

Bevendean Primary School

Heath Hill Avenue

Full Governing Body

Minutes of the Business Meeting on Thursday 20th September 2018
at 5.00pm.

Present: Martyn Giddens (Headteacher), Teresa Goble, Hasan Kara, Juliet McCaffery, Mo Marsh, Adrian Strange (Chair), Emily Winslade (Vice Chair), Mark Dally (Associate Member), Andy Thomas (Clerk).

Apologies: Eugene Arnold, Katharine Winks, Sally Ireland (prospective Governor)

Absent: Rachal Daniels, Tim Chittleburgh (Associate Member)

1. Opening Remarks

EJW opened the meeting as AS would be arriving late due to an unavoidable work commitment. This was the annual Business Meeting which would also incorporate, on this occasion, a Safeguarding training session. Governors were reminded to turn off mobile phones. The following new teachers were welcomed to this part of the meeting to be introduced to Governors: Sarah Louise O'Neill, Georgie Walker and Mary Crowley. MG facilitated introductions and after being welcomed the three teachers then left the meeting.

2. Signing in/ out of the school/ meetings

Governors were reminded that, when attending Governing Body meetings, they should sign in at reception on arrival at the school and then sign out on the special sheet provided in the meeting room. **ACTION – Govs.**

3. Quoracy of meeting

The Clerk advised that the current required quorum was five Governors. Seven Governors were in attendance and the meeting was therefore quorate.

4. Apologies/ attendance list

An attendance list was circulated and signed by those present. Apologies had been received from Eugene Arnold, Katharine Winks, Sally Ireland (prospective Governor). Adrian Strange would be late. Rachal Daniels and Tim Chittleburgh were not present.

5. Consideration of apologies

Apologies were duly accepted.

6. Appointment of Chair and Vice Chair

The Clerk chaired the meeting for this Item.

Nominations had been received for Adrian Strange as Chair and Emily Winslade as Vice Chair. The election of AS and EJW into the respective posts was agreed.

EJW duly took the chair from this point.

7. **Declarations of Interest**

None were declared.

8. **Business Interests Register**

Guidance and declaration forms had been issued in advance of the meeting and hard copies were also distributed to those present. Governors were asked to complete and return the declarations to the Clerk by Thursday 27th September. **ACTION – Govs.**

Governors were also advised that the Governors' section of the school website was being brought up-to-date and were requested to submit profile statements and photos if they had not already done so. **ACTION – Govs.**

9. **Minutes of meeting held on Thursday 12th July 2018**

a) Approval of minutes

The minutes of the previous meeting of the Full Governing Body meeting had been circulated. The minutes were agreed as a true record. **ACTION - AT**

b) Matters arising from above

I. Action Points

It was agreed that a number of Action Points should be taken forward as follows:

AP 4 – issue final minutes with SDP; **ACTION – MG/ AT**

AP 6 – undertake Governing Body skills audit by next meeting; **ACTION - AS/ AT**

AP7 – discuss proactive comms strategy at next meeting; **ACTION - AS/ AT**

AP13 – Governors to apply for safer recruitment training. **ACTION - Govs./ AT**

II. Programme of meetings

This had been agreed and issued and Governors were reminded to take note of dates accordingly. It was agreed that these should also be re-issued and in addition sent out with all meeting agendas. **ACTION - AT**

III. Mark Back event

It was noted that attempts had been made to organise a leaving event for former Governing Body Chair Mark Back. Unfortunately for practical and availability reasons this had not proved possible. The significant time and effort spent by the Clerk on this matter was noted. MM was thanked for offering a Mayoral Reception during her term of office in that position.

Mark had received a card and present from the school and been formally thanked. As things had now moved on, and the membership of the Governing Body had changed, it was agreed that no further action should be taken. Mark would be notified accordingly. **ACTION – AT**

10. **Headteacher's Report (verbal update)**

There was nothing significant or urgent to report at this stage, as the main focus at this meeting was the matter of Safeguarding [see Item 11].

At this point MD left the meeting and AS arrived. AS chaired the remainder of the meeting.

11. Safeguarding

a) Policy update

Copies of the Child Protection and Safeguarding policy, and the Keeping Children Safe in Education (KCSIE) guidance, were issued to those present. New guidance had come into force on 3rd September 2013.

b) Training session

It had been agreed that a training session for Governors would be held during the meeting. Normal business was duly suspended to facilitate this training, which was delivered by MG on the basis of:

- A comprehensive PowerPoint presentation.
- Discussion/ Q&A.
- A handout containing tasks for completion and a declaration.

It was agreed that the training material should also be circulated to Governors.

ACTION - MG

Governors were asked to sign the declaration sheet, provided in the meeting room, to confirm their participation in the training and receipt of the associated documentation.

ACTION – Govs.

The Governors thanked MG for the training session and MG thanked Governors for their participation.

