



GOVERNING BODY MEETING, Monday, 27th March 2017

Potential Attendees	Initials	Position	Comments
Tracey Amos	TRA	Head Teacher	Present
Andy Bloodworth	ABL	Assistant Headteacher	Not Present
Robert Hemsworth	RH	Parent Governor (Vice Chair of Governors)	Apologies
Paul Jarrett	PJ	Co-opted Governor	Apologies
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)	Apologies
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 Royse	JSR	Non Governor - Visitor (Deputy Headteacher)	Not Present
Vacancy x 3		Member Appointed Governor	-
Vacancy x 2		Parent Governor	-
Rose Elliott	Clk	Clerk to Governing Board	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/53	Apologies	Apologies had been given by PJ and SR, working and RH medical; these were sanctioned.	I
2016-17/ GOV/54	Conflicts of Interest	PJV asked all to confirm if they had any conflicts of interest in any agenda item, all confirmed they did not with the exception of the election of the Chair and Vice Chair of Governors.	I
2016-17/ GOV/55	Minutes of the last Meeting	Minutes of the meeting held on 6th February 2017 were reviewed, proposed for acceptance as a true record, LM, seconded LW and agreed for adoption.	I,D
2016-17/ GOV/56	Matters Arising from	LW reported that she had confirmed with the Clerk that Staff Governors do have a vote; however SLT members attend by invitation and are not governors and therefore do not have a vote; this is where the potential for confusion had arisen.	I

	the Minutes	TIC TAC and Safeguarding. PJV reported that this will be the subject of full and proper consideration in due course, as yet no date had been fixed for Dr Morgan to attend. If clerk invites needs direction on actual wording of invitation.	I
2016-17/ GOV/57	Actions from the last meeting	<p>PJV reviewed progress. The new Chair of Governors will now attend the Chairs training course.</p> <p>Clerk's appraisal/job review planned for later in term.</p> <p>Action logs have been added to agendas and will be added to future minutes as will governor training items.</p> <p>PJV had discussed meeting with the Headteacher.</p> <p>LM is progressing with the mini interviews, some skills audit forms have yet to be completed.</p> <p>The structures day meeting had taken place on 15th March facilitated by Stuart Satinet.</p> <p>David Atkinson had attended the Full Governing Body meeting on 6th February when he shared the Safeguarding presentation with ABL.</p> <p>Information on access to Gel training and NGA was confirmed to all governors by e-mail following the meeting today. CW has collected information to reaffirm the account.</p>	I
2016-17/ GOV/58	Adoption of New Committee Structure and Membership	<p>It was proposed, from the discussion day on the need for revised structure and function of the governing body, that we now go forward with two Committees Teaching and Learning and Resources. These will meet in the mornings for the Summer Term dates as on revised calendar. This change was agreed.</p> <p>Membership of T&L: TRA, LW, RH, HP, LM, SR and PJV plus SLT members [JSR, JS, HW].</p> <p>Membership of Resources TRA, PJ, IN, DS, RH [temporarily], new governors specialising in HR and Premises plus SLT members [ABL, GC]. Terms of Reference for Resources were adopted and will be topped and tailed in Committee as necessary. Terms of Reference for Teaching and Learning are largely the same but will also be the subject of review in Committee. Vice Chairs of Committees will be needed once new governors are appointed and committees are fully staffed. It is to be hoped that a local Headteacher will be able to join us as a prospective governor at our next meeting to replace Karen Reeves. No pen portraits are available as yet for other potential governors, IN will liaise with them and the checking process commence.</p>	D D D D I O I,O
2016-17/ GOV/59	Election of Chair and Vice Chair of Governors	<p>The resignation from Peter Villiers as Chair of Governors was confirmed. Information concerning the process for the election of new Chair of Governors, effective date 28th March 2017, had been sent in advance. One nomination had been received. LM had proposed IN for Chair. This proposal was seconded, IN left the room. It was unanimously agreed to appoint Ian Newberry as Chair of this Governing Body from 28th March to the end of the 2017-18 academic year. The next appointment process to take place at the last meeting of the summer term 2018. IN returned.</p> <p>The resignation from Robert Hemsworth as Vice Chair of Governors had been received due to ill health. The Clerk reported it had been proposed by PJ that LM should be considered as Vice Chair also that LM had proposed PJ as Vice Chair. IN endorsed the nomination of these governors as joint vice chairs; PJV seconded. LM left the room; Governors unanimously</p>	I D I D

