

GAYTON JUNIOR SCHOOL

Minutes of Full Governors Meeting held on Wednesday 12th October from 6.35pm-8.37pm

Present: J Chapman
J Hill
A Cokayne
D Costema
R Burnett
C Warren
R Singh
S Mahal
D Tomlinson

Observers: L Hill
L Axten (Minute-taker)

Action

FG2/1 Apologies for Absence and Consent

R Burnett sent apologies in advance that she may be late due to work. R Burnett joined the meeting at 7.39pm.
H Church sent apologies. Apologies were accepted from Helena.

FG2/2 Declaration of Interest

There were no declarations of interest made.

FG2/3 Appointment of Chair

AC nominated himself as Chair of the Governing Board. The Governing Board agreed and appointed AC as Chair for a one-year term.

FG2/4 Appointment of Vice Chair

The Governors agreed that the appointment of the Vice-Chair should be delayed until new governors are appointed. Agenda item to be carried forward.

FG2/5 Governing Board Standing Orders

The Governors read the paperwork, which had been circulated in advance. The Governors agreed the paperwork and the Chair signed off the document.

The Governors referred to the 'Information and Advice' paragraph on page 2. The Governors agreed that the requirement for sourcing external support could be met by inviting the SSIO to a Full Governors meeting. JC added that the SSIO has offered to deliver training on KS2 data to Governors, this was agreed as a good idea. Item to be carried forward and discussed at the next full Governors meeting.

FG2/6 Governing Board Code of Conduct

The Governors read the document and discussed the requirement for Governors to have their details uploaded to Edubase. The Governors agreed that the following information could be shared via Edubase:

- Full name
- Date of Appointment
- Term of office
- Role on Governing Board
- Category of Governor
- Body appointed by

The Governors asked for it to be noted that they had already shared their full personal information via their DBS applications.

LA to enter information detailed above pertaining to Governors onto Edubase.

LA

FG2/7 Head Teacher Delegated Powers

The document was circulated to the Governing Board by L Hill. LH highlighted the changes from the previous year.

Q- The deputy head-teacher asked which powers apply to the deputy head?

LH confirmed which points apply to the head, deputy or committee and explained the journals process via Derby City Council.

LH explained the invoicing process that applied to credit cards, and how auditors are currently liaising with Derby City Council in order that schools can use card payments for best value in purchasing, rather than invoicing.

AC asked if the Governors are happy to adopt the document with handwritten changes. All Governors agreed. JC and LH to amend the document as agreed.

JC
LH

FG2/8 Outcomes of Self-Review Documentation

Item covered as part of Item FG2/9.

FG2/9 Governor Constitution and Recruitment Strategy 2016/17

JH and DC confirmed that there has been interest from two parents, a member of staff from Rolls Royce and also a teacher from a local infants' school.

DC volunteered to look for induction materials through NGA, SGOSS and DCC, and to contact Derby College to see if they have anyone interested.

DC

AC explained the induction process, whereby new Governors are invited to meet the head, and given information on Governance. They will then be invited to attend either a Governing Board or Committee meeting, to observe, following attendance and upon successfully becoming a Governor, they will be assigned a buddy/mentor.

The Governors reviewed the Instrument of Government, together with the self-review documentation. The Governors discussed which skills were required in recruitment of new governors. The Governors agreed that the Governors that have shown interest will cover the gaps identified in the areas of local community, businesses, and economy.

It was agreed by the Governing Board that there will not be a reconstitution at this point in time, however this may be reconsidered following the appointment of the new Governors. The Governors agreed that new Governors should be assigned to committees as per their areas of expertise.

FG2/10 Committees and Terms of Reference for CommitteesPremises, Health and Safety Committee

The Governors agreed that the review of Terms of Reference should fall under the remit of the committee, and be addressed at their first meeting.

Standards Committee

CW, as Chair of the Standards Committee explained the tracked changes that had been made to the document, which was circulated in advance of the meeting.

