

Coverack, Grade Ruan C of E (VC), Manaccan and St Keverne Schools

Minutes of a Local Governing Body meeting

Tuesday 11th September 2018 from 6pm

at St Keverne School

PRESENT

Peter Sharpe, Chair
Wendy Sherlock, Executive head teacher
Jane Dudley, Vice Chair
Jill Ludbrook
Nicky Johnson
Emma Gooding

In Attendance:

Pat Nicholas, Clerk
Donna Bryant, SPCMAT CEO

1. <u>WELCOMES AND APOLOGIES :</u>		
Apologies were received and accepted from Ian Ravenhill and Susan Fawcett.		
Rev Sharpe welcomed everyone to the first meeting of the LGB, following the merger with Southerly Point Co-operative Multi Academy Trust (SPCMAT), and introductions were made.		
		<u>ACTION</u>
2.	<u>DECLARATIONS OF PECUNIARY INTERESTS</u>	
	No new interests were declared; staff governors declared an interest as paid members of staff.	
3.	<u>INTRODUCTION TO THE MAT AND THE LGB</u>	
	Mrs Bryant offered a warm welcome to the schools on behalf of SPCMAT, which had undertaken a review of governance over the summer, with clear guidance in the SoDA (Scheme of Delegated Authority) for LGBs as well as structured questions designed to support challenge.	
4.	<u>AGREEMENT OF THE LGB MEMBERSHIP</u>	
	Mrs Bryant confirmed that the former Trust Directors and PiLs who had agreed to move to the new LGB would be approved the SPCMAT Trustees. Those present were asked to provide a brief profile of their skills and experience to enable the Trustees to grant a retrospective approval to the membership. Governors heard that any new appointments going forward would need to be made in line with the procedure in the SoDA.	

	Recruitment was discussed, in particular, parent representation from Coverack and St Keverne Schools. In addition, a Church representative for Grade Ruan, a VC School, would be an advantage. Mrs Sherlock agreed to put an item in the school newsletter.	WS
5.	<p><u>ELECTION OF CHAIR & VICE CHAIR</u></p> <p>Rev Sharpe was nominated as Chair; the nomination was seconded and the vote was unanimous.</p> <p>Mrs Dudley was nominated as Vice Chair; the nomination was seconded and the vote was unanimous.</p> <p>Mrs Nicholas was nominated to continue as Clerk; the nomination was seconded and the vote was unanimous.</p>	
6.	<p><u>AGREE TERMS OF REFERENCE/SoDA</u></p> <p>Mrs Nicholas agreed to circulate the latest and most up to date information to all governors. The Code of Conduct for governors was circulated for consideration; governors were asked to sign and return it at the next meeting.</p> <p>Mrs Bryant explained the new format for the agenda and minutes. The LGB would need to meet at least 3 times per year, and draft minutes would need to be sent to the Trust Co-ordinator no later than 7 days after the meeting. The head teacher's report need only be produced 3 times per year. Meetings would need to be scheduled to fit in with the Trust Board meetings in October, March and July and the data drops usually in October, December, February/March and July. Governors were also asked to consider how often some topics would be included on the agenda.</p>	PN
7.	<p><u>APPOINTMENT OF LGB RESPONSIBILITIES</u></p> <p>After discussion, the LGB responsibilities were agreed as follows:</p> <p>Whistleblowing governor - TBA DSEN governor - Mrs Ludbrook Looked after Children governor - Mrs Ludbrook Pupil Premium governor - Mrs Ludbrook Safeguarding governor - Mrs Johnson</p> <p>The main responsibility of academy LGBs was described by 'the three S's'- Standards, Safeguarding and Stakeholders.</p>	
8.	<p><u>POLICIES</u></p> <p>SPCMAT had already developed a number of policies centrally, in consultation with the member schools, with some areas tailored to suit the needs of individual schools. Schools were able to have their own policies where required. Governors were reminded of the importance of making sure all staff were familiar with the relevant staffing policies and knew where to find them.</p>	
9.	<p><u>DATES OF MEETINGS FOR THE YEAR</u></p>	
	Given the need to recruit new governors, as well as the new governance	

	information for the LGB, the remaining items on the agenda were deferred to the next meeting on Tuesday 25 th September 2018 6pm @ Grade Ruan School.	
10.	<u>CONFIDENTIAL ITEMS</u>	
	None	

The meeting concluded at 7.15pm

Chair's Signature _____ Date _____