



Minutes - Full Governing Body (FGB) meeting

Thursday 19 September 2019 at 5pm

Start time: 5pm

Papers issued before the meeting: Safeguarding policy, Governor monitoring policy, Marking policy (for info) and e-safety policy.

Attendees:

Governors: Lee Poultney (LP), Rachel Clements (RC), Louise Nightingale (LN), Joan Reading (JR), Diana Franks (DF), Jackie Ferguson (JF) & Hanene McPhail (HMcp)

Clerk: Janet Ellis (JE)

1. Welcome and apologies:

Dr Clements welcomed the Governors to the meeting and Ms Ellis provided apologies on behalf of Mrs Davies (MD), which were accepted.

2. Declaration of interests / Governor duties

No interests were declared and Dr Clements noted the Governor duties for this FGB.

3. Governing Board Matters

3.1 Chair - Ms Ellis stated that Dr Clements had expressed her intent to self-nominate for the role of Chair for this academic year at the July FGB and then called for any further nominations; noting that Mrs Davies did not wish to stand for either Chair (or Vice Chair). As there were no further candidates for the role of Chair, FGB unanimously agreed to Dr Clements remaining as Chair for a further year.

3.2 Vice Chair - Dr Clements confirmed that she would not be standing for Chair again next academic year and therefore the election of a new Vice Chair was very important as this person would need to commit to undertaking substantial Chair's training as the strategy was that they would take over the role of Chair if successful as Vice Chair.

Upon this proviso Mrs Ferguson declared her interest in becoming Vice Chair; Dr Clements checked there were no further nominees for the role and the FGB elected Mrs Ferguson for the role of Vice Chair for 2019/20. In terms of Chair training Ms Ellis highlighted that the National Governance Association (NGA) were offering Chair training with bursaries available and would liaise with Mrs Ferguson regarding this and other training available.

Action

JE Forward relevant training information to JF

Sept

4. Approval of minutes

The minutes and confidential minutes from the Full Governing Body meeting on 4 July 2019 were agreed and signed by Dr Clements.

5. Matters Arising

Paul Gibb – it was noted that Mr Gibb is no longer our School Improvement Adviser (SIA), this will now be Kathryn England, who hopes to visit the school in November. Dr Clements informed the FGB that she was scheduled to speak with Mr Gibbs tomorrow and she believed he would still be working with the school regarding Head recruitment.

Newsletter update – an update has been published but unfortunately no potential co-opted Governors have come forward yet. Mrs Ferguson stated that she may have a contact who would may be interested in this role.

Governor reviews – this item will be carried forward.

Actions

JF	Speak to contact re co-opt Governor vacancy	Oct
RC	Organise programme of Governor reviews	Oct

5.20 - Mrs Franks joined the meeting apologising for her lateness

See confidential minutes for confidential Matters Arising

6. Code of conduct / register of interests

Ms Ellis collected in the signed forms, noting that forms were required from Mrs Davies

Action

JE	Collect forms from Mrs Davies	Oct
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7. Committee/Panel/Link roles

7.1 Committees

This year there will be two main committees: 'Quality' and 'Finance and premises'. After discussion, the following was agreed:

Quality

Chair - Dr Reading

Members – Mr Poultney, Dr Clements, Mrs Ferguson and Mrs Franks

Finance and premises

Chair - Mrs Ferguson

Members – Mr Poultney, Dr Clements, Mrs Davies, Mrs McPhail, Mrs Esrich (representing school Finance) and Mr Jon Freaney (as an Associate Member)

7.2 Special Disciplinary Committees

It was agreed that these would be formed as and when necessary using appropriate and available Governors.

7.3 Pay Committee

It was noted that the meeting is taking place on Thursday 26 September at 2pm. Members were agreed as Mrs Ferguson and Mrs McPhail.

