

PRIORY SCHOOL GOVERNING BODY – RECONSTITUTION MEETING
MINUTES OF THE MEETING HELD ON 4th September 2013 AT 16.00 IN THE CONFERENCE ROOM

Present: Pauline Quinton (Chair), Gaydree Wrigley, Penny Leach, Suzanne Howells, Danny Cooklin, Brian Moyle, Audrey Whyte, Nigel Fisher, Sarah Hinks, Graham Arr-Jones, Tony Smith (Headteacher)

Also in attendance: Lesley Rolf (Clerk)

AGENDA ITEM	MINUTE	ACTION	DUE DATE
	Membership updates PQ confirmed that Jack Feintuck and Jo Whiteman have resigned due to work commitments. She confirmed that she will have emailed both to thank them for their hard work for the Governing Body. New governor Nigel Fisher was welcomed to the governing body and introductions were made. She also congratulated the clerk for passing the clerk's accreditation.		
1. Apologies for absence	Received and accepted from AK and EM		
2. Pecuniary Interest	NF – Senior tutor at Bhasvic DC - IT design engineer - Wallands School and Chailey Heritage GW – School Business Manager Glenleigh Park Primary Academy SH - Area Coordinator Childrens Centres, ESCC Governors present completed Pecuniary Interest forms and returned them to the clerk. Action AK to sign his at the next meeting	Clerk/AK	Next FGB meeting
3. Election of chair and vice chair	<ul style="list-style-type: none"> • Chair The clerk asked for nominations for the chair. PQ indicated that she would like to stand again and this was seconded by PL. No other nominations were received and PQ was duly elected as chair. • Vice chair The clerk asked for nominations for vice chair. GAJ indicated that he would like to stand again and this was seconded by PL. No other nominations were received and GAJ was duly elected as vice chair. 		
4. Instrument of Government	The Instrument of Government was reviewed and approved by Governors.		
5. Standing orders	Standing Orders were reviewed and approved by governors		
6. GB Code of Conduct	The GB Code of Conduct was approved and signed by governors and these will now be placed in the GB folders when completed. Action: AK and EM to sign their copies at the next		

Signed..... (Chair)

Date

PRIORY SCHOOL GOVERNING BODY – RECONSTITUTION MEETING
MINUTES OF THE MEETING HELD ON 4th September 2013 AT 16.00 IN THE CONFERENCE ROOM

	meeting	Clerk/AK/EM	
7. Meeting dates	Meeting dates for the coming year were approved by governors		
8. GB Terms of reference	The GB Terms of Reference were reviewed and approved by governors.		
9. Scheme of Delegation	The Scheme of Delegation was reviewed and approved by governors.		
10. GB Objectives	<p>Governors discussed objectives for the forthcoming year. The following objectives were agreed:</p> <ul style="list-style-type: none"> • To go to consultation regarding the formation of the Lewes Co-operative Learning Partnership. • To develop Governor Champions and individual areas of responsibility – to deepen knowledge in particular areas. This will be linked to the SDP. <p>Action: Clerk to re send background information to enable governors to answer questions from parents accurately.</p>	Clerk	By 6th Sept
11. Written Statement of Principles	The Written Statement of principles was reviewed and approved by Governors. The clerk informed the GB that this will not be required next year.		
12. Governors Allowances Policy	The Governors' Allowances Policy was reviewed and approved by Governors.		
13. GB & Committees Structure and Membership	The GB & Committees Structure and Membership was approved by governors, with the amendment to reflect recent changes.		
14. SO committee Terms of Reference	The Strategic Organisation Committee Terms of Reference were reviewed and approved by Governors		
15. TL Committee Terms of Reference	The Teaching & Learning Committee Terms of Reference were reviewed and approved by Governors		
16. GDC Terms of Reference	<ul style="list-style-type: none"> • The Governors' Disciplinary Committee Terms of Reference were approved by Governors • Membership was confirmed as all governors with the exception of the current Chair, Headteacher and Associate Members. <p>Action: Clerk to include the ESCC guidance regarding GDC meetings in governor folders.</p>	Clerk	By next meeting
17. Pay Committee Terms of Reference	TS reminded governors that it was imperative that the committee should meet before the first term break and this should be arranged as soon as possible. It is also imperative that the Committee reviews relevant paperwork thoroughly and that the Committee is robust, to ensure thorough implementation of the new teachers		

