



Bowhill Primary School

Annual General Meeting of the Full Governing Board

Minutes

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| Date of meeting | 6 th September 2016 | Present | Name of Governor | Initials | Category | | Name of Governor | Initials | Category |
| | | | Caren Brooks (Headteacher) | CB | STH | | Caroline Havard (Vice Chair of P&C) | CH | PAR |
| Nikki Denison | ND | | COO | Mark Burnard (Deputy Headteacher) | MB | | COO | | |
| Karen Cronin (Deputy Chair) | KC | | COO | Rod Ruffle (Chair of B&F) | RR | | COO | | |
| Stephen Cousley (Chair of P&C) | SC | | COO | Emma Walker-Brown (Vice Chair of B&F) | EW | | PAR | | |
| Ruth O'Neale | RO | | PAR | Debra Ward | DWd | | STF | | |
| Lizzie Clough | LC | | PAR | Matthew Giles | MG | | PAR | | |
| Time of meeting | 6:00 p.m. | | | | | | | | |
| | | Apologies | Reg Edwardson (Chair) | RE | COO | | Joanne Radford | JR | COO |
| Room | Year 6/2 | | | | | | | | |
| | | In Attendance | Li Wang | LW | Clerk to Governors | | | | |
| Minutes to | Attendees/ Apologies/ School Website | | | | | | | | |

| Agenda Number | Details of Discussion | Actions |
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| | <p>Fire Alarm</p> <p>KC outlined: There is no fire test today. If the alarm sounds then make your way quickly and safely to the playground</p> | |
| 1 | <p>1.1 Welcome & Apologies</p> <p>KC welcomed all Governors who attended the meeting. Apologies were received as above and sanctioned.</p> <p>1.2 Attendance & Business Interest Register</p> <p>Governors were reminded that they must declare any conflicts of interest which become apparent during the meeting. Governors signed the Register of Business Interests for School Governors form. None declared.</p> | |
| 2 | <p>Approval of Minutes from the Full Governing Board Meeting held on Tuesday 28th June 2016 and from the Third Extraordinary Meeting held on 12th July 2016.</p> <p>Governors were reminded to forward any errors, inaccuracies or queries about the Minutes to the Clerk no later than 24 hours before the meeting.</p> <p>Minutes were approved as accurate records of the meetings and signed by KC.</p> | |
| 3 | <p>To discuss matters arising from the minutes</p> <p>KC asked about the progress in converting to academy status.</p> <p>CB briefed that the timetable of conversion to an academy was originally set up for a 1st September</p> | |

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| | <p>conversion. Issues such as the land transfer had postponed this, preferably not beyond 1st January 2017. The following actions will be taken to move forward:</p> <ul style="list-style-type: none"> ➤ Head teachers of four schools will set up dates for meetings; ➤ EW and CB will attend the Directors/Head Teachers meeting to discuss further some of the general high level questions regarding the potential conversion of the four schools to a MAT. <p>CH asked about the update of Admissions Policy to make sure if it had been published on the school's website.</p> <p>The Clerk was requested to follow up the process and report the result to Governors.</p> <p><u>RO arrived at 6.10 p.m. .</u></p> | Clerk 09/16 |
| 4 | <p>Elect Chair and Deputy Chair and Chairs of Committees</p> <p>With regard to the Succession Planning, Governors agreed at the Third Extraordinary Meeting on 12th July 2016:</p> <ul style="list-style-type: none"> ➤ to nominate other Governors or themselves to be Chair or Deputy Chair of the Governing Board or as Committee Chairs or Deputy Chairs before the end of this summer term; ➤ to circulate Job Descriptions for the Chair and Deputy Chair of the Governing Board and for Committee Chairs and Deputy Chairs. <p>With regard to term of office, Governors agreed at the FGB on 28th June 2016:</p> <p>that the period for which the elected individual will hold the post of Chair or Deputy Chair is set as one year, with an annual election in September. An individual Governor should hold the position of Chair or Deputy Chair for no longer than three years. The new Terms of Office will take effect from September 2016.</p> <p>Prior to the AGM,</p> <ul style="list-style-type: none"> ➤ Reg Edwardson did not put his name forward as Chair for the Academic Year 2016/17; ➤ Karen Cronin stepped down from the offices of deputy chair and chair of APMC. She would like to continue as a Governor until the board reconstitutes as an academy or until October half term ➤ Ruth O'Neale put her name forward as Chair; ➤ Stephen Cousely put his name forward as Deputy Chair; ➤ Caroline Havard put her name forward as Chair of Teaching and Learning Committee; ➤ Rod Ruffle put his name forward as Chair of Resources Committee; ➤ Nikki Denison put her name forward as Chair of Pay Committee. ➤ RO submitted her statement prior to the AGM: <p>"I would hope my experience as a Governor on P&C, leading on pupil premium, G&T etc., assisting with Caren's appraisal and in the Ofsted gives me the necessary experience relevant to the role. I know how important it is we all work together and support each other for the benefit of the school."</p> <p>4.1 Elect Chair and Deputy chair (and inform DAG) & 4.2 Elect Chairs of Committees</p> <p>The election procedures were carried out as follows:</p> <ul style="list-style-type: none"> ➤ The Clerk ensured the meeting was quorate; ➤ The Clerk presided over the election of the Chair and counted the votes; ➤ The new Chair of Governors assumed the chair on appointment and conducted the election of the other officers. <p>Ruth O'Neale was nominated as Chair of the Governing Board and this was proposed by SC, seconded by RR and approved by the AGM;</p> | |

