

# **Bevendean Primary School**

Heath Hill Avenue

## **Full Governing Body**

Minutes of the Extraordinary Meeting on Thursday 15<sup>th</sup> March 2018  
at 5.00pm.

**Present:** Mark Back (Chair), Martyn Giddens (Headteacher), Teresa Goble, Adrian Strange, Emily Winslade, Rachal Daniels, Juliet McCaffery, Eugene Arnold, Katharine Winks, Hasan Kara, Andy Thomas (Clerk).

Apologies: Mark Dally (Associate Member).

### **1. Opening Remarks**

MB welcomed those present to the meeting, which had been called principally to elect a new Governing Body Chair to take office with effect from Easter. MB had decided to resign from the Governing Body at that time due to family commitments.

MB expressed his thanks to all those present for their support and conveyed his best wishes to the school. Equally those present thanked MB for his hard work and commitment over the years, both as a Governor and as Governing Body Chair.

### **2. Quoracy of meeting**

The required quorum was six Governors. Ten Governors were in attendance and the meeting was therefore quorate.

### **3. Apologies/ attendance list**

An attendance list was circulated and signed by those present. Apologies had been received from Mo Marsh (returning from Mayoral duties in May), Sidonie Kenward (bereavement) and Mark Dally (noting that as an Associate Member he could not in any case vote in the election for Chair).

### **4. Consideration of apologies**

Apologies were duly accepted.

### **5. Declarations of Interest**

None were declared.

### **6. Chair of Governors Election (vacant from Easter)**

Juliet McCaffery and Adrian Strange were nominated and seconded for the vacancy. It was confirmed that the procedure set out in the flowchart provided at the meeting would be followed. Both candidates were invited to make a statement in support of their candidature. They did so before leaving the meeting to facilitate a discussion by

the Governing Body. Following debate, an election was conducted by secret ballot and AS was elected into the post of Chair w.e.f. Easter. AS and JM returned to the meeting. The result was announced, thanks expressed to both candidates and AS congratulated on his election. **ACTION 1 - AT**

## 7. Current membership of Governing Body/ vacancy filling

It was noted that there were currently two vacancies on the Governing Body (LA Governor x1 and Co-Opted Governor x1), rising to three from Easter following MB's resignation as Co-Opted Governor.

## 8. Committee membership/ Link Governors

Current and proposed assignments had been circulated in advance of the meeting. The proposals were agreed subject to the following:

- *Headteacher performance review*: delete TG and add EA, EJW and AS. Appropriate training was encouraged.
- *FPP*: Add EJW and JM.

## ACTION 2 - AT

## 9. AOB

### a) *Items notified in advance (5 days required)*

There were no items.

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

#### i. Friends of Farm Green

'Friends of Farm Green' were raising money for improvements and were asking for letters of support. EJW read out a draft letter in the name of the Chair of Governors, which was agreed following some discussion. **ACTION 3 – EJW.**

#### ii. Mark Back

The Governing Body reiterated its thanks to MB for his hard work, dedication and commitment to the school. Reference was made to the voluntary nature of the Governor role, together with the additional voluntary/ unpaid work undertaken by MB on site. It was noted that MB had sustained good relationships with those at the school and that he would be missed. MB expressed reciprocal thanks, stated that he would keep in touch with the school and offered to be available to offer advice to AS in relation to the latter's forthcoming role as Chair.

## 10. Date of Next Meeting – Thursday 7<sup>th</sup> June 2018 @5pm

The next meeting was scheduled to take place on Thursday 7<sup>th</sup> June at 5pm. There being no further business, the meeting was closed.

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

**Action points from EFGB meeting held on 15<sup>th</sup> March 2018**

Action	By	Person responsible
1. Establish AS as Governing Body Chair from Easter (Item 6).	Easter 2018.	AT
2. Establish revised Committee/ Link Governor assignments (Item 8).	ASAP.	AT
3. Submit letter to 'Friends of Farm Green' (Item 9b).	As required.	EJW