

GOVERNING BODY MEETING. Monday, 12th October 2015



Potential Attendees	Initials	Position	Comments
Peter Villiers	PJV	Co-opted Governor (Chairman of Governors)	Present
Sarah Almey	SA	Member Appointed Governor	Present
Tracey Amos	TRA	Head Teacher	Present
Laraine Bridger	LB	Parent Governor	Present
Pat Grimwood-Taylor	PGT	Member Appointed Governor	Apologies
Robert Hemsworth	RH	Parent Governor	Present
Paul Jarrett	PJ	Co-opted Governor	Present
Ian Newberry	IN	Parent Governor	Present
Hannah Pettifer	HP	Staff Governor (Non Teaching)	Present
Karen Reeves	KR	Parent Governor	Present
Simon Robilliard	SR	Staff Governor (Teaching)	Present
Jacqui Whiteman	JSW	Deputy Headteacher (Non Governor)	Present
Vacancy		Co-opted Governor	-
Vacancy		Member Appointed Governor	-
Rose Elliott	RE	Clerk to Governing Board	Present

GREAT TORRINGTON SCHOOL
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MINUTES

*4.30pm – 5.00pm	Presentation	JSW gave a presentation on the latest situation regarding the examination results and other qualifications gained by pupils [copy on file]. Page 2 cannot be populated until towards the end of November when the national data becomes available; there still looks to be a very positive outcome. JSW explained the GTS plans for the coming year and the 5 new key areas for progress measures. Governors asked questions to ensure they understood these measures and our situation [-5.30]. Governors wished to record they were extremely pleased with the results and noted the areas that require attention.	I
2015-16/ GOV/01	Apologies	Apologies had been received from PGT [away] these were sanctioned.	I,D
2015-16/ GOV/02	Conflicts of Interest	None declared for this meeting.	I
2015-16/ GOV/03	Minutes of the Last Meeting	Minutes of the meetings held on 20th July 2015 were reviewed, agreed and signed as a true record.	D I

2015-16/ GOV/04	Matters Arising not on the Agenda	There were no matters arising from the previous minutes which are not covered by agenda items below.	I
2015-16/ GOV/05	Decisions and Recommendations from Committees	<p>There were recommendations from each Committee for the adoption of their reviewed Terms of Reference. These had been sent in advance of the meeting for all to read. These were agreed for signature by PJV.</p> <p>a. No other decisions or recommendations from Teaching & Learning Committee.</p> <p>b. Personnel. Pay Policy 2015 now recommended to FGB for adoption. TRA outlined the background to the new policy for awareness of all governors to the situation. TRA met with school union reps last week for consultation to date she has not received any response from them since they went away to consult with their members. It was noted that the recent decision will only directly affect a few teachers. Agreed A recommendation from Personnel, to offer a fixed payment for outdoor education oversight instead of timetable adaptations was proposed for adoption by IN, seconded KR and agreed. It is not yet known if GTS will have a team in the 35 mile Ten Tors this coming year but plans are being made.</p> <p>c. Premises no recommendations were made.</p> <p>d. Finance. - recommendations are made to continue with existing appointments of bankers, insurers, internal auditors, accountants and solicitors - see committee minutes. Agreed</p>	I D I I D D I I D
2015-16/ GOV/06	Report of the Headteacher	<p>The Report of the Headteacher on the academic year 2014/15 had been sent out in advance of the meeting [copy on file]. TRA apologised that this was sent later than intended due to staff being out of school. TRA went through the report section by section answering questions as she went along. She stressed that governors needed to be confident in their knowledge of the school data. For example exclusions tended to be a result of “red mist” situations those involved were counselled by staff and helped to avoid similar occurrences in future. There was one permanent exclusion at the very end of last year when a proposed managed moved fell through.</p> <p>Attendance continues to be above the national average, one believes, therefore, that pupils like to be in school. Pupil numbers are still going down in spite of very positive responses to tours and open evenings. Our buildings let us down but parents do seem to be already aware that we get good results. It seems those who wish to take advantage cannot commit to the additional expense of daily transport out of catchment area and sharing is not often an option for them due to the geography of the area. We will continue to keep up our results and assist parents when asked for information.</p>	
2015-16/ GOV/07	Policies for Review	Governors noted and agreed their Expenses Policy and the Risk Management Policy agreed by Finance Committee. [See Pay Policy minute 05 above]	I,D
2015-16/ GOV/08	Governor Matters	Governor Matters Governors had recently resigned their business interest declarations; the code of conduct document was circulated in the meeting for signature for 2015-16.	I

		<p>Governors Annual Cycle, House and Subject links, Chairman's 5 Year Plan these documents were sent in advance of the meeting.</p> <p>PJV had submitted a paper on suggestions for a 3 Year Plan; this was read and discussed in brief. It was decided to hold a one item meeting to discuss in more detail our plans for the way forward. After the meeting PJV proposed the date of 15th December at 9.30am for this meeting.</p> <p>The Christmas Concert date is 17th December at 7pm St Michaels Church, SR invited everyone to come along. RH suggested mince pies and other refreshment could be provided to thank people who had supported the School this year. SR asked if anyone has a contact who plays woodwind and might be available to support the musical performance planned for 23rd-25th March.</p> <p>Lesley Wall has been proposed as a new Co-opted governor; her introductory outline was sent to governors in advance of this meeting. It was agreed to adopt Lesley.</p>	<p>I</p> <p>I</p> <p>D</p> <p>I</p> <p>I</p> <p>D</p>
2015-16/ GOV/09	Items Brought Forward Through the Chairman	<p>PJV reported that it is proposed to hold a Members meeting to add Ian Newberry and Paul Jarrett as Members of Great Torrington School Trust they will then become Member Appointed Governors with immediate effect.</p> <p>NB It was later confirmed that this meeting is scheduled to be held on 16th February 2016.</p>	I
2015-16/ GOV/10	Dates & Times of Meetings	<p style="text-align: center;">2015</p> <p>Pay Committee, Friday 16th October at 9.30am, HT's Office</p> <p>Teaching & Learning, Monday 23rd November at 5.00 pm, Meeting Room 1,</p> <p>Personnel, Tuesday 24th November at 5.00 pm, HT's Office,</p> <p>Premises/Finance, Monday 30th November at 5.00pm, HT's Office,</p> <p>Full Governors' Meeting, L5, Monday 7th December at 5.00pm, preceded by a presentation at 4.30pm.</p>	I