

St John the Baptist Roman Catholic Primary School, Dartmouth Local Governing Body Meeting

Agenda Number	Details	Decision or Action
1	EH opened the meeting with a prayer	
2	There are no matters arising from the previous meeting minutes. Minutes approved.	LU approved KM seconded
3	Housekeeping	
	Apologies received from RB	
3.1	Declaration of business interest forms received from EH, KM and LU. Awaiting completed forms from RB, NJ and AS	RB, NJ, AS
3.2	Skills audit forms received from EH, KM and LU. Awaiting completed forms from RB, NJ and AS.	RB, NJ, AS
3.3	Governors reviewed the policy cycle.	
3.4	Governors discussed training opportunities. NJ, KM and LU attending Governors Consultation meeting on 03/10/18.	
3.5	Meeting dates for the year ahead: 19 October 2018 23 November 2018 11 January 2019 8 February 2019 29 March 2019 3 May 2019 14 June 2019 19 July 2019	
3.6	Governors aware current Competency Framework is due to be replaced by updated CAST version. Final document expected imminently for Governors to review and adopt.	
3.7	Governors aware current Governance Handbook is due to be replaced by updated CAST version. Final document expected imminently for Governors to review and adopt.	
3.8	Governors aware current Governors Code of Conduct is due to be replaced by updated CAST version. Final document expected imminently for Governors to review and adopt.	
3.9	The group considered the generic role description of Chair and Vice Chair.	
3.10	LU unanimously voted in as returning Chair. KM unanimously voted in as returning Vice Chair.	
3.10.1	Terms of Reference for: • Headteacher's / Principal's appraisal membership confirmed as LU and KM.	

Chair signature

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	<ul style="list-style-type: none"> • Safeguarding Governor(s) membership confirmed as NJ and RB. 	
3.10.2	<p>Membership of the First Committee confirmed as; LU, KM, RB. The group acknowledged there is no Second Committee as there are not enough Governors to fulfil the criteria.</p> <p>Membership of the Admissions Committee confirmed as; LU, KM.</p> <p>Membership of the Safeguarding Committee confirmed as; NJ, RB.</p>	
3.10.3	<p>Governor roles agreed as follows: LU (Parent); SEND, Pupil Premium KM (Foundation); RE, Science, Finance NJ (Staff); Safeguarding, Early Years, Numeracy RB (Community); Safeguarding, Literacy AS (Parent); H&S</p>	
3.10.4	<p>The group acknowledged that more Foundation Governors are urgently required and all suggestions or any expressions of interest would be very welcome.</p>	
3.11	<p>Governors were reminded that if they wish to add an item to the agenda, that they should contact the Clerk directly.</p>	
3.12	<p>Governors were reminded that if they are unable to attend a meeting they should contact the Clerk directly.</p>	
3.13	<p>The group discussed the importance of their trusted and professional approach to their position as school Governor and as such, issues will continue to be dealt with sensitively, and when appropriate, confidentially.</p>	
4	<p>Safeguarding KCSIE updated in September 2018. Governors are expected to read the new version and will be required to sign a declaration to that effect. https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p>	
4.2	<p>JM to email the 'summary table of specific safeguarding issues' to Governors.</p>	
5	<p>New CAST paperwork Governors will be kept updated as new paperwork becomes available.</p>	
6	<p>Date of next meeting 19 October 2018.</p>	

Chair signature