

Governing Body of Bowhill Primary School

Priming Meeting held on

Tuesday 10th September 2013 at 6.00 pm at Bowhill Primary School

Present: Caren Brooks, Reg Edwardson, Karen Webb, Mark Burnard, Stephen Cousley, Karen Cronin, Jenny Downing, Dawn Hukku, Ruth O'Neale, Claire Quick, Rod Ruffle, Emma Walker-Brown, and Caroline Wellaway

Apology: Rachel Vowles, Natalie Bracher, Vanessa Newcombe, Darren Wallis

Absent:

In attendance: Karin Gordon

Fire exit procedures detailed by MB

1. To Elect Officers

RR nominated RE as Chair of Governors and this was seconded by SC. RR nominated KW as Deputy Chair and this was seconded by KC. KW nominated KC as Chair of P&C and this was seconded by RE. CQ nominated RR as Chair of B&F and this was seconded by RO. RR nominated NB as SEN Governor and this was seconded by SC. FGB approved nominations.

2. To Review G.B. Membership and Committee Structures

Name/Governor Category	P&C	B&F
Natalie Bracher (PAR)		Y
Caren Brooks (STH)	Y	Y
Mark Burnard (STT)		Y
Stephen Cousley (COM)	Y	
Karen Cronin (COM)	Y	
Jenny Downing (STN)		Y
Reg Edwardson (COM)	Y	Y
Dawn Hukku (STT)	Y	
Vanessa Newcombe (LA)		Y
Ruth O'Neale (PAR)	Y	
Claire Quick (PAR)		Y
Rod Ruffle (LA)		Y
Rachel Vowles (PAR)	Y	
Emma Walker-Brown (PAR)		Y
Darren Wallis	Y	
Caroline Wellaway (PAR)	Y	
Karen Webb (PAR)	Y	

3. Review Governors' Year Group Links and Termly Staff Meetings

Governors Year Group Links were discussed and agreed. KG will forward copy to Governors.

4. Fix Dates and Outline Agendas for GB and Committee Meetings

Priming Meeting 10 Sept

P&C 17 Sept

B&F 24 Sept

CB Performance Management 10.00 3 Oct (Thurs) RE,RO

P&C 12 Nov

B&F 19 Nov

FGB 26 Nov

P&C 7 Jan (day after return to school)

B&F 21 Jan

P&C 25 Feb

B&F 4 Mar

FGB 18 Mar

P&C 25 Mar

B&F 29 April

P&C 10 June

B&F 17 June

FGB 1 July

Staff/Governors Tea Tuesday 26 November at 3.45 – 4.30

with FGB at 5.00 p.m.

5. Review Terms of Reference

Terms of Reference were forwarded to Governors prior to FGB Meeting and these were adopted.

6. Review Appeals Committee Structure

The Appeals Committee Structure was discussed and decided that the First Committee will be RE, CW, E W-B, VN and RV. The Second Committee will be RR, KC, KW, SC and CQ.

7. Decide if meetings open to the public

All Governors are in favour of 'Open' Meetings.

8. To Update Governors Business Interests

Clerk distributed Business Interest Forms, which were completed by Governors.

9. Review Governors' Expenses Policy

Governor's Expenses Policy was reviewed and agreed to remain same as last year.

10. To discuss Admissions Policy

Governors agreed to adopt the LA Admissions Policy with one point of entry in September.

11.To discuss Pay Policy/Appraisal

KG will forward new LA Pay Policy to Governors and this will also be reviewed by the senior management team.

12. To Review Clerks Pay

Clerk to Governors is at the top of pay scale.

13. Inform DAG of new Chair of Governors

KG will inform DAG of Chair of Governors and RR agreed to represent the school.

15. Any Other Matters Arising

CB advised that both Alphington and Ide have decided to opt into Co-Operative Trust consultation. This week leaflet and questionnaire will be forwarded to parents . KG will also forward details to Governors. Meeting at West Exe Technology College on Thursday 25th, starting at 3.00 p.m. Union Reps, 4.00 p.m. Staff and 6.00 pm for Parents/Carers/Public .

Request from IB that CB can sign Petty Cash Cheques up to £750, this was agreed by the FGB.

CB updated Governors on new build in KS1 and hopefully this will be ready next week.

CB advised currently advertising for new KS1 teacher, interviews will be on 10th October. Governors who would be happy to be involved in the interviews RE, RO and SC.

16.To confirm the dates of next meetings

P&C 17th September

B&F 24th September

Staff/Governors Tea 26th November

FGB 26th November at 5.00 p.m.

There being no further items to discuss, the meeting closed at 7.15 p.m.

Signed _____

Dated _____