Signed..... (Chair)

Date

PRIORY SCHOOL GOVERNING BODY – RECONSTITUTION MEETING
MINUTES OF THE MEETING HELD ON 4th September 2013 AT 16.00 IN THE CONFERENCE ROOM

	<p>pay & conditions.</p> <p>Terms of reference were approved. The following governors were appointed as the Pay Committee: GAJ, GW, NF</p>		
18. HT Performance Review Panel	<p>Governors approved the Terms of Reference for the Headteachers Performance Review panel. The following governors were appointed to serve on the panel: PL, AW, DC (reserve AK to be confirmed)</p>		
19. Governors' Co-ordination Group	<p>Governors discussed the purpose of the group which had originally been set up as an SLT/Chairs steering group to identify strategic issues for future GB and subcommittee meetings. However it had evolved into a group enabling all governors and SLT to work on issues together and improve working relationships. It was agreed that the group should now be called the Strategic Leadership Group. Membership would be all governors and all SLT members. Terms of reference for the group were amended to reflect the new group and agreed. <i>Governors please refer to governor folders for these.</i></p>		
20. LCLP Working Group Membership	<p>The Lewes Co-operative Learning Partnership (LCLP) working group membership was agreed: GAJ, PQ, PL, DC. This group has lost one of its' key governors and those present were asked to consider if they would be able to become more involved in the future. SH agreed to act as a reserve member for the group.</p>		
21. Governor/SLT Links	<p>Governors reviewed the Governor/SLT/CA links. Due to vacancies on the GB there are some gaps which will be rectified once the GB has recruited another Co-opted Governor to replace JF and Associate Members to replace JW, CR, MR. Governors were reminded that they should work on their links to continue the good work so far in improving working relationships between governors and SLT.</p> <p>Action: Clerk, TS & PQ to undertake a skills audit in order to support governor recruitment The current document was approved.</p> <p>Governors discussed visits and were reminded of the Learning Walks protocol which was also approved. The Chair reminded governors of how to go about a learning walk and the importance of good communication with staff.</p> <p>It was reported that PL was to attend the forthcoming training on Governor Visits.</p>	Clerk TS & PQ	Next FGB

Signed..... (Chair)

Date

PRIORY SCHOOL GOVERNING BODY – RECONSTITUTION MEETING
MINUTES OF THE MEETING HELD ON 4th September 2013 AT 16.00 IN THE CONFERENCE ROOM

22. Governor Champions and areas of responsibility	Governors discussed individual areas of responsibility and Governor champions. The list was approved but this has also been affected by the sudden vacancies on the governing body. Most positions were filled. It was agreed that governors would concentrate more fully on their own areas to improve individual knowledge which will then be fed back to the FGB		
23. Governor Training Review	Governors reviewed training overall. It was reported that there had been an improvement on training undertaken by governors. AK had reported previously to the clerk that he had completed some training on GEL which he would recommend to other governors. The clerk reported that it had been suggested by HF that some training could be done in house by teaching staff. TS confirmed that some CPD sessions after school on Wednesdays could be attended by governors. Action: TS to look into this and report back.	TS	Next FGB
24. Governor Attendance Review	Whilst it is no longer statutory to review governor attendance it was agreed to continue to do so. Governor attendance at GB and committee meetings has been very good over the past year. Parent forum and Parent Evenings and GCG meetings have not been so well attended on some occasions. Governors discussed Governor attendance at Parent Evenings and it was agreed that this not be the best use of governor time. This year the focus would be on governors attending family information evenings and in particular the Open Evening.		
25. Audited Schools Fund Account	The Audited Schools Fund Account was received by the governing body		

The meeting closed at 17.45
Next meeting is on 10^h October 2013

Signed..... (Chair)

Date