treadgold, Mrs A Morgan, and Mrs C Wright

Also present: Mrs S Ellerby (Clerk to the Governors)

Agenda Item No.	Minutes	Action by whom/when
1	<p>Apologies for absence received from: Mrs L Riggs Mrs K Baldock Mr M Croft</p> <p>Governors agreed to approve these absences as authorised.</p>	<i>Clerk to note register of absences</i>
2	<p>Declaration of interests in items on this agenda None</p>	
3	<p>Election of Chair Academic Year 2017/2018 One nomination had been received, and it was agreed by the full governing body that Mr Allen be re-elected. Mr Allen thanked the Governing Body and resumed the role of Chair.</p> <p>Holton le Clay Schools Full Governing Body resolved to elect Mr Jim Allen as Chair for Holton le Clay Schools Governing Body for the academic year for 2017/2018</p>	<i>Advised to Governor Services by Clerk</i>
4	<p>Annual Constitution including Resignations and Retirement dates - Academic Year 2017-2018</p> <ul style="list-style-type: none"> • The term of office is due to expire in October 2017 for Parent Governor Mrs Sharon Holmes-Barber. Mrs Holmes-Barber confirmed she was willing to stand for a further 4 year term. A Parent Election will be arranged by the clerk with the returning officer as Mrs D Hunt in the near future. • We recently received the resignation letter from Mrs T Frisby – Local Authority Governor. We have been unsuccessful in obtaining a nominee from our Local Authority to fill this post and therefore, Holton le Clay Schools Governing Body has been nominated current governor, Mrs Caroline Wright to this vacant position, based on skills required. 	<i>Clerk to arrange parent election</i> <i>Advised to Governor Services by Clerk</i>

	<p>Holton le Clay Schools full governing body resolved to elect Mrs C Wright as Local Authority Governor with effect from today's meeting.</p> <ul style="list-style-type: none"> Following Mrs Wright's move to LA Governor, a vacancy for one co-opted governor will be advertised locally. 	
5	<p>Election of Vice-Chair Academic Year 2017/2018 One nomination had been received for Vice Chair.</p> <p>Holton le Clay Schools Full Governing Body resolved to elect Mrs Sharon Holmes-Barber as Vice-Chair for Holton le Clay Schools Governing Body for the academic year 2017/2018.</p>	<p><i>Advised to Governor Services by Clerk</i></p>
6	<p>Election of Link Governor 2017-2018 After detailing the role of the Link Governor, governors resolved to elect Mrs H Treadgold as Link governor for Holton le Clay Schools Governing Body for the academic year 2017/2018.</p> <p>Election of SEND Governor 2017-2018 After detailing the role of the Link Governor, governors resolved to elect Mrs A Morgan as SEND governor for Holton le Clay Schools Governing Body for the academic year 2017/2018</p> <p>Election of Safeguarding Governor 2017-2018 After detailing the role of the Safeguarding Governor, governors resolved to elect Mr J Allen as Safeguarding governor for Holton le Clay Schools Governing Body for the academic year 2017/2018</p> <p>Election of Food In Schools Governor 2017-2018 Governors agreed to defer the election of a Food In Schools Governor to our next meeting</p> <p>Election of Pupil Premium Governor 2017-2018 After detailing the role of the Pupil Premium Governor, governors resolved to elect Caroline Wright as Pupil Premium governor for Holton le Clay Schools Governing Body for the academic year 2017/2018</p>	<p><i>Advised to Governor Services by Clerk</i></p> <p><i>Clerk to add to next agenda</i></p>
7	<p>Headteachers Report September 2017 – CONFIDENTIAL PART B (document shown at meeting)</p> <p>*See CONFIDENTIAL PART B</p>	
8	<p>Election to Committees for Academic Year 2017-2018: All governors present were in agreement that the structure of a Standards Committee and a Resource/Finance Committee appeared to work well and should continue in the current format. Governors approved the Holton le Clay School's committee structure.</p> <p>Recent completion of governors skills has been completed and</p>	

