



## Bowhill Primary School

### Annual General Meeting

#### Minutes

Date of meeting	12 <sup>th</sup> September 2017	Present	Name of Governor	Initials	Category		Name of Governor	Initials	Category
			Caren Brooks (Headteacher)	CB	STH		Debra Ward	DW	STF
Time of meeting	6.00 p.m.		Reg Edwardson	RE	COO		Rod Ruffle (Chair of Resources)	RR	LA
			Stephen Cousley (Deputy Chair)	SC	COO		Emma Walker-Brown (Deputy Chair of Resources)	EW	PAR
			Ruth O'Neale (Chair)	RO	PAR		Matthew Giles (Chair of T&L)	MG	PAR
			Lizzie Clough	LC	PAR				
Room	Year 6/2	Apologies	David Pryke	DP	FOU		Joanne Radford	JR	COO
		In Attendance	Li Wang	LW	Clerk to Governors				
Minutes to		Attendees/ Apologies/ School Website							

Agenda Number	Details of Discussion	Actions
1	<p><b>Elect Chair and Deputy Chair and Chairs of Committees</b>  <b>With regard to term of office, Governors agreed to the decision approved at the last AGM on 6<sup>th</sup> September 2016:</b></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 took effect from September 2016.</p> <p><b>1.1 Elect Chair and Deputy chair (and inform DAG) &amp; 1.2 Elect Chairs of Committees</b></p> <p><b>The election procedures were carried out as follows:</b></p> <ul style="list-style-type: none"> <li>➤ The Clerk ensured the meeting was quorate;</li> <li>➤ The Clerk presided over the election of the Chair and counted the votes;</li> <li>➤ The Chair of Governors assumed the chair on appointment and conducted the election of the other officers.</li> </ul> <p><b>Ruth O'Neale was nominated as Chair of the Governing Body</b> and this was proposed by RR, seconded by MG and approved by the AGM;</p> <p><b>Stephen Cousley was nominated as Deputy Chair of the Governing Body</b> and this was proposed by RO, seconded by DW and approved by the AGM;</p>	

	<p><b>Matthew Giles was nominated as Chair of the Teaching and Learning Committee</b> and this was proposed by SC, seconded by RO and approved by the AGM;</p> <p><b>Rod Ruffle was nominated as Chair of the Resources Committee</b> and this was proposed by RE, seconded by EW and approved by the AGM;</p> <p><b>Lizzie Clough was nominated as Chair of the Pay Committee</b> and this was proposed by SC, seconded by RO and approved by the AGM;</p> <p><b>The Governing Body received the resignation from Mark Burnard (FOU Governor) and Nikki Denison (COO Governor) prior to the meeting. RO, on behalf of all Governors, expressed her enormous gratitude to their dedication, contribution and commitment to the school's improvements.</b></p> <p><b>It was agreed by Governors that committees' Deputy Chairs will be elected at committee meetings in line with the Annual Cycle.</b></p> <p><b>Governors approved the Annual Cycle which is subject to STATUTORY POLICIES, DOCUMENTS AND INFORMATION REQUIRED BY EXETER LEARNING ACADEMY TRUST.</b></p>	
2	<p><b>2.1 Welcome &amp; Apologies</b></p> <p>RO welcomed all Governors who attended the meeting. Apologies were received as above and sanctioned.</p> <p><b>2.2 Attendance &amp; Business Interest Register</b></p> <p>Governors were reminded that they must declare any conflicts of interest which become apparent during the meeting. None declared. Governors signed 'Register of Business Interests for School Governors for academic year 2017-2018.</p> <p><b>2.3 Fire Alarm</b></p> <p>There was no fire test today. Fire exits were outlined by RO. If the alarm were to sound then everyone should make their way quickly and safely to the playground.</p>	
3	<p><b>Approval of Minutes from the FGB Meeting held on Tuesday 27<sup>th</sup> June 2017</b></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 RO.</p>	
4	<p><b>To discuss matters arising from the minutes</b></p> <p><b>Actions completed:</b></p> <p><b>The answers from MAT business manager to Governors' inquiries about some policies:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Emergency Plan and Procedures-</b> Although the ELAT has developed a central emergency plan, schools still need ownership over it. It is fine to keep our own business continuity plan. In addition, the school's GOVERNORS EMERGENCY CONTACT TREE has been updated.</li> <li>➤ <b>Statement of Internal Control</b> - This statement was for Devon and we have different audit procedures now which will give us the assurance we need - internal audit will go to each school and check processes against approved procedures (the first one is w/c 3rd July looking at bank, payments, invoices, BACs, and reconciliations).</li> <li>➤ <b>Equality Policy</b> - This should be an MAT policy. Allison has drawn one up which she will send to governing bodies once the Board has agreed. The individual school equality data will still be a requirement as each individual schools' pupil base is very different.</li> <li>➤ <b>Child Protection and Safeguarding Policy</b> - E-Safety is a part of Child Protection. The ELAT agreed that apart from all staff, Governors should also receive all the relevant e-</li> </ul>	

