

## GOVERNING BODY MEETING, Monday, 18<sup>th</sup> January 2017



Potential Attendees	Initials	Position	Comments
Tracey Amos	TRA	Head Teacher	Not Present
Robert Hemsworth	RH	Parent Governor (Vice Chair of Governors)	Present
Paul Jarrett	PJ	Co-opted Governor	Present
Lucy Meardon	LM	Parent Governor	Present
Ian Newberry	IN	Parent Governor	Present
Hannah Pettifer	HP	Staff Governor (Non Teaching)	Present
Simon Robilliard	SR	Staff Governor (Teaching)	Not Present
Douglas Smith	DS	Member Appointed Governor	Present
Peter Villiers	PJV	Co-opted Governor (Chairman of Governors)	Present
Lesley Wall	LW	Co-opted Governor	Present
Jacqui Whiteman	JSW	Non Governor - Visitor (Deputy Headteacher)	Not Present
Vacancy x 3		Member Appointed Governor	-
Vacancy x 2		Parent Governor	-
Rose Elliott	CK	Clerk to Governing Board	Not Present

# MINUTES

D marks a Decision, I Information shared, R denotes a Recommendation, Q highlights a Challenge, C marks a completed item, O signifies Ongoing and Initials are for Action by that person.

2016-17/ GOV/34	<b>Apologies</b>	Apologies had been given by TRA [prior arrangement].	I
2016-17/ GOV/35	<b>Conflicts of Interest</b>	PV asked all to confirm they had no conflicts of interest in any agenda item, all confirmed they did not.	I
2016-17/ GOV/36	<b>Minutes of the last Meeting</b>	Minutes of the meetings held on 5th December 2016 were reviewed. LM made a proposal to amend the wording of item 2016-17/GOV/25 in the draft to read "A copy of the letter from the funding agency was received and circulated to all governors with the Agenda. This letter contained several links designed to make expectations clear to all. Prior to this PJ had, with finance committee conducted a review of the Nolan Principles and the Funding agreement and was please to confirm no concerns under this review."; this was seconded and agreed. The request to ask Dr Morgan to attend a meeting had been omitted, it was agreed this should be added, prior to signature by the Chairman. Clerk to amend the minutes and present to PJV for signature.	I  D D CK
	<b>Matters</b>		

2016-17/ GOV/37	<b>Arising from the Minutes</b>	There were no matters arising raised.	I
2016-17/ GOV/38	<b>Governance Review</b>	All except DS had had plenty of time to assimilate the Report. PJV stated the expectation was that all governors should have reviewed this and be able to discuss any points/issues with an aim to resolve them. PV advised he wanted to use a 3-pronged strategy 1)What are the main issues raised by report 2)What can be learnt 3)Where do we go from here.	I
		PJV then asked each Governor to comment in turn; the details of these comments and the discussion are contained in the attached notes.	I
2016-17/ GOV/39	<b>Governor Matters</b>	Some action points were agreed these are stated below in a chart. There followed more discussion on the governors monitoring role and effectiveness. All agreed that there was work to be done but that this meeting had been a good foundation.	<b>D O</b>
2016-17/ GOV/40	<b>Items Through the Chair</b>	None.	I
2016-17/ GOV/41	<b>Dates &amp; Times of Meetings</b>	<b>2016 – 2017; Meetings to be held in the Board Room*</b> <b>Teaching &amp; Learning</b> , Monday <b>23<sup>rd</sup> January</b> at 5.00 pm <b>Personnel</b> , Tuesday <b>24<sup>th</sup> January</b> at 5.00 pm, In HT's Office* <b>Premises/Finance</b> , Monday <b>30<sup>th</sup> January</b> 5.00pm, <b>Full Governors' Meeting</b> , Monday <b>6<sup>th</sup> February</b> at 4.30pm	I

The meeting closed at 7.05 pm

### Action Log

	WHO	WHAT	BY WHEN
1	PJV	Chairs Training	Complete by FGB Following Easter
2	PJV & TRA	Clerks Appraisal/Job role review	Complete by FGB Following Easter
3	RE	Action log as part of minutes with full details of actions, for all committees	From next meeting
4	RE	Action log review to be standing agenda item	From next meeting

5	PJV	To discuss this meeting and draft Mins with TA	Friday meeting following draft Mins
6	LM	Prepare skills audit, agreed to mini interview with all govs as part of this	By Next Term
7	RE	Governor training log and Feedback to be standing agenda item	For next meeting
8	RE	Set date for further all day meeting to review structure and membership of committees to take place in next half term	At Next FGB
9	RE	Annual Cycle to be shared and reminders sent to staff/Governors for policies/reports/presentations to be available 2 weeks prior to meeting	From Next meeting
10	IN	Invite Stuart to structure day as part of a review of Head teacher report and appraisal	When date set
11	LM	Invite Dave Atkinson to next FGB for introduction and first impressions of GTS report/introduction 15 mins from 5pm	Before Next FGB
12	RE/TRA	Review training subscriptions and share passwords etc..	Complete by End of term
13	RE??	Contact lady from TIC Tack to invite to a meeting	By end of summer term???