



Wildmoor Heath School

Minutes of the Annual Planning meeting of the Full Governing Body held at 6pm on 10th September 2015

Present:

Mr Jason Cooper
Mrs Janice Hart
Mrs Sophie Leadbeatter
Mr Stewart Mackie
Mrs Karen Roche (Chair)
Mr Grant Strudley (Head teacher)
Mr Cliff Thompson
Mrs Nicola Thurgood

Absent:

Mr Tony Waite

Apologies:

Mrs Carole Blunden-Lee
Mr Paul Brandist
Mr Christopher Salt

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, PB and CS. TW was absent.

2. **Declarations of Interest (financial and personal):** None

3. **Election of Chair and Vice Chair**

KR was nominated to continue as Chair by JC and seconded by CT. JC was nominated to continue as Vice- Chair by SM and seconded by CT. KR and JC were both duly reappointed as Chair and Vice- Chair respectively.

6.07pm JH joined the meeting

4. **Check Governor Terms of Office**

It was noted that there were no terms of office becoming vacant within the next year. The Clerk highlighted the vacancy for a co-opted Governor. GS informed Governors that details of the vacancy will be going in the school Newsletter this week and have already been 'tweeted' on Twitter. KR stated that ideally the new Governor would have finance experience and knowledge of the local business community.

5. **Governing Body contact details – ensure up to date**

Governors were referred to the contact details schedule and were asked to hand amend any changes.

Action one: Clerk to update schedule

Signed: _____
Date: _____

6. Review membership of Governing Body Committees

KR asked Governors to review their Committee memberships. She commented that the Code of Conduct states that Governors need to be on a minimum of one Committee however, if any Governor who is only on one Committee felt that they have capacity to offer their time to another Committee to let the Clerk know. Additionally, she stated that if any Governor wished to change Committee they should also let the Clerk know.

Action two: Governors to review their Committee memberships

7. Review of Governors attached to school functions/Links

KR asked Governors to review their school functions/links on the schedule. If any Governors wished to change their links etc. they should let the Clerk know. SM highlighted him being the 'Equality Governor' and questioned whether it was still required. It was agreed that this was an out dated role which can be removed.

Action three: Governors to review their school functions/links
Action four: Clerk to remove reference to 'Equality Governor'

8. Review Sub-Committees

i) Head teacher Appraisal Panel

KR stated that the panel for last year had comprised KR, SM and TW. SM and KR were pleased to remain on the panel and it was agreed that TW should be contacted to see if he would like to remain on the panel and then if so whether he will be available for the meeting on 24th September. GS agreed to contact TW via school comms.

Action five: GS to contact TW reference the head teacher appraisal panel and meeting.

ii) Pay Committee

KR stated that in the previous year the pay committee had been made up of the whole Staffing Committee. It was therefore proposed and agreed to maintain the same format for this year.

iii) Appeals Committee

The Clerk stated that whilst the Committee did not need to be elected at this meeting it would be beneficial to nominate a lead for this Committee in case the need to form a panel arises. JH questioned what would be involved. KR and GS provided an explanation and JH offered to be the lead.

Action six: Clerk to update schedules

9. Register of Business Interests

All Governors had been supplied with the updated form and Guidance.

Action seven: Clerk to collate forms

10. Approve scheme of delegation for policies & procedures

Governors were satisfied with the manner in which the policies and procedures are maintained and brought to their attention for review. KR offered to compile a register of all policies and procedures and which Committee are responsible.

Action eight: KR to compile a register of all policies and procedures and which Committee are responsible

Signed: _____
Date: _____

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

KR thanked CM for her comprehensive report. Governors' noted the contents of the Clerk's report which confirmed the Governing Body and the Clerk had met their statutory responsibilities with regard to meetings and minutes during the preceding year.

12. Review of Governor attendance register

It was noted that all Governors with the exception of one were achieving a minimum of 70% attendance at meetings. 70% is the minimum requested attendance in the Code of Conduct.

13. Decide whether to convert to Academy status

Governors discussed converting to Academy status and decided that there would be no further action at this point in time. It was however agreed that this should be reviewed annually.

14. Approval of Standing Agenda items (FGB, FaB, SIC, Staffing)

It was agreed that these should be looked at by the respective Committees in their first meetings of the year and then brought to the next FGB meeting for ratification.

Action nine: Clerk to add to all agendas
Action ten: Clerk to add to FGB agenda

15. Approval of Committees' Terms of Reference (FaB, SIC, Staffing)

It was agreed that these should be looked at by the respective Committees in their first meetings of the year and then brought to the next FGB meeting for ratification.

Action eleven: Clerk to add to all agendas
Action twelve: Clerk to add to FGB agenda

16. Appoint Governors to specific responsibilities as required:

GS requested that some of the roles were combined to better reflect the schools policies and the roles of staff. The Governors agreed.

i) Development (Link) Governor

JH was happy to continue in the role and was duly reappointed.

ii) SEND and inclusion and Looked After Children Governor

It was proposed that CBL continue in this role. The Clerk will contact CBL to confirm that this is acceptable to her.

iii) Safeguarding Governor and Child protection

It was proposed that TW continue in this role. GS offered to contact TW via school comms to confirm that this is acceptable to him.

iv) Liaison Governor in the event of allegation (child protection) against Head teacher

SM volunteered to take on this role as was duly appointed.

v) Governor Effectiveness

PB was nominated to take on this role. The Clerk will contact PB to confirm that this is acceptable to him.

vi) EYFS Governor

JH offered to take on this role.