	<p>safety/online safety training. The school needs to arrange the training/information for their staff.</p> <ul style="list-style-type: none"> <li>➤ <b>E-Safety Policy</b> – The ELAT schools will arrange for a separate E-Safety policy.</li> <li>➤ <b>Pay Policy</b> - HR1 updates the Pay Policy annually and it usually comes out in September ready for governing bodies to approve in their first round of governors meetings. Our school continues to use our policy for now and when the new version is released the ELAT will look at providing a Trust-wide policy and will recommend standardisation where there are options across the Trust, for LGBs to consider.</li> <li>➤ <b>Scheme of Delegation</b> – The Trust has been set up to ensure that all schools retain the autonomy to make local decisions about their schools. In the past, governing bodies were responsible for the vision and values, budgets, financial probity and holding the school to account. Strategic issues could be budget management, contract management, schools structure, staffing and governance via the LGB. The Trust is now responsible overall for the financial management and strategic management of the schools. Where there is agreement we are setting up central policies and controls with input and review from LGBs and senior staff. In extreme circumstances the Directors have a right to remove the delegated responsibility from LGBs and could assume control of the school, as previously was the remit of Devon County Council.</li> <li>➤ <b>The MAT polices</b> – The ELAT agreed that, in the future, the track changes to the updated MAT policies will be used so that the Local Governing Body will acknowledge the amendments/changes.</li> <li>➤ The Impact Statement 2016/17 has been uploaded to the school website.</li> <li>➤ Clerks reminded Governors of the changes to Edubase. The current Edubase system will be replaced later this year by a new system called ‘get information about schools’. A test version of the replacement service has been released, linked from the existing Edubase site. The existing Edubase system will remain active while the replacement service is being tested.</li> <li>➤ The school’s newsletter in September 2017 published the information of Governor vacancies.</li> </ul> <p><b>Actions to be done:</b></p> <ul style="list-style-type: none"> <li>➤ <b><u>T&amp;L will have a discussion about the following question: ‘Bowhill is planning to hold a food-related event to promote British values. Is it possible to organise this activity across four schools?’</u></b></li> <li>➤ <b><u>Action: All governors are to email RO details of what courses they want to attend and RO will collate this.</u></b></li> </ul>	<p>T&amp;L 09/2017  RO/ALL  09/17</p>
--	--	---

5	<p><b>Review Governors’ responsibilities/year links</b></p> <p>RO explained to governors that vacancies and recent resignations meant that some Governor responsibilities are not now covered. In advance of the meeting RO had emailed governors details of these so they could consider what they might be willing to take on. Governors worked through the Governor Responsibilities and Policy Links 2017/18 document and agreed:</p> <ul style="list-style-type: none"> <li>• JR will not cover SEN anymore, RO will support EW in this until new governor appointed</li> <li>• SC and EW will join the Pay Committee</li> <li>• LC is to take the role of Governor Training;</li> <li>• EW is responsible for Behaviour / Safety SEAL;</li> </ul>	
---	---	--