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| | <p>Stephen Cousely was nominated as Deputy Chair of the Governing Board and this was proposed by RO, seconded by DW and approved by the AGM;</p> <p>Caroline Havard was nominated as Chair of the Teaching and Learning Committee and this was proposed by EW, seconded by SC and approved by the AGM;</p> <p>Rod Ruffle was nominated as Chair of the Resources Committee and this was proposed by CH, seconded by MG and approved by the AGM;</p> <p>Nikki Denison was nominated as Chair of the Pay Committee and this was proposed by KC, seconded by SC and approved by the AGM;</p> <p>RR, on behalf of all Governors, expressed his enormous gratitude to KC for her dedication, contribution and commitment to the school's improvements.</p> <p>Governors were sincerely grateful for RE's leadership and they will still benefit from his wisdom on the team. A Thank You card for RE was signed by Governors. RE stated before the AGM that he would like to share his knowledge which needs to be retained and passed onto the current/future Governors.</p> <p>It was agreed by Governors that Deputy Chairs will be elected at committee meetings in line with the Annual Cycle.</p> <p>An honest and open discussion concluded that the APMC which, as a short-term committee, had served its purpose and the long-term improvement would be better achieved by a Chairs Committee. KC proposed and all Governors agreed to establish a long-term Chairs Committee. The first meeting date of Chairs Committee will be set after the AGM and the draft Terms of Reference for Chairs Committee will be formed. These will be brought to an Extraordinary meeting for ratification.</p> <p>CH proposed and Governors agreed that the Annual Cycle which was approved by the FGB on 28th June 2016 will be recirculated and will be subject to a new review based on the reconstructed Governing Board and newly appointed Chairs Committee.</p> | <p>Clerk /Chairs Committee 09/16</p> |
| <p>5</p> | <p>5.1 Review and agree Governing Board Membership and all Committees including terms of reference and HT Performance management & 5.3 Consider vacancies and remind governors of individual terms of office</p> <p>➤ Under academy status, Governors reconsidered the composition of the FGB. Based on the requirement of Instrument of Government, the total number of members in the FGB is eighteen. The FGB was well aware that it is difficult to find Co-opted Governors and the board decided to have parents on board but only if they are able to demonstrate that they meet a need, identified by the board, for a specific skill or area of expertise.</p> <p>KC proposed and Governors agreed:</p> <ul style="list-style-type: none"> • that the FGB will include one member of staff , one Staff Head teacher, seven Parent Governors and nine Co-opted Governors. There will be five Governor Vacancies (two Parent Governors and three Co-Opted Governors) to fill. • to advertise the vacancies through school's newsletters and Inspiring the Future since SGOSS' contract with Babcock was finished. • to have Co-Opted Governors on board with the appropriate skills. SC will ask a potential candidate if they are still interested in a position. <p>➤ the FGB delegates to Teaching and Learning (T&L) Committee, Resources Committee, Chairs Committee and Pay Committee.</p> | <p>CB/Clerk 10/16</p> <p>SC 10/16</p> |

