



## Full Governing Board

### AGM

### Minutes

<b>Date: 19<sup>th</sup> September 2016</b>	<b>Time: 4:00pm</b>
<b>Venue: Community Room, Bennerley Fields School</b>	

<b>Governors Present:</b>			<b>Apologies:</b>		
Pauline Wensley	(PW)	Chair – Co-Opted	Mick O’Gorman	(MOG)	Staff
Sarah Menzies	(SM)	Vice Chair – Co-Opted			
Ann Harrison	(AH)	Headteacher			
Kay Blissett	(KB)	Staff			
Janet Seymour	(JS)	Co-Opted	<b>Attendees:</b>		
Linda Willis	(LW)	Parent	Abigail Evans	(AE)	Business Manager
Sedella Hearson	(SH)	Co-Opted	Ruth Fowler	(RF)	Clerk

#### Procedural

<b>19.09.16</b>		
<b>1</b>	<b>Welcome and Apologies</b>	<b>Action</b>
1.1	Apologies were received and accepted for MOG.	

<b>2</b>	<b>Declaration of Interest</b>	<b>Action</b>
2.1	Governors completed the Declaration of Interest forms. No declarations of interest for the meeting were made.	

<b>3</b>	<b>Governors Code of Conduct</b>	<b>Action</b>
3.1	Governors discussed the Code of Conduct and agreed to accept this policy. Governors completed and signed the forms.	

<b>4</b>	<b>Minutes of meeting held 18<sup>th</sup> July 2016</b>	<b>Action</b>
4.1	The minutes were <b>accepted</b> and <b>agreed</b> as a true and accurate record and signed by the chair.	
<b>5</b>	<b>Matters arising from previous minutes 18<sup>th</sup> July 2016</b>	<b>Action</b>
5.1	AP1 – completed.	
5.2	AP2 – next FGB	
5.3	AP3 – completed	
5.4	AP4 – <b>AP1 - add to next FGB</b>	<b>AE</b>
5.5	AP5 – <b>AP2 - add to next FGB</b>	<b>AE</b>
5.6	AP6 – <b>AP3 - AE to send link for Prevent Training Governors to be completed by next FGB</b>	<b>AE Govs</b>
5.7	AP7 – to be allocated this meeting	
5.8	AP8 – to be allocated this meeting	
5.9	AP9 – ongoing MyConcern – is an online system to report Safeguarding issues AH informed Governors that there will be an Online demo happening next Monday. AH will report back next FGB.	
5.10	AP10 - completed	
5.11	AP11 – RF has emailed MB – awaiting response	
5.12	AP12 – AE has asked AC to tweet as he has now taken over the Twitter feed. <b>AP4 KB/MOG to approach Ian from Bushcraft to see if he would like to become a Governor</b> AH informed Governors that AC is trying to build links with Tesco and will ask them for volunteers in the future.	<b>KB MOG</b>
5.13	AP13 – AH has mentioned it in briefing this morning. One of the new TA's is happy to volunteer. Parent Governors to liaise with AH when child care will be needed. Child care will be offered to prospective parent Governors on an individual case by case basis.	
5.14	AP14 – completed <ul style="list-style-type: none"> <li>• Safeguarding – covered</li> <li>• Associate Governor – covered – Josh Baldwin to be appointed as an Associate Governor. He will attend every meeting but not necessarily for the whole meeting as his area of expertise does not apply to all areas.</li> <li>• TA appraisals - covered</li> </ul>	

<b>6</b>	<b>Approval of RMC Minutes 9<sup>th</sup> May 2016</b>	<b>Action</b>
6.1	The minutes were <b>accepted</b> and <b>agreed</b> as a true and accurate record and signed by the chair.	
6.2	AH informed Governors that the UQT's salary will not decrease once they become NQT's. RF to ensure outstanding action points are transferred onto the relevant FGB agendas	

<b>7</b>	<b>Approval of TLC Minutes 13<sup>th</sup> July 2016</b>	<b>Action</b>
7.1	The minutes were <b>accepted</b> and <b>agreed</b> as a true and accurate record and signed by the chair. The outstanding action point has been addressed at this meeting. (Charging Policy)	

#### Governing Board Structure

<b>8</b>	<b>Election of Vice-Chair</b>	<b>Action</b>
8.1	RF informed Governors that SM was the only Governor to express an interest. Governors agreed to appoint SM as Vice-Chair for the next two years.	