	<ul style="list-style-type: none"> <li>• RR works with SC for School Lunches (SNAG);</li> <li>• DW is to take the role of Sex Education;</li> <li>• JR is to be responsible for Maths;</li> <li>• DW will take on the role of Science governor but when a new governor starts they will be asked to take this on;</li> <li>• Governors to take turns to be mentors for new Governors.</li> </ul> <p>It was noted that some recent visits or engagements from Governors academic last year had not been written up so LW had not been able to incorporate these into the record of Governor visits. It was also noted some areas; Health &amp; Safety and Behaviour/SEAL had not had a visit last academic year and all agreed that every area must have some governor input during the school year.</p> <p>Chairs Committee will continue implementing school engagement and will cast an overall perspective on Governors' strategic roles for the school's improvements. <i>(Subsequent to the meeting a date of October 3<sup>rd</sup> has been agreed for the next meeting).</i></p> <p>Governors agreed to continue to have termly Governor days/Learning Walks to assess the outcome of actions, to collect information and to build up consistent conversations and communications with teachers.</p> <p><u>RO reminded all Governors that there should be regular engagement with school on the area they are responsible for and that they should submit their school visit reports after the visits were made, for the reports are the evidence of Governors getting involved in school's development and improvement.</u></p>	<p>All accordingly</p>
<p>6</p>	<p><b>Appoint governors with responsibilities for SEN</b></p> <p>Governors were agreeable to appointing EW responsible for SEN and RO will support EW in this until a new governor is appointed.</p>	
<p>7</p>	<p><b>7.1 Review and agree Governing Body Membership and all Committees including terms of reference and HT Performance management &amp; 7.2 Consider vacancies and remind governors of individual terms of office</b></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 realised the difficulty in finding Co-opted Governors and 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>Governors agreed:</p> <ul style="list-style-type: none"> <li>• to adopt Terms of Reference for the FGB and Committees which were amended in June 2017 and approved by the FGB on 27 June 2017.</li> <li>• that the FGB will include one member of staff, one Staff Head teacher, seven Parent Governors and six Co-opted Governors, two Foundation Governors and one Local Authority Governor. There will be six Governor Vacancies (three Parent Governors, two Co-Opted Governors and one Foundation Governor) to fill.</li> </ul>	

	<ul style="list-style-type: none"> <li>that, although the Governing Body is happy with the present membership, to keep advertising the vacancies through school's newsletters and other relevant websites will still be implemented in order to have fresh membership on board. In order to balance the number of each committee's membership, new Governors will sit on T&amp;L committee.</li> </ul> <p>RO confirmed that there were three candidates who showed interest to become Governors and CB will give them a tour of school. Some of them are going to attend committee meetings soon.</p> <p><b><u>Action: CB will circulate the meeting time for Parents Evenings on 2<sup>nd</sup>, 16<sup>th</sup> and 17<sup>th</sup> October 2017 and Governors were encouraged to attend the activities to communicate with parents and help recruit new prospective Governors.</u></b></p> <ul style="list-style-type: none"> <li>to have Co-Opted Governors on board with the appropriate skills.</li> <li>the FGB delegates to Teaching and Learning (T&amp;L) Committee, Resources Committee, Chairs Committee, Pay Committee and Chairs' Committee.</li> </ul> <p>T&amp;L Committee includes RO, SC, DW, MG and CB. Resources Committee includes RR, EW, JR, LC, DP, RE and CB.</p> <ul style="list-style-type: none"> <li>EW and SC will join the Pay Committee, working with LC.</li> <li>It was agreed the next new governor joining should (depending on skills and experience) join the T&amp;L committee so there is even governor representation between committees.</li> </ul> <p><b>7.3 Review appeals committee structure</b></p> <p>Governors reviewed and updated the first and the second appeals committees' members. RE, EW, SC. MG and DP will sit on the First Committee. RR, RO, JR, LC and one new Governor will sit on the Second Committee. JR and DP were elected onto committees in their absence so their agreement will be confirmed after the meeting.</p> <p><b>7.4 Head teacher's appraisal</b></p> <p>RO, MG and RE, appointed by the FGB and approved by the AGM, sit on the HT Appraisal Panel to work with the External Adviser who needs to be confirmed, to support and advise the Panel during the Head teacher's appraisal process. The date of the appraisal meeting has not been confirmed yet. MG, RO, RE confirmed they would be happy with the choice of Mel Easter as the special adviser. The timing and the selection of special adviser is now subject to agreement across the MAT so date and adviser are to be confirmed.</p>	<p>CB/All 10/2017</p>
<p>8</p>	<p><b>Reaffirm aims and visions of school linked to SMIP</b></p> <p><b>Governors agreed to publish Aims and Values, which properly stands for what Bowhill Primary School is, on the school's website.</b></p> <p>Governors agreed to hold more Governor Open Days which focus on various aspects. The draft timetable of the events is as follows:</p> <ul style="list-style-type: none"> <li>➤ Autumn term -Data Day</li> <li>➤ Spring term – SEND day</li> <li>➤ Summer term – Safeguarding &amp; E-safety day</li> </ul> <p><b>Governors agreed to hold Governor Data Day on 31<sup>st</sup> October 2017.</b></p>	<p>CB</p>

