

**Minutes of the St Mary's Church of England Primary School Board Meeting
held on Monday 9th September 2019 at the school**

Present

Parent Governor (2): Mr James Walker, Mrs Emily Turnbull

LA Governor (1): Mr Owen Lewis (Co Chair 01.10.20)

Co-Opted Governor (1): Mr Jon Clarke

HT and Staff Governor (2): Miss Vanessa Hunt, Mr Tom Potter (DHT)

Foundation Governors (8): Mr Stuart Goss, Mr Alan Kemp (Co Chair 01.10.20),

















Mrs Louisa Osmond, Revd Jonathan Gordon, Mr David White, Mrs Helen Thrussell,

Mrs Linda Slim (Vice Chair 01.10.20), Miss Emma Wilson

Associate Members: Jo Bates, Jo-Anne Turner

In attendance: Tracey Middleton, Clerk to Governors:

Absent: Associate Member: Jennifer Sallis

 0. St Marys FGB Agenda 09.09.19	 15. TOR Pay Sub-Committee 2019-20
 6.1 Draft St Marys GB minutes 21.05.19	 15. TOR Premises Sub-Committee 2019-20
 6.2 Headteacher Recruitment Ratification Meeting_1st July 2019_DRAFT	 15. TOR Resources Committee 2019-20
 11. F0010 Schedule of Financial Delegation 2018-19 (September 2018)	 15. TOR St Mary's C of E Primary School Governing Board 2019-20
 12. Annual Programme of Business 2019-20	 15. TOR Steering Group 2019-20
 14. Linked Governor Roles & Committee Membership 2018-19	 19. Policy Register
 15. TOR Academic Standards and Achievement Committee 2019-20	
 15. TOR Admissions Committee 2019-20	
 15. TOR Ethos Committee 2019-20	
 15. TOR Parent Forum 2019-20	

1 **Welcome:**

- 1. The Chair welcomed colleagues to the first meeting of the new academic year in particular the EW, the newly appointed Foundation governor
- 2. The Chair noted that the meeting is quorate

2 **To receive apologies for absence and to consider approving any absences:**

- 1. Governors were reminded that notification of absence from a meeting should be forwarded to the clerk, Chair and Head at least 3 days in advance of the meeting and that it is the decision of the GB whether to approve an absence. Governors are being increasingly held to account for their commitment and capacity to attend meetings regularly, with schools now required to publish this information on their websites
- 2. Apologies were not received and absence not accepted for J Sallis

3 **To receive notification of any conflict of interest from the agenda:**

- 1. Governors were reminded that if a governor, or anyone else present, has a conflict of interest on an agenda item(s) – pecuniary or other, they must declare it and voluntarily withdraw from the meeting for that item(s) and not take part in that discussion. It is for individual governors to declare a conflict and voluntarily withdraw and not for another governor to instruct withdrawal
- 2. None declared

4 **To consider notification of any items for AOB:**

- 1. None

JW arrived at 19.07

5 **To agree/confirm Term of Office and Elect Chair and Vice Chair and discuss succession planning and appoint Associate Governors:**

- 1. The Board reflected on succession planning and agreed to a Co-Chair arrangement
- 2. The Board determined the date of the term of office of the chair ends as 01.10.20
- 3. The GB determined the date of the term of office of the vice chair ends as 01.10.20
- 4. A Kemp and O Lewis were unanimously elected as Co-Chairs
- 5. L Slim was unanimously elected as Vice Chair
- 6. **Action: Websites and databases to be updated accordingly**
- 7. The GB appointed the following Associate Members for a period of 1 year: Jo Bates, Jo–Anne Turner, Jennifer Sallis

School Office

6 To agree minutes of the last meeting 21.06.19 and HT recruitment ratification meeting 01.07.19: (previously circulated):

1. The minutes of the meeting dated 21.05.19 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair and added to the school files (refer to file)
2. The minutes of the ratification meeting dated 01.07.19 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair and added to the school files (refer to file)

7 To consider matters arising from the last meeting's minutes:

1. The matters arising from the last meeting's minutes were considered and it was agreed that all actions are closed or in hand or on the current agenda

The following updates were provided:

2. **ACTION: The use of social media will be added to the October agenda**

AK

8 To agree and complete annual business:

1. The GB reviewed and completed the following annual documentation:
2. Confirmation of Governor resignations/end of office/appointments/elections since last meeting was provided and included: J Walker - Parent Governor 19.09.19; Jo Bates, Jo-Anne Turner, Jennifer Sallis – Associate Members 11.11.19. Thanks, were extended to JW for his valuable contribution to the governing body

3. **ACTION: Parent governor vacancy to be advertised**

School Office

4. Confirmation was given that all governors have a DBS check and section 128 check in place and that the certificate number is registered on the Single Central Record

5. **ACTION: School to confirm that the information has been added to GHUB and checked box ticked**