<b>9</b>	<b>Assign Governor Responsibilities for the year</b>	<b>Action</b>
9.1	Governors discussed the previously circulated report. See updated document for list of names. RF to email to Governors	

<b>10</b>	<b>Assign School Visits for the year</b>	<b>Action</b>
10.1	Governors discussed the previously circulated report. See updated document for list of dates. RF to email to Governors  <i>Redesign of school visit record –</i> Governors discussed the new form especially the section on asking questions and how it links to the SIP. Governors agreed to the new form	<b>RF</b>

	RF to email out to Governors RF to set up monitoring form for point 6 <b>Action Point 5</b>	
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<b>11</b>	<b>Discuss NGA School Visit briefing document</b>	<b>Action</b>
11.1	Governors discussed the report and the importance of putting the suggestions into practice when making school visits. Governors are encouraged to access information on NGA	

<b>12</b>	<b>Agree Pre-Meeting Presentations for the year</b>	<b>Action</b>
12.1	Governors discussed the previously circulated report. Items 2 and 3 were swapped round. Governors agreed to the suggestions. <b>AP6 - AH to assign staff members</b>	<b>AH</b>

Updates		
<b>13</b>	<b>Governor Training</b>	<b>Action</b>
13.1	Governors discussed the previously circulated report.  Governors were reminded to contact RF to book any courses. Governors were encouraged to attend Strategic Briefings.  RF to book the following courses: <ul style="list-style-type: none"> <li>• Exclusions Training – PW to attend 3<sup>rd</sup> November</li> <li>• Strategic Briefing - KB to attend 5<sup>th</sup> October</li> <li>• Briefing for Chairs/Clerks and Heads - PW/AH/RF to attend 30<sup>th</sup> Nov</li> </ul>	

<b>14</b>	<b>Governor Skills Audit</b>	<b>Action</b>
14.1	This has now been completed with the exception of MOG who was absent. <b>AP7 - MOG to complete his section and analyze the data and identify training gaps and Governing Board needs</b>	<b>MOG</b>

<b>15</b>	<b>Staffing</b>	<b>Action</b>
15.1	UQT's salary does not have to reduce once they qualify. Governors agreed to this happening.	
15.2	KB left meeting <i>See Confidential Minutes</i>	
15.3	KB returned to the meeting	
15.4	KS2 teacher and Bank relief TA's are to be advertised next week.	
<b>Policies</b>		
<b>16</b>	<b>Policies</b>	<b>Action</b>
16.1	<b>Admission Arrangements</b> Governors discussed the admission arrangements. As these are through Derbyshire County Council there is no formal school policy – the admission arrangements are on the website and after discussion Governors accepted this.	
16.2	<b>Charging Policy</b> Governors reviewed the policy and after discussion the policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.	
16.3	<b>Financial Regulations and Procedures</b> Governors reviewed the policy and after discussion the policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.	
16.4	<b>Governor Competencies</b> Governors reviewed the policy and after discussion and agreeing that the policy is still relevant to the needs of the governing Board the policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.	
16.5	<b>Governors Allowances</b> Governors reviewed the policy and after discussion the policy was <b>accepted</b> and <b>agreed</b> by the Governing Body. PW to send new Claim form to RF RF to update Claim Form section on the policy	
16.6	<b>Induction Pack for Governors</b> Governors reviewed the policy and after discussion the policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.	
16.7	<b>Register of Business Interests</b> Completed - agenda item 2	
16.8	<b>Roles and Responsibilities</b> Governors reviewed the policy and after discussion the policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.	

16.9	<p><b>Terms of Reference for Strategy Committee</b></p> <p>Governors reviewed the policy and after discussion the updated policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p> <p>Along with amendment to last bullet point (no other committees)</p>	
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<b>Governor Termly Responsibilities</b>		
<b>17</b>	<b>Plan for Headteacher's Appraisal</b>	<b>Action</b>
17.1	<ul style="list-style-type: none"> <li>• PW attended Headteacher appraisal training</li> <li>• Chris Greenhough (CG) will replace David Heald as the LA school improvement officer.</li> <li>• AH informed Governors that CG will be available after 6<sup>th</sup> October</li> <li>• Governors agreed to invite CG</li> <li>• Governors agreed to having three Governors plus CG on the appraisal committee</li> <li>• PW explained what the appraisal involves. (see report)</li> <li>• More detailed information will be sent to Governors on the committee to be made up of:               <ol style="list-style-type: none"> <li>1. Sedella Hearson</li> <li>2. Pauline Wensley</li> <li>3. Janet Seymour</li> </ol> </li> <li>• Governors to meet week starting 31<sup>st</sup> October 2016</li> <li>• <b>AP9 - AH to arrange for CG to email PW. PW to arrange meeting date.</b></li> </ul>	

