



FGB Meeting 18 September 2019 Minutes - PART ONE

Present:

Elaine Joyce (EJ)	Victoria Abbott (VA)
Adam Boshoff (ACB)	Laura Edmends (LE)
Andrew Turner (AJT)	Steve Turnbull (ST)
Carol Edmans (CE)	Aaron Twaits (AaT)
James Bingham (JB)	Nicola Riley (NR)

In attendance:

Pam Langridge (Clerk)
Sara Cox (Deputy)

Apologies

None

Declarations of Interest

CE declared married to ST.
ST declared married to CE.
EJ related to staff member.

Appointments

Governors agreed the following appointments:
Chair - Adam Boshoff
Vice Chairs - Carol Edmans & Elaine Joyce
Governor Responsible for CP allegation against HT – Nicola Riley
Child Protection / Safeguarding – Steve Turnbull
SEND & Looked After Children – Andrew Turner
Head Teacher Appraisal – Aaron Twaits
Pay Review Panel – Aaron Twaits, Carolynne Ballard and Nicola Riley
Complaints – James Bingham

Constitution

Governors agreed the following:

Staff: VA LE

Co opted: ST AJT ACB

Parent: JB AaT

Local Authority: NR

Foundation: EJ & CE

Vacancy: 1 x parent

[Clerk to communicate changes to governor services and circulate updated constitution.](#)

[Governors were advised a parent has already expressed an interest in joining and it was agreed to invite them to the next FGB.](#)

[School office to send out a letter to notify all school parents of the vacancy.](#)

Governors to Agree



Governors agreed to open meetings and to accept alternative participation as needed.

No committees were established, it was agreed all Governors should attend all FGB meetings, and working parties would be established as needed.

Governors agreed the confidentiality statement and professional negligence statement.

Acceptance of minutes

Minutes accepted.

Matters arising

CE VA and ACB to meet to discuss and review Data Protection Report received to determine if all actions and recommendations have been undertaken.

Schedule for next Academic Year

Governors agreed to swap the Nov and Dec meeting subjects around. Clerk to circulate details as follows:

6 November – Children & Learning

4 December – Resources

1 April – Mid-year review and Budget

17 June – Resources

16 July – Children & Learning

Safeguarding Policy

Governors were asked to review the updated Safeguarding Policy.

Governors were dissatisfied with the clarity and usability of the flow chart and would like to feed this back to SCC.

Governors asked if there could be a flow chart for what happens in Moss Lane added as an appendix.

ST to review at the draft policy.

VA to circulate the original document which highlights the amendments.

It was agreed to remove the line re governor telephone number.

Business Interests

Governors were asked to return Business Interest Document to Clerk (email or paper).

KCSIE

Governors were reminded to read the new KCSIE document and email Clerk confirmation on completion.

There is a document which details just the updates on gov.uk. website.

Governor Roles

Governors agreed strategic leads:

Chair of Governors: ACB

Vice Chair for Governor Business: CE

Vice Chair for Educational Development: EJ

Strategic Lead for Stakeholder Well Being: currently LE, will transfer to new parent governor when recruited



Strategic Lead for Premises and H&S: LE
Strategic Lead for Curriculum: NR & JB
Strategic Lead for Leadership: ACB
Strategic Lead for Safeguarding: ST
Strategic Lead for Community & Communications: CE
Strategic Lead for Pupil Achievement: AJT
Strategic Lead for Resources: AaT.
Detailed Role Descriptions can be found in Gov Files.

Governors were reminded to carry out visits in line with strategic roles and send visit report to Clerk for record keeping being mindful of governor visit protocol. Governors were asked to book onto training as required and complete report for record keeping.

Governors asked if school office could set up a visitor's log/register as an easy point of reference for future to be kept near lanyard collection point.

Governors were advised the school office have put all future events / important dates in a calendar for Governor reference. LE to upload document to Gov Files.

Challenge and Learn dates to be circulated to Governors once booked by VA.

SDP

Governors agreed the initiatives within the SDP that they would monitor in line with strategic roles & responsibilities.

Governor and staff initials to be added to document and then circulated.

Governors asked if Hugh Betterton could be invited to do a short briefing on the impact the new Ofsted Framework has on curriculum / outcomes.

Governors agreed it would be beneficial to reduce the current number of school values from 12 to 6 and see these immersed and embedded across all areas of the school and learning. It was agreed recognisable characters / mascots can be beneficial in Infant Schools to support values.

Governors thanked EJ for all her hard work during her role as Chair.

Confidential Matters

None

Meeting Review

Governor roles and responsibilities agreed, schedule for the year agreed, SDP agreed. An efficient start to the year.

Next Meeting

6.15pm 6 November – Children & Learning