

FGB Meeting Minutes 26 September 2018 PART ONE

Present:

Elaine Joyce (EJ)
Adam Boshoff (ACB)
Carol Edmans (CE)
Steve Turnbull (ST)
Andrew Turner (AJT)

In attendance:

Pam Langridge (Clerk)
Sara Cox (Deputy)
Nicola Riley (guest)

PROCEDURAL MATTERS

Apologies

Apologies were accepted from Victoria Abbot and Aaron Twaits.

Declarations of Interest

CE declared married to ST.
ST declared married to CE.
EJ related to staff member.

Appointments

All governors agreed to the appointment of Elaine Joyce as Chair and Adam Boshoff as Vice Chair.

Governors agreed to take on the following responsibilities:

- CE EJ ACB – Head Teacher Appraisal Panel
- AaT AJT – Pay Review Panel, another governor to join when appointed
- Governors agreed that any complaints received would be allocated on an ad hoc basis with The Chair stepping back in case the issue escalates.

Strategic Lead Responsibilities

- AaT – Resources
- AJT – Pupil achievement inc SEND & LAC
- CE - PR, Community and Communications
- ST – Safeguarding
- ACB- H&S/Premises
- EJ - Leadership
- Curriculum

Governors Agree

All governors agreed to continue with Open meetings.

All governors agreed to the Alternative Participation guidelines.

All governors agreed to maintain the Code of Conduct.

Governors understand advice given is incidental to their professional expertise and is not being given in their professional capacity.



Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requires sight of them.

CS Net

Governors were reminded the consultation process began on 21 September for Moss Lane School to become a founding member of the Godalming Learning Trust along with Milford Infant School, Busbridge Infant School and Godalming Junior School. The consultation period is for 4 weeks with a number of public meetings being held. Full details can be found on the school website. **Governors were encouraged to attend the meetings held at Moss Lane where possible.** Results of consultation will be analysed and available for decision at next FGB on 14 November with a commencement date of 1 December 2018.

ACB asked if Church schools can join the GLP and was advised that yes as an equal associate member if their diocese agrees.

ACB asked if a founder school has more power than a partner school and was advised that the GLP want every member to have equal rights.

Head Teacher Report & SDP

Governors noted the date change of the Autumn Festival from 19 Oct to 2 Nov.

EJ asked if the fire drill included all year R pupils and was advised that an additional fire drill will be undertaken to include all the children.

Governors noted attendance was below target and were advised this could be directly linked to the attendance of one pupil who remains on role but not attending the school. The EWO is aware and it is hoped the situation will be resolved before the October Census.

ACB advised Governors that last year's attendance statistics in neighbouring schools were in line with Moss Lane, around 4%, with the exception of Busbridge Junior School (8%) and Green Oak School (14%).

ACB asked why there are only 169 children on role and was advised that this is typical at this time of year when there is a lot of movement in place allocation in year R.

CE requested a copy of the staffing structure.

All governors received a copy of the draft front page of the School Development Plan. It was reviewed in full during the meeting with some amendments made to ensure the document provided clarity, purpose and meaning. ST requested all jargon be removed. Governors were reminded this is the tool they use going forward to monitor progress.

Constitution

There are currently three governor vacancies:

1. Parent: [EJ to finalise letter to be sent to all parents](#) now year R children are in full time.
2. Local Authority: application received from NR. [Clerk to send all paperwork to Babcock](#) to support appointment at Panel on 4 October.
3. Staff Governor: a member of staff has asked to discuss the role further with [EJ. Meeting to be arranged.](#)

Giles Bedloe has stepped down as parent governor but agreed to stay on as an Associate Governor.

Emergency Procedures

[Clerk to complete and submit form to Babcock.](#)

Governor Details

Governors to confirm contact details are correct when new Constitution circulated

Acceptance of minutes

Agreed

Matters Arising

None

Schedule for the Academic Year

Governors agreed to keep meetings in the evening. Moving the meetings to a Tuesday was discussed. [Chair and Clerk to circulate proposed schedule.](#) It was agreed that the number of meetings over the year will be reduced by two.

Updates from the Chair

[Clerk to circulate new KCSIE document for all governors to read.](#)

Confidential Matters

None

Next Meeting

Schedule to follow.