



Full Governing Body Meeting Minutes

Meeting Title:	Full Governing Body Meetings	
Meeting No:	Extraordinary Meeting	
Date:	Tuesday 4 July 2017	
Time:	1800 hours	
Venue:	Bearwood Primary School	
Attendees:	Jane Barlow - Head Teacher (JB) Nicola Bruce – Chair (NB) Danny Chinery (DC) Cristina Marinoni (CM)	Sheila Peffers-Moore (SPM) Claire Sanderson (CS) Christine Smart (CSm) Melissa Smith (MS)
Apologies:	Rachelle Shepherd Du-Bey, and Joanne Garner	
Clerk to Meeting	Pat Arthur	

17.64	<p>Chair’s Opening Remarks</p> <p>NB opened the meeting, by welcoming the new clerk and explaining the process for the election of the chair of governors, vice chairs of governors and chairs of committees.</p> <p>NB explained that the Clerk would be leading the part of the meeting to elect the Chair of Governors, the new Chair would lead the meeting for the election of the Vice Chairs and the rest of the meeting.</p> <p>NB explained the need for the governing body to have a policy in place and agree to use mobile phone voting, before the election can take place. As these were not in place and the meeting was quorate, this method of voting would not be used.</p>
17.65	<p>Apologies</p> <p>The Chair welcomed all to the meeting and confirmed apologies had been received from Rachelle Shepherd Du Bey and Joanne Garner. Danny Chinery and Claire Sanderson would be late to the meeting.</p>
17.66	<p>Declaration and Conflicts of Interest</p> <p>There were no additional declarations of interest over those already held on the Governor Register of Interests.</p>
17.67	<p>Election of Chair of Governors</p> <p>The Clerk explained that she had received three (3) nominations to appoint a new Chair of Governors. The nomination was for Nicola Bruce.</p> <p>The Clerk asked NB to leave the room.</p> <p><i>JB expressed concern the FGB were being asked to vote on the appointment of a permanent chair, as she believed that it was for an interim chair to be appointed.</i></p> <p>The Clerk asked NB to come back into the meeting and clarify the situation.</p> <p>NB explained the election was for a permanent chair with a term of 1 year.</p> <p>The clerk explained the FGB would need to have an agreed policy /procedure for the election of chair’s whether CoG, or committee. The term can be between 1 year and 4 years, with no more than 2 terms of office as Chair of Governors.</p> <p style="text-align: center;">Action: FGB to agree policy/ procedure and terms of office for future Chair’s and Vice Chairs</p> <p>NB left the room and the committee agreed to proceed with electing a Chair of Governors.</p>

