



**BLETCHINGLEY VILLAGE
PRIMARY SCHOOL**

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**THE GOVERNING BODY AT BLETCHINGLEY VILLAGE PRIMARY SCHOOL
Coneybury, Bletchingley, Surrey RH1 4PP
Tel : 01883 743337**

Chair : Mrs Lisa Thurston Acting Head : Mrs D Gregori

**Minutes of Local Governing Body Meeting
held on Thursday 14 September 2017 at 6.45 pm**

**Present
Governors**

- Mrs J Baber (JB)
- Mrs D Gregori (DG)
- Mrs B Kilcoyne (BK)
- Mrs S Patmore (SP)
- Mr J Spedding (JS)
- Mrs L Thurston (LT)
- Mrs L Townsend (LeT)
- Mrs C Wilkes (CW)

Associate Governor Ms K Philpot (KP)

In attendance Mrs A Price (Clerk to the Governors)

Meeting objectives :

- To establish the Governing Body as an effective vehicle for school development for the academic year 2017-18
- To agree clear roles, responsibilities and schedule of work for the Governing Body

1.	<p>Apologies for absence</p> <p>(a) Agreed apologies – Governors : apologies were received from Mark Alder (MA), Julie O'Toole (JOT). Associate Governors : apologies were received from Andy Catford (AC)</p> <p>(b) Absences: there were no absences.</p>	
2.	<p>Declarations of interest</p> <p>(a) All governors present completed a declaration of interests form for the coming year. Forms for completion by members of the school leadership team were handed to DG.</p> <p>(b) Mark Alder, Julie O'Toole, Andy Catford to complete declaration at next meeting.</p>	
3.	<p>Constitution of Governing Body (12 governors)</p> <ul style="list-style-type: none"> • Acting Head Teacher ex officio • Staff Governor (1) 	

	<ul style="list-style-type: none"> • Parent Governors (2) 1 vacancy – Governors agreed that it was important to fill this vacancy as soon as possible, particularly as there is a new cohort of Reception class parents. CW and LT to review the parent governor election paperwork to ensure it is in line with local governance of an academy within a Multi Academy Trust and progress the parent governor election. • Co-opted Governors (8) 1 vacancy 	CW
4.	<p>Contact information for governors</p> <p>(a) Governors verified their contact details</p> <p>(b) Governors confirmed their full contact details may be circulated amongst all governors, the school, the Tandridge Learning Trust (TLT) and Babcock 4S</p> <p>(c) Governors noted the statutory requirement that some governor details, including their attendance at meetings, must be published on the school website.</p> <p>(d) Governor noted the statutory requirement that certain governor details must be uploaded to the National Governors' Database via Edubase. This information is covered by the Data Protection Act 1998 and is not for public use. The General Data Protection Regulation (GDPR) (Regulation (EU) will apply in the UK from 25 May 2018.</p>	
5.	<p>Professional negligence, confidentiality statements and procedural protocols</p> <p>Governors' attention was drawn to the Governing Body Standing Orders, approved October 2016, which cover these items.</p>	
6.	<p>Chairman's urgent actions</p> <p>Recorded as Part Two Business</p>	LT
7.	<p>Appointment of Chair of Governors</p> <p>The Clerk chaired the meeting for this item.</p> <p>There was one nomination for the position of Chair. Lisa Thurston, proposed by JB, seconded by JS.</p> <p>There being no other nominations, Lisa Thurston was unanimously elected Chair of Governors for the coming year.</p>	
8.	<p>Appointment of Vice Chair of Governors</p> <p>LT proposed Jessica Baber for the position of Vice Chair.</p> <p>There being no other nominations, Jessica Baber was unanimously elected Vice Chair of Governors for the coming year.</p>	
9.	<p>Emergency procedures</p> <p>Governors agreed the emergency information, clerk to ascertain from Babcock the correct destination for this information, as well as notification of constitution of the governing body, membership and other data prior to academisation.</p>	Clerk
10.	<p>Schedule of Local Governing Body meetings for the 2017/18 academic year –</p> <p>This item deferred to the end of the agenda.</p>	
11.	<p>Appointment of membership of Head's Committee</p> <p>Historically, this Committee comprised the Head, Chair and Chairs of Committees. When the non-committee structure was introduced, the same governors remained on the</p>	