		agreed to appoint Lucy Meardon and Paul Jarrett as Joint Vice Chairs of this Governing Body effective for the same period of office 28 th March 2017 to August 2018. LM returned. How this will work exactly to be determined as the review of governing body functions is completed. PJ and LM have experience of working together on another governing body recently, they will meet together and work together as a team.	
2016-17/ GOV/60	Governor Visits	LM had attended a Yr10 learning walk which she had reported upon at T&L. LM found it interesting to see the same group of pupils in different environments. It was good to see how staff interacted together in discussion afterwards and was pleased to have been invited. There was also a report from a Yr8s learning walk. The governor felt it was good to see the school in action and was pleased to be made welcome. The observed pupil teacher interactions were amazing; there were no discipline issues everything was controlled and positive. DS was impressed by how everyone worked towards improvement for all. Staff said it was good to see a Governor involved. TRA was pleased that the staff felt secure enough to be comfortable with governors taking part. TRA reported that South Molton School staff had visited too, she is working towards a return visit.	I I I
2016-17/ GOV/61	Governor Training	IN had commenced his Chair's training sessions; there are three of these over nine months. The first session was on Leadership, he has assignments and to keep a learning log. It was useful to network with other Chairs of local schools. A date for GTS governors for a free format event is in planning. SR and DS plan to book new governor training sessions. Karen Stagg is available for in house training, to be arranged for when we have a full complement. LW reported the Level 2 Safeguarding training was very good and had increased knowledge.	I
2016-17/ GOV/62	Items from Committees	TRA reported that since T&L Committee a teacher resignation had been received which meant that she could call applicants from the recently placed advertisements in spite of the decision to cut into the staffing levels. There were more applicants for each post than in recent times. The curriculum is being planned on the deeper cut but by natural wastage not redundancy. This was an unattractive decision but we will be in a stronger position financially the following year, expecting to be in the black for the first time in a few years. Governors stated they supported the actions of committees and the Headteacher in maintaining best value and ratified their decisions. It was noted this will mean increased class sizes. Staffing cannot be completed until after the teacher resignation date of 31 st May.	I D
2016-17/ GOV/63	Policies for Review	Jo Pateman had submitted in advance the DBS Policy for adoption. This was agreed for adoption, review anticipated Spring 2019.	D,C
2016-17/ GOV/64	MAT update	Update from the Headteacher Board is that the commissioner has not yet made a decision she is still looking at maps; the next Board is in April. John Searson of the Diocese and Clare will feedback to the Board on 21 st April. TRA is to join the Board of Trustees of the Ted Wragg Exeter MAT, we hope to at least gain administrative insight from that,	I I

		and hopefully more. TRA reported that she has arranged a meeting with Daryl Chapman and Martin Smith of the Dartmoor Teaching School Alliance. MATs are advised not to work in isolation but to work co-operatively with other MATs leading towards self-evaluation.	I
2016-17/ GOV/65	Safeguarding	Governors confirmed receipt of the Fraser/Gillick questions/discussion papers sent in advance. Discussion and decision on our practice will be at a future meeting	I,O
2016-17/ GOV/66	Items Brought Forward Through the Chairman	SIP monitoring will be added to the agenda for the next meeting when it is anticipated JSR will have returned from her recent absence. Governor volunteers were requested to attend Invigilator interviews. PJV, LM and LW all volunteered.	I I
2016-17/ GOV/67	Dates & Times of Meetings	2016 – 2017; Meetings normally held in the Board Room Teaching & Learning , Tuesday 9th May , 9.30-11.30am Resources , Tuesday 16th May , 9.30am -12.30pm [HT Office] Full Governors' Meeting , Tuesday 23rd May , 9.30-11.30am Subject to agreement at this meeting [Minute 39 above]	I

The meeting closed at 6.40 pm

Action Log

WHO	WHAT	BY WHEN	Reference
LW, PJ	Review Terms of Reference for new Committees	Next Meetings	2016-17/GOV/58
SR, DS	Book New Governor Training date		2016-17/GOV/61
	Arrange training date with Karen Stagg of HROne for later this term.		2016-17/GOV/61