	<p>The committee agreed to elect NB as Chair of Governors for a period of 1 year.</p> <p>The Clerk invited NB back to the meeting and advised she had been appointed as Chair of Governors for a 1-year term of office.</p> <p style="text-align: center;">Action: Clerk to advise Governor Service the change to Chair of Governors</p>
17.68	<p>Election of 2 Vice Chairs of Governors</p> <p>The Chair of Governors advised that nominations had been received for Christine Smart and Claire Sanderson. One of these posts would need to act as deputy in the absence of the CoG.</p> <p>Csm and CS left the room.</p> <p>SPM asked for clarification that Csm wanted to be Vice Chair, as she believed Csm did not want the role.</p> <p>The CoG confirmed that Csm had confirmed she was happy to be Vice Chair and to act in her absence.</p> <p>The committee agreed to the appointment of Csm and CS as Vice Chair of Governors for a term on 1 year.</p> <p>The CoG welcomed Csm and CS to the roles of VC.</p>
17.69	<p>Code of Conduct</p> <p>The Chair explained that a Code of Conduct was required for Governors and set out the standards and commitment expected of the governing body. These are required to be signed annually and on the appointment of new governors.</p> <p>The Chair asked if anyone had any questions relating to the C of C.</p> <p>JB asked for clarification regarding item 33 – Reimbursement of Governors out of pocket expenses.</p> <p>The Chair explained that a policy would need to be in place, this would be used for travelling expenses for training not provided by Governor services.</p> <p style="text-align: center;">Action: PPC committee to review/revise the Governors expenses policy</p> <p>JB asked if she and CM would be required to sign a code of conduct and what were their roles on the Governing Body. In the past, they have been told they were governors.</p> <p>The Chair confirmed that all members of FGB were required to sign the code of conduct. She would clarify the roles of Headteacher, Deputy Head and Staff Governor.</p> <p style="text-align: center;">Action: Chair to confirm roles of Headteacher, Deputy Head and Staff Governor</p> <p>The Chair advised the committee that any email sent to school staff must be copied to the Headteacher. Number 11 of the code of conduct refers.</p> <p>There being no other questions/clarifications, the Chair asked the committee to review and send any suggestion to her and the clerk.</p>
17.70	<p>Appointment of PPC Chair, Vice Chair and committee members</p> <p>The Chair asked CS if she would chair the PPC committee. This committee meets 6 times per year.</p> <p>CS agreed. It was agreed the following Governors would sit on this committee SPM, MS, JB, CM, JG and NB. The VC would be elected at the next meeting to be held on 20 July 2017.</p> <p>Discussion for the times of meetings took place, with most members unable to attend meeting before 1830. It was agreed the meetings would be 1830 and 1.5 hours duration.</p>

	<p>Discussion on proposed meeting dates took place. The committee at its meeting in July will confirm dates for meetings</p> <p style="text-align: right;">Action: Appointment of Vice Chair, subject leads, and dates of meetings to be agreed</p>																																		
17.71	<p>Appointment of Resources Chair, Vice Chair and committee members The Chair asked CSm if she would chair the Resources committee. This committee meets 4 times per year.</p> <p>CJS agreed. It was agreed the following Governors would sit on this committee SPM, RSD-B, JB, CM. NB will be invited however, she is not a committee member. The SBM is invited to attend these meetings, she has no voting rights. The VC would be elected at the next meeting.</p> <p>Discussion on proposed meeting dates took place. The committee agreed to the first meeting being Friday 20 September 2017 at 1100 – 1230. Other dates will be discussed and agreed at this meeting.</p> <p style="text-align: right;">Action: Appointment of Vice Chair, subject leads, and dates of meetings to be agreed</p>																																		
17.72	<p>Appointment of P & PM sub committee Following discussion, it was agreed that this committee would sit within the Resources remit, however, the governors allocated to carry out these reviews would be CSm and SPM.</p>																																		
17.73	<p>Appointment of other Governor roles The committee agreed the following structure:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Development Governor</td> <td style="width: 50%;">Joanne Garner</td> </tr> <tr> <td>H & S Governor</td> <td>Rachelle Shepherd Du-Bey</td> </tr> <tr> <td>Safeguarding Governor</td> <td>Sheila Pfeffers-Moore</td> </tr> <tr> <td>HR Governor</td> <td>Christine Smart</td> </tr> <tr> <td>PP & More Able Governor</td> <td>Melissa Smith</td> </tr> <tr> <td>Assessment Governor</td> <td>Claire Sanderson</td> </tr> <tr> <td>Policies & Website Governor</td> <td>Danny Chinery</td> </tr> <tr> <td>Academisation Working Group</td> <td>Nicola Bruce, Claire Sanderson, Christine Smart, Julie Harrison, Cristina Marinoni and Jane Barlow.</td> </tr> <tr> <td>Communications Working Group</td> <td>Danny Chinery and Melissa Smith</td> </tr> <tr> <td>Travel Working Group</td> <td>Rachelle Shepherd Du-Bey and Melissa Smith</td> </tr> <tr> <td>Subject Leads Foundation & KS 1</td> <td>Christine Smart</td> </tr> <tr> <td>Subject Lead KS 2</td> <td>Sheila Pfeffers-Moore</td> </tr> <tr> <td>Maths Lead</td> <td>Claire Sanderson</td> </tr> <tr> <td>English</td> <td>Melissa Smith</td> </tr> <tr> <td>Science</td> <td>Rachelle Shepherd Du-Bey</td> </tr> <tr> <td>Wellbeing</td> <td>Sheila Pfeffers-Moore</td> </tr> <tr> <td>ICT/Computing</td> <td>Danny Chinery</td> </tr> </table> <p style="text-align: right;">Action: JB to send out a schedule of meeting dates to subject leaders.</p>	Development Governor	Joanne Garner	H & S Governor	Rachelle Shepherd Du-Bey	Safeguarding Governor	Sheila Pfeffers-Moore	HR Governor	Christine Smart	PP & More Able Governor	Melissa Smith	Assessment Governor	Claire Sanderson	Policies & Website Governor	Danny Chinery	Academisation Working Group	Nicola Bruce, Claire Sanderson, Christine Smart, Julie Harrison, Cristina Marinoni and Jane Barlow.	Communications Working Group	Danny Chinery and Melissa Smith	Travel Working Group	Rachelle Shepherd Du-Bey and Melissa Smith	Subject Leads Foundation & KS 1	Christine Smart	Subject Lead KS 2	Sheila Pfeffers-Moore	Maths Lead	Claire Sanderson	English	Melissa Smith	Science	Rachelle Shepherd Du-Bey	Wellbeing	Sheila Pfeffers-Moore	ICT/Computing	Danny Chinery
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17.74	<p>Future Meetings Dates and Times The chair presented the suggested dates and times for all meetings. The availability times previously sent to the Chair, are now no longer convenient for some governors. It was agreed to hold the meeting commencing at 1830, FGB meeting would be 2 hours durations with subcommittee meetings being 1.5 hours duration.</p> <p style="text-align: right;">Action: Clerk to send out meeting dates via Outlook calendar</p> <p>The FGB meetings were agreed as 26 September, 21 November, 16 January, 8 May, and 17 July. It was agreed to hold a Governors day (all Day) on 14 March. The FGB meeting would be within the school day.</p> <p>It was agreed to hold the first resources committee meeting on 20 September at 1100 – 1230. Other</p>																																		

