



Stamford Green Primary School



Minutes of the Full Governing Body Meeting

Thursday 26 September 2019 at 7.00pm

Attendance			
Richard Baker	✓	Simon Williams (Chair)	✓
Karen Donald	✓	Helen Vidal	✓
Louise Druce (Headteacher)	✓	In attendance	
Stuart Getty	Apologies	Kathryn Dray (Deputy Headteacher)	✓
Rebecca Jennings	Arrived 7.10pm	Joanna Lee (School Business Leader)	✓
Kate Kellett	✓	Aileen Sellers	✓
John Mackintosh	✓	Louise Wheatley (Clerk to Governors)	✓
Susie Hayward	✓		

The meeting began at 7.05pm.

Minutes

Agenda Item																															
1.	<p>Apologies for Absence Apologies for absence were received as above.</p>																														
2.	<p>Declaration of Interest There were no declarations of interest.</p>																														
3.	<p>School Success Plan LD tabled the draft SSP for 2019-2020 sharing the background to the areas focused on the plan for this academic year following the results this summer and the focus from the previous academic year.</p> <p>Governors were allocated to monitoring areas based on skills, committee membership and interest, as below:</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Monitoring Governor</th> </tr> </thead> <tbody> <tr><td>AC1</td><td>SG</td></tr> <tr><td>AC2</td><td>SG</td></tr> <tr><td>AC3</td><td>SW</td></tr> <tr><td>AM1</td><td>KDo</td></tr> <tr><td>AM2</td><td>SW</td></tr> <tr><td>H1</td><td>SH</td></tr> <tr><td>H2</td><td>SH</td></tr> <tr><td>I1</td><td>KK/JM</td></tr> <tr><td>I2</td><td>RB</td></tr> <tr><td>L1</td><td>SW</td></tr> <tr><td>L2</td><td>KDo</td></tr> <tr><td>T1</td><td>RJ</td></tr> <tr><td>T2</td><td>RJ</td></tr> <tr><td>V1</td><td>KK</td></tr> </tbody> </table> <p>SG was allocated two areas. NOTE: Following the meeting these have been confirmed.</p>	Area	Monitoring Governor	AC1	SG	AC2	SG	AC3	SW	AM1	KDo	AM2	SW	H1	SH	H2	SH	I1	KK/JM	I2	RB	L1	SW	L2	KDo	T1	RJ	T2	RJ	V1	KK
Area	Monitoring Governor																														
AC1	SG																														
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T2	RJ																														
V1	KK																														

	<p>The role of governor responsible for SEND was discussed. The Chair of Children of Learning will formally be nominated in the SEND policy as first point of contact.</p>
4.	<p>Appointments for the Academic Year</p> <ul style="list-style-type: none"> • Chair of Governors One nomination of Simon Williams was received for Chair of Governors and all voted in favour of SW being chair. • Vice Chair One nomination of Rebecca Jennings was received for Vice Chair of Governors and all voted in favour of RJ being vice chair. • Governor responsible for liaison with LA in the event of allegation against HT and Nominated Child Protection Governor This is traditionally a role undertaken by the Chair of Governors, SW nominated and all agreed. • Chair of Resources John Mackintosh agreed as Chair of Resources • Chair of Children & Learning Stuart Getty agreed as Chair of Children & Learning.
5.	<p>Re-Constitution of the Governing Body The following terms of office are expiring this year:</p> <ul style="list-style-type: none"> • Karen Donald – 28.2.20 • Richard Baker – 21.3.20 • LA Governor. SW gave an update surrounding this post and the proposal to nominate JM as an LA governor. • Parent Governor – There are two vacancies with an election to be undertaken and implemented in time for the next FGB in December. <p>DECISION: Governors agreed to the nomination of JM as the governor body nomination for the LA governor post.</p> <p>SH asked about skills set for governor vacancies. SW highlighted the need for Project Management and/or having practising education background skills and this would be highlighted in the information to parents in the election papers. It was noted that whilst a governor term of office is four years, the parent does not need to still have a child at the school for the full four years.</p> <p>ACTION: LW add to letter that the parent does not need to have a child at the school for the full four years and details mentioned above.</p>
6.	<p>Committees</p> <p>Resources Committee The following governors were agreed as members of the Resources Committee: JM, SH, RJ, RB, LD, SW, KK. Please a vacancy for a new governor.</p> <p>Children and Learning Committee The following governors were agreed as members of the Resources Committee: SG, KD, LD, KK, HV, SW and a new governor with a working education background.</p> <p>Pay Committee The Pay Committee is scheduled to meet early October. SW shared that the Pay Committee looks at pay recommendations from the HT and meets once a year. It was proposed that Simon Williams, Stuart Getty and John Mackintosh form this committee. All agreed to the committee.</p> <p>HT Performance Review Panel The HT Performance Review Panel had met in September and it was proposed that Simon Williams, Rebecca Jennings and Karen Donald continue as this panel and this was agreed by the Governing Body.</p> <p>Health and Safety Working Party</p>

