

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	22 nd September 2016 5.30pm		Location	Newton Poppleford Primary School			
Governors Present	Initials			Governors Present	Initials		
Mrs J Bramble	JB	LA Governor		Mr C Hewitt	CH	Co-opted Governor	
Mr S Vaughan	SV	HeadTeacher		Mrs A Thomas	AT	Co-opted Governor	
Mr B McGowan	BM	Parent Governor		Mr J Rigley	JR	Co-opted Governor	
Mr R Tubbs	RT	Parent Governor		Mr J Slade	JS	Co-opted Governor	
Mr M Barrett	MB	Parent Governor		Mrs M Pinney	MP	Co-opted Governor	

Apologies	Initials	Reason for Absence (Category of Governor)
John Rigley	JR	Away for Work

Absent without Apology	Initials	Category of Governor

In Attendance	Initials	Capacity
Mrs N Mann	NM	Clerk

Minutes to
All Governors

No	Agenda Items	Lead	Supporting papers
1	Apologies for absence	JB	
2	Chairman's welcome	JB	
3	Declaration of business interests relating to the agenda	JB	
4	Minutes of last meeting on 12 th July 2016	JB	
5	Matters arising from the meeting on 12 th July 2016	JB	
6	Review of Terms of Office	JB	
7	Election of Chair	NM	
8	Election of Vice Chair	JB	
9	Agree future governing body structure – Committees or Portfolio holders		
10	Committee membership (including Terms of Reference) and elect chairs of committee (Dependent upon number Agenda item 9	JB	
11	Governing Body procedures <ul style="list-style-type: none"> • Instrument of Government • Quorum for Full Governing Body and Committee meetings • Attendance and apologies for absence procedure • Procedure for adding items to the agenda • Part 2 agenda items and minutes • Declaring Business Interests • Contact details 	NM	
12	Code of Conduct	JB	
13	Governor Expenses Policy	JB	
14	Curriculum Teams – Governor attachment	SV	
15	Task and Finish groups	JB	
16	Protocol for governor visits	JB	

Full Governing Body Minutes dated 22.09.16

Signed

17	Dates of FGB meetings for the coming year	JB	
18	Training opportunities	JB	
19	Safeguarding (including KCSIE)	SV	KCSIE Guidance
20	Policies for Review (Pay Policy + any others as necessary)	JB	Pay Policy
21	Items for agenda of next meeting	JB	
22	Date of next meeting	JB	

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1	Apologies for absence These were received from JR and were sanctioned by governors			
2	Chair's welcome JB welcomed governors back for new term and introduced Natalie Mann into her post as Clerk to the Governors			
3	Declaration of business interests relating to the agenda None			
4	Minutes of last meeting on 12th July 2016 HT report and summary from CW about reading champion to be attached to minutes in file. Minutes were agreed to be a true record and signed by the chair.			
5	Matters arising from the meeting on 12th July 2016 None			
6	Review of Terms of Office Current Staff Governor vacancy being advertised in school, vacancy for a Parent Governor still remains and will be advertised. Two further vacancies for Co-opted Governors. Stuart Ireland has shown interest in co-opted governor vacancy. SV and JB to follow this interest up, all governors voted in agreement for this to proceed forward.	SV / JB		
7	Election of Chair Chair elected by governors current chair to remain			
8	Election of Vice Chair John Slade to remain as vice chair motion carried			
9	Agree future governing body structure – Committees or Portfolio holders JB recapped from previous FGB meeting discussion around committees moving to portfolio governors. SV detailed the workings of the governing board if a portfolio governor structure was favoured, committees would be split in to 8 areas and governors would take an area lead, Governors would be expected to meet regularly with SV and school links, write reports to be raised at the FGB meetings. SV raised awareness to governors about the increase in work load over the next 12 months due to current 3 projects running in the school. BT rose a question about who would oversee polices and how would these be ratified, SV said policies linked with the 8 areas would be the responsibility of that lead governor to read and identify changes, reporting back to the FGB for the FGB to ratify. BM raised concerns about having full ownership of a role and not being able to talk through issues with a committee. BM was concerned of the danger in one individual being responsible for making decisions and their accountability. BT said reports would need to have a			

