



**Additional Meeting of Full Governing Body  
20<sup>th</sup> May 2014  
5.30pm  
School Hall**

**MINUTES**

**Governors Present:** Ken Caplan (Chair), Chloe Edwards, Maya Fender, Lynn Gayford, Martyn Giddens, Saskia Knowles, Debbie Ticehurst, Roy Watkinson,  
**Associate Members Present:** Carol Ofield  
**Officers Present:** Teresa Carter (Clerk)

<u>Agenda Item</u>	<u>Action</u>
<p><b>1 Introduction</b></p> <p style="margin-left: 20px;">a) <b>Apologies for Absence</b> Apologies for absence received from Sara McKenna, Phil Rowland, Romey Sawtell and Ros Toomey.</p> <p style="margin-left: 20px;">b) <b>Declarations of Interest</b> None</p> <p><b>2 Last Meetings dated 3<sup>rd</sup> March 2014 and 6<sup>th</sup> March 2014</b></p> <p style="margin-left: 20px;">a) <b>Acceptance of Minutes</b> The Full Governing Body reviewed and approved five pages of minutes from the meeting held on 3<sup>rd</sup> March and two pages of minutes from the meeting of 6<sup>th</sup> March 2014 subject to amendment of the page header and the location of the meeting for 6<sup>th</sup> March. The Chair signed both sets of minutes as confirmation of their accuracy.</p> <p style="margin-left: 20px;">b) <b>Matters Arising from Meeting not Included Elsewhere on Agenda</b></p> <ul style="list-style-type: none"> <li>• Governors were advised that Ruth O’Keeffe had applied to renew her term of office as Local Authority Governor. The application had passed through the appointments panel at the Local Authority and the Chair of Governors proposed reappointment for a further four year term.</li> </ul>	<p><b>AGREEMENT - The Full Governing Body approved the reappointment of Ruth O’Keeffe as a Local Authority Governor for a further four year term.</b></p> <ul style="list-style-type: none"> <li>• The school’s financial value standard (SFVS) return had been completed and following reference to the Finance Team had been submitted. Governors requested a copy of the return for their information and to enable monitoring of the action plan. It was noted that next year the SFVS return would require Full Governing Body approval prior to submission.</li> </ul> <p><b>ACTION - SFVS return to be circulated to Governors for information and monitoring.</b></p> <p style="text-align: right;"><b>KC</b></p>
<p><b>3 Main Strategic Item - Lewes Co-operative Trust</b></p> <p style="margin-left: 20px;">a) <b>Update on Process</b> Governors were provided with an update on the process of conversion to a foundation school and the setting up of a trust following the joint meeting with Priory School on 6<sup>th</sup> March 2014</p> <ul style="list-style-type: none"> <li>• Agreement on the articles of association for the trust had been delayed until 1<sup>st</sup> June 2014.</li> <li>• A telephone conference call had taken place with the representative from DWF lawyers to talk him through the points that were of concern around voting rights and rights over land.</li> </ul>	



- A meeting was scheduled for the following day with Priory School to work through the amended articles of association and the memorandum of understanding.
- Governors asked about the changes to the articles of association and were verbally advised of a number of changes including the number of trustees from each school which would now be three from foundation schools, one from each of the partnership schools, one from any other partnership organisation and one from the forum.
- There was a further question regarding the flexibility of expansion of the trust to include additional schools and it was advised that any new partners would be required to join on the terms as initially set on formulation of the trust.
- The partnership schools would operate within the trust under the memorandum of understanding so would need to be provided with a copy and explanation of the changes to the proportion of trustees that they would have to represent them.
- All staff at Western Road School had received a letter from Personnel of the Local Authority that their existing terms of employment including pension rights would be unaffected by the change of employee from the Local Authority to the Governing Body of the school with effect from 1<sup>st</sup> June 2014.
- A meeting had been held with the Local Authority regarding the property transfer. Governors made it clear that they would not wish to enter into any arrangements that enable other schools to take control of the school premises including the shared field area.
- An invoice from the co-operative college had been received for the school's share of the administration costs and a further invoice was expected from the lawyers.

**b) Reconstitution of Governing Body**

A document was presented with proposals regarding the constitution on the school after 1<sup>st</sup> June 2014. The model had been based on the principle of maintaining the existing number of Governors overall being 14 and ensuring that all Governors that wished to remain had a position.

**AGREEMENT - The Full Governing Body approved the following constitution of the Governing Body with effect from 1<sup>st</sup> June 2014:**

One Local Authority Governor  
Three elected Parent Governors  
One elected Staff Governor  
One ex officio Staff Governor/Headteacher  
Six Co-opted Governors  
Two Foundation Governors

All terms of office to be four years.

**AGREEMENT - The Full Governing Body approved the appointment of Roy Watkinson and Ken Caplan as Foundation Governors for a term of office of four years. All other Governors would remain on their existing terms of office.**

**4 Any Other Business**

**a) Finance Audit**

A letter had been sent to parents regarding the ongoing investigation following the financial audit. The draft audit report had been received and would now need a management response. The school's relationship with the Finance Team was working well and it was hoped that matters would be resolved to enable budgetary control to be transferred back.

**b) School Security and Safety**

There had been some negative response from a small minority of parents on changes made to improve security and safety through the control of access and use of the car park. Overall though parents were supportive of the changes made. It was suggested

Signature.....Date.....



that the views of all parents should be obtained through a parent survey.

**c) Vote of Thanks**

The Vice Chair of Governors thanked the Chair of Governors for his hard work and personal contribution to the school in dealing with recent challenging issues.

Meeting ended at 6.43pm

Date of next meeting - 9<sup>th</sup> July 2014



**Matters Arising from Full Governing Body Meeting 20<sup>th</sup> May 2014**

<b>Actions Required</b>	<b>By Who</b>	<b>By When</b>
SFVS return to be circulated to Governors for information and monitoring.	KC	ASAP

Signature.....Date.....