	<p>summarised. Our summary of skills has been considered when electing governors to committees and the following selections made:</p> <p>Governors approved elections to the following committees;</p> <p><i>Absent Governors will be elected to a committee based on return of their skills audit at the first meeting they attend in 17-18.</i></p> <p>Finance and Resource Committee Dawne Hunt Sharon Holmes-Barber (Chair) Caroline Wright (Vice-Chair) Anna Morgan</p> <p>Standards Committee Dawne Hunt Helen Treadgold (Chair) Jim Allen (Vice-Chair) Lynsey Riggs</p> <p>Pay & Staffing Committee Governors elected to the Pay Committee were: Anna Morgan Sharon Holmes-Barber Helen Treadgold</p> <p>* The date for the meeting of the Teacher’s Performance Management Panel meeting has been arranged for 13th November 2017 5.00 p.m. at the Infant School.</p> <p>Pay Appeals Committee (elections to take place when required)</p> <p>Headteacher’s Performance Management Governors agreed to elect the following governors to the HTPM panel: Mrs Sharon Holmes-Barber Mrs Helen Treadgold Mrs Anna Morgan</p> <p>* The date for the meeting of the Headteacher’s Performance Management Panel has been scheduled for 18th December 2017 in the morning. Exact time to be notified at later date.</p> <p>At an appropriate point in the year, a Policy Working Party will be formed to review policies/documents</p>	<p><i>Agenda noted to elect absent governors to committees MC KB</i></p> <p><i>Panel members - please note diary</i></p> <p><i>Panel members - please note diary</i></p>
9	<p>Terms of Reference Reviews for 2017-2018 Governors approved the review of the Terms of Reference for 2017-2018: Standards Committee Finance Committee Full Governing Body</p>	<p><i>Terms of reference to committee members</i></p>

	Terms of reference for each committee will be re-issued to elected governors with the minutes for this meeting.																					
10	<p>Governor responsibilities were reviewed and in line with the governing bodies previous decision for governors to move along with their year groups, and to fill any vacancy of responsibility, the following responsibilities were confirmed:</p> <p>Mr J Allen – Year 4 and Safeguarding Mrs S Holmes-Barber – Year 3 Mrs H Treadgold – Year 6, LAC, Link Mrs A Morgan – Year Reception and SEND Mrs C Wright – Year 2 and (Year 5 temporarily)</p> <p><i>Absent Governors will be offered year group responsibility at the first meeting they attend in 17-18. Year 1 and Year 5 to allocate.</i></p> <p>Please establish contact with your year group teacher(s).</p>	<p><i>Please note your year group and areas of responsibility</i></p> <p><i>Agenda noted to add LR and MC to year group responsibility</i></p>																				
11	<p>Dates of Meetings for Academic Year 2017/2018</p> <p>Governors present discussed days and dates for the forthcoming year when the majority would be available to attend. The day of all meetings has been scheduled for Monday's. Dates have been scheduled around school diary, annual finance schedule, Governors' diaries and already planned events.</p> <p>Committee meetings will be held on the same evening; Standards at 6.00 p.m. at Holton le Clay Junior School. Finance & Resources at 7.00 p.m. at Holton le Clay Junior School. Finance only meetings at 6.00 p.m. at Holton le Clay Infant School</p> <p>Full Governing Body meetings will start at 6.00 p.m. and held at Holton le Clay Infant School.</p> <p>Future dates are as follows:</p> <table> <tr> <td>16th October 2017</td> <td>Standards and Finance Committees</td> </tr> <tr> <td>13th November 2017</td> <td>Pay Panel 5.00 p.m.</td> </tr> <tr> <td></td> <td>Full 6.00 p.m.</td> </tr> <tr> <td>4th December 2017</td> <td>Standards and Finance Committees</td> </tr> <tr> <td>15th January 2018</td> <td>Full</td> </tr> <tr> <td>5th March 2018</td> <td>Standards and Finance Committees</td> </tr> <tr> <td>19th March 2018</td> <td>Full</td> </tr> <tr> <td>14th May 2018</td> <td>Full (including budget)</td> </tr> <tr> <td>4th June 2018</td> <td>Standards and Finance Committees</td> </tr> <tr> <td>25th June 2018</td> <td>Full</td> </tr> </table> <p><i>Please be aware that extra-ordinary meetings may be called during the academic year</i></p>	16 th October 2017	Standards and Finance Committees	13 th November 2017	Pay Panel 5.00 p.m.		Full 6.00 p.m.	4 th December 2017	Standards and Finance Committees	15 th January 2018	Full	5 th March 2018	Standards and Finance Committees	19 th March 2018	Full	14 th May 2018	Full (including budget)	4 th June 2018	Standards and Finance Committees	25 th June 2018	Full	<p><i>*Clerk to issue with minutes</i></p> <p><i>*Please note your diaries</i></p>
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25 th June 2018	Full																					
12	Approval Minutes of Full Governing Body meeting held on 26th June 2017																					