12. Adopt Code of Practice for Governing Body for the year 2018-19

This had been issued in advance of the meeting. The Code of Practice was agreed and would be signed by the Chair. **ACTION – AS/ AT**

13. Agree Terms of Reference for Full Governing Body and sub-committees

The Terms of Reference for the Governing Body; Finance, Personnel and Premises Committee; Curriculum, Standards and Welfare Committee; and Headteacher's performance review had been circulated in advance. These were agreed.

14. Sub-committees

a) Agree membership

Current Committee membership had been circulated in advance. The allocations were endorsed for the forthcoming year. It was agreed that a date for the Headteacher's appraisal should be notified. **ACTION - AS**

b) Arrangements for electing Committee chairs

It was agreed that responsibility for appointing Committee Chairs would be delegated to respective Committees. **ACTION – Cmtes/ AT**

15. Link Governors allocations

Current Link Governor assignments had been circulated in advance. The current allocations were endorsed subject to the following updates:

- A change to Early Years staff members (names noted)
- HK and JM to be Teaching & Learning Governors
- AS to be Health & Safety Governor

ACTION – AT

It was also agreed that:

- Staff members would be asked to contact respective Link Governors.
- Visits should be arranged accordingly.

ACTION – MG/ Link Govs.

16. Governor Visit reports

AS had submitted a visit report which had been circulated in advance of the meeting. This was noted.

Outstanding reports from JM and RD were awaited. **ACTION – JM/ RD**

TG stated that she believed that she had submitted a report. Both she and the Clerk would check this. **ACTION – TG/ AT**

17. Scheme of Delegation

No required changes had been identified or advised. The current document was endorsed.

18. Current membership of Governing Body/ vacancy filling

a) Local Authority Governor (x1)

The vacancy had remained unfilled for some time and the Clerk was continuing to follow-up with the Local Authority.

b) Co-Opted Governors (x3)

There were currently three Co-Opted Governor vacancies. One application in the name of Sally Ireland had been received and circulated to the Governing Body. Together with a CV. Sally had met with MG and had intended to come to the meeting but had been unable to do so due to domestic commitments. Following discussion Sally Ireland's application was endorsed. It was also agreed that Sally should be sent the programme of Governing Body meetings and invited to the next Curriculum and FPP Committee meetings. **ACTION - AT**

19. Policy Reviews

No policy reviews were due.

20. Chair's correspondence

There were no items of correspondence.

21. Clerk's matters

There were no items.

22. AOB

a) Items notified in advance (5 days required)

There were no items.

b) Emergency items (requiring advance discussion with the Chair)

There were no items.

23. Review of Action Points

The Action Points established during the course of the meeting were reviewed by the Clerk and agreed [Action List refers].

24. Date of Next Meeting – Thursday 13th December @ 5pm

The next meeting was scheduled to take place on Thursday 13th December 2018 at 5.00pm.

25. Close of Meeting

There being no further business, the Chair thanked all present for attending and the meeting was closed.

***** Please see Action Points from this meeting on the following page**

Action points from FGB meeting held on 20th September 2018

Action	By	Person responsible
1. Governors to follow sign in/ out procedures as outlined (Item 2).	Ongoing	Govs.
2. Governors to sign and return business interests declarations (Item 8).	27 th September 2018	Govs.
3. Governors to submit website profiles and photos (Item 8).	ASAP	Govs.
4. Establish minutes of previous meeting as final (Item 9a)).	ASAP	AT
5. Issue final minutes with SDP (Item 9b)i).	In due course	MG/ AT
6. Undertake Governing Body skills audit by next meeting (Item 9b)i).	December FGB	AS/ AT
7. Discuss proactive comms strategy at next meeting (Item 9b)i).	December FGB	AS/ AT
8. Governors to apply for safer recruitment training (Item 9b)i).	ASAP	Govs./ AT
9. Issue programme of meeting dates as outlined (Item 9b)ii).	Ongoing	AT
10. Notify Mark Back re: cancellation of leaving event (Item 9b)iii).	ASAP	AT
11. Circulate Safeguarding training material to Governors (Item 11b)).	In due course	MG
12. Governors to sign Safeguarding declaration sheet (Item 11b)).	At 20 th September FGB meeting.	Govs.
13. Sign Governing Body Code of Practice (Item 12).	ASAP	AS/ AT
14. Notify Headteacher appraisal date (Item 14a)).	ASAP	AS
15. Committees to elect Committee Chairs (Item 14b)).	Next Committee meeting(s)	Cmtes/ AT
16. Update Link assignments (Item 15).	ASAP	AT
17. Staff members to be put in touch with Link Govs. and visits arranged (Item 15).	In due course	MG/ Govs.

18. JM and RD to submit Governor Visit reports (Item 16).	ASAP	JM/ RD
19. The submission of TG's Governor Visit report to be checked (Item 16).	In due course	TG/ AT
20. Establish new Co-Opted Governor and notify of/ invite to meetings as outlined (Item 18b)).	ASAP	AT