	<p>The committee has been made up of Paul Briggs, Jo Lee, Rebecca Jennings and John Mackintosh. There is a vacancy for the Staff representative.</p> <p>This group would likely expand when the building work is closer.</p> <p>Pay Appeals Panel and Governor Disciplinary Committee Membership of the above panels/committees will be decided at the time when needed as the makeup of these committees are decided by external factors such as availability and any conflict of interests.</p> <p>ACTION: LW to update committee membership</p> <p>Terms of Reference The Terms of Reference for the Resources Committee and the Children & Learning Committee were reviewed and agreed.</p> <p>KK indicated she agreed with the terms of reference but asked for a focus on them to make sure they are being done. KK shared that supporting new governors and governor induction needed better implementation. KK and LD to work together with LW to strengthen the induction area.</p> <p>ACTION: LD/LW/KK to formalise induction process</p> <p>KDo asked to possibly discuss at the committees the governor skills gap so that appropriate training can be undertaken.</p> <p>ACTION: LW to add training to the Chairs Working Party agenda for the Spring term.</p>
7.	<p>Register of Interest Governors updated and signed the Register of Interest form.</p> <p>ACTION: LW to update the website with register of interests</p>
8.	<p>Policies</p> <p>Nursery Admissions Policy The attached questions in Appendix 1, were received with the corresponding responses given to the satisfaction of the governors.</p> <p>The policy was agreed.</p> <p>Thanks was given to AS for her work on the governing body over the last 7 and half years.</p>

The meeting finished at 9.17pm

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors must respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

Signed: _____

Date: _____

Appendix1

Questions received from Richard Baker regarding the Nursery Policy, with the school's response in blue:

1. Would this include a children from a traveller community living in a caravan/mobile home? Or are such children excluded from consideration?

No not excluded. If a family provides an address, their application will be assessed according to the admissions criteria, in line with all other applications. If no address is given we would seek advice from Surrey prior to the Governors making a decision. Applicants have to provide a home address.

2. Is this really just the distance between the two points "as the crow flies"? How far would the catchment radius extend, the same as for the entry to the main school (which I believe is 0.8 miles)?

Yes this is the distance as the crow flies. The furthest distance we have offered to a non-sibling this year is 1.57km. It's not the catchment, it's the distance as the crow flies from each gate.

3. Do you mean literally ALL the criteria detailed above or only those ones relating to distance from the school and to having siblings already in SGPS?

We mean all the criteria.

4. Do we have any idea of the maximum number of 3 & 4 years olds who would be accepted for places in the Nursery School? I not we limit the number of 2 year olds to a maximum of 4 children.

If we have 4 FTE 2 years olds, we could accept 39 FTE 3/4 year olds. In reality we have more children than this because there is a mix of full time and part time spaces.