

Chandag Infant School Local Governing Body Meeting Date 27th September 2017



Minutes

MEETING TITLE	Full Governing Body meeting 1
DATE OF MEETING	27 th September 2017
MEMBERS PRESENT	Amanda Haskins (Chair), Trish Nethercott, Catherine Phillips, Andrew Muncer, Stuart Mcmanus, Annie Smart (Headteacher), Helen Bancroft (staff governor), Joanna Sammons (Clerk)
MEMBERS NOT PRESENT	Claire Langley, Simon Butler
DATE OF NEXT MEETING	22 nd November 2017 31 st January 2018 21 st March 2018 23 rd May 2018 27 th June 2018 All starting at 6.30pm at the school

		Action
1.	Welcome	
	Apologies and absences were noted and agreed as above.	
2.	Declaration of Pecuniary Interest	
	Forms for the current academic year were completed and no pecuniary interests were declared at this meeting.	
3.	Governance Issues	
	<p>Election of Chair The election took place for Chair and Vice Chair. TN nominated AH for the position of Chair. This was seconded by AS. Governors voted for AH to continue as chair for 12 months.</p> <p>Election of Vice Chair AH nominated SM for the position of Vice Chair and CP nominated TN. Both were seconded by AM. Governors voted for SM and TN to jointly undertake the role of vice chair for 12 months.</p> <p>Roles and Responsibilities Committee Structure going forward</p>	

HB was welcomed as the new staff governor.

SM had attended the MAT information event on 23rd September. This detailed the governance structure being looked at. Going forwards the LGB will become the AGC (Academy Governance Committee) and will be mainly concerned with standards, curriculum and progress. Finances will be monitored by WMAT – this includes spend approvals over £2,500.00.

There will be a Hub structure containing four different Hubs based on areas. It is envisaged the Standards Committee will be composed of the Chairs from the MAT schools. Governors felt it may be better to not have Chairs on this committee to ensure there is no conflict of interest.

The Trust Board level will have 9-11 trustees who will be drawn from all in the Hub structure. The trustees are there to look at the 'bigger picture'. Governors felt care would have to be taken to not lose sight of what is going on in the schools. Governors were informed that those attending the session felt more information would be helpful.

It was reported that Saltford School had initially continued with the same committee structure on first joining the MAT. AS had asked Matthew Cottrell to run a session on the currently proposed structure. Governors were asked to consider both the current and proposed structures as well as whether the S&C committee is retained. Governors felt the H&S walks should continue. **AM to assist with this.**

Governors discussed the optimum number for the FGB (AGC) with the Chair suggesting the removal of the LA governor now the school are in the MAT. It was suggested that EA may have some contacts that would be willing to consider current vacancies.

ACTION: Clerk and CW to liaise regarding new governors.

Governors agreed the pay and performance committee needed to meet – this will be on 2nd November at 8.30am (Chair, SB, CP & SM).

Governors were informed at each meeting CL will need to view and sign the SCR.

ACTION: Clerk to contact CW regarding this. MAT to provide training.

Toolkit for Reviewing Governance

ACTION: Clerk to check with Sue Holdaway whether this is still required or whether a skills audit would be more suitable.

Governors Training

Wellbeing, mental health and English were recommended as training considerations.

ACTION: Governors to email Clerk and cc the Headteacher and Chair with any requirements.

Link Governors Meetings

To be held on 15th November at 4pm.

	<p>ACTION: Governors to arrange to see partners before the end of term if cannot make this date.</p> <p>Governors were informed the PE budget is double this year so consideration needs to be given for items to purchase. Sarah Stone will present a proposal to AS</p>	
4.	Trust Board Meeting Executive Summary	
	<p><i>Scheme of Delegation</i> This had previously been circulated to Governors for consideration.</p> <p>The Chair reminded governors of their role in critical challenge. Governors were informed there will be a Governors Code of Conduct as well as an expenses policy for Governors from the MAT. In future the SEN report will be approved annually at AGC.</p> <p>Schools have been asked to keep an informal complaints log in school i.e. those that are emails/letters but that don't escalate via the formal procedure of Complaints.</p> <p>The head teacher informed governors that any changes to the school day would have to be brought o committee for consideration and approval. One to two terms notice is required for any change. AS considers two terms reasonable.</p> <p><i>Terms of Reference</i> Governors agreed to approve the Terms of Reference.</p>	
5.	Minutes of the previous meeting and matters arising	
	<p><i>FGB 5th July</i> A campus site manager has not yet been appointed and there has been some discussion as to whether this will happen. ACTION: The head teacher is to discuss with MAT CEO.</p> <p>A cost neutral grant has been may be available in order to upgrade all of the lighting in the school. ACTION: AS to liaise with Mike Perrin from WMAT</p> <p>The cleaners have been changed to Ridgecrest (the MAT cleaners). A deep clean has been requested in half term.</p> <p><i>Finance, Buildings and Personnel 27th September</i> The attendance and admissions policy had been reviewed. The school are now responsible for their own in year admissions and to rank new admissions for Reception.</p> <p>Governors ratified the decision of the committee to approve the policy. Four Governors will need to be identified at the next meeting to do the admissions ranking in Feb 18.</p> <p>Governors were informed the Pay and Appraisal policy from the MAT would be adopted.</p>	

	<p>Finance, Buildings and Personnel 5th July The minutes were agreed and signed</p> <p>Finance, Buildings and Personnel 17th May These will be deferred until the November meeting.</p> <p>Standards and Curriculum 26th June The minutes were agreed and signed</p> <p>Health and Safety 20th June The minutes were agreed and signed</p>	
6.	Chairs Report	
	No additional items were reported.	
7.	Headteacher's Report	
	<p>Governors were informed the attendance target has been set at 96%. There have been no persistent absentees. Governors agreed with this target.</p> <p>178 children are on role with a new starter for year 1 due at the beginning of October. In year applications will be managed by the school.</p> <p>Thanks were given to HB for her work on the Pupil Premium Strategy document.</p> <p>Governors questioned the impact of the EHC review and criteria tightening. ACTION: HB to provide an update on this following her training.</p>	
8.	SIP	
	<p>Matthew and the head teacher are to score the overall effectiveness. SEF is to go the MAT CEO. Gradings have been left at good – Matthew to provide review of Ofsted evidence to consider moving Leadership to Outstanding.</p> <p>The school currently has a disaster management plan (Business Continuity Plan). A new plan is required to fit the WMAT proforma. ACTION: AS to work on this</p>	
9.	Risk Register	
	<p>This will be reviewed at the next meeting. ACTION: AS/AH to look at template with any updates from Tim H</p>	
10.	Any Other Business	
	<p>Govs' section of Website needs to be updated. Minutes to be uploaded in pdf format. CP to assist with this. ACTION: Clerk TO ASK CW to provide CP with login details.</p> <p>Governors were informed EA had resigned and thanks were given for her commitment to the role.</p>	

	Governors were informed this would be the last year for AH as chair so a new chair will be required in September 2018. AS and all governors thanked Mandy for being a dedicated and supportive Chair.	
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Action Record – Exclusions Basis

	Action	By Whom	Meeting Date	Due Date
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12				

Signature (Chair of Governors) :

Date :