	<p>CB confirmed that the format of SMIP is being circulated to the ELAT and will be sent back to the school later this term. Regarding SEF and SMIP, the priority is Writing.</p> <p><b>Action: CB will circulate the new SEF to all Governors after the meeting. Governors are asked to add a paragraph on governance to this. RO to coordinate.</b></p> <p><b>Governors asked about the outcome of converting to an academy.</b></p> <p>CB confirmed the advantages of working together with the other three MAT schools because good practice can be shared across schools such as organising events/activities among students and teaching staff.</p>	12/09/17
9	<p><b>Questions to the Head teacher</b></p> <p><b>RE asked about the situation under which parents chose to delay their children's application.</b></p> <p>CB confirmed that LA has stated clearly that you cannot apply online after the closing date. To apply after this time please, people either contact DCC or complete the official form.</p> <p><b>MG asked about the arrangement for two reception classes.</b></p> <p>CB replied that the school has received positive feedback from the teaching staff of those two classes which are bigger than the average size. A spare classroom has been provided for them so that students have enough space for any activities.</p>	
10 & 11	<p><b>Safeguarding &amp; Children in Care</b></p> <p><b>Action: JR will share the information about her Safeguarding training.</b></p> <p><b>SC asked if the teaching staff who are in charge of children in care are able to have a firm grip of what the children need before Christmas and fulfil the tasks on the personal educational plan (PEP) if English is not his/her first language.</b></p> <p>CB replied that a coordinator has been arranged for teaching staff and the child. She confirmed that there will be no extra money for this arrangement.</p> <p>CB reminded Governors that Bowhill had sent a letter of concern regarding a family to Devon Social Services. Following that letter being received, a social worker carried out an unannounced visit to one of our families the following day.</p> <p><b>RO noted that there had been concerns last year about the delay in getting social care referrals responded to and the churn of social care staff, governors confirmed they will support CB if CB needs any help with Safeguarding and children in care.</b></p>	JR 11/17
12	<p><b>Decide if meetings are to be open to the public</b></p> <p><b>Governors agreed that meetings should be open to the public.</b></p>	
13	<p><b>Issue a reminder about Part II procedures and confidentiality</b></p> <p><b>Governors enhanced the procedure to record and file the hard and digital copies of Part II Minutes for confidentiality:</b></p> <ul style="list-style-type: none"> <li>➤ At the beginning of any confidential item the governing board should resolve to move into 'Part II'.</li> <li>➤ Anything discussed or decided in Part II must remain confidential within the governing board.</li> <li>➤ The Part II minutes should be recorded separately from the main (Part I) minutes.</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ In what circumstances would it be correct to move into Part II of the meeting? Full governing board or committee matters which relate to:- <ul style="list-style-type: none"> <li>• a named teacher;</li> <li>• any other person employed or proposed to be employed at the school;</li> <li>• a named pupil or candidate for admission to the school or exclusion from it;</li> <li>• 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);</li> <li>• exclusions;</li> <li>• some elements of finance, such as foreseeing a future funding crisis or possible reduction in the number of classes.</li> </ul> </li> </ul>	
14	<p><b>Reminder to governors of the procedure to request items to be added to an agenda</b></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>	
15	<p><b>Review procedure for dealing with apologies, sanctioning of absences and issuing reminders that attendance register will appear on the school website</b></p> <p>Governors reviewed and approved:</p> <ul style="list-style-type: none"> <li>➤ The Clerk should maintain records of attendance for governing body 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;</li> <li>➤ 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 body.</li> <li>➤ Governors' yearly attendance register is published on the school website. The Clerk updates the annual attendance record in September.</li> <li>➤ Governors' attendance record for all meetings of academic year 2016-17 was circulated and approved by Governors prior to the meeting.</li> </ul>	
16	<p><b>Monitor progress of the School Improvement Plan focusing on the three core functions and agree a programme of governor visits linked to the plan (drafted by Chairs' Committee)</b></p> <p><b>The Chairs Committee took over monitoring the School Improvement Plan. <u>CB confirmed that School Improvement Plan will be completed at the end of half term.</u></b></p>	CB 10/17
17&18	<p><b>17. Review induction process for new governors on Committee recommendation</b></p> <p><b>18. Identify and agree attendance at governor training</b></p> <p>Governors agreed to keep using the New Governor Induction Guideline and Checklist approved by the FGB on 28<sup>th</sup> June 2016.</p>	

