

Minutes of the Governors' meeting of Woodbury C of E Primary School held on Wednesday September 11th, beginning at 6.30pm

Present: Chris Cox (Chair) Rachel Phillips
Vanessa Freeman Sue Stock
Alison Sparks (Head Teacher) Helen Lee
Liz Dymond
Gillian Pyle
Jackie Doyle (Clerk)

Apologies: Emma Finnegan, Jon Breeze

1 Welcome, attendance register, training record, declaration of business interests and apologies for absence:

- a. The Chairperson welcomed all present to the meeting. Vanessa Freeman said the opening prayer.
- b. The governors all signed the **Declaration of Interests** form. There were no interests to declare.
- c. There were no reported racist incidents that have taken place in Woodbury School since the last check.

2 Minutes of the last meeting (16th July 2019)

- The **minutes** were agreed as correct and signed by the Chairperson.
- **Matters arising** are covered in these minutes.

3 Governing Body Business.

- **Action Points.** These were progressed and an updated list is recorded at the end of these minutes.
- **Autumn Calendar, housekeeping tasks & Checklist.** The following were agreed:
 - a. Remind governors of the membership of the governing body, their individual terms of office and to consider any vacancies. **Recruitment was discussed.** *Jon Breeze and Liz Dymond to complete Foundation Re-appointment forms. Gillian Pyle was re-elected as staff governor.*
 - b. Decide whether meetings of the full governing body will be open to the public. **The governors agreed that they will not be open to the public.**
 - c. Remind governors of the procedure if they wish to put items on the agenda. **At least one week before the agenda is due to go out.**
 - d. Issue a general reminder of Part 2 procedure and confidentiality.
 - e. Review practice and timescales for dealing with circulation of minutes and papers. **Within 2 weeks of a meeting for minutes. The agenda will be circulated 1 week prior to the meetings.**

- f. Encourage attendance at governor training. ***Inform the Clerk to book any courses.***
 - g. Reaffirm the membership and the terms of reference of committees. ***This will remain the same until we federate.***
 - h. Review the procedure for dealing with apologies and sanctioning of absence.
 - i. Ensure procedures for dealing with complaints, staff grievances, redundancy, and staff appeals are in place and understood by governors. ***Policies are checked annually or when they are updated by DCC.***
- **Review Governors Code of Conduct** – This was previously circulated to the governors. It was agreed by all the governors to adopt it.

4 **Federation Update.**

- a) The working group are due to meet next week to discuss the next steps.

The governors were asked if they were happy to join the new governing board once federated. The majority were keen to continue, Chris Cox will take the names of those governors to the working group meeting so that plans can started for the formation of the federation governing body.

- b) As discussed in part 2 minutes 28.03.19, we would be discussing the SENDCo position with the governors at a later date:

Originally at the time of proposing the federation, the assistant head teacher was going to take on the SENDCo role. Due to the increase pupil numbers we can now afford to separate the roles.

It has been proposed by the leadership teams from both schools that a SENDCo is appointed on a fixed term of 2 terms, from January 2020. This post would have a SENDCo allowance of £2700 pa and have one non-teaching day, the Assistant Headteacher would teach SENDCos class, so that there would be no increase in teaching cover required.

- c) The headteacher of Pinhoe proposes that their SENDCo role is increased to a 0.8 leadership position, as the Inclusion Lead for the federation. In addition to being the SENDCo for Pinhoe for 3 days they would have a role across both schools including line managing the new SENDCo at Woodbury. All governors agreed to these proposals, subject to confirmation by Pinhoe governors
- d) A Governor from both schools are required on the interview panel for the appointments of the Woodbury SENDCo, Assistant Head Teacher, and the Inclusion Lead SENDCo.

Dates and times to be confirmed

5 **Committee Summary reports, progress on policies and membership:**

- a. **Safeguarding:** All staff recently had their level 2 safeguarding update. The governors all approved the **Safeguarding policy** and the **Keeping Children Safe in Education Part 1**. They signed that they had read and received it.

- b. Admissions:** The committee will meet soon to discuss 2021/22 Admissions policy. The governors were happy to continue with our current oversubscription criteria and agreed to adopt the draft policy. This will be sent to the diocese and LA for the consultation period and then formal adoption by us in the spring of 2019.
- 6 Matters before the Chair.** Vanessa Freeman informed the governors that she will be stepping down as a governor at the end of term. Thanks were expressed to Vanessa for all she has contributed to the school over the years.
- 7 Date of the Next meetings :**
- Admissions to be confirmed**
Resources Monday 30th September 9.30am
Children & Learning – Monday 18th November 4.30pm
FGB – Thursday 28th November 5pm followed by a meal at the White Horse
- The meeting ended at 7.30pm.

Jackie Doyle
 Clerk to the Governing Body

ACTION POINTS – 11th September 2019

Date	Action Point	Personnel	Status
14/2 2	Invacuation procedure	JB/EF	Ongoing
16/7 1	Early Help training for governors	EF/JB	Ongoing
16/7 2	Governors to update personal details with Jackie Doyle	ALL	Closed