



**FULL GOVERNING BODY – RECONSTITUTION MEETING
MINUTES OF THE MEETING HELD ON THURSDAY 4TH
SEPTEMBER 2014
AT 16:00 IN THE CONFERENCE ROOM**

Present: Tony Smith, Penny Leach, Pauline Quinton, Audrey Whyte, Hayley Olcay, John Griffiths, Nigel Fisher, Radha Stuart, Gaydree Wrigley, Suzanne Howells, Graham Arr-Jones, Sarah Hinks

Apologies: Brian Moyle

Absent: Peter Colebourn, Mark Robertson,

Also Present: Emma Brinkhurst (Clerk)

AGENDA ITEM	MINUTES/DECISION	ACTION BY	DUE DATE
1. Apologies for absence	Received and acknowledged in Moyle.		
2. Declaration of Pecuniary/business interest	<p>GW – School Business Manager Glenleigh Park Primary Academy</p> <p>NF – Employed : Curriculum Leader of English Sackville School</p> <p>RS – Curriculum Leader of English Sackville School</p> <p>Governors present reviewed and completed Pecuniary/business interest forms and returned them to the clerk.</p> <p>Action PC & BM to sign at the next meeting</p>	Clerk	Next FGB
3. Election of chair and vice chair for Governing Body	<ul style="list-style-type: none"> • Chair <p>Pauline indicated that she was willing to stand again and this was seconded by Graham. No other nominations were received and PQ was duly elected as chair.</p> <ul style="list-style-type: none"> • Vice chair <p>John was proposed by Audrey, JG agreed to be Vice Chair. No other nominations were received and JG was duly elected as vice chair.</p>		
4. Reconstitution Update on trust	<p>A copy of the draft instrument of government was circulated with the agenda along with ESCC Guide to reconstitution June 2014. These are also available in the Governor's shared area.</p> <p>Nigel joined the meeting.</p> <p>An update was provided to the Governors that we became a Co-operative Trust on the 8th August.</p>		

Signed.....(Chair) Date

	<p>It was agreed that the Governing Body will reconstitute our Governing Body under the School Governance (Constitution) (England) Regulations 2012.</p> <p>The approved draft of the Instrument of Government will be sent to Governor Services by the Clerk for approval.</p> <p>The outcome of discussions about reconstitution of our Governing Body are summarised below:</p>	Clerk		
<u>Currently on the Priory Governing Body</u>	<u>Proposed changes to the Priory Governing Body</u>			
2 LA Governors (Gaydree & Penny)	1 LA Authority Governor to remain the Same (Penny) & 1 to become a Co-opted Governor (Gaydree)			
4 Parent Governors (Nigel, Radha, Audrey & 1 vacancy)	4 Parent Governors (no changes)			
3 Staff including Headteacher (Suzanne, Hayley & Tony)	1 Staff Governor (Suzanne) and Headteacher to remain the same. 1 member of staff to become a Co-opted Governor (Hayley)			
3 Associates (Sarah, Brian, John)	3 Associates to become 2 Co-opted Governors (Sarah, Brian) & John to become Trust/Foundation			
2 Community Governors (Graham & Pauline)	2 Community Governors to become 2 Co-opted Governors or Trust/Foundation Governors. Pauline to become a co-opted Governor. Graham to become a Trust/Foundation Governor.			
	2 Trust/Foundation Governors (John & Graham)			
1 Co-opted (Peter)	remains the same as a Co-opted Governor			
5. Standing Orders	<p>A copy of the Standing Orders was circulated with the agenda. These are also available in the Governor's shared area.</p> <p>Standing Orders were reviewed.</p> <p>The following amendment was made:</p> <p><u>Page 3</u> – There is a typing mistake on the last paragraph the T has been missed off at the beginning of the last paragraph under the code of conduct section.</p> <p>Subject to the above minor amendment, the standing orders were agreed.</p>			