OL

6. Confirmation was given that Self-declaration forms for all new and re-appointed governors are in place
7. Confirmation was given that the governor information is accurate on school website including: Business Interests, Attendance;
8. Confirmation was given that the governor information accurate on GIAS

9. Confirmation was given that the governors are aware of the subscriptions paid to support governance and able to access accordingly. The school office maintains an accurate database for subscriptions and removes and adds governors accordingly
10. Confirmation was given that the information provided by individual governors on their personal tab GHUB is accurate
11. Governors in attendance updated the Register of Pecuniary and Business Interests
12. Governors in attendance confirmed they were familiar with the Keeping Children Safe in Education which was updated by the DfE on 02.09.19
- 13. ACTION: Governors to ensure that they update their “confirmations” (Business interests and KCSIE on their GHUB “Declarations” tab to reflect 2019 and add any new declarations)**
14. Governors in attendance agreed and signed up to the Governors Code of Conduct
15. Governors in attendance agreed and signed up to ICT Acceptable Use Policy
16. Governors in attendance agreed and signed up to Sign Whistleblowing Policy

OL

17. SG arrived at 19.16

9 To confirm outcome of virtual attendance at meetings:

1. The GB agreed to virtual attendance at meetings

10 Email addresses:

1. The GB agreed to the use of school email addresses noting that documentation is shared via GHUB

11 To agree the Schedule of Delegation and Terms of Reference:

1. The Terms of reference which were circulated in advance of the meeting were reviewed and agreed
2. The Schedule of Delegation which was circulated in advance of the meeting was reviewed and agreed

12 To agree the Annual Programme of Work:

1. The Annual Programme of Work which was circulated in advance of the meeting was reviewed and agreed

13 To agree Skills Matrix:

1. The GB considered the skills matrix and agreed it would be used to inform governor recruitment and training needs
2. **ACTION: Colleagues to complete the skills matrix on GHUB and return HT for collation before the next meeting**

ALL

14 To review Committee Membership and Link Governors and arrange link visit/governor day:

1. It was agreed that TM will clerk the Board meetings
2. It was agreed that clerking of Committee meetings will be agreed at the first committee meeting
3. The Committee membership, panels and link governor roles were considered including: Complaints, Staff Grievances and disciplinary appeals, Pupil exclusions (it was noted that if an exclusion hearing is required, only your own governors can sit on the panel – not ‘borrowed’ from another GB. Training is valid for 2 years), Headteacher’s Performance Appraisal, Child Protection/Safeguarding, CLA, SEND, GDC, PP
4. The School priorities were reviewed in line with link governor roles
5. **ACTION: Updated tables to be circulated and it was noted that GHUB has the facility to record committee membership and link governor roles**
6. Governors noted that appropriate training is undertaken according to responsibilities for committee, panels and links

OL

15 To agree Committee Terms of Reference:

1. The Terms of reference which were circulated in advance of the meeting were reviewed and agreed

16 Governor Training:

1. The training record from GHUB which was circulated in advance of the meeting was reviewed

2. **ACTION: Governors reminded that they must update their training tab on GHUB as soon as training undertaken and file any certificates in the folder**

ALL

3. Confirmation was given that the GB currently **subscribes** to the following: Hfl Training including Modern Governor, – governors were reminded to ensure that they are receiving notifications and if not, speak with the school office to update the membership details etc

17 Head's Business:

1. The Designated Teacher's Annual report to the GJB on CLA was signed and returned with a nil value

18 Chair's Business:

1. Consideration was given to the statutory content of the School website - <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

2. The building programme over the summer has been successful and improved the fabric and learning environment of the school

3. The School Association is going to continue to function which is welcomed by the Board

4. The new Headteacher induction is being reviewed by the Resources Committee

5. The hustings for the School Council have taken place and 7 students will join this prestigious group

6. Governors were assured that the pupil numbers and finances are in a god position

7. The Co-Chairs have met with the St Thomas Corum to consider sharing good practice and collaboration

19 Policies:

1. HCC have advised that clerks and CoGs will be made aware when the updated School based Complaints Policy is published - they are doing a piece of work with the DfE about best practice

2. Admissions arrangements for 2021/22 were reviewed and it was agreed that no changes are required

3. **ACTION: The policies will be reviewed at the next meeting**

ALL

20 Clerk's Business:

1. Boards were reminded to revisit
2. Education inspection framework and inspection handbooks
- <https://www.gov.uk/government/publications/education-inspection-framework>
3. Governance Handbook and Competency Framework
- <https://www.gov.uk/government/publications/governance-handbook>
4. Being strategic: A guide for governing boards
- <https://www.nga.org.uk/Knowledge-Centre/Vision-ethos-and-strategic-direction/Being-Strategic-A-guide-for-governing-boards.aspx>
5. Amanda Spielman at National Governance Association
- <https://www.gov.uk/government/speeches/national-governance-association-speech>

21 Any Other Business:

1. None

22 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting
2. The next meetings will be held on 07.10.19; 09.03.20; 18.05.20

The meeting closed at:19.58