



Stamford Green Primary School



Minutes of the Full Governing Body Meeting

Thursday 21 September 2017 at 7.00pm

Attendance			
Richard Baker	Apologies	Aileen Sellers	✓
Karen Donald	✓	Karina Singh	✓
Louise Druce (Headteacher)	✓	Simon Williams	✓
Kathryn Dray	✓	Helen Vidal	✓
Stuart Getty	✓	In attendance	
Rebecca Jennings	✓	Vicky Swann (Deputy Headteacher)	✓
Lucy Macaulay	✓	Louise Wheatley (Clerk to Governors)	✓
John Mackintosh	✓		

The meeting began at 7.07pm.

Minutes	
	Agenda Item
1.	<p>Apologies for Absence Apologies for absence were received and accepted from Richard Baker.</p>
2.	<p>Declaration of Interest There were no declarations of interest.</p>
3.	<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, this was seconded and all voted in favour of SW being chair. • Vice Chair One nomination of Karina Singh for Vice Chair received. All voted in favour. • 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 One nomination received of Rebecca Jennings for Chair of Resources. All voted in favour. John Mackintosh nominated as Vice-Chair. All agreed. • Chair of Children & Learning One nomination received of Aileen Sellers for Chair of Children & Learning. All voted in favour. Stuart Getty nominated as Vice-Chair. All agreed.
4.	<p>Re-Constitution of the Governing Body</p> <p>Terms of Office expiring:</p> <ul style="list-style-type: none"> • Kathryn Dray – 20 March 2018 KD shared she was willing to continue but in the interest of transparency, the role will be advertised in the spring term to give other staff members the opportunity. <p>ACTION: LW to undertake necessary procedures for advertising staff vacancy in spring term</p>

- LA governor vacancy
SW highlighted plan for an LA governor to go to the Governor Nomination Panel in January.

ACTION: LW to send paperwork required for completion to SW

5. Committees

Resources Committee

Rebecca Jennings (Chair), John Mackintosh (Vice-Chair), Richard Baker, Kathryn Dray, Louise Druce, Karina Singh, Simon Williams.

Children and Learning Committee

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

Pay Committee

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. All agreed to the panel.

HT Performance Review Panel

The panel was reviewed and in the interest of succession planning, Karina Singh, recommended that she no longer be on the panel. It was proposed that Simon Williams, Aileen Sellers and Karen Donald form this panel and this was agreed by the Governing Body.

Karina Singh was thanked for her involvement on this panel over a large number of years.

Health and Safety Working Party

The committee is made up of Paul Briggs, Jo Lee, Rebecca Jennings and Lucy Macaulay. Staff representatives over the last year have been Daniel Siggers and Jack Deanne-Armstrong. As Jack is now undertaking teacher training, VS will recommend he steps down due to workload. Daniel will continue. Governors agreed the continuing membership of this working party.

Trust Working Party

The purpose of this working party was reviewed and all agreed that as all governors are members of the trust there is now no need for a separate working party. Instead, Trust meetings will increase to 30 minutes in length.

Academy Working Party

SW gave an update surrounding the academy working party. From now on, the working party would no longer be a smaller group but instead all governors will be part of it. SW gave an update surrounding academy timescales envisaged.

The following key dates were noted:

- Wednesday 15 November 2017 at 7.00pm at Epsom Primary School: Governors from the three schools to meet.
- Friday 20 October 12.30pm/1.00pm: Governors to meet informally with our staff on INSET day.

ACTION: LW to circulate additional dates with FGB/Committee Dates for the year.

Terms of Reference

The Terms of Reference for the Resources Committee and the Children & Learning Committee were reviewed. They were both agreed subject to the following amendment:

Children and Learning

- Point 3 need to say SEND instead of SEN.
- Point 5 to change to disadvantaged pupils.
- Point 7 to change from SATs to National Curriculum Tests.
- Point 7 to say LA instead of LEA.
- Point 8 to say Relationships and Sex Education.
- Point 9 to say "consider meetings between priority leaders and the governor responsible for their priority area on the SSP.

	<p>Resources</p> <ul style="list-style-type: none"> Point 1 add Nursery <p>ACTION: LW to update Terms of Reference for Resources and Children and Learning.</p> <p>Governors Disciplinary Committee Governors on this committee are usually selected as the need arises based on those involved.</p> <p>ACTION: LW to update committee membership document</p>
6.	<p>Register of Interest and Contact Information Governors verified that correct contact details were held. Governors also updated and signed the Register of Interest form.</p> <p>ACTION: LW to update the website with register of interests</p>
7.	<p>Staffing Update and Introduction to teaching school LD gave an update to all regarding the new staff and shared that all had made great additions to the school. An update was given surrounding the INSET day and the staff's focus on "happiness" and the children's well-being strategy which has subsequently followed.</p> <p>LD also summarised the visit this week from Sue Child, our School Improvement Partner. Sue had particularly praised the implementation of the nursery in a short space of time. LD shared that the Nursery is not full at present, but that a sibling of one of our disadvantaged pupils has joined and is benefiting from the school's approach already.</p> <p>LD invited all governors to meet staff on the next INSET day. Details of which have been listed in point 5.</p> <p>LD updated governors that Surrey County Council are carrying out an exercise to review job levels and are creating job families to make sure there is equality amongst the jobs in Surrey.</p> <p>NLE/NLS In July LD was asked to work more formally with Chandlers Field in West Moseley. Three days of funding from Surrey have been received for this. Money received from the DfE for the NLS which is still remaining will also be utilised. The Headteacher, Chair of Governors and Leadership Team came to our Chairs Working Party earlier in September and since then we have run a vision, values and strategy evening, helped structure the governing body plus supported the writing of their SEF and data factsheet.</p> <p>Teaching School LD updated all that this has now taken on a more formal title of the Collaborative Learning Teaching School and we have partnered with South Farnham to meet one of the key areas of a teaching school required by the DfE.</p>
8.	<p>Training</p> <p>Governor training</p> <p>Safeguarding update KD advised that the next governors training would be due in December and she would be in contact nearer the time. Karina Singh was flagged as having a last training date of 2013. Karina to ensure training undertaken this term.</p> <p>ACTION: KD to circulate safeguarding training dates for all later in term.</p> <p>LD updated governors that KD and Richard Vidal had undertaken online safety training. Also LD, KD and VS had gone to a presentation by the Breck Foundation. From this, we are in the process of arranging for them to speak to all parents here at Stamford Green. As a result of this the following will be implemented:</p> <ul style="list-style-type: none"> Internet Safety will be included in both our computing PSHE curriculum. CEOP button on website to be highlighted as allow items for concern to be reported straight to specialist team. Children in Year 6 will only be allowed to have phones.

9. Date of next meeting

Timings of meetings were discussed and the following agreed:

- Resources: Friday mornings at 9.00am - After the meeting it was confirmed that meetings will start at 10.00am to accommodate class assemblies
- FGB and C&L: Tuesday or Thursday evenings

An additional FGB meeting will be held in January/February to allow for enough time to be given to discussing the academy progress.

ACTION: LW to update and circulate FGB/Committee dates for the year and add additional FGB to calendar.

The Headteacher's Appraisal Panel will meet with Sue Child on Tuesday 10 October at 7.00pm.

The meeting finished at 8.44pm

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: _____