



Wildmoor Heath School

minutes of the Full Governing Body Annual Planning Meeting held at 6.08pm on Monday 19th September 2016

Present:

Mrs Karen Roche (Chair)
Mrs Sophie Leadbeatter
Mr Stewart Mackie
Mr Christopher Salt
Mr Grant Strudley (Headteacher)
Mr Cliff Thompson
Mrs Nicola Thurgood
Mrs Chloe Mietle

Apologies:

Mrs Carole Blunden-Lee
Mr Jason Cooper
Mrs Alison Rolls

In attendance

Mrs Celeste Moruzzi – Clerk to the Governors

Welcome – the Chair welcomed everyone to the meeting.

1. **Apologies for absence** had been received from CBL, JC, AR.
2. **Declarations of Interest (financial and personal):** None
3. **Election of Chair and Vice Chair**

It was proposed and seconded by SM and NT that KR continue as Chair. KR was appointed Chair for one further year. It was proposed and seconded by JC (KR in his absence) and KR that JC continue as Vice Chair for one further year. KR stated that it would be worthwhile carrying out succession planning for the following year.

4. **FGB Constitution:**

i) **Review of Governors' terms of office**

Governors terms of office were noted and the two vacancies highlighted. KR and the Clerk are due to discuss the timing of the parent governor vacancy and GS is looking into the Co-opted vacancy.

ii) **Governing Body contact details – ensure up to date**

There were no changes.

iii) **Review Membership of Governing Body Committees**

The membership of each Committee was reviewed. CM volunteered to join the SIC and CT volunteered to join the Staffing Committee.

Action one: Clerk to update schedules and cross check to TOR document

iv) **Review of Governors attached to school functions/Links**

Governors discussed the best way they could add value to the school via the links. It was agreed that the School Development Plan objectives should be used and

Signed: _____
Date: _____

assigned to Governors. A Governor assigned to the Early Years was also agreed to be beneficial.

Action two: KR to split objectives on SDP and request volunteers

- v) **Review individual Governors' curriculum / class responsibilities**
This will now be included in the SDP objectives that Governors are assigned.

5. Review/Appoint Sub-Committees:

- i) **Headteacher Appraisal Panel**
The panel was appointed as KR, SM and AR
- ii) **Pay Committee**
It was agreed that this should continue to be the Staffing Committee
- iii) **Appeals Committee – Lead to be appointed**
SM volunteered to be the lead for this.

Action three: Clerk to update schedules

6. Register of Business Interests

Governors present at the meeting had returned their declarations. The Clerk was asked to follow up with those not present.

Action four: Clerk to follow up on outstanding Declarations of Business Interests

7. Approve scheme of delegation for policies and procedures

Governors were referred to the combined FGB and Committee document. The scheme of delegation was reviewed and approved.

8. Clerk's report on statutory procedures and to confirm procedures - all minutes signed off

Governors confirmed receipt of the document and thanked the Clerk for the information.

9. Review of Governor attendance register

KR stated that the Code of Conduct had an expectation that Governors should attend a minimum of 70% of meetings. She requested that Governors remain aware that some Committee meetings could easily not be quorate if more than two Governors were not present.

10. Decide whether to convert to Academy status (meeting scheduled for 27th September 2016 4.30pm)

KR and CT gave their apologies for this meeting.

11. Review Governing Body Code of Conduct and:

- i) **Ensure Governors agree with confidentiality statements and minute this**
This was agreed.
- ii) **Review and agree approach to alternative participation and voting at Governor meetings**
This was agreed.

Signed: _____
Date: _____

iii) **Ensure all Governors have signed the FGB Code of Practice (Please could these be completed**

KR informed Governors that she would be satisfied if Governors agreed verbally that they agreed the Code of Conduct and uphold and display it. If any Governor is unhappy with it then they should declare it. The need to sign a copy of the Code of Practice was therefore waived.

12. Training: Agree training needs for the year ahead – training review/Brochure

KR referred Governors to the BFC Training Brochure and requested the Clerk resend the links to the GEL training and the NGA log-ins.

Action five: Clerk to resend links to GEL and NGA

KR requested that Governors book themselves on BFC training courses and/or carry out GEL training. If Governors complete GEL training they should inform the Clerk so the record can be maintained.

13. Confirmation all statutory information is provided on website

GS confirmed that the website was compliant. He advised that all statutory policies, pupil premium and PE information along with the SEN annual review was present.

