



Bowhill Primary School

Annual General Meeting

Date of meeting	8th September 2015 5:30 p.m. Room Year 6/2	Present	Caren Brooks(CB), Reg Edwardson(RE), Natalie Bracher(NB), Mark Burnard(MB), Stephen Cousley(SC), Karen Cronin(KC), Caroline Havard(CH), Matthew Giles (MG), George Littlejohn(GL), Rebecca Rankin (RRn), Rod Ruffle(RRe), Emma Walker-Brown, Debra Ward(DWd) and Karen Webb (KW)
		Apologies	Claire Quick(CQ), Darren Wallis(DWs),
		Absent	Julie Harris(JH), Ruth O’Neale(RO),
	Minute		Actions
1	Fire Alarm There is no fire test today If the alarm sounds then make your way quickly and safely to the playground.		
2	Business interests None Declared		
3	To receive apologies Apologies received as above. Claire Quick has resigned the position as a Governor and the resignation has been accepted by FGB.		RE to write the letter of thanks to CQ
4	To consider the minutes from the Priming Meeting held on Tuesday 9th September 2014 <ul style="list-style-type: none"> ● Minutes approved as accurate record of meeting previously. ● There is the amendment to the Minutes of June FGB Meeting. 		June Minutes to be repropose
5	To elect Officers <ul style="list-style-type: none"> ● RE was nominated as Chair of Governors and this was proposed by RR, seconded by DWd and approved by FGB; ● KC was nominated as Deputy Chair and this was proposed by RRe, seconded by MB and approved by FGB; ● SC was nominated as Chair of P&C Committee and this was proposed by KW, seconded by GL and approved by FGB; ● RRe was nominated as Chair of B&F Committee and this was proposed by EWB, 		

seconded by SC and approved by FGB.

6 To review Governing Body Membership and Committee Structures

Name/Governor Category	P&C	B&F
Natalie Bracher (PAR)		Y
Caren Brooks (HEADTEACHER)	Y	Y
Mark Burnard (FOUNDATION)		Y
Stephen Cousley (CO-OP)	Y	
Karen Cronin (FOUNDATION)	Y	
Reg Edwardson (CO-OP)	Y	Y
Caroline Havard (PAR)	Y	
Julie Harris (PAR)		Y
Matthew Giles (PAR)	To visit	To visit
George Littlejohn (CO-OP)	Y	
Ruth O'Neale (PAR)	Y	
Rebecca Rankin (CO-OP)	Y	
Rod Ruffle (LA)		Y
Emma Walker-Brown (PAR)		Y
Darren Wallis (CO-OP)	Y	
Debra Ward (STAFF)	Y	
Karen Webb (PAR)	Y	

7 To review Governors Policy / Year Links and Termly Meetings

P&C 15 Sept
 B&F 22 Sept
 Oct date to be agreed CB Performance Management RE & RO
 P&C 10 Nov
 B&F 17 Nov
 FGB 24 Nov (5p.m. to follow Staff/Governors Tea)
 P&C 12 Jan
 B&F 19 Jan
 P&C 23 Feb
 B&F 1 Mar
 FGB 15 Mar

	<p>P&C 19 April</p> <p>B&F 26 April</p> <p>P&C 7 June</p> <p>B&F 14 June</p> <p>FGB 28 June</p> <ul style="list-style-type: none"> ● All meetings above start at 6:00p.m. except for FGB Meeting on Tuesday 24 Nov which will begin at 5:00p.m. ● Staff/Governors Tea will be on Tuesday 24th November between 3:45p.m. and 4:45p.m. with FGB Meeting at 5:00 p.m. ● Governors Year Group Links will be discussed at the next committee meetings and this item will be respectively put into committed meetings' agendas for next time. P&C Committee Meeting will be held on Tuesday 15 September 2015 and B&F Committee Meeting on Tuesday 22 Sept 2015. ● Pay Committee will meet as soon as possible at 9:30 a.m. on Tuesday 29th September 2015. Pay Committee Governors are: CH, NB and GL. ● Model Terms of Reference for Pay Committee needs to be circulated ASAP. GB approved delegation to this committee for which external support is to be obtained if necessary. 	
8	<p>Review Terms of Reference</p> <p>Terms of Reference for The First & Second Committees, APMC, P&C and B&F were forwarded to Governors prior to FGB Meeting. KC advised that P&C and B&F need to be reviewed by Committee Chairs and presented to the next FGB. FGB adopted all for Terms of Reference as previously circulated.</p>	P&C and B&F Committees to consider revised Terms of Reference on the 15th and 22nd of September 2015
9	<p>Review Appeals Committee Structure</p> <p>The Appeals Committee Structure was discussed and decided that the First Committee will comprise Reg Edwardson, Emma Walker-Brown, George Littlejohn, Caroline Havard and Natalie Bracher; The Second Committee will consist of Rod Ruffle, Stephen Cousley, Karen Cronin and Matthew Giles.</p>	
10	<p>To decide if Meetings should be open to Public</p> <p>RRe proposed that Meetings should be open to Public, which was seconded by other Governors.</p>	
11	<p>To update Governors Business Interests</p> <p>Clerk distributed Business Interest Forms which were completed by Governors.</p>	
12	<p>To review Governors' Expenses Policy</p> <p>Governors' Expenses were reviewed and it was agreed that Governors' Allowance should</p>	

	remain at £50 and this was ratified by the FGB. The details of a new Governors' Expenses Policy will be further discussed at the next FGB meeting.	
13	To review Governors' Code of Conduct It will be put to the next FGB.	
14	To discuss Admissions Policy Local Authority Policy will be adopted by the Governors.	
15	To discuss Pay Policy/Appraisal A new Pay Policy was issued by the local authority in September and this will be taken to the next P&C meeting which will allow time for consideration.	CB and IB to prepare prior to next P&C
16	To review Clerk's Pay New clerk will start on C scale with an increment in April.	
17	To inform DAG of new Chair of Governors RRe would like to take the responsibility to be DAG Governor and all Governors were agreeable to it.	RRe to communicate with DAG
18	To discuss Ofsted Report Our unattached advisor visit in July was very positive. APMC will continue to meet and inform FGB of progress towards 'Good'.	
19	Governors Reports Maths and PE reports circulated previously. No additional Governors' Reports presented at this meeting.	
20	To consider any other matters No matters arising.	
21	To agree date of next meeting P&C 15 Sept B&F 22 Sept P&C 10 Nov B&F 17 Nov FGB 24 Nov	

There being no further items to discuss the meeting closed at 6:30p.m. when Governor moved onto Babcock training session, facilitated by Jane Lucas.

Signed

Dated.....