

GOVERNING BODY MEETING, Monday, 26th September 2016



Potential Attendees	Initials	Position	Comments
Tracey Amos	TRA	Head Teacher	Present
Pat Grimwood-Taylor	PGT	Member Appointed Governor	Present
Robert Hemsworth	RH	Parent Governor (Vice Chair of Governors)	Present
Paul Jarrett	PJ	Co-opted Governor	Present
Ian Newberry	IN	Parent Governor	Present
Hannah Pettifer	HP	Staff Governor (Non Teaching)	Present
Simon Robilliard	SR	Staff Governor (Teaching)	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)	Present
Vacancy x 4		Member Appointed Governor	-
Vacancy x 3		Parent Governor	-
Andrew Bloodworth	ABL	SLT Member	Present
Rose Elliott	RE	Clerk to Governing Board	Present

MINUTES

2016-17/ GOV/05	Apologies	All present. PGT apologises that she has to leave by 6.45 pm. The order of the Minutes was reorganised to accommodate this.	
2016-17/ GOV/06	Conflicts of Interest	No conflicts of interests were declared regarding this agenda. New declaration forms were signed to be copied to the new Auditors.	
2016-17/ GOV/07	Presentation	<p>JSW took the Governors through her presentation [copy on file] on the Exam Results. However TRA and JSW had received information earlier today on the new Progress 8 which has caused a massive outcry amongst schools nationally at the significant change in the level announced. The ramifications for us have yet to be evaluated. This rather took away the feel good factor of our own results. JSW confirmed that next year there would be a different points score, she speculated that she might know more after her FFT course in November but anticipated a narrower range. TRA stated the raw response is that we have very little to go on for setting our targets for next year, but it appears that a child will need to have 3.4 points more than last year to be average. Progress 1 will need to be reworked following today's data release. JSW.</p> <p>Governors asked for an acknowledgement that action was being taken regarding the poorer subject outcomes. JSW</p>	

		explained briefly some contributory events and TRA confirmed that the appropriate procedure(s) were being followed. The matter may yet come to T&L and or Personnel Committee as a future agenda item when appropriate. JSW left at 5.15 pm	C I
2016-17/ GOV/08	Minutes of the last Meeting	Minutes of the meetings held on 11th July 2016 were reviewed. PJ proposed they be accepted as a true record; LW seconded. The Minutes were agreed and signed.	I D
2016-17/ GOV/09	Matters Arising from the Minutes	Change of date Pay Review meeting amended Calendar of Meetings attached. Skills Audit, most have now been returned; Clerk will summarise. RH raised the unresolved matter of an external review of governance. It was decided to arrange for Babcock to carry this out. There was a concern expressed about the most appropriate timing of the visit bearing in mind the MAT proposal and the cost of the process.	I R E D R E
2016-17/ GOV/10	Governor Matters	<p>The Clerk took the Chair. It was proposed, seconded and agreed to adopt the process as outlined in the document sent in advance of the meeting, copy on file.</p> <p>The Clerk to the Governors requested nominations for the position of Chair of the Governing Body for the year. PJV said he was willing to continue until the structure of governance was changed by the formation of the MAT. The nomination was seconded by LW. There were no other nominations. PJV was unanimously elected as Chair. PJV resumed the Chair.</p> <p>PJV requested nominations for Vice Chair. PJV proposed RH, he agreed to stand. The proposal was seconded, HP, there were no other nominations. RH was unanimously elected as Vice Chair.</p> <p>The Code of Conduct was signed by each Governor present.</p> <p>Committee Terms of Reference 2016-17, including Safeguarding Governor delegation, were agreed as recommended by Committees and sent in advance with the addition of RH to T&L Committee. New Governors will be allocated to Committees, Houses and subject links by the Chair of Governors.</p> <p>Governor vacancies. The Parent Governor vacancy had been advertised with a closing date of 30th September; to date there had been one response. The respondent, Lucy Meardon is an experienced governor at St Helen's Primary and known to PJ. Governors agreed to the appointment of Lucy as a Parent Governor if there proves to be no need for an election at the closing date; Clerk to action.</p> <p>PJ and PJV mentioned approaches they had made to potential Governors; these three individuals will be invited to visit the school in the near future prior to consideration for appointment to fill some of the current vacancies.</p> <p>Training – PJV and LW booked to attend Safeguarding Governor Training 10th November 6pm, Exeter. WRAP training for those governors who missed it earlier will take place soon at GTS, new governors to also be invited. Governors are reminded that as a subscriber to Babcock LDP Governor Support they can access the GEL online learning facility at no additional charge as it is co-funded by Babcock and Devon Association of Governors (DAG). In addition to the training modules there is also a 'hot topics' area on the site with updates on current information for governors and clerks. Modules can be completed in your own time and a certificate will be available to print once you have successfully completed the online learning review. To register for the first time visit: www.elc-gel.org/register/</p> <p>RH mentioned that he will be unavailable on Mondays after school, unless suitable child care arrangements can be made, for quite a number of weeks,</p>	D A I I D I, D I I D I D, R E I I I I I