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| | <p>T&L Committee includes RO, CB, CH, RE, SC, DW, MG and KC;</p> <p>Resources Committee includes RO, CB, RR, EW, MB, JR, LC and ND.</p> <p>➤ LC will join the Pay Committee, working with CH and ND.</p> <p>5.2 Head teacher's appraisal</p> <p>RO, MG and RE, appointed by the FGB and approved by the AGM, sit on the HT Appraisal Panel to work with last year's External Adviser, to support and advise the Panel during the Head teacher's appraisal process. The appraisal meeting will take place on 13th October 2016.</p> <p>5.4 Review appeals committee structure Governors reviewed and updated the first and the second appeals committees' members.</p> | <p>RO/MG/RE</p> <p>10/16</p> |
| 6 | <p>Reaffirm aims and visions of school linked to SMIP</p> <p>Governors agreed to publish Aims and Values, which properly stands for what Bowhill Primary School is, on the school's website. The clerk was requested to contact Adam to put the document under the link of Ethos & Values.</p> | <p>Clerk</p> <p>09/16</p> |
| 7 | <p>Questions to the Head teacher</p> <p>No additional questions were raised before the meeting.</p> | |
| 8 | <p>Decide if meetings are to be open to the public</p> <p>Governors agreed that meetings should be open to the public.</p> | |
| 9 | <p>Issue a reminder about Part II procedures and confidentiality</p> <p>Governors enhanced the procedure to record and file the hard and digital copies of Part II Minutes for confidentiality:</p> <ul style="list-style-type: none"> ➤ At the beginning of any confidential item the governing board should resolve to move into 'Part II'. ➤ Anything discussed or decided in Part II must remain confidential within the governing board. ➤ The Part II minutes should be recorded separately from the main (Part I) minutes. ➤ Part II minutes should not be distributed by email. A copy of the draft minutes for each governor should be brought to the next meeting (preferably on coloured paper, so they are easy to identify). The digital copy should be stored in a memory stick. Once ratified the copies are collected by the clerk and shredded. One copy printed on coloured paper remains in school in a locked location, separate from the main minutes. ➤ In what circumstances would it be correct to move into Part II of the meeting? <p>Full governing board or committee matters which relate to:-</p> <ul style="list-style-type: none"> • a named teacher; • any other person employed or proposed to be employed at the school; • a named pupil or candidate for admission to the school or exclusion from it; • any matter by reason of its nature the governing board thinks should be dealt with on a confidential basis (e.g. disciplinary matters involving pupils or staff); • exclusions; • some elements of finance, such as foreseeing a future funding crisis or possible reduction in the number of classes. | |

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| 10 | <p>Reminder to governors of the procedure to request items to be added to an agenda</p> <p>Governors are welcome to request items to be added to an agenda, but any items must be notified to the Chair (Clerk) preferably 7 days but at least 24 hours in advance of the meeting. However, it may not always be possible to include such items and they will then be carried forward to the next meeting.</p> | |
| 11 | <p>Review procedure for dealing with apologies, sanctioning of absences and issuing reminders that attendance register will appear on the school website</p> <p>Governors reviewed and approved:</p> <ul style="list-style-type: none"> ➤ The Clerk should maintain records of attendance at governing board meetings, including sanctioned or unsanctioned apologies and advising of non-attendance under the six-month rule. The six-month attendance rule applies only to meetings of the full governing board and NOT committees; ➤ It is important that, the clerk maintains accurate attendance records for meetings and records in the minutes any non-attendance that has been sanctioned by the governing board. ➤ Governors' yearly attendance register will be published on the school website. The Clerk should update the annual attendance record in September. | |
| 12 | <p>Review Governors' responsibilities/year links</p> <ul style="list-style-type: none"> ➤ Governors updated <u>Governor Responsibilities and Policy Links 2016/17</u> <ul style="list-style-type: none"> • LC is to take the role of High Attainers , working with RO; • ND is responsible for Behaviour & Safety SEAL; • MG is to take the responsibility for Governor Profile; • SC is to liaise with George Littlejohn about his being an Associate Governor responsible for Science; • RO and Joanne Radford are to share the role of Assessment Lead; • To replace the roles of Foundation, KS1 & KS2 with school engagement which will be implemented by Chairs Committee that will also cast an overall perspective on Governors' strategic roles for the school's improvements. Governors agreed to continue to have Learning Walk to assess the outcome of actions, to collect information and to build up consistent conversations and communications with teachers. | SC 10/16 |
| 13 | <p>Appoint governors with responsibilities for SEN</p> <p>Governors were agreeable to appointing EW and JR responsible for SEN.</p> | |
| 14 | <p>Monitor progress of the School Improvement Plan focusing on the three core functions and agree a programme of governor visits linked to the plan</p> <p>The Chairs Committee will take over monitoring the School Improvement Plan and will review the details at the Chairs Committee meeting for the next FGB meeting to approve.</p> | Chairs Committee 09/16 |
| 15 | <p>Discuss Local Learning Community (LLC) activities planned for the year</p> <p>Governors asked CB to give a brief summary on LLC activities.</p> <p>MB confirmed that the newly received figures about "Progress Key stage 1 to 2. 56 Children" were positive. The school achieved sufficient progress scores in English reading, English writing and</p> | |

