



# Stamford Green Primary School



## Minutes of the Full Governing Body Meeting

Thursday 8 September 2016 at 7.00pm

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

The meeting began at 7.20pm following Prevent Training.

Minutes	
	Agenda Item
1.	<p><b>Apologies for Absence</b> There were no apologies for absence.</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> One nomination of Karina Singh for Vice Chair received. 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> KS informed that this is traditionally a role undertaken by the Chair of Governors, SW nominated and all voted in favour.</li> <li>• <b>Chair of Resources</b> One nomination received of Rebecca Jennings for Chair of Resources. All voted in favour. No nominations received for post of Vice-Chair so this post remains vacant at present.</li> <li>• <b>Chair of Children &amp; Learning</b> One nomination received of Aileen Sellers for Chair of Children &amp; Learning. All voted in favour. Stuart Getty nominated as Vice-Chair. All voted in favour.</li> </ul>
4.	<p><b>Re-Constitution of the Governing Body</b></p> <p>John Mackintosh was nominated and voted in as Co-opted governor.  <b>ACTION: LW to update the constitution</b></p>

LW gave an update regarding the LA governor. Colin Taylor has been re-nominated by the Governors but still hasn't been endorsed by the Councilor. As of 1 September procedures for LA governors have changes and his re-nomination will now be taken to the Governors Nomination Panel which is meeting at the end of September.

## 5. Committees

### Resources Committee

Rebecca Jennings (Chair), Kathryn Dray, Louise Druce, Karina Singh, Richard Baker, John Mackintosh, Colin Taylor (when nomination endorsed), Simon Williams.

### Children and Learning Committee

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

### Terms of Reference

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

### HT Performance Review Panel

SW proposed to keep the panel at three as the school improvement partner is also part of the panel. It was proposed that Simon Williams, Karina Singh and Aileen Sellers form this panel with a view to succession planning and this was agreed by the Governing Body.

### Pay Committee

SW shared that the Pay Committee looks pay recommendations from the HT and are involved in updating the pay policy. The committee meets once a year. It was proposed that Simon Williams, Rebecca Jennings and Stuart Getty form this committee. All agreed to the panel.

### Governors Disciplinary Committee

Governors on this committee are usually selected as the need arises based on those involved. The committee is currently in the process of meeting and will continue to be Rebecca Jennings, Stuart Getty and Simon Williams for this instance.

### Health and Safety Working Party

The committee is made up of Paul Briggs, Jo Lee, Rebecca Jennings and Lucy Macaulay. Governors agreed this continuing membership of this working party and now that Samantha McSweeney has left, a new staff representative would need to be found.

**ACTION: LD to find a new staff representative for the Health and Safety Working Party.**

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

### Trust Working Party

The governors agreed the members of the Trust Working Party to be Louise Druce, Lucy Macaulay, Simon Williams, Karen Donald and Richard Baker.

### Academy Working Party

A recap and update regarding the progress of the Academy Working Party was given. The governing body has previously agreed to proceed to the next step, to liaise with various stakeholders and take action to move the process forward. We are not able to identify a timescale until we have heard more from the Department for Education. The AWP will continue to meet. Simon Williams will stand down as Chair of the AWP and Karina Singh will take over the role as Chair. Aileen Sellers, Rebecca Jennings and Louise Druce will remain on the AWP and others are welcome to join. The next AWP meeting will be on 7 October 2016 at 8.00am.

KS identified that the Terms of Reference, need to be updated to include the implementation plan. Also a lot of communication needs to be done with prospective partners, parents, staff, DfE and those we're not partnering with. We are waiting for actual requirements and the financial implications which is a long, complicated process. Karen Donald indicated that she would be keen to help, work commitments pending.

**ACTION: The AWP Terms of Reference are to be updated for the next FGB.**

6.	<b>Register of Interest and Contact Information</b> All governors confirmed contact details were correct. Governors also updated and signed the Register of Interest form.  <b>ACTION: LW to update the website with register of interests</b>
7.	<b>Date of next meeting</b> The next FGB meeting will on Thursday 8 December 2016 at 7.00pm with a Trust Meeting at 6.45pm  Thanks are recorded to Karina Singh for all her work as Chair of Governors.

The meeting finished at 7.50pm

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: \_\_\_\_\_