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	<p>clear structure to capture the information required by the FGB. SV recommended a template with a specific format would need to be drawn up, and for all decisions to be ratified at FGB. BT suggested to reduce time spent on reporting back at FGB, governors would be need to create a list of a series of actions and report back to FGB to be agreed. BM suggested policies to be sent out prior to meetings so they are supported and challenged at meetings rather than debated. JB advised that portfolio governors leads that link with teaching and learning committee would meet regularly with staff and have a more consistent approach with parents. MP asked is this change likely to increase SV workload and BM asked if staff workload would increase too. JB stated it should not and discussions would need to take place with curriculum teams to ensure it is organised to suit all parties. CH asked would SV have to attend all portfolio meetings. SV advised if he does not attend this may hold up decisions. CH asked what was driving this decision, JB advised that last year resources committee had a high work load and this may have a more positive impact on reducing the length of committee meetings. With the current 3 major projects taking place this year, there is likely to be additional working parties to ensure these projects are managed. CH asked if it would be a possibility to trial this change for a month and review. SV advised this would not be adequate time frame and 12 months would be more of an acceptable trial period. CH highlighted if the governing board remain with current structure, FGB being more organised for meetings moving forward should be considered. JS it may be more efficient for reports to go out with meeting agendas could help. JB suggested NM to assist. CH suggested continuing FGB structure and creating new portfolios for committees, transferring some tasks from current committees with higher workload to other committees or to a current lead governor. JB asked how this could incorporate the 3 major projects. CH offered a suggestion for academisation to be responsibility of teaching and learning committee and for travel plan to be responsibility of resources committee, and for a working party to be considered for the new school build project. BT raised a concern that governors working alone to be more likely to change direction and risk could increase. Committees are a more secure structure. JS suggested linking with a local school who adopts a portfolio structure to find out more information about how to manage portfolio governing bodies and what works well. JS rose that the governing board for this forth coming year has 3 major projects involving many changes to the school and local area; he suggested this may not be an appropriate time to introduce further changes. CH asked how we can improve what is already in place. MP stated he is happy with current structure and feels improvement has already been made, but more could be put in to place. BT asked would it be possible to look at change to the current workload. JB recommended for lead governors to identify what areas are linked to them and to take some of these tasks away from the committees and report back. AT said as governors left towards the end of the school year this resulted in a teaching and learning committee meeting not being held as committee did not meet quorum. JB reminded governors that they can attend other committee meetings to ensure meetings are quorate. CH asked if working groups should be set in this meeting. JB agreed they should under agenda item 15. JS suggested policy reviews and short reports can be done prior to meetings and send out with agendas. Lead governors to complete tasks and communicate this through to NM prior to meeting. BT suggested if governors cannot do task in time for a meeting and delegate to another governor to ensure task is completed. JB advised governors that governing board has currently 4 vacancies and this will be having impact on workload and expectations. CH asked what positive action is happening to get more governors involved. SV a letter will go out to parents offering the current vacancy for parent governor, currently the staff governor position is being</p>			

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	<p>advertised in school and an interest has been noted for a co-opted governor. If all these vacancies are filled, one vacancy will remain for a co-opted governor. JB advised this would have a positive effect on current workload, more lead governors, and for committees to be at less risk of not being quorum.</p>			
10	<p>Committee membership (including Terms of Reference) and elect chairs of committee</p> <p>Teaching and Learning committee currently has 4 members, BT expressed interest and BM expressed interest in moving from Resources committee to T&L, All governors in agreement. JS proposed BT as chair for T&L committee, MB seconded and all governors in agreement.</p> <p>Resources committee currently has 5 members, proposal for new governors to join resources committee, for JB to liaise with new governors once they are on board. BM proposed for JS to chair resources committee, JB seconded and all governors in agreement.</p> <p>Pay and Performance committee, currently two vacancies, MB and BM volunteered to join committee, all governors in agreement.</p> <p>Head Teachers appraisal committee to remain with existing committee members</p> <p>Appeals committee to remain with the existing committee members</p> <p>BT to take current vacancy on Hearings committee.</p> <p>All governors voted in agreement to the above changes to committee members.</p> <p>All governors agreed terms of reference to be decided and voted in at committees.</p> <p>Chair of committees to continue to meet regularly with senior leadership team and monitor training for committee members.</p> <p>BT asked about items for meetings as now chair for teaching and learning committee, SV recommended BT to look on eSchools at annual cycle and ask NM for clarification if needed.</p> <p>Currently SEN lead governor vacancy, JB requested for a volunteer from governing board. JB advised the role requires monitoring and there is a job description in place for SEN governor. Training can be requested for governor who takes up this lead. BM has volunteered, all governors in agreement. Once new governor vacancies are filled, JB to follow up interest with new governors about SEN lead to reduce workload on existing governors if required. SV said BM will be required to meet once a term for meeting with SEN co-ordinator.</p>			
11	<p>Governing Body procedures</p> <p>NM detailed Instrument of Government, Quorum for Full Governing Body and Committee meetings, Attendance and apologies for absence procedure, Procedure for adding items to the agenda, Part 2 agenda items and minutes.</p> <p>Declaration Business Interests forms were circulated to governors and amended if required and signed. NM to circulate contact details and for governors to amend any changes.</p> <p>All governors agree for meetings continue to be open to public, dates and minutes to be uploaded to website following same process currently adopted, BT requested for website to state that meetings are open to public. All governors voted in agreement.</p>	NM		

