



# Stamford Green Primary School



## Minutes of the Full Governing Body Meeting

Thursday 27 September 2018 at 7.00pm

Attendance			
Richard Baker	✓	Karina Singh	✓
Karen Donald	Absent	Simon Williams (Chair)	✓
Louise Druce (Headteacher)	✓	Helen Vidal	✓
Stuart Getty	✓		
Rebecca Jennings	✓	<b>In attendance</b>	
Kate Kellett	✓	Kathryn Dray (Deputy Headteacher)	✓
Lucy Macaulay	✓	Joanna Lee (School Business Leader)	✓
John Mackintosh	✓	Vicky Swann (Deputy Headteacher)	✓
Aileen Sellers	✓	Louise Wheatley (Clerk to Governors)	✓

The meeting began at 7.05pm.

Minutes	
	Agenda Item
1.	<p><b>Apologies for Absence</b> There were no apologies for absence received.</p>
2.	<p><b>Declaration of Interest</b> There were no declarations of interest.</p>
3.	<p><b>Appointments for the Academic Year</b></p> <ul style="list-style-type: none"> <li>• <b>Chair of Governors</b> One nomination of Simon Williams was received for Chair of Governors, this was seconded and all voted in favour of SW being chair.</li> <li>• <b>Vice Chair</b> KS formally thanked for her service as Vice chair and Chair of Governor plus her service over the last ten years.  One nomination of Rebecca Jennings for Vice Chair received. This was seconded and all voted in favour.</li> <li>• <b>Governor responsible for liaison with LA in the event of allegation against HT and Nominated Child Protection Governor</b> This is traditionally a role undertaken by the Chair of Governors, SW nominated and all agreed.</li> <li>• <b>Chair of Resources</b> John Mackintosh agreed as Chair of Resources</li> <li>• <b>Chair of Children &amp; Learning</b> AS formally thanked for her service as Chair of C&amp;L over the last number of years. Stuart Getty agreed as Chair of Children &amp; Learning.</li> </ul>

#### 4. **Re-Constitution of the Governing Body**

The following terms of office are expiring this year:

- Karina Singh - 30.12.18 (Co-opted)  
KS will be formally standing down as of 28.9.18
- Helen Vidal - 30.12.18 (Co-opted)
- Simon Williams - 30.12.18 (Co-opted)
- Stuart Getty - 16.6.18 (Parent)
- Lucy Macaulay - 16.6.18 (Parent)
- LA governor - vacant

SW gave an update regarding the structure of the constitution and that the LA governor post would remain vacant whilst the academy conversion process is being pursued.

SW proposed to move RJ who is a parent governor but no longer has children at the school, to Co-opted.

**DECISION:** All voted in favour of moving RJ to co-opted as of 28.9.18.

**ACTION:** LW to formally move RJ from parent governor to co-opted and complete necessary paperwork to Babcock for both RJ and KS.

**ACTION:** LW to undertake parent governor election this term.

#### 5. **Committees**

##### **Resources Committee**

John Mackintosh (Chair), Rebecca Jennings, Richard Baker, Louise Druce, Simon Williams, Aileen Sellers.

##### **Children and Learning Committee**

Stuart Getty (Chair), Louise Druce, Lucy Macaulay, Helen Vidal, Simon Williams, Aileen Sellers.

KDonald to confirm which committee she would like to join. KK to attend both committees for experience.

**ACTION:** Karen Donald to confirm which committee she will be part of.

##### **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, Rebecca Jennings and Stuart Getty form this committee again and John Mackintosh joins as Chair of Resources. All agreed to the committee.

##### **HT Performance Review Panel**

The HT Performance Review Panel had met in September and it was proposed that Simon Williams, Aileen Sellers and Karen Donald continue as this panel and this was agreed by the Governing Body.

##### **Health and Safety Working Party**

The committee has been made up of Paul Briggs, Jo Lee, Rebecca Jennings and Lucy Macaulay. The Staff representative over the last year has been Daniel Siggers. Governors agreed the continuing membership of this working party as the same as the past year.

##### **Trust Working Party**

All governors are members of the Trust, therefore there will be no working party.

##### **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.

##### **Terms of Reference**

The Terms of Reference for the Resources Committee and the Children & Learning Committee were

reviewed and agreed.

**ACTION:** LW to update committee membership document

6. **Register of Interest and Contact Information**  
Governors verified that correct contact details were held. Governors also updated and signed the Register of Interest form.

**ACTION:** LW to update the website with register of interests

7. **School Strategy**  
Governors reviewed the Strategic Plan in detail and the following amendments were agreed:

Page 1	Title to include Nursery change to 2018-2023
	Vision, commitments and strategic objectives.
	"Which is a shorter-term" instead of "a shorter-term"
	Senior Leadership Team change to Leadership and Management Team in partnership with the school community
	Change "during their seven year journey with us" to "during their journey with us"
Page 2	Co-operation missing from Values and change second words to lowercase.
Page 3	Change Century to century under Ambition
	Change shine to thrive. Under LEARNING. Also reword learning paragraph. <b>ACTION:</b> LD and KK to reword Learning paragraph
	Change to: Together everyone achieves more and excellence comes from creating an open and nurturing environment. Relationships matter and are central to success. Whether you are in the classroom, working with other people for the good of the school or helping our community, we want everyone to feel safe, secure and happy.
	Add working together to be best we can banner.
Page 4	Change first paragraph to Stamford Green Primary School and Nursery.
	Remove for children and adults from penultimate bullet point.
	Change six strategic priorities to strategic priorities
	Remove "See SSP"
	Change SEF to SED
	Change "Monitoring and Evaluation" to just "Evaluation"

**ACTION:** LW to update the Strategic Plan document

8. **Academy Update**  
SW gave an in-depth update to all governors surrounding the current academy situation and progress.

The following were noted as key things to consider:

- If we decide not to convert there is a risk of being told to convert.
- A robust growth strategy will be needed as the ideal number of schools is 6-7.
- The business case for joining must be there.
- Consideration must be given to what advantages there are to be had from leaving Surrey and joining with others

- In this area, only a free school can be opened rather than a maintained school and only an academy chain can open a free school.

SW shared that there is a vision and values day taking place in November with the other two schools.

**ACTION:** LD to confirm who from the school/governing body is to attend the vision and values day.

In summary the following points were noted in order to move forwards:

- The school and governors will continue to investigate the business case for forming a MAT.
- The school will continue to look at the vision and values to see the benefit for the children at Stamford Green and beyond.

For the purpose of the minutes, it was agreed by all that governors were ambivalent as to whether this is the right thing to do.

Thanks were recorded finally to KS for her 10+ years of service as a governor in this her final meeting.

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: \_\_\_\_\_