2016-17/ GOV/11	Handbooks	<p>These three handbooks were made available to Governors. Latest Finance Handbook https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/535870/Academies_Financial_Handbook_2016_final.pdf Handbook for Governors DfE https://www.gov.uk/government/publications/governance-handbook GTS Handbook for Governors 2016-17 Draft</p> <p>There is also a new Ofsted Handbook; see this blog about the changes: https://educationinspection.blog.gov.uk/2016/08/23/latest-school-inspection-handbooks-published/ . Governors should note that there is now a requirement for the inspector to consider ‘<i>how committed they [governors] are to their own development as governors in order to improve their performance</i>’. Babcock provide an impact sheet for any face-to-face training governors, which will help governing boards to reflect upon and record the impact the training has had on the way they carry out their role. Will governors please complete these and send to the Chair [copies to the Clerk].</p>	I I
2016-17/ GOV/12	Excellence for All	<p>This document had been sent in advance. TRA discussed with governors that SLT had used this as a self evaluation tool to inform their planning and suggested governors did the same [copy on file].</p> <p>Governors carried out this exercise at the end of the meeting, Rag'd document on file. Actions are in hand to rebuild the number of governors which, although a managed reduction was taking place prior to MTA formation, had now become too low.</p>	I C I
2016-17/ GOV/13	Decisions and Recommendations from Committees	<p>a. Teaching & Learning - No recommendations except Terms of Reference. b. Personnel – Pay Policy recommended for adoption; agreed by Full governing body [see minute 12 below]. c. Premises. Noted action on deep clean of Food Tech. and discussion on dedicated bus. d. Finance. Noted decisions made under delegation e.g. Service providers. All Terms of Reference as presented by the Committees were agreed [2016-17/GOVS/10]</p>	I D I I
2016-17/ GOV/14	MAT	<p>TRA reported that the proposal was due to go to the HT Board on 11th October but it may not have been approved through SOG by then. The DfE would be happy for GTS to take on schools as the Sponsor Academy but without SOG the church school may be prevented from joining; therefore the plan is now to finalise SOG in November and HT Board after that. PGT leaves 6.45 pm.</p>	I
2015-16/ GOV/70	TIC TAC	<p>The Governors discussed the letter received on this topic [copy on file]. The health professional believes there is a real need for this service to be available in school, the former venue is no longer accessible to our pupils. Governors expressed the view that this is not a medical procedure but a planned event. The age of consent was considered and the way parents could be involved. After questions, e.g. about the potential numbers involved, answers and views being expressed a vote was held; the outcome was not to change the present system at GTS at this time.</p>	I D

2016-17/ GOV/16	Policies for Review	<p>Capability Policy and Procedure – New model Policy received after Personnel meeting. IN proposed that this policy be adopted; this was seconded and agreed for adoption as presented.</p> <p>The Pay Policy recommended by Personnel Committee was agreed for adoption. A copy had been sent in advance. Information received since the Personnel meeting confirmed there is no change to the LA model policy upon which the GTS Personal Development and Performance Management Policy is based [PDPM]. It was therefore proposed that the existing Policy should be adopted without amendment; this was seconded and agreed.</p> <p>Safeguarding Policy. ABL attended to present an amendment to this policy. This is the new Local Authority Policy with our record keeping arrangements, site arrangements and honour based violence added. The policy is now shorter with broader items and training matters now becoming protocols. Governors thanked ABL for his presentation. It was proposed, seconded and agreed that the policy as presented should be adopted.</p>	I D I,D I,D I D
2016-17/ GOV/17	Items Brought Forward Through the Chairman	LW requested time guidance be given to those making presentations to T&L Committee. It was agreed that the Committee members will have read the latest review report submitted a week in advance and would like a 10 minute update on progress since that review from attending team leaders. Governors will then ask their questions arising from the information received.	D I
2016-17/ GOV/18	Dates & Times of Meetings	<p style="text-align: center;">2016 – 2017; Meetings to be held in the Board Room or TRA’s office</p> <p>Teaching & Learning, Monday 21st November at 5.00 pm Personnel, Tuesday 22nd November at 5.00 pm, Premises/Finance, Monday 28th November 5.00pm, Full Governors' Meeting, Monday 5th December at 4.30pm Pay Committee, Monday 10th October, at 11.00am</p>	I

The meeting closed at 7.05 pm