	<p>Committee. As the Head’s Committee had been liaising with the Acting Head prior to her appointment, it was agreed that, for consistency and continuity, the membership of the Head’s Committee remain unchanged - Head, LT, JS LeT</p>	
12.	<p>Head Teacher's Performance Review Committee Chair, SP, KP <i>Subsequent to the meeting, following advice from Babcock 4S, the Chair confirmed that the members of the HTPM should be governors rather than Associate Members. The membership of the committee will be Chair, SP and LeT.</i></p>	
13.	<p>Appointment of Pay Committee, chair and terms of reference Chair, JB, JOT</p> <p>The terms of reference are laid out in the Pay Policy.</p>	
14.	<p>Appointment of Pay Appeals Panel, chair and terms of reference JS and any 2 governors not members of the Pay Committee as necessary.</p>	
15.	<p>Appointment of nominated governors</p> <ul style="list-style-type: none"> (a) SEND - JS (b) Child Protection - LT (c) Looked after children - LT (d) Health & Safety - SP (e) Link - CW (f) Child protection allegations against the head teacher - LT (g) Pupil premium - JS (h) Sports premium - BK (i) Social, Moral, Spiritual and Cultural (SMSC) - JB (j) Medical needs - LT (k) Class/phase governor allocation – under review, Governors to email LT with their preferences and availability to enable phase governors rather than class governors. DG to speak with phase leaders for their views. (l) E-safety – JB (m) After school club - LeT 	ALL
16.	<p>Minutes of the FGB meeting held on 14 July 2017 Subject to the inclusion of SP as present at the meeting, these were agreed as a correct record and signed by the Chair.</p>	
17.	<p>Matters arising from Minutes <u>Agenda item 11 (b)</u> : Car park barrier – After several months of unsatisfactory negotiations with the supplier, it has been decided that the car park barrier is not fit for purpose and needs to be replaced. A meeting will be set up with the supplier to negotiate this, DG, CW, RW (school premises manager) and JB to attend.</p>	CW/JB
18.	<p>School Development Plan 2017/2018 approval</p> <ul style="list-style-type: none"> (a) All governors had accessed the School Development Plan. DG gave a brief overview of the main priorities for the coming year. The objectives for the current academic year were approved. (b) LT reported that, with DG taking up the post of Acting Head, the SLT needs reinforcing in terms of an extra person to take responsibility when necessary and help inform the team on pupil progress and achievement 	DG

	through assessment. An appropriate staff member has been identified and DG will liaise and inform staff. Governors approved this decision.	
19.	Safeguarding Governor training – CW has details of forthcoming safeguarding training, governors to liaise with CW for details.	
20.	Governor strategic monitoring visits DG/LT will work out a schedule of monitoring visits, in line with the School Development plan, for discussion at the next governors' meeting.	
21.	Governing Body Standing Orders review 2017/2018 LT will review, for presentation and signing at the next governors' meeting.	LT
22.	Governing Body Code of Conduct review 2017/2018 LT will review, for presentation and signing at the next governors' meeting.	LT
23.	Policy delegation and review schedule September 2017 This will be reviewed in line with TLT policy requirements, for presentation at next governors' meeting.	LT
24.	Academy transition update – DG/CW/JS/LeT Minutes of the last TLT meeting have been circulated and are on Dropbox.	
25.	Financial CW reported that the monies owed from SCC have now been received. Other initiatives on-going this term include <ul style="list-style-type: none"> • Front office renovation and new carpet in entrance hall • Introduction of new financial computer system FRM to start at the end of September • Creation of MAT-wide structure for support staff • Ongoing review of MAT scheme of delegation • Insurance arrangements • Web site compliance 	
10	Schedule of local governing body meetings <u>Thursday 12 October 2017 6.45 pm</u> <u>Thursday 30 November 2017 6.45 pm</u>	
	9.15 pm CW left the meeting	
26.	Part Two Business Part 2 Business – Chair's urgent actions (delayed).	
27.	Review of Meeting Governors agreed the objectives set for the meeting had been fulfilled.	

The meeting closed at 9.25 pm.