	<p><b><u>Action: The record for Governors' training attendance and the latest version of Record of Learning and Impact will be circulated after the meeting.</u></b></p> <p><b><u>Action: Governors were encouraged to submit Record of Learning and Impact or training certificates after they finish each training course. LW to circulate electronic version.</u></b></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.</p>	<p>Clerk 14/09/17</p> <p>All accordingly</p>
19	<p><b>Agree strategy for receiving notification of OFSTED inspection</b></p> <p><b>Governors agreed that the notification of Ofsted inspection - 12 hour Ofsted Plan - worked well for last year's inspection.</b></p>	
20	<p><b>20.1 Review of Governor Impact</b> RO confirmed that Governor Impact 2016-17 has been published on the school website.</p> <p><b>20.2 Review and sign Governors CODE OF CONDUCT &amp; 20.3 Update and sign Governors' business interests Register</b> Governors signed Code of Conduct and Register of Business Interests for School Governors for academic year 2017-2018.</p> <p>Clerk contacted Adam and confirmed that Governors do not need to sign 'Governor and Visitor ICT or IT Acceptable Use Policy Agreement' (AUP) every year. They only need to sign the AUP once and would only have to re-sign it if the policy is updated.</p>	
21	<p><b>Approve to recheck Governors' DBS</b></p> <p><b>Governors agreed to have Governors' DBS rechecked every 4 years in line with standard term of office. Iris keeps Governors' DBS check up to date.</b></p>	
22	<p><b>22.1 Academisation Update</b> <b>22.2 Questions for MAT directors</b></p> <p>➤ <b><u>EW/CB will bring this question to the next ELAT meeting:</u></b> 'With regard to 'school house information', Governors concurred with Mr Stone's view that this was no longer worth allocating any more time and money to. The MAT business manager Allison also agreed. However, no one from the DCC has contacted the tenant yet. If the MAT agrees for CB to contact the tenant, CB will inform her of the updated situation.' EW also agreed to ask about what the MAT's plan is to engage and update their members i.e. RE.</p> <p><b><u>Action: Clerk was requested to contact Allison to enquire if the minutes for the ELAT meeting on 17 July 2017 had been published.</u></b></p> <p><b><u>Action: RO to ask Allison regarding governors' social and planned governors' data evening which was discussed last year but has not yet been scheduled.</u></b></p>	<p>EW 10/17</p> <p>Clerk 14/09/17</p> <p>RO accordingly</p>
23	<p><b>Items brought forward by the Chair</b></p> <p>1. Governors were informed that Iris had an admin meeting with Allison on 12<sup>th</sup> September 2017 and Allison confirmed Pay Policy will be one that the Trust will be dealing with. <b>The AGM delegated the discussion about pay scale to the Resources meeting which will take place on 26 September 2017.</b></p> <p>2. Clerk was requested to circulate MAT Newsletters link: <a href="http://www.exeterlearningacademytrust.co.uk/news/">http://www.exeterlearningacademytrust.co.uk/news/</a> to Governors with the AGM Minutes.</p>	



	3. Clerk was requested to invite Nikki Denison and Mark Burnard to attend Staff & Governor Tea on 28 <sup>th</sup> November 2017.				
<b>22</b>	<b>22.1 Set date for Staff/Governors' tea &amp; 22.2 Fix the meeting dates of the FGB and committees for the next Academic Year2017/18</b>				
	<b>Teaching and Learning Committee</b>	<b>Resources Committee</b>	<b>Pay Committee</b>	<b>Chairs Committee</b>	<b>FGB</b>
	19 <sup>th</sup> September 2017	26 <sup>th</sup> September 2017		5 <sup>th</sup> September 2017	AGM 12 <sup>th</sup> September 2017
	7 <sup>th</sup> November 2017	14 <sup>th</sup> November 2017		3 <sup>rd</sup> October 2017	28 <sup>th</sup> November 2017 Staff &Governors' Tea
<b>2018 Spring Term</b>					
	16 <sup>th</sup> January 2018	9 <sup>th</sup> January 2018			No meeting
	27 <sup>th</sup> February 2018	6 <sup>th</sup> March 2018			13 <sup>th</sup> March 2018
<b>2018 Summer Term</b>					
	17 <sup>th</sup> April 2018	24 <sup>th</sup> April 2018			No meeting
	26 <sup>th</sup> June 2018	3 <sup>rd</sup> July 2018			10 <sup>th</sup> July 2018

Attachments:

- 1.The Registration of Business Interest
2. Aims and Curriculums
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)
7. New Governor Induction Checklist and Guidance

There being no further items to discuss the meeting closed at 7.25 p.m.

Signed ..... Dated.....