**14. Approval of Standing Agenda items
(FGB only. FaB, SIC, Staffing to be c/f)**

These were agreed.

**15. Approval of Committees' Terms of Reference
(FGB only. FaB, SIC, Staffing to be c/f)**

These were agreed.

16. Self-Evaluation discussion

KR requested that Governors look at Governor Effectiveness prior to the next FGB meeting in November.

Action six: Clerk to add Governor Effectiveness to next FGB

17. Skills Audit review – update

KR advised that she will revisit the previous skills audit, circulate and collate the new information. She advised that the work on this will commence in early October 2016.

Action seven: KR to work on Skills Audit

18. Staff and Parent Questionnaires

It was agreed that the Parent Questionnaire should be delegated to the SIC and the Staff Questionnaire to the Staffing Committee.

**Action eight: Clerk to add Parent Questionnaire to SIC agenda
Action nine: KR to speak to JC regarding Staffing Questionnaire**

Signed: _____
Date: _____

19. Strategic Plan

As there is currently no Strategic Committee, KR volunteered to revisit the draft strategic plan. It was agreed that the Strategic Committee should be comprised of the Committee Chairs and GS.

Action ten: KR to revisit Strategic Plan

20. Appoint Governors to specific responsibilities as required

The following appointments were made:

- i) **Development (Link) Governor**
CS
- ii) **SEND Governor**
CBL with CM shadowing.
- iii) **Safeguarding Governor**
CBL with CM shadowing.
- iv) **E-Safety Governor**
CBL with CM shadowing.
- v) **Child protection and Looked After Children Governor**
CM
- vi) **Liaison Governor in the event of allegation (child protection) against Headteacher**
SM
- vii) **Nominate Pay Appeals Lead**
SM
- viii) **Governor Effectiveness**
KR
- ix) **Pupil Premium Champion**
NT
- x) **Inventory Governor**
SM
- xi) **EYFS**
JC

Action eleven: Clerk to update schedules and inform BFC

6.57pm CT left the meeting at this point

21. Meetings calendar 2016-2017

The meetings calendar was reviewed and the following changes made:

- Pay Committee meeting moved from 17th October 2016 to 10th October 2016 at 4pm.

Signed: _____
Date: _____

- FGB meeting and Governor Day moved from 17th November 2016 to 24th November 2016 at 1.30pm. The Governor day will start earlier at 9.30am

Apologies were given for the following meetings:

- SIC 10th October – GS

Action twelve: Clerk to update meeting schedule

7.10pm SL left the meeting at this point

22. Any other business

Safeguarding

- i) **Review and approve the new Safeguarding policy**
GS referred to the new policy which had previously been circulated. Governors approved the policy for use.
- ii) **Keeping Children Safe in Education**
GS referred to the document which had previously been circulated and highlighted the changes and new requirements.
- iii) **Upskilling Governors**
GS provided all meeting attendees with a 'Needs analysis of safeguarding training' for them to complete. Attendees completed the questionnaire and returned to GS for compilation and analysis of training needs.
- iv) **eSafety agreement**
All meetings attendees were requested to complete the annual agreement.

There being no further business the meeting closed at 7.22pm

Date of next meeting: Academisaion meeting: 27th September 2016 4.30pm

Signed..... Date.....

Karen Roche - Chair

Actions:

Minute	What?	Who?	Done
4	Action one: Clerk to update schedules and cross check to TOR document	Clerk	
4	Action two: KR to split objectives on SDP and request volunteers	KR	

Signed: _____
Date: _____

**Full Governing Body
Wildmoor Heath School**

Minute	What?	Who?	Done
5	Action three: Clerk to update schedules	Clerk	
6	Action four: Clerk to follow up on outstanding Declarations of Business Interests	Clerk	
12	Action five: Clerk to resend links to GEL and NGA	Clerk	
16	Action six: Clerk to add Governor effectiveness to next FGB	Clerk	
17	Action seven: KR to work on Skills Audit	KR	
18	Action eight: Clerk to add Parent Questionnaire to SIC agenda	Clerk	Done
	Action nine: KR to speak to JC regarding Staffing Questionnaire	KR	
19	Action ten: KR to revisit Strategic Plan	KR	
20	Action eleven: Clerk to update schedules and inform BFC	Clerk	
21	Action twelve: Clerk to update meeting schedule	Clerk	Done

Signed: _____
Date: _____