

## FULL GOVERNING BODY MEETING MINUTES

MINUTES OF THE MEETING HELD ON THURSDAY 3<sup>RD</sup> SEPTEMBER 2015 AT 16:15 IN THE CONFERENCE ROOM

PRESENT: Tony Smith (TS), Pauline Quinton (PQ), Audrey Whyte (AW), John Griffiths (JG), Sarah Hinks (SHI), Penny Leach (PL), Uwe Dornbusch (UD), Gaydree Wrigley (GW), Suzy Carpenter (SC)

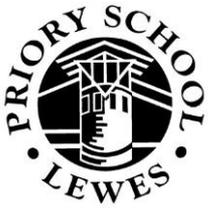
ABSENT: Nigel Fisher (NF), Michael Bull (MB)

ALSO PRESENT: Emma Brinkhurst (Clerk)

	AGENDA ITEM	MINUTES
1.	Apologies for absence	Received and accepted from Radha Stuart (RS), Graham Arr-Jones (GAR), Peter Colebourn (PC) and Suzanne Howells (SH)
2.	Minutes of previous meeting	A copy of the minutes from Thursday 9 <sup>th</sup> July 2015 was circulated with the agenda. This is also available in the Governor's shared area.  <b>The minutes of 9<sup>th</sup> July 2015 were agreed as a correct record and signed PQ.</b>
3.	Declaration of pecuniary/business interest	GW – School Business Manager Glenleigh Park Primary Academy
	Thank you to Governors that came to meet the new staff joining the School before this meeting	<b>SHI arrived 16:15</b>  PQ thanked the Governors that came to meet the new staff at 15:30 in the staff room before the meeting. TS also thanked the Governors for meeting the new staff as well.
4.	Election of Chair and Vice Chair for Governing Body (GB)	PQ advised that last September she wanted to step down as Chair but there were no other nominations received so PQ stood again. PQ mentioned that she had been working alongside JG (Vice Chair) throughout this previous year.  <ul style="list-style-type: none"> <li>• <b>Chair</b> JG was proposed by SHI, JG agreed to be Chair. No other nominations were received and JG was duly elected as Chair.</li> <li>• <b>Vice Chair</b> PQ was proposed by GW, PQ agreed to be Vice Chair. No other nominations were received and PQ was duly elected as Vice Chair.</li> </ul> JG wanted to thank PQ for all she has done over the last four years as Chair. All the Governors also thanked PQ for her hard work as Chair.
5.	GB Standing Orders	A copy of the Standing Orders was circulated with the agenda. These are also available in the Governor's shared area.  <b>Standing Orders were reviewed and agreed</b>
6.	GB Code of Practice	<b>AW arrived 16:20</b>

Signed ..... (Chair)

Date .....

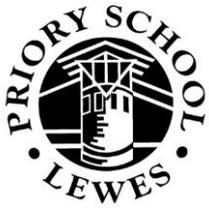


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		<p>The Governing Body Code of Practice is available in the Governor’s shared area.</p> <p>It was advised to Governors that on Page 6 there has been a bullet point added since last year which is number 10 and also Page 7 a Governor Obligations list added.</p> <p>Some Governors had concerns relating to page 7 the list of Governors’ Obligations as to whether Governors were expected to attend all the items listed. As some Governors said this would not be possible for them to attend all the Governor obligations throughout the year. It was explained that the list was to give Governors especially new Governors more of an idea of what type of things Governors would be expected to try to attend. But Governors would not be expected to attend everything on the obligations list this would be a joint effort to be spread over all the Governors on the Governing Body.</p> <p><b>The Code of practice was approved and signed by the Governors.</b></p> <p><b>ACTION:</b> RS, GAR, PC, MB and NF to sign a copy &amp; return to the Clerk</p>
7.	Meeting dates to be reviewed for the coming year	<p>A copy of the meeting dates were circulated with the agenda. These are also available in the Governor’s shared area.</p> <p>A Governor asked why there are five Strategic Organisation (SO) committee meetings per academic year and only three Teaching and Learning (TL) committee meetings. It was advised that there are more SO Committee meetings as certain items need approval at certain times of the year for County.</p> <p>A Governor enquired why there are no meeting dates scheduled for the Staff Forum. This is due to the fact that at the last Staff Forum in June it was felt that the format might need changing from feedback received from Staff but there will be a Staff Forum – dates to be confirmed.</p> <p><b>ACTION:</b> Dates to be given to Governors when the format of the Staff Forum has been agreed.</p> <p>A Governor asked whether if some of the meetings were combined on the same day perhaps a Governors Strategic Leadership Group (SLG) meeting and Parent Forum would this be easier for Governors rather than coming for an hour for a SLG meeting and an hour for a Parent Forum on different dates. The Governor thought perhaps this would help with Governor attendance at meetings. After discussions it was felt that combining i.e. SLG and Parent Forum on one evening would be difficult as there would be a long gap between SLG finishing and Parent Forum starting. Also it was felt that if a Governor could not do that particular date they would miss two meetings rather than one.</p>

Signed ..... (Chair)

Date .....