Signed.....(Chair) Date

<p>6. Governing Body Code of Practice</p>	<p>The Governing Body Code of Practice is available in the Governor's shared area.</p> <p>The Code of practice was approved and signed by the Governors.</p> <p>ACTION: PL, BM, PC to sign their copies at the next meeting.</p>	<p>Clerk</p>	<p>Next FGB</p>
<p>7. Meeting Dates</p>	<p>A copy of the meeting dates were circulated via email. These are also available in the Governor's shared area.</p> <p>After much discussion meeting dates for the coming year were approved by governors.</p>		
<p>8. Governing Body Terms of Reference</p>	<p>A copy of the Governing Body Terms of Reference was circulated with the agenda. These are also available in the Governor's shared area.</p> <p>The GB Terms of Reference were reviewed and approved by the Governors.</p>		
<p>9. Scheme of Delegation</p>	<p>A copy of the Scheme of Delegation was circulated with the agenda. These are also available in the Governor's shared area.</p> <p>The scheme of Delegation was reviewed and approved by the Governors.</p>		
<p>10. Governing Body Objectives</p>	<p>Governors discussed objectives for the forthcoming year. The following objectives were agreed:</p> <ul style="list-style-type: none"> • Learning Walks All Governors to complete at least one learning walk this academic year. • Trust To ensure the trust is operational. • Care Group It was agreed to have a small working group who can do deeper research into topics such as discipline and mental health issues. The small working group will be Penny, Sarah, Pauline and Audrey. The first meeting will be on Tuesday 16th September at 7pm. 		
<p>11. Electing the chair and vice chair for Teaching and Learning and Strategic Organisation committees</p>	<ul style="list-style-type: none"> • Teaching and Learning Committee Chair: Penny indicated that she was willing to stand again and this was agreed. No other nominations were received and PL was duly elected as chair. Vice Chair: Audrey indicated she was willing to stand again and this was agreed. No other nominations were received and AW was duly elected as Vice Chair. • Strategic Organisation Committee Chair: Gaydree indicated that she was willing to stand again and this was agreed. No other nominations were received and GW was duly elected as chair. Vice Chair: John indicated that he was willing to stand and this was agreed. No other nominations were received and JG was duly elected as vice chair. 		

Signed.....(Chair) Date

<p>12. Governing Body and committees structure & membership</p>	<p>The following committee structure was agreed at the meeting:</p> <ul style="list-style-type: none"> • Teaching & Learning Committee Will consist of Penny, Audrey, Sarah, Radha, Graham & Hayley and Tony. • Strategic Organisation Committee Will consist of Gaydree, John, Peter, Nigel, Suzanne, Brian and Tony. 		
<p>13. Strategic Organisation terms of reference</p>	<p>A copy of the Strategic Organisation Terms of Reference was circulated with the agenda. These are also available in the Governor's shared area.</p> <p>The Strategic Organisation Terms of Reference were reviewed and approved by the Governors.</p>		
<p>14. Teaching and Learning terms of reference</p>	<p>A copy of the Teaching and Learning Terms of Reference was circulated with the agenda. These are also available in the Governor's shared area. Teaching and Learning Terms of Reference were reviewed.</p> <p>The following amendment was made:</p> <p>Page 1 – There is a typing mistake on the 4th bullet point this should include to meet at least three times a year in terms 1, 4 and 6.</p> <p>Subject to the above minor amendment, the Teaching and Learning Terms of Reference were agreed.</p>		
<p>15. Governor's Disciplinary Committee terms of reference</p>	<p>A copy of the Governor's Disciplinary committee Terms of Reference was circulated with the agenda. These are also available in the Governor's shared area.</p> <p>The Governor's Disciplinary Committee Terms of Reference were reviewed and approved by the Governors.</p>		
<p>16. Pay Committee terms of reference</p> <p>Appointment of three governors</p>	<p>A copy of the Pay committee Terms of Reference was circulated with the agenda. These are also available in the Governor's shared area.</p> <p>The Pay Committee Terms of Reference were reviewed and approved by the Governors.</p> <p>The following Governors were appointed to serve on the committee: Nigel, Graham, Gaydree</p>		
<p>17. Headteacher's Performance Review Panel terms of reference</p>	<p>A copy of the Headteacher's Performance Review Panel Terms of Reference was circulated with the agenda. These are also available in the Governor's shared area.</p> <p>The Headteacher's Performance Review Panel Terms of Reference were reviewed and approved by the Governors.</p>		