7.4 Link roles

After discussion of the advantages and disadvantages; in order to have the most efficient and effective solution, it was decided that a mainly classroom based approach would be trialled, plus coverage of statutory roles. Therefore, the following roles were agreed:

Class links:

Class 1 – Mrs Franks
Class 2 – Mrs Davies
Class 3 – Mrs Ferguson
Class 4 – Mrs McPhail

Other roles:

Safeguarding, Prevent and e-safety – Dr Reading
'Disadvantaged' (which would include Special Educational Needs and Disability (SENd) and Pupil Premium (PP) – Dr Clements
Health and Safety - Mrs Ferguson
Website monitoring – Mrs Ferguson. It was further agreed that a review of the website would be conducted by the end of October 2019.

7.5 Recruiting a Head

It was noted that a panel consisting of a minimum three Governors would be required to recruit a new Head. After discussion regarding resources and experience, it was agreed that Dr Reading would act as Chair, with Dr Clements and Mrs Franks forming the rest of the panel. Ms Ellis stated that she had some information on this area and would forward this to Dr Reading.

Actions

JF	Statutory review of the website	Oct
JE	Liaise with Dr Reading re info on recruiting a Head	Sept

8. Learning Improvement Plan (LIP)

Priority 1 - Mr Poultney informed FGB that after consultation with other schools and the Senior Leadership Team he was considering changing the SENd statement on the LIP; because the way the school currently measures pupil progress does not adequately reflect the real progress children are making. FGB agreed this approach and Mr Poultney said he would consider the wording required on the LIP.

Focus 2 – see confidential minutes

Focus 3 – Collaborative working. Dr Clements stated that she would speak to Mr Gibbs regarding this area and would involve Mrs Ferguson, as Vice Chair, where necessary.

Action

LP	Issue draft wording on SENd on the LIP to Governors for approval	Oct
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9. Governor monitoring (GM)

As a largely classroom approach had been agreed, FGB decided that the initial objective should be to visit the classroom once a term. Mrs Nightingale raised the potential issue of teacher availability for the post visit 'de-brief', stating that timings of this may be difficult. FGB noted the importance of this part of the visit and agreed to liaise with the teacher to ensure it was performed in some way, even if had to be after the visit or by email.

Dr Clements highlighted some of the useful sources of information about conducting monitoring, including the NGA site and the School Bus websites; she volunteered to consolidate these sources and consider what further governor training may be required, Ms Ellis noted that new Governor induction training may also be informative in this area and agreed to forward the training dates to the appropriate Governors.

GM Policy – A few amends to the new policy were discussed and Ms Ellis agreed to make these and post the new policy on the Gov zone and the main school website.

Actions

RC	Collate monitoring sources and consider group training options	End Oct
JE	Liaise with Governors re New Governor training	End Sept
JE	Make amends to GM policy	End Sept

10. e-safety policy

The FGB agreed the previously issued policy. Mr Poultney informed FGB that a session with children had already been conducted and further sessions will take place this year; Mrs Ferguson stated that she would like to attend one of these session and Dr Reading said she will note this activity as part of her safeguarding role.

Actions

LP	Liaise with JF re e-safety class sessions	tbc
LP	Post up completed e-safety policy on main website	Oct

11. Safeguarding

With regards to the policy Dr Clements noted some repetition in section 5.9 and Mr Poultney gained FGB agreement on his previously issued proposals for amendments. Regarding training Mr Poultney noted that Mrs Dudfield had kindly agreed to conduct training for Governors and he would now liaise with her to get some dates for training.

Action

LP	Obtain dates from Mrs Dudfield for safeguarding training	Completed
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12. Governor dates

Exclusions training – it was proposed and agreed that this training could take place after Safeguarding training to optimised Governor time.

National Professional Qualification for Executive Leadership (NPQEL) – Ms Ellis provided FGB with some dates and the Friday 6th December at 3.30pm was arranged.

Action

JE	Feedback date for NPQEL to Dr Browning	Completed
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13. Review of Actions

Ms Ellis completed this review

14. End of meeting review form

It was agreed that due to the nature of this meeting, the normal review was not required

Meeting closed 7.05pm