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12	Code of Conduct Governors are required to read and accept the code of conduct. NM to circulate to governors and for governors to sign acceptance at the next FGB meeting.	NM		
13	Governor Expenses Policy There is a policy for this on eSchools, Governors can access policy and check qualifying expenses before making a claim.			
14	Curriculum Teams Governor interest areas discussed. BT to set up a survey online to circulate to governors for them to identify curriculum subject interests and for links to be generated from the survey results. BT to ensure all reports from curriculum meetings are circulated at to governors on Teaching and Learning committee, NM to support this if required.			
15	Task and Finish groups JB suggested for academisation to be linked into the teaching and learning committee, and for travel plan to be linked into the resources committee, leaving one task and finish group for the school build. All governors in agreement. SV advised meeting for discussion around travel plan on Monday 26 th September at 10am, request for a governor from resources committee to attend. SV explained this meeting is being held to discuss further the suggestions made at previous travel plan meeting; Police have identified risks and support the tasks that school can adopt moving forward. Travel plan for the school needs to be in place as soon as possible, Resources committee need to be link the travel plan to the new school build. SV highlighted that the new school build will help improve the current difficulties and safe guidelines will be in place during the construction period. JS has agreed to try and attend Monday's meeting. SV said that the new school build task and finish group will need to be identified as soon as necessary. JB stated new tasks for academisation will be for resources to complete outreach work with other local academy schools to start to gather information to feedback. Academy landscape seminar is being held by DAPH at 830am on Friday 30 th September at Woodwater House, Pynes Hill Exeter. This seminar is available to all governors and head teachers. SV to send link to BT and BM. JB advised useful for both BM and BT to attend.	SV - ASAP		
16	Protocol for governor visits There is a current protocol for governors on eSchools. SV asked Governors if they are happy to continue with the Governors Awareness day. JB advised she felt that awareness day is a good opportunity for Governors to link with school for reporting back and contribute to the School Development Plan. AT to get some feedback from staff from last awareness day to help organise the day more effectively. JB suggested linking the SDP closely with the awareness day and identifying questions to be answered prior to the day itself. JB suggested for the awareness day to be moved back to the spring term from the summer term, All governors in agreement, date set at meeting for 16 th March 2017 and for the FGB meeting to follow at 4pm.	AT		

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17	<p>Dates of FGB meetings for the coming year FGB meetings to be held on Thursdays at 530pm unless stated otherwise, Following meeting days were suggested by SV. 8th December 2016 2nd February 2017 16th March 2017 at 4pm 18th May 2017 13th July 2017 All meeting dates agreed by governors. SV to sort out committees for remaining dates and circulate for approval.</p>	SV - ASAP		
18	<p>Training opportunities Some current training opportunities for governors are currently available on the e-learning portal and through Babcock. NM to circulate current training to governors requesting training and the link for online portal GEL. BM is now the SEN lead governor and has requested some training for this lead, NM to forward on any training coming up in the near future. NM to meet with Vicki to discuss process for booking training and budget code. SV to check when training subscription is due for renewal.</p>			
19	<p>Safeguarding (including KCSIE) JB prosed, BT Seconded for MP to linked Safeguarding Governor. SV and MP are to meet and meeting to be arranged. Keeping Children Safe in Education statutory guidance document circulated and governors to sign they have received and read document.</p>			
20	<p>Policies for Review (Pay Policy + any others as necessary) Pay Policy – BT read out noticeable changes advice from Babcock, changes are effective from September 2016. SV ask if governors are in agreement with changes to policy. AGREED: JS proposed, MB seconded, all governors in agreement and policy ratified Previous year 2015-16, Amendment to Finance policy. Increasing to petty cash holding limit from £500 to £1000. SV asked if Governors are in agreement for this amendment to continue for this school year 2016-17 AGREED: JS proposed, BT seconded and all governors in agreement.</p>			
21	<p>Items for agenda of next meeting For Terms of Reference to be agreed and signed by the JB</p>			
22	<p>Date of next meeting Thursday 8th December 2016</p>			

The meeting closed at 7.34pm