Signed.....(Chair) Date

	academic year.																																		
21. Governor champions and areas of responsibility	<p>Governors reviewed the Governor champions and areas of responsibility:</p> <table border="1"> <thead> <tr> <th>Area of responsibility</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>Pupil Premium</td> <td>Audrey</td> </tr> <tr> <td>Safeguarding and well-being</td> <td>Sarah</td> </tr> <tr> <td>SEN & Inclusion</td> <td>VACANCY</td> </tr> <tr> <td>Child Protection</td> <td>Sarah</td> </tr> <tr> <td>Area Forum Governor</td> <td>Pauline</td> </tr> <tr> <td>Health and Safety</td> <td>Pauline</td> </tr> <tr> <td>Equalities</td> <td>Sarah</td> </tr> <tr> <td>Continuous Professional Development (CPD)</td> <td>Graham</td> </tr> <tr> <td>Student Voice</td> <td>John</td> </tr> <tr> <td>Gift and Talented</td> <td>Peter</td> </tr> <tr> <td>Ofsted Framework</td> <td>Graham & all Governors</td> </tr> <tr> <td>Spiritual Moral</td> <td></td> </tr> <tr> <td>E Safety</td> <td>Sarah</td> </tr> <tr> <td>Eco Group</td> <td>Gaydree</td> </tr> <tr> <td>STEM</td> <td>Radha</td> </tr> </tbody> </table> <p>Penny left the meeting.</p>	Area of responsibility	Governor	Pupil Premium	Audrey	Safeguarding and well-being	Sarah	SEN & Inclusion	VACANCY	Child Protection	Sarah	Area Forum Governor	Pauline	Health and Safety	Pauline	Equalities	Sarah	Continuous Professional Development (CPD)	Graham	Student Voice	John	Gift and Talented	Peter	Ofsted Framework	Graham & all Governors	Spiritual Moral		E Safety	Sarah	Eco Group	Gaydree	STEM	Radha		
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22. Governing Training record Review	<p>A copy of the Governor Training record was circulated with the agenda. These are also available in the Governor's shared area.</p> <p>The Governors reviewed this information.</p> <p>The chair reminded Governors that the Clerk emails any training available to all Governors. If any Governor would like to attend any of the training could they let the Clerk know and she can book this for them. Or they can book any training themselves direct but can they inform the Clerk for our training records.</p>																																		
23. Governor Attendance Review 2013-14	<p>A copy of the Governor attendance review 2013-2014 was circulated with the agenda. These are also available in the Governor's shared area.</p> <p>Governors reviewed the Governor attendance record.</p> <p>It was reminded to Governors that if they can't attend a meeting they should send apologies to the Clerk. Apologies have to be accepted and agreed by the Governing Body. Any Governor that does not attend meetings for six months without agreement of the Governing Body can be removed.</p>																																		
24. Audited Schools Fund Account	<p>A copy of the audited schools fund account document was provided at the meeting. This is also available in the Governor's shared area.</p> <p>This was reviewed and agreed by the Governors.</p>																																		

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25. AOB – use of rugby pitch	<p>Tony mentioned that Lewes football club have approached the school requesting approval to build a 3G pitch on the school field. As the land is now owned by the Governing Body (GB) / Trust approval is sought. The 3G pitch will be built at the far end of the field on the site of one of the rugby pitches. The school has been in negotiation with Lewes Football Club to get free access for our students – there will be a partnership agreement. Lewes Football Club require approval from the GB to start building, which is likely to be in October. The Governors approved the use of Priory School field for the 3G pitch and delegate the responsibility for signing the agreement to the Chair of the Governing Body.</p>		
Sat Morning Training 15 th November 9am	<p>A reminder of the date for the Saturday morning training of 15th November was given. There was much discussion about the Saturday morning training on the 15th November. Some Governors would have rather had this session on Ofsted as previously agreed. But it has now been agreed that information on funding streams would also be of benefit to the Governing Body. The SLG meeting on 13th November will be on Ofsted.</p>		

The meeting closed at 18:00

Next meeting: Thursday 16th October 2014 18:30

Actions:

Item	Action	Responsible	Update
2	PC, BM to sign declaration of pecuniary/business interest form	Clerk	Completed by Clerk
4	Draft instrument of Government to be sent to Governor Services	Clerk	Completed by Clerk
6	PL, BM, PC to sign code of practice	Clerk	Completed by Clerk
17	Provide dates/times for Headteacher performance review panel	TS	Completed by Clerk

Signed.....(Chair) Date