

**Meeting of Full Governing Body
12th March 2018
Training Room
4.30pm (commenced 4.40pm)**

MINUTES

Governors Present:	Emma Farrell, Les Gunbie, Reg Hook, Jennifer John, Dick Knight, Alan Sanders (Chair), Elaine Stoner, Derek Swindells
Associate Members Present:	Sue Middleton
Officers Present:	Teresa Dee (Clerk)

	<u>Agenda item</u>	<u>Action</u>
	Note - Staff Members and Staff Governors were excused from the meeting to prepare for a section 5 Ofsted inspection commencing the following day.	
1	<p>Introduction</p> <p>a) Welcome Alan Sanders chaired the meeting in the absence of the Chair of Governors. It was agreed that agenda items 4 and 5 would not be covered at the meeting.</p> <p>b) Apologies for Absence Apologies for absence received from Mick Baker, Alison Frost and Jenny Poore. Martyn Allen was also absent from the meeting. The meeting was quorate.</p> <p>c) Declarations of Interest The declarations register was circulated with a request for any updates to be noted and signed. There were no declarations in respect of items on the agenda.</p>	
2	<p>Last Meeting Dated 11th December 2017</p> <p>a) Approval of Minutes The Full Governing Body reviewed and approved the minutes from the meeting held on 11th December 2017. The Chair signed the minutes as confirmation of their accuracy.</p> <p>b) Matters Arising Not Included Elsewhere on Agenda</p> <ul style="list-style-type: none"> • Parent Governor Election The Clerk advised that whilst it had been hoped that the Governing Body would be welcoming two new parent governors there had been a delay in the electronic vote for the election process. 	
3	<p>Chair's Update No updates.</p>	
4	<p>Headteacher's Update See 1a.</p>	
5	<p>School Development Items - Personal Development, Behaviour and Welfare See 1a.</p>	
6	<p>Business Manager's and Business Group Reports Governors noted the contents of the Business Manager's report and supporting documents, including a financial outturn to month 10 and a first draft budget for 2018/19. The Clerk provided a verbal report on discussions from the business group meeting and summarised the documents being recommended for approval as:</p> <ul style="list-style-type: none"> • Scheme of Delegation • Schools Financial Value Standard (SFVS) Return 	

Signature.....Date.....

	<p>AGREEMENT - The Full Governing Body approved the scheme of delegation and SFVS return as presented.</p> <p>Governors requested an update on preparation for ensuring compliance with the general data protection regulations (GDPR). It was understood that some staff had received training but it was felt that training should be made available to every member of staff that processed data. A written assurance report was requested from the school for discussion at the next strategy, priorities and projects meeting.</p>	
7	<p>Other Reports and Recommendations</p> <p>a) Nominations Group A group of governors had been delegated to review the skills audit and to consider the expressions of interests from governors for reappointment or appointment as co-opted governors on the expiry of their current terms off office. Recommendations arising from the group meeting on 2nd March were incorporated within a written report to Governors. Whilst the meeting remained quorate governors' approval was sought to the recommendations.</p> <p>AGREEMENT - The Full Governing Body approved the following appointments:</p> <ul style="list-style-type: none"> • Derek Swindells as a local authority governor on expiry of his current term of office and subject to proposal from the Local Authority. • Mick Baker, Les Gunbie, Reg Hook, Jennifer John and Jenny Poore as Co-opted Governors on expiry of their current terms of office. <p>5.02pm Derek Swindells left the meeting at which stage the meeting became inquorate.</p> <p>Dick Knight as chair of the nominations group provided a summary of discussions at the group meeting and gave a vote of thanks and gratitude to the work and contribution from those Governors currently serving who had decided to not put themselves forward for reappointment. These were Martyn Allen, Emma Farrell, Alan Sanders and Elaine Stoner.</p> <p>b) School Information Published on Website Reg Hook confirmed that he had completed the annual Governors' audit of the School's website to ensure compliance with the regulations for publication of information and that he was reassured that everything was complete.</p> <p>c) Register of Student Admission and Attendance The Clerk read from a written statement from Mick Baker who had completed the Governors' annual audit check of the student admission and attendance register.</p>	
8	<p>Policies and Other Documents Approved or for Approval</p> <p>a) Complaints Procedure Document not available for approval.</p> <p>b) Equality Information and Objectives Document not available for publication.</p> <p>c) Whistleblowing Policy Governors noted the contents of the whistleblowing policy and associated documents and heard that these had been approved under a delegation to the Chair of Governors.</p>	
9	<p>Any Other Business None</p> <p>Meeting ended at 5.18pm</p> <p>Date of next meetings - Strategy, Priorities and Projects on 21st May and Full Governing Body on 2nd July.</p>	