

**Kildwick C of E Primary School**

**Minutes of the Meeting of the Full Governing Body  
held on 12<sup>th</sup> September 2106 at 1830 in the school**

	<p><b>Present:</b> Tim Whitehead – Headteacher (TW) Molly Barton – Co-opted Governor (MB) Natalie Barrett – Parent Governor (NB) Robin Figg – Foundation Governor (RF) Heather Parsons – LA Governor (HP) Michael Richardson – Co-opted Governor (MR) Geraldine Sands – Foundation Governor (GS) Alex Swinton – Parent Governor (AS)</p>
A	<p><b>Procedural</b></p>
1	<p>Welcome</p> <p>HP took the Chair and welcomed all to this first meeting of the year.</p>
2	<p>Election of Chair and Vice Chair</p> <p>HP outlined the procedure to appoint the Chair of Governors – anyone nominated, even if only one person, to leave the room whilst discussion takes place. HP stated she would be stepping down as Chair and asked if anyone wishes to nominate themselves to become Chair. NB and MR proposed that they share the role. The Governors discussed this and the question was asked “is it allowed” On advice from Governor Support at County Hall – it is. Discussion around how to split the role ensued with the possibility on Teaching and Learning being NB’s responsibility if elected and Resources being MR’s responsibility if elected. There were no other volunteers NB and MR left the room TW took the Chair RF proposed NB and MR as joint Chair of Governors HP seconded the proposal The Governors voted to agree this proposal</p> <p>Natalie Barrett and Michael Richardson were appointed joint Chairs of Governors.</p> <p>RF proposed that no Vice Chair be elected – this was agreed by Governors</p> <p><b>Action Point: TW to obtain “proper title” for the joint Chair role..</b></p>
3	<p>Consideration of Absence</p> <p>Consented absence of Stephen Dale, Nigel Dickinson, Angela Field and Bridget Hall It was confirmed that if apologies were sent in advance of the meeting this would be seen as a consented absence – if not sent in advance, a non-consented absence. GS noted that this would not cover long term absence, i.e. Staff Governor is on long term sick and this means no contribution from staff. The GB would like a member of staff to cover BH’s absence</p>

	<p><b>Action Point: TW to contact BS</b></p> <p>Discussion took place as to if in addition to a Staff Governor being present different members of Staff be invited to attend GB meetings Governors agreed they would consider the position of any Governors who are absent from a number of meetings without giving apologies</p>
4	<p>To determine whether other urgent business should be considered.</p> <p>No items The Governors asked if this is a standard item and if the Clerk will advise on this means <b>Action Point: SD to clarify at the next FGB meeting</b></p>
5	<p>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</p> <p>None</p> <p>Clerk to confirm when minutes are typed up and checked by the Co-Chairs that they then be published on the website as draft,</p>
6	<p>Annual Requirement to Complete:</p> <p>a) Register of Interests. <b>Action Point: SD to provide forms for all at the next FGB Meeting</b> b) Register of Hospitality - completed forms returned</p> <p><b>Action Point: SD to clarify these items</b></p>
7	<p>Reminder of the need to declare interests, pecuniary or non-pecuniary.</p> <p><b>Action Point: SD to clarify this item</b></p>
8	<p>Reminder of Declaration of Eligibility to serve as a Governor</p> <p><b>Action Point: Discuss at next FGB Meeting</b></p>
9	<p>Committees: To determine the committees that are to be established:</p> <p>It was agreed that the current structure should be kept</p> <p>a) The Committees to be confirmed/reviewed</p> <ul style="list-style-type: none"> <li>Staff Discipline</li> <li>Staff Appeal</li> <li>Pupil Discipline</li> <li>Complaints</li> <li>Resources</li> <li>Teaching and Learning</li> </ul> <p>b) The terms of reference of the Committees</p> <p>Discussion took place around to what extent decisions were to be delegated to Committees and not the FGB – i.e. committee to make recommendations for FGB approval. To be confirmed at the first Committee meetings</p> <p>c) Whether any functions are to be delegated to the committees</p>