dates to be agreed at the meeting.

The PPC committee would agree dates for next term at their meeting on 20 July 2017.

17.76 **SEF updates**

The chair met with Claire and Sheila to review the actions outstanding on the SEF.

The committee agreed the following

No	Action	Responsibility	Action By
SE1.1	Ensure mission statement is on all documents sent by Governing Body	Clerk	Before start Autumn Term
SE1.2	Ensure mission statement is on website home page	DC	Before start Autumn Term
SE1.3 – 1.5	Develop further engagement with the local community. i.e. local business and projects. The head asked what this meant, as the school already engage with the local community.	Resources Committee and Head Teacher	ASAP
SE2.1	Clerk to ensure minutes reflect challenge by Governors	Clerk	On going
SE2.3	Recruit more governors based on skills Audit	Chair/Clerk	ASAP
SE2.7	Appoint a Website/Communications Governor	Chair	ASAP
SE4.1	Communications working group to investigate a parent survey being sent out during school year. Suggestion is Spring 1	DC	Spring 1
SE9.2	Governor attendance to be updated at end of summer term. The Clerk advised that this is a required annually, this may not be possible for 2016/17. She would need to check previous clerk's records.	Clerk/DC	End of Summer term
SE10.1	SEF to be updated annually by all Governors	FGB	On going
SE10.3	Head Teacher to involve governors in updating the school SEF	Head/FGB	On going
SE13.1	Head Teachers report to Governors. Equality issued to be included in her report and a standing item on FGB agenda	Head/Clerk	On going
SE13.3	Governors to become more inclusive in school life. Attendance at School events	FGB	On going
SE16.1	British Values to be added to FGB agenda as a standing item	Clerk	Next Meeting
SE17.1	Safeguarding issued to be followed up	SPM	ASAP
SE20.1	Clerk to send out link to DfE Governors Hand book	Clerk	ASAP
SE20.2	DC/Clerk to review policy tracker and all statutory polices to be on web site	DC/Clerk	Before start Autumn term
SE20.3	Committee chairs to review annual planner to ensure statutory compliance is met	Chairs of committees	1 st Meeting next term
SE20.4	DC to review website and update with information governors are legally required to display	DC	Before start Autumn Term
SE21.1	LA Training Schedule to be disseminated to all governors and discussed in committee meeting. Agree who is attending which course	Chairs of committee and clerk	On going
SE21.3	Governors to have most recent version of Governors Hand book. January 2017. This is a duplicate of SE20.1	Clerk	ASAP