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		<p>A Governor asked if all the meeting dates could be emailed to Governors as an email calendar reminder. The Governors agreed that this would be done for all Governors.</p> <p><b>ACTION:</b> Clerk to add meeting dates to email calendar for all Governors.</p> <p><b>The meeting dates for the coming year were approved by the governors.</b></p>
8.	GB Terms of Reference	<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><b>The GB Terms of Reference were reviewed and approved by the Governors.</b></p>
9.	Scheme of Delegation	<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><b>The scheme of Delegation was reviewed and approved by the Governors.</b></p>
10.	GB Objectives	<p>Governors discussed objectives for the forthcoming year. The following objectives were agreed:</p> <ul style="list-style-type: none"> <li>• Increased involvement between the Governors and the School – which JG explained the Governors have already starting to do attending more things at the School. TS explained that this is also included on the School’s Development Plan – effectiveness of the Governors an outcome following on from the Ofsted report.</li> <li>• Process for monitoring how the School implement their school policies/procedures</li> </ul>
11.	Electing the Chair and Vice Chair for TL committee and SO committee	<ul style="list-style-type: none"> <li>• <b>Teaching and Learning Committee</b>  <b>Chair:</b> AW was proposed by SHI, AW agreed to be Chair. No other nominations were received and AW was duly elected as Chair.</li> <li><b>Vice Chair:</b> PL indicated she was willing to stand as Vice Chair and this was agreed. No other nominations were received and PL was duly elected as Vice Chair.</li> <li>• <b>Strategic Organisation Committee</b>  <b>Chair:</b> GW was proposed by JG, GW agreed to be Chair. No other nominations were received and GW was duly elected as Chair.</li> <li><b>Vice Chair:</b> UD indicated that he was willing to stand and this was agreed. No other nominations were received and UW was duly elected as vice chair.</li> </ul>
12.	Committee structure & membership for T&L and SO	<p>The following committee structure was agreed at the meeting:</p> <ul style="list-style-type: none"> <li>• <b>Teaching &amp; Learning Committee</b>  Will consist of AW,PL, PQ, SC, SHI,RS, GAR, TS</li> <li>• <b>Strategic Organisation Committee</b>  Will consist of GW, UD, JG, NF, PC, MB, Staff Governor, TS</li> </ul>

Signed ..... (Chair)

Date .....



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		JG reminded Governors that all Governors can attend both Teaching & Learning and Strategic Organisation Committee meetings.
13.	SO terms of reference	<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><b>The Strategic Organisation Terms of Reference were reviewed and approved by the Governors.</b></p>
	Apologies from Governors for meetings	<p>Governors were reminded that could they send apologies to the Clerk as early as they possibly can if they are unable to attend a meeting. Especially if those apologies are for a committee meeting as perhaps if enough notice is given another Governor could be contacted to ask to attend a committee meeting in their place. As last year we had quite a few committee meetings particularly SO where apologies were not sent to the Clerk and at the meeting the committee were very close to not being quorate if they needed to vote on anything on the agenda. Any Governor that does not attend meetings for six months without agreement of the Governing Body can be removed.</p> <p>A Governor suggested that perhaps if a Governor has sent apologies perhaps they could ring another Governor and ask if they could attend in their place.</p>
14.	T&L terms of reference	<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.</p> <p><b>The Teaching and Learning Terms of Reference were reviewed and approved by the Governors.</b></p>
15.	Governor's Disciplinary Committee (GDC) terms of reference	<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 following Governors were appointed to serve on the committee: <b>AW, GW, GAR, PL, SHI, PQ</b></p> <p>But Governors were reminded that all Governors except the Chair or members of Staff can be asked to sit on a GDC.</p> <p><b>The Governor's Disciplinary Committee Terms of Reference were reviewed and approved by the Governors</b></p> <p>A Governor asked if some information can be prepared on re-integration of student meetings so if Governors are asked to attend a meeting they understand what the process is for these. <b>ACTION:</b> Clerk to email Governors who have attended a re-integration meeting for feedback on the process and to ask TS for info.</p>
16.	Pay Committee terms of reference	<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>

Signed ..... (Chair)

Date .....