<b>18</b>	<b>Plan for Performance Management of Teachers</b>	<b>Action</b>
18.1	<p>AH informed Governors that meetings will take place week starting 10<sup>th</sup> October for signing off last year's targets and setting new targets.</p> <p>AH will report back to Governors at the FGB 7<sup>th</sup> Nov.</p> <p><i>Governors <b>asked</b> who will be undertaking the appraisals?</i></p> <p>AH, AC and SF.</p>	

<b>19</b>	<b>Plan for TA Appraisal</b>	<b>Action</b>
19.1	<p>AH informed Governors the TA appraisals will begin week beginning 31<sup>st</sup> October.</p> <p>This is the first time for the more formal appraisal system that relate to the job descriptions.</p> <p><i>Governors <b>asked</b> who will be undertaking the appraisals?</i></p> <p>SLT to discuss this week. It will be SLT this year.</p>	

	<p>Governors <b>asked</b> if there is a link to the SIP? To a certain extent.</p> <p>Governors <b>asked</b> if AH will report back to Governors? AH stated there will be a basic report that it has happened and a review of the process.</p>	
19.2	<p>Governors discussed Support staff and MDS? No appraisal for MDS. Julie meets informally with MDS. Not a formal appraisal process.</p> <p>AE undertakes appraisals for Admin staff and Paul (site manager)</p>	
19.3	<b>AP10 - PW to look at sourcing 360 review of chair from NGA</b>	<b>PW</b>

### Close of Meeting

<b>20</b>	<b>What has this meeting achieved that will benefit our children?</b>	<b>Action</b>
20.1	<p>Lots of involvement in visiting school which will improve performance of GB and improve things for pupils.</p> <p>Strategic setting up which enables Governors to monitor over the year.</p> <p>Having JB as associate Governor.</p> <p>Agreed pre-meeting presentations – insight into daily life of school.</p>	

<b>21</b>	<b>What could have been done to improve the meeting?</b>	<b>Action</b>
21.1	<p>More Governors!!</p> <p>Add Teaching and Learning(T&amp;L) or Resources® to the list of meeting dates below so Governors know the emphasis of each meeting.</p> <p>AC to attend T&amp;L and AE to attend R meetings.</p>	

<b>26</b>	<b>Dates and times of next meetings</b>	<b>Action</b>
26.1	<ul style="list-style-type: none"> <li>• Monday 10<sup>th</sup> October 2016 at 4:00pm – T&amp;L</li> <li>• Monday 7<sup>th</sup> November 2016 at 4:00pm - R</li> <li>• Monday 5<sup>th</sup> December 2016 at 4:00pm – T&amp;L</li> <li>• Monday 23<sup>rd</sup> January 2017 at 4:00pm – T&amp;L</li> <li>• Monday 27<sup>th</sup> February 2017 at 4:00pm - R</li> <li>• Monday 27<sup>th</sup> March 2017 at 4:00pm - R</li> <li>• Monday 8<sup>th</sup> May 2017 at 4:00pm - R</li> <li>• Monday 19<sup>th</sup> June 2017 at 4:00pm – T&amp;L</li> <li>• Monday 17<sup>th</sup> July 2017 at 4:00pm - Review</li> </ul>	

PW closed the meeting at 5:45pm

<b>Summary of Meeting Action Points</b>				
		<b>Action</b>	<b>Who?</b>	<b>When?</b>
<b>1.</b>	5.4	Obtain Governor H&S training notes from Dave and forward to Governors	AE	next FGB
<b>2.</b>	5.5	Set up a working group to consist of AE, SH and either AH or AC to complete Risk Register	AE	next FGB
<b>3.</b>	5.6	Send Prevent Training link to Governors  Governors to complete training	AE Govs	asap Next FGB
<b>4.</b>	5.12	Approach Ian from Bushcraft to see if he would like to become a Governor	KB/MOG	asap
<b>5.</b>	10.1	Email Governors list of named Governors / dates of visits and new School Visit Form  Set up spreadsheet for School Visits record.	RF	asap
<b>6.</b>	12.1	Assign staff members for pre meeting presentations	AH	asap
<b>7.</b>	14.1	MOG to complete his section and analyze the data and identify training gaps and Governing Board needs	MOG	asap
<b>8.</b>	15.2	Monitor situation in KS4 as the KS4 lead has not been replaced	AH Govs	over the year
<b>9.</b>	17.1	<ul style="list-style-type: none"> <li>• AH to arrange for CG to email PW.</li> <li>• PW to arrange meeting date for Headteacher's Appraisal.</li> </ul>	AH PW	asap
<b>10.</b>	19.3	Source 360 review of chair from NGA	PW	asap