	<p>Discussion took place around (b) and (c)</p> <p>d) The practice for electing Chairs and Vice-Chairs of committees To be elected at the first meetings</p> <p>e) Arrangements for clerking the Committees SD to Clerk</p>
10	<p>To appoint membership of the committees Agreed – please see attached pro-forma</p>
11	<p>To appoint (Link) Governors with specific responsibilities</p> <ul style="list-style-type: none"> <li>• <b>SEN Governor - HP</b></li> <li>• <b>Child Protection Governor,/Safeguarding Governor - GS</b></li> <li>• <b>Health and Safety Governor – MB</b></li> <li>• <b>English – AS</b></li> <li>• <b>Maths – MR</b></li> <li>• <b>RE - RF</b></li> <li>• <b>Induction Governor – AS</b></li> </ul>
12	<p>To appoint the Head-Teacher's Performance Management Group NB, MR and GS + LA School Improvement Partner</p>
13	<p>To confirm:</p> <p>a) The Budget Management Policy <b>Action Point: to be reviewed at next Resources Committee Meeting</b></p> <p>b) The scheme of delegation to the Headteacher. The delegated budget to the Head Teacher is £5000 agreed in the Budget management Policy which was reviewed in April 2016. The head teacher shall not vie from one budget head to another any sum exceeding 0.5%* of the delegated budget or £5000 whichever is the lesser, without the consent of the governing body or, in the case of an urgent matter, the chair thereof</p>
14	<p>To agree / confirm / amend the Governing Body Code of Practice and Standing Orders This was sent out in July – <b>Action Point: SD to re-send</b></p>
15	<p>To remind the Governing Body of the ethos of the School and review if necessary This was reviewed on the training day at the start of term. Children have been asked for contributions and Parents will be asked to input <b>Action Point: TW to pull this information together</b></p>
16	<p>To remind the Governing Body of the Instrument of Governance The document was circulated- discussion took place confirming the importance of the religious aspect of this.</p>
17	<p>To agree / confirm the dates of meetings for the coming school year</p> <p>FGB: 21/11/16, 16/03/17, 13/06/17 all at 1800</p> <p>Teaching and Learning: 18/10/16 at 1800, 13/02/17 at 1900, 22/05/17 at 1800</p> <p>Resources: 18/10/16 at 1900, 13/02/17 at 1800, 22/05/17 at 1900</p>

18	<p>To approve the Minutes of the previous meeting held on 11<sup>th</sup> July 2016.</p> <p>Molly Barton spelt incorrectly, Date to be changed – incorrect – change to 11/07/16 G29/2015 to read “No evidence could be found that risk assessments....” Proposed RF seconded AS to accept with these amendments</p>
19	<p>To agree the next steps to discuss Diocese Academies</p> <p>NB proposed an extra-ordinary FGB meeting be held to discuss academies RF proposed that a representative from the Diocese be invited to attend Action Point: RF to e-mail Dioceses to ask if this is possible and for possible dates</p>
20	<p>Matters Arising not otherwise covered by the agenda</p> <p>Risk Assessments were not visible in School Training for all Staff including Sandra on the Evolve System is required <b>Action Point: TW to report back at next meeting</b></p>
<b>B</b>	<b>School Improvement</b>
21	<p>To agree the aims and objectives for the current academic year.</p> <p>The School Development Plan was reviewed at the end of the Summer Term <b>Action Point: TW to e-mail out the updated version of the plan</b></p>
22	<p>To agree a process for evaluating the effectiveness of the Governing Body</p> <p>The LA have offered a free Governance Health Check – this involves a meeting between the Head, Chair of Governors and Clerk. Date arranged for 19<sup>th</sup> October. <b>Action Point: TW to e-mail Clerk with date.</b></p>
23	<p>To agree a process / timetable for the Review of Policies</p> <p><b>This exists – TW to locate.</b></p> <p>To approve the following;</p> <p>Safeguarding Policy</p> <p><b>GS to email TW with proposed changes/additions to Safeguarding policy. Donna Akrigg spelt incorrectly, Rec spelt incorrectly, Change “Glusburn” to Kildwick</b> School Child Protection Policy</p> <p><b>Names to be updated, Need to include Geraldine, Change to be made and Co-Charis and Head to sign.</b></p> <p>Health and Safety Policy</p> <p><b>Minor changes following update by Dale Barton and Stephen P8 delete Mrs and change to Mr and insert name of Chair.</b></p> <p>Induction Policy</p> <p><b>Governors asked for a reference to the Church – and to “Resources” and Collective Worship Policy</b></p>
24	Governing Body Constitution.

	MB to serve for one more year, HP will step down in Summer 2017, AS will be spending a year away from Sept 17 but would like to carry on.
25	Governor Training TW has a paper copy of Governor Training dates – he will circulate for information Sandra to book NB and MR onto Governor SIN Course
<b>C</b>	<b>Other Business</b>
26	To deal with any matters agreed for consideration under item 4 above.  None
27	Correspondence  None <b>Action Point: TW to e-mail round a staff list – (with photos?)</b>
28	Date of Next Meeting  21 <sup>st</sup> November at 1800 <b>Action Point: SD to produce timeline for meetings to show deadlines for inclusion of item on the agenda</b>

The meeting closed at 2045