Signed: _____
Date: _____

Action thirteen: Clerk to update schedules for change in roles

Action fourteen: Clerk to update roles schedule

Action fifteen: Clerk to contact CBL reference continuing as the SEND etc. Governor

Action sixteen: GS to contact TW reference continuing as safeguarding Governor

Action seventeen: Clerk to contact PB reference becoming the Effectiveness Governor

17. Review Governing Body Code of Conduct and:

i) Ensure Governors agree with confidentiality statements and minute this

Governors confirmed their agreement.

ii) Review and agree approach to alternative participation and voting at Governor meetings

Governors agreed that it would be acceptable for a Governor to dial in/video conference into a meeting if they were unable to attend in person

iii) Ensure all Governors have signed the FGB Code of Practice

The Clerk confirmed that all Governors had signed this by July 2015.

18. Agree training needs for the year ahead – BFC Brochure circulated at meeting

Governors were referred to the training brochure that had been given to each Governor at the start of the meeting. KR highlighted the two Finance sessions that were being run along with the new Ofsted framework session. GS informed the Governors that he and Mr Gater would be attending a course on the new Ofsted framework and offered to report back at the next FGB.

Governors questioned why there were no sessions being run on 'life without levels'. GS stated that the NAHT run a session on Target Tracker. It was agreed that GS and SL would provide a demonstration of Target Tracker at the next FGB meeting.

KR stated that she would look into the NAHT training and let Governors know of suitable courses.

Action eighteen: Clerk to add Target Tracker demonstration and Ofsted framework course report to next FGB agenda

Action nineteen: KR stated that she would look into the NAHT training and let Governors know of suitable courses

19. Confirmation that all statutory information is provided on website

GS referred to the Data protection and Freedom of Information policy which required review and that had been circulated in the preceding week. Governors approved the updates. GS then confirmed that once this policy was included on the website that all statutory information would be on there.

Signed: _____
Date: _____

GS also reminded Governors of the Governors Allowance Policy which entitles Governors to claim for incidental expenses so that they are not disadvantaged by attending Governor meetings.

20. Agree meeting dates for 2015-2016

KR stated that the meeting dates had been finalised and she would forward to the Clerk for circulation.

Action twenty: KR to forward to Clerk and Clerk to circulate

21. Any other business

i) School Numbers

A Governor questioned how many places were unfilled at school. GS confirmed that across the school there were 11 vacancies. Governors were pleased to be informed that the school is continuing to attract additional local families.

ii) Year 6 leaving experience

A Governor commented that the leaving experience that the school gave to the Year 6 pupils last year had been amazing and requested that the staff involved be congratulated on this.

Action twenty one: GS to pass on thanks to all staff involved with Year 6

iii) School open days

JH formed the Governors of two open days that the school would be holding. GS and KR stated that Governor presence at these days is always welcomed.

Action twenty two: GS to confirm dates of open days and inform Governors

There being no further business the meeting closed at 6.55pm

Date of next meeting: Thursday 12th November 2015 at 4pm following a Governor day

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

Karen Roche - Chair

Minute	Action	Who	When
5	Governing Body contact details – ensure up to date Action one: Clerk to update schedule	Clerk	30/09/15
6	Review membership of Governing Body Committees Action two: Governors to review their Committee memberships	All	30/09/15
7	Review of Governors attached to school functions/Links Action three: Governors to review their school functions/links	All	30/09/15

Signed: _____
Date: _____

Minute	Action	Who	When
	Action four: Clerk to remove reference to 'Equality Governor'	Clerk	30/09/15
8	Review Sub-Committees Action five: GS to contact TW reference the head teacher appraisal panel and meeting.	GS	17/09/15
	Action six: Clerk to update schedules	Clerk	30/09/15
9	Register of Business Interests Action seven: Clerk to collate forms	Clerk	30/09/15
10	Approve scheme of delegation for policies & procedures Action eight: KR to compile a register of all policies and procedures and which Committee are responsible	KR	15/10/15
14	Approval of Standing Agenda items (FGB, FaB, SIC, Staffing) Action nine: Clerk to add to all agendas Action ten: Clerk to add to FGB agenda	Clerk	30/09/15
15	Approval of Committees' Terms of Reference (FaB, SIC, Staffing) Action eleven: Clerk to add to all agendas Action twelve: Clerk to add to FGB agenda	Clerk	30/09/15
16	Appoint Governors to specific responsibilities as required:		
	Action thirteen and fourteen: Clerk to update schedules for change in roles	Clerk	30/09/15
	Action fifteen: Clerk to contact CBL reference continuing as the SEND etc. Governor	Clerk	30/09/15
	Action sixteen: GS to contact TW reference continuing as safeguarding Governor	GS	30/09/15
	Action seventeen: Clerk to contact PB reference becoming the Effectiveness Governor	Clerk	30/09/15
18	Agree training needs for the year ahead – BFC Brochure circulated at meeting Action eighteen: Clerk to add Target Tracker demonstration and Ofsted framework course report to next FGB agenda	Clerk	30/09/15
	Action nineteen: KR stated that she would look into the NAHT training and let Governors know of suitable courses	KR	30/09/15

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Date: _____

Minute	Action	Who	When
20	Action twenty: KR to forward meeting dates to Clerk and Clerk to circulate.	KR	18/09/15
21	Action twenty one: GS to pass on thanks to all staff involved with Year 6 reference the leaving experience	GS	30/09/15
	Action twenty two: GS to confirm dates of School open days and inform Governors	GS	30/09/15

Signed: _____
Date: _____