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		<p><b>The Pay Committee Terms of Reference were reviewed and approved by the Governors.</b></p> <p>The following Governors were appointed to serve on the committee: <b>NF, PC, GW, JG</b></p> <p>A proposed date for the Pay committee meeting was put forward of Wed 14<sup>th</sup> October at 9am. <b>ACTION:</b> Date and time of Pay Committee meeting to be confirmed to Pay committee members.</p>
17.	Headteacher’s Performance Review Panel terms of reference	<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 Clerk reminded Governors who undertake the performance reviews of the Headteacher that they are required to have undertaken specific training for this responsibility.</p> <p>The Clerk also advised that should a Governor have already booked or undertaken any Headteacher performance review training recently, this has now been superseded by training planned for October 2015 due to the change in the Headteacher standards. The Clerk advised an email has been sent to all Governors about this training which is open to all Governors on Thursday 1<sup>st</sup> October at County Hall, Lewes 18:45-20:45 or Thursday 15<sup>th</sup> October at The Sussex Exchange, St Leonards 18:45-20:45. If any Governor wishes to attend this training can they let the Clerk know.</p> <p><b>ACTION:</b> Governors who wish to have a place booked on the Headteacher performance review training to let the Clerk know.</p> <p><b>The Headteacher’s Performance Review Panel Terms of Reference were reviewed and approved by the Governors.</b></p> <p>The following Governors were appointed to serve on the panel: <b>AW, GAR, SHI, UD</b></p> <p><b>ACTION:</b> Dates/times to be confirmed to panel once the external adviser is booked this will be during week commencing 30<sup>th</sup> November and the following review will be in May 2016.</p>
18.	Strategic Leadership Group (SLG) terms of reference	<p>A copy of the SLG group Terms of Reference was circulated with the agenda. These are also available in the Governor’s shared area.</p> <p><b>The SLG terms of Reference were reviewed and approved by the Governors.</b></p>

Signed ..... (Chair)

Date .....



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		It was reminded to Governors that all Governors can attend SLG meetings.																																																
19.	Senior Leadership Team (SLT) and Curriculum Area Governor Link review	<p>Governors reviewed the SLT and curriculum area governor links.</p> <p>SLT governor links were agreed as:</p> <table border="1"> <thead> <tr> <th>SLT</th> <th>SLT Link Governor</th> </tr> </thead> <tbody> <tr><td>Tony Smith</td><td>JG</td></tr> <tr><td>Karen Clinton</td><td>GAR</td></tr> <tr><td>Julian Ashworth</td><td>PL</td></tr> <tr><td>Matt Kerry</td><td>AW</td></tr> <tr><td>Sam Twilley</td><td>SHI</td></tr> <tr><td>Greg Guilford</td><td>RS</td></tr> <tr><td>Paul Trudgian</td><td>UD</td></tr> <tr><td>Sab Sahota-Lyons</td><td>PQ</td></tr> <tr><td>Suzanne Howells</td><td>GW</td></tr> <tr><td>Nick Hockin</td><td>PC</td></tr> <tr><td>Ian Fines</td><td>GW</td></tr> <tr><td>Stephanie Chalmers</td><td>PQ</td></tr> <tr><td>Birgit Illner</td><td>MB</td></tr> </tbody> </table> <p>Curriculum area governor links were agreed as:</p> <table border="1"> <thead> <tr> <th>Curriculum Area</th> <th>Curriculum Area Link Governor</th> </tr> </thead> <tbody> <tr><td>Science</td><td>RS</td></tr> <tr><td>Arts</td><td>GAR</td></tr> <tr><td>Maths (Numeracy)</td><td>NF</td></tr> <tr><td>English (Literacy)</td><td>PL</td></tr> <tr><td>Technology</td><td>AW</td></tr> <tr><td>Life Skills</td><td>JG</td></tr> <tr><td>PE</td><td>PC</td></tr> <tr><td>Humanities</td><td>PQ</td></tr> <tr><td>Modern Foreign Languages</td><td>GW</td></tr> </tbody> </table> <p><b>ACTION:</b> Clerk to contact NF to check he is happy to be curriculum area link Governor for Maths. As Governors are conscious that Maths is an important area following the Ofsted report.</p>	SLT	SLT Link Governor	Tony Smith	JG	Karen Clinton	GAR	Julian Ashworth	PL	Matt Kerry	AW	Sam Twilley	SHI	Greg Guilford	RS	Paul Trudgian	UD	Sab Sahota-Lyons	PQ	Suzanne Howells	GW	Nick Hockin	PC	Ian Fines	GW	Stephanie Chalmers	PQ	Birgit Illner	MB	Curriculum Area	Curriculum Area Link Governor	Science	RS	Arts	GAR	Maths (Numeracy)	NF	English (Literacy)	PL	Technology	AW	Life Skills	JG	PE	PC	Humanities	PQ	Modern Foreign Languages	GW
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20.	Governor Champion Link review	<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 (Disadvantaged)</td> <td>AW</td> </tr> </tbody> </table>	Area of responsibility	Governor	Pupil Premium (Disadvantaged)	AW																																												
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Signed ..... (Chair)