	Governors RESOLVED to approve the minutes of the Full Governing Body meeting held on 26 th June 2017.	<i>Chair to sign minutes</i>
13	Matters arising from the Full Governing Body meeting held on 26th June 2017 not covered in any other agenda item for this meeting: <ul style="list-style-type: none"> • None 	
14	Declaration of Interests renewal for academic year 2017-2018 New declaration of interest forms were issued to those present for completion and return to Clerk. New forms for completion will be presented to absent governors on their next attendance.	<i>Clerk to follow up absent governors LR MC</i> <i>Clerk to update register and publish</i>
15	Governor Code of Conduct – annual review for 2017-2018 The NGA Governing Body Code of Conduct was issued to all governors with the agenda for this meeting. Governors agreed and adopted the NGA Governing Body Code of Conduct for Holton le Clay Schools Governing Body.	
16	<p>Finance</p> <ul style="list-style-type: none"> • Holton le Clay Infant Schools Carry Forward final amount from LCC for 16-17 – Confidential Part B • Governors acknowledged receipt of the current Scheme for Financing (issued with the agenda for this meeting) • Governors acknowledged receipt of the current Whistleblowing documents (issued with the agenda for this meeting) <p>Standards</p> <ul style="list-style-type: none"> • See Headteacher’s Report Confidential Part B (agenda item 7) • Policies due for review/adoption: <p>Parental Code of Conduct Policy This policy has been modelled on LCC guidance. Governors agreed to approve the adoption of this policy.</p> <p>E-Safety and Social Media This policy has been modelled on LCC guidance Governors agreed to approve the review of this policy.</p> <p>Subject Policies ICT, History, Calculation, PSHE, Food in Schools policies were reviewed/adopted and approved by the full governing body at this meeting. Maths and Calculations policies are being referred back to the subject co-ordinator for query and will be presented to governors at a future meeting.</p> <p>Our SEND Local Offer is currently being reviewed and will be presented to</p>	<i>Clerk to note agenda</i>

	governors at our next Standards meeting.	
17	<p>Safeguarding</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding Young Children Framework and Policy latest version July 2017 – Governors agreed to approve the review of this policy and acknowledged receipt of this document. • KCSIE latest version September 2016 - re-issued to all governors for their safe keeping and reference. Governors acknowledged receipt. <p>Safeguarding Audit Governors were notified of the arrangements for reviewing and updating our federation Safeguarding Assessment (purchased again for 2017-2018) Holton le Clay Junior School are undertaking a review of all areas following the issue by LCC, of the 2nd version of this audit. Following the identification of changes within the 2nd version, where necessary comments, evidence /action plans are being added. Both schools are using this document as a working document and updating the audit with new evidence and comments as appropriate.</p>	<p><i>Acknowledgement signed</i></p> <p><i>Acknowledgement signed</i></p>
18	<p>National Standards for Teachers – Career Stage Expectations for Bands 1 -4 Governors were issued with a document detailing measureable expectations to use during Teacher’s Performance Management. This document covers bands from Main-scale 1 to UP3 Governors approved the use of these guidelines with immediate effect.</p> <p>It was suggested by governors that this document also be used for self-evaluation by individual teachers. This suggestion was met with agreement.</p>	
19	<p>Governing Body Self Review</p> <ul style="list-style-type: none"> • What are the strengths and weaknesses of the school and how do governors know? • What are the strengths and areas for development of the governing body? <p>Governors agreed to carry forward this item to the next full governing body meeting</p>	<p><i>Clerk to note next agenda</i></p>
20	<p>Invite to all school events An open Invitation was extended to Governors to attend all school events throughout the year.</p> <p>A reminder was also issued regarding the invitation of governors to attend a staff and governor event scheduled for 3.45 p.m. at the Junior School on Tuesday 10th October 2017. There will also be a Bedtime Stories event on the same day at the Infant School starting at 6.00 p.m. – Governors invited to attend.</p>	<p><i>Please note your diary</i></p>

21	<p>Submission of agenda items for next meeting:</p> <ul style="list-style-type: none"> • AM requested School Council be an agenda item for our next meeting. • Update on Confidential Part B 	<p><i>Clerk to note agenda for Full GB meeting 13th November 2017</i></p>

Meeting closed at 9.00 p.m.

Signed: Chairman

Date

- **Orange** – challenges/comments by governors
- **Green** approved/agreed items