- Bullet point 5- to be removed and added to the Personnel and Pupils Committee.
- Maths and English have been added.
- Bullet point 12- To prohibit... To be removed.
- The Governors stated that the monitoring of indoctrination and/or radicalisation is an important issue which should be addressed and considered by all Governors.

A proposal was agreed to remove this bullet point from the Terms of Reference and ensure that a Safeguarding report is received from Designated Safeguarding Lead and appended to each Head's report -to Governors (the report should comprise of a summary of any issues, and strategies put into place).

JC/ LT

In addition to this, a conversation is to take place as a minimum of once per year between the Safeguarding Link Governor and Designated Safeguarding Lead.

- LA to change numbering error.

LA

The committee Terms of reference document was agreed and adopted, once these changes are in place.

Personnel and Pupils Committee

The Governors agreed that the review of Terms of Reference should fall under the remit of the committee, and be addressed at their first meeting.

The Governors proposed a new document to state the remit of the Governing Board as a whole. Item 1 for the document should stipulate the content of the Head Teacher's report.

It was proposed and agreed that each committee will agree its own chair and vice-chair at the first meeting of the year.

FG2/11 Nominated/ named Governors

The Governors agreed to keep the Nominated/ named Governors in their current roles as follows:

- Performance Management- A Cokayne and C Warren
- Safer Recruitment- R Singh
- SEND- S Mahal is happy to carry on but if there is a Governor joining with expertise in this area, she is happy to hand over the role.
- Safeguarding/ Child Protection- R Burnett
- Link/ Training Governor- D Tomlinson
- SMSC- R Burnett
- Literacy/ Numeracy- delegated to Standards Committee.

FG2/12 Governing Board

Objectives for 2016/17

JC circulated a document that she had created from viewing other schools' Governing Board objectives. JC proposed a document with three core functions, and suggested this could be monitored through various different means including parent and pupil surveys.

Governors suggested adding specifics such as succession Strategy, developing relationships with local schools, monitoring indoctrination etc.

The Governors asked the Head to revise the document with specific objectives for the Governors, which should be modelled around the vision, ethos and strategic direction of the school.

The Governors agreed there should be four/ five specific objectives beginning with the aim to further develop links between Gayton and the local infants and the local secondary school. JC to liaise with staff for advice on how these relationships can be further developed.

JC

JC to remodel document as per Governors' request, keeping the three core objectives but adding the four/ five specific objectives for the Governors during the 2016/17 year.

JC circulated the new Keeping Children Safe in Education, September 2016 guidance to all Governors.

FG2/13 Policy Schedule 2016/17

AC requested that all policies had changes highlighted. The Head agreed.

The Governors agreed that the Policy Schedule would be implemented as stated in the document.

FG2/14 Determination of confidentiality of Business

No items were considered to be confidential.

FG2/15 Suggested items for a future agenda

Appointment of Vice-Chair

Invitation for SSIO to offer training to the Governing Board in KS2 data.

Objectives for Governing Board to be decided, taking into consideration the Vision, Ethos and Strategic direction of the school.

Governing Board Constitution to be reviewed following appointment of new Governors.

New governors are to be invited to next meeting as observers.

Review and adoption by the Governing Board of the updated SEF.

Items for Action

Item		By whom
FG2/6	LA to add limited Governor details to Edubase.	LA
FG2/7	LH and JC to revise Head Teacher's Delegated Powers document	LH JC
FG2/9	DC to source induction materials for new Governors, and contact local College to make them aware of Governor opportunities.	DC
FG2/10	JC to liaise with LT over Safeguarding Reporting.	JC
	LA to make required changes to Standards Committee Terms of Reference	LA
FG2/12	JC to liaise with staff to determine how relationships with local primary and secondary schools can be further developed.	JC
	JC to devise document with three core and four/five specific objectives for the Governing Board.	JC