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21.	Governor Training Review 2014-15	<p>A copy of the Governor Training record 2014-15 was circulated with the agenda. These are also available in the Governor's shared area.</p> <p>The Governors reviewed this information.</p> <p>A Governor suggested after a Governor has attended any Governor training perhaps they could give a summary to the Governors at the next Full Governing Body meeting after their training.</p>																																					
22.	Governor Attendance Review 2013-14	<p>A copy of the Governor attendance review 2014-2015 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>JG asked perhaps this information could be provided to Governors twice per year.</p> <p><b>ACTION:</b> Clerk to provide attendance review twice per year.</p>																																					
23.	Audited Schools Fund Account	<p>A copy of the audited schools fund account document was provided at the meeting. This will also available in the Governor's shared area.</p> <p>TS explained that this document was approved by the Auditor and the Auditor was satisfied that the accounts are in order. TS explained that there</p>																																					

Signed ..... (Chair)

Date .....



**FULL GOVERNING BODY MEETING MINUTES**

		<p>was a profit the previous year and a loss this year. This is due to when money comes in for trips and when it is paid out.</p> <p><b>This was reviewed and agreed by the Governors.</b></p>
24.	To agree provisional dates for Saturday morning training in November 2015 & May 2016	<p>Provisional Saturday morning training dates were decided these would be 14<sup>th</sup> November 2015 and 21<sup>st</sup> May 2016</p> <p><b>ACTION:</b> Clerk to see if she can book Linklater Pavilion for these dates.</p>
	Checking of Priory emails	<p>Governors were reminded could they check their Priory email addresses regularly. The Clerk advised that she has been asked that all Governor correspondence she sends to Governors should be sent to Governor's Priory email addresses not to a Governor's personal email address due to data protection.</p>
	Arriving on time for meetings	<p>JG asked that can Governors try to be on time for meetings if at all possible so meetings can start promptly.</p>
	Reminder Governor presence required for the Transfer to Secondary Education Open Evening for Parents of Year 6 students on Thursday 17 <sup>th</sup> September 6pm-9pm	<p>Governors were asked could they let the Clerk know if they have not already done so if they have availability to attend the Open Evening either for the whole evening or for certain times. An email has been sent to all Governors. TS said that this open evening is an important one for having a Governor presence.</p> <p><b>ACTION:</b> Governors to let the Clerk know their availability.</p>

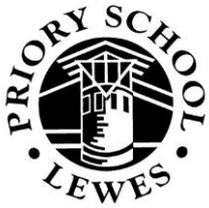
The meeting closed at 17:45

**Next meeting:** Thursday 15<sup>th</sup> October 2015 18:00

ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
6	RS, GAR, PC, MB and NF to be sent GB Code of practice to sign and return to Clerk	Clerk	Just RS to come at FGB on 15/10/2015
7	Dates to be provided to Governors for Staff Forum	TS/Clerk	
7	Meeting dates to be sent as an email calendar reminder to Governors	Clerk	Done
15	Clerk to email Governors who have been involved in student re-integration meetings for feedback on the process and info from TS. So some information can be provided to Governors on what the process is	Clerk	Done
16	Date and time of Pay committee meeting to be confirmed to Pay	TS/Clerk	Done

Signed ..... (Chair)

Date .....



**FULL GOVERNING BODY MEETING MINUTES**

	Committee members		
17	Governors who wish to have a place booked on the Headteacher performance review training in October to let Clerk know asap	Governors	Done
19	Clerk to contact NF and check he is happy to be the Curriculum Area Link Governor for Maths following the Ofsted report	Clerk	Clerk last sent an email to NF on 24/09/15 at 2.18pm – awaiting to be actioned by NF
22	Clerk to provide Governor Attendance review twice per year	Clerk	
24	Clerk to see if she can book Linklater Pavilion for 14 <sup>th</sup> November 2015 and 21 <sup>st</sup> May 2016 and confirm to Governors	Clerk	Done
Reminder	Governors to let Clerk know their availability to help at Transfer to Secondary Education Open Evening on Thursday 17 <sup>th</sup> September	Governors	Done

Signed ..... (Chair)

Date .....