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| | <p>Mathematics. These figures when looked at alongside both the attainment figures and internal figures showed our need to concentrate on the writing within the school as well as the pupil premium.</p> <p>CB added: With regard to the common threads in writing, it is not pupils' writing that is not good enough but their spelling which is more of a challenge. Spelling involves rectifying spelling errors, consistent and accurate spelling and using correct spelling patterns within a real context, not limited to a test.</p> | |
| 16 | <p>Review induction process for new governors on Committee recommendation</p> <p>New Governor Induction Guideline and Checklist rewritten by CH were approved by the FGB on 28th June 2016. EW is LC's mentor and CH is ND's mentor. LC and ND will be evaluating and giving feedback to mentors on the mentoring programme.</p> | |
| 17 | <p>Identify and agree attendance at governor training</p> <p>The Clerk has kept updating Governors' training record and collecting their training certificates or Record of Learning and Impact forms of the training. The Clerk regularly shares the information with the Training Governors, CH, who contacts Governors about the training outcome and emails Iris to give an overview of anticipated training/costs for the new term.</p> | |
| 18 | <p>Agree strategy for receiving notification of OFSTED inspection</p> <p>CB has newly revised and updated "12 hour Ofsted Plan" which will be circulated to Governors after the meeting.</p> | |
| 19 | <p>19.1 Review and sign Governors CODE OF CONDUCT (due Sept 2016)</p> <p>19.2 Update and sign Governors' business interests Register'</p> <p>Governors resigned CODE OF CONDUCT and 'business interests Register'.</p> | |
| 20 | <p>Approve to recheck Governors' DBS</p> <p>Governors agreed to have Governors' DBS rechecked every 4 years in line with standard term of office.</p> <p>Governors requested the Clerk to confirm with Iris to keep Governors' DBS check up to date.</p> | <p>Clerks 09/16</p> |
| 21 | <p>Safeguarding</p> <p>The Terms of Reference for Safeguarding Governor were being reviewed by JR who is going to bring it back to the next FGB for approval.</p> | <p>JR/Clerk 09/16</p> |

22.1 Set date for Staff/Governors' tea & 22.2 Fix the meeting dates of the FGB and committees for the next Academic Year 2016/17

| 2016 Autumn Term | | | | |
|--|---------------------------------|---------------------------------|--|--------------------------------|
| Teaching and Learning Committee | Resources Committee | Pay Committee | FGB | AGM |
| 13 th September 2016 | 20 th September 2016 | 19 th September 2016 | Exceptional FGB 27 th September | 6 th September 2016 |
| 8 th November 2016 | 15 th November 2016 | | 22 nd November 2016 Staff & Governors' Tea | |
| 2017 Spring Term | | | | |
| 10 th January 2017 | 17 th January 2017 | | No meeting | |
| 28 th February 2017 | 7 th March 2017 | | 14 th March 2017 | |
| 2017 Summer Term | | | | |
| 18 th April 2017 | 25 th April 2017 | | No meeting | |
| 13 th June 2017 | 20 th June 2017 | | 27 th June 2017 | |

CB circulated the updated SEF and advised Governors to comment on it which will be submitted to DCC on 30th September 2016.

Attachments:

1. The Registration of Business Interest
2. The name list of present Governors (including Terms of Office)
3. Terms of Reference for the HT appraisal panel
4. Governor Responsibilities and Policy Links 2015/16 & Governor School Visits
5. Governors' Attendance Record (Yearly)
6. Terms of Reference for Safeguarding Governor
7. New Governor Induction Checklist and Guidance
8. Aims and Curriculum

There being no further items to discuss the meeting closed at 7.55 p.m.

Signed Dated.....