	The following items are completed or will be carried out within business as usual committee meetings SE1.6, SE2.5, SE2.6, SE2.8, SE3.2, SE3.3, SE4.2 – SE4.5, SE 5.1, SE6.3 – SE6.7, SE7.1 – SE7.4, SE8.1 – SE8.5. SE9.3, SE10.2 – SE10.5, SE11.1 – SE11.3, SE12.1, SE13.2, SE13.4 – 13.6, SE15.1 – SE15.4, SE16.2, SE17.2 – SE17.4, SE19.1 – SE19.2, SE20.3 and SE21.2.
17.77	Review and Re-allocation of administrative duties carried out by SLT The head was asked to provide an update at the next meeting of which staff would have responsibility for specific areas such as attendance, monitoring and website updates. Action: Headteacher to provide update at next meeting
17.78	Training and Development The chair asked committee chairs to agree training for governors within their first committee meetings. Training to be notified to the Clerk. Action: Committee Chairs
17.79	Any other Business 17.79 (a) The Chair advises governors that they would be re-instating school email address for governors, in future these would be the only addresses used to communicate and disseminate papers. The school would be sending information prior to the end of the week. Governors to notify the Chair and clerk when emails set up. 17.79(b) The Chair asked MS to add Roles and Responsibilities to the newsletter being sent out before the end of term. 17.79(c) The Chair and Head advised the nursery roof is being replaced during the holidays. A meeting with the contractor to be held this week to agree work plans and access arrangements to site. 17.79(d) The Chair advised a meeting regarding academisation would be taking place in the cluster on 10 July.
17.80	Close of Meeting There being no other business the meeting closed at 2005 hours
17.81	Date of next Meeting Tuesday 26 September 2017 at 1830 hours.

Signed

Chair of Governors

Dated

Actions from Minutes

	Action	Responsibility
17.67	Appointment of Chair's and Vice Chairs FGB to agree policy/ procedure and terms of office for future Chair's and Vice Chairs.	FGB
17.67	Appointment of Chair of Governors Clerk to advise Governor Service the change to Chair of Governors	Clerk
17.69	Code of Conduct Clarification Governors to review/revise the Governors expenses policy	PPC Committee
17.69	Code of Conduct Clarification Chair to confirm roles of Headteacher, Deputy Head and Staff Governor.	Chair
17.70	Sub Committee chairs, subject leaders and dates for meetings to be agreed	PPC committee
17.71	Sub Committee chairs, subject leaders and dates for meetings to be agreed	Resources Committee
17.73	Schedule of meeting dates to be sent out to subject leaders	Head Teacher
17.74	Meeting dates to be sent to Governors via outlook calendar	Clerk

17.77	Head to provide update on which staff would have responsibility for specific areas such as attendance, monitoring and website.	Head Teacher
17.78	Committee chairs to agree governor training within their first meeting in Autumn terms.	Committee Chairs
17.79(b)	MS to add roles and responsibilities to newsletter to go out before end of term.	MS