

PRIORY SCHOOL GOVERNING BODY – RECONSTITUTION MEETING
MINUTES OF THE MEETING HELD ON 4th September 2012 AT 16.00 IN THE CONFERENCE ROOM

Present: Pauline Quinton (Co-Chair and Chair for the meeting), Penelope Leach, Helen Masani, Tony Smith (Headteacher), Mark Robertson, Suzanne Howells, Chris Rowland, Gaydree Wrigley, Graham Arr-Jones; Claire Webber, Jack Feintuck.

Also in attendance: Lesley Rolf (Clerk)

AGENDA ITEM	MINUTE	ACTION	DUE DATE
	PQ confirmed that Tom Levesley has resigned due to work and family commitments. She confirmed that she had written to Tom thanking him for his hard work for the Governing Body.		
1. Apologies for absence	Received and accepted from JW, AW, SH, CR		
2. Pecuniary Interest	MR – Artistic Director Patina, HM – Teacher Learning Support Service ESCC, GW – School Business Manager Glenleigh Park Primary Academy Governors present completed Pecuniary Interest forms.		
3. Election of chair and vice chair	<ul style="list-style-type: none"> • Chair The clerk asked for nominations for the chair. HM proposed PQ and this was seconded by PL. PQ confirmed that she was happy to stand as chair for the coming year and no other nominations were received. PQ was duly elected as chair. <ul style="list-style-type: none"> • Vice chair The clerk asked for nominations for vice chair. HM proposed GAJ and this was seconded by PL. GAJ confirmed that he was happy to stand as vice chair for the coming year and no other nominations were received. GAJ was duly elected as vice chair		
4. Governing Body – Review of Procedures and Constitution	<ul style="list-style-type: none"> • Instrument of Government. This was reviewed and approved by Governors. • Standing Orders. Governors were informed that the chair and clerk had added to the Standing Orders to include the new statutory guidance that Governing Bodies should have due regard to the views of parents. Standing Orders were reviewed and approved by Governors. • Code of Practice. Governors approved and signed the Code of Practice for the Governing Body. The clerk will arrange for governors not present to sign theirs at a later date. • Meeting Dates Governors approved the GB meeting dates for 2012-13. Two Saturday morning training sessions were also agreed for 1st December and 22nd June at 9.00am. The chair and clerk will organise training and a venue for these. • Governing Body Terms of Reference 	Clerk Chair/ Clerk	Next FGB meeting

Signed..... (Chair)

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	<p>Governing Body Terms of Reference were reviewed and approved by Governors.</p> <ul style="list-style-type: none"> • Governing Body objectives This was deferred to the next meeting. • Governors expenses It was agreed that governors expenses for travel would continue to be paid. Governors should submit claims to the clerk. 	Clerk	Next FGB meeting
5. Committees Review	<p>Committee Structure, Terms of Reference and delegation review.</p> <ul style="list-style-type: none"> • Strategic Organisation Committee Terms of Reference This was reviewed and approved by Governors • Teaching & Learning Committee Terms of Reference This was review and approved by Governors. It was requested by Governors that the school work towards incorporating a ‘thought for the day’ in addition to assemblies, tutor times and chapel, to ensure there is a daily act of collective worship • Governors’ Discipline Committee Terms of Reference This was reviewed and approved by Governors. • Pay Committee Terms of Reference This was reviewed and approved by Governors. • Governors’ Research Group Terms of Reference. This was discussed by Governors and it was agreed that the Governors Research Group had now served its purpose and that a new group should be formed. It was agreed to call the group Partnership Planning Group (PPG). TS will draft Terms of Reference for the group to be approved by Governors. The first meeting of the group will take place on 1st October 2012 at 17.00. 	<p>TS to liaise with Office Staff</p> <p>TS Clerk</p>	
6. Committee Membership Review	<p>Committee membership was reviewed by Governors. It was agreed for the present time but this may be subject to change as 4 governors terms of office are coming to an end in the near future and parent governor election will be held.</p>		
7. SLT, Curriculum Area Links and Areas of Responsibility	<p>SLT links, Curriculum Area Links and individual governors areas of responsibility were reviewed. It was agreed that TS and the clerk would do further work on the SLT/Curriculum Areas/Governor links for governors to approve. Governor champions and individual governor areas of responsibility was reviewed and approved with two additions. This will be adjusted and circulated by the clerk. This will also be subject to change according to the changes in membership of the Governing Body.</p>	<p>TS/Clerk</p> <p>Clerk</p>	<p>Next FGB Meeting</p> <p>Next FGB Meeting</p>

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8. Governor Training, attendance and visits review	<p>Governor Training</p> <ul style="list-style-type: none"> Governors reviewed Governor Training. It was reported that attendance on governor training courses has been improved but it is essential to maintain this. FGB training sessions had proved to be very successful. The clerk will target governors for specific training courses when SLT/Curriculum Area/Governor links have been finalised. <p>Governor Attendance</p> <ul style="list-style-type: none"> Governors reviewed attendance at GB meetings. The chair reported that attendance had been very high for FGB and committee meetings but requested that more governors attend other meetings such as parent and staff forums. <p>Governor Visits</p> <ul style="list-style-type: none"> The Chair reported that she, HM and the clerk were soon to have a meeting to review governor visit protocol. The clerk reminded governors to use the governor visit book in reception. 	TS/Clerk	Next FGB Meeting
9. Scheme of Delegation	Governors approved the Scheme of Delegation.		
10. Audited Schools Fund Account	Governors received the Audited Schools Fund Account		
11. Co-opted Governor	GAJ was re-appointed by the Governing Body as a Co-opted governor (previously called Community Governor). His term of office will end in September 2016.		

The meeting closed at 17.45
Next meeting is on 11th October 2012

Signed..... (Chair)

Date