

Action list for AGM minutes 27/9/2022

Action	Action description	By who	By when	Complete
Emergency plan	Undertake emergency plan	TP/school	December FGB	
Regarding SIP	Include SEND and PP figures (comparisons with national figures)	TP	Data should be available for T&L committee	
Vice chair required	Email governors	CB/All	Governors to consider becoming vice chair	
Sub committees	Sub committee chair with clerk to confirm meeting dates	LS/AQ/BA	ASAP	Email sent to AQ and BA about setting dates 28/9/2022
Analysis of new kitchen arrangements	Report/data about new school meals, waste, take up of meals	TP/JK	December FGB	
Policies	Governors not at meetings to read and agree/disagree with policies	Feedback to LS	When not available for a meeting	
KCSiE	all governors to have read part 1. Online questionnaire to test knowledge to be completed	TP - reset and send out questionnaire to board	Send week commencing 10th October 2022	
Term of References	Update all ToR and send welfare info to CB	LS - update ToR	ASAP	Updated 28/9/2002. Need to find welfare ToR
Headteacher's performance review is arranged	Arrange date, assessor and CB to attend	TP	ASAP - before Christmas break	
Governor's Code of Practice	To be included in induction pack	LS	ASAP	Added to induction pack 28/9/2022
MATs training - inform sub committee and book as required	Inform sub committee	LS	ASAP	Email with training info sent 28/9/2022

SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY T&L COMMITTEE MEETING

MEETING – Part I					
Date/Time: Tuesday 27th September 2022 at 6.30pm			Location: SMCPSS		
Attendees	Initials	Category	Attendees	Initials	Category
Tom Parkin	TP	Ex	Ivor Smith	IS	Co-opted
Chris Brown	CB	Co-opted (Chair)	Rhoda Bailey	RB	Co-opted
Rosie Warrington	RW	Deputy head	Glenys Law	GL	Newly voted co-opted
Toby Shaddick	TS	Parent			

In attendance	Initials	
Liz Shaw	LS	Clerk

	Agenda Item	Details	Action
Procedural items			
1	Welcome & Apologies	CB welcomed RW to the governors meeting and introduced to the board. Also welcomed the return of GL, to be elected onto the board. Andrew Quayle, Laura Lockwood and Beverly Adams - absent from the meeting.	Accepted
2	Update of Business interests	Governors present, checked and amended where necessary their interest and signed forms.	Completed
3	Review of contact details	Governors present, checked and amended where necessary their contact details.	Completed
4	Annual skills audit	CB - found it a complicated form and subjective, but valuable for establishing the sub committees and skill sets. CB - like members to consider venturing into new territory, gain new skills via CPD. Reviewing the skills audit, the group offers a complete skills set.	Completed
5	Minutes from summer FGB	CB and TP signed off minutes	Accepted
6	Outstanding action from FGB	TP - <u>Emergency plan</u> - to be completed by December FGB. Fire drill was completed for the whole school. TP - <u>SIP</u> - data still not available to be able to give information and comparisons. Information should be available for the T&L meeting later in the term. TP - <u>kitchen analysis</u> - wanted to know what information was wanted? Info required - how is it working, look at waste & value for money, has there been an increase in numbers taking up a main meal? TP - school has more control over the menu. School have recently carried out a survey with parents about the menu and encouraging child to eat dinners and healthy food - results pending. <u>KCSiE</u> - CB wanted to know if the governors could complete an online questionnaire to ensure their knowledge and understanding of KCSiE and any new updates. TP - advised that he wasn't sure, as the questionnaire likely to be the same as the year before, as changes in the report were not huge and	On going

		<p>did not drastically change how an incident would be dealt with. TP will look to see if he can reset the questionnaire and send it out to the board.</p> <p>CB - took a show of hands of those that had read the report. All present, with the exception of GL (new to the board) had read the updated report. GL to be sent the document.</p> <p>ACTION: TP to send out questionnaire week commencing 10th October.</p>	
Governing Body			
7	Election of new member	CB proposed GL, RB seconded the proposal. Show of hands in favour of the election of new member. Welcome GL to the board.	
8	Election of Chair and vice chair	<p>Chair elected at summer FGB, with all in favour of CB remaining chair. Vice chair position was discussed at summer FGB, with emails of interest to be sent to CB - none received.</p> <p>A board of governors should have a vice chair and the absence of one has been noted by Babcock LDP Service to Clerks</p>	On going
9	Review committees	<p>CB - difficult to review when governors are absent. BA has offered to be the chair of the T&L committee. AQ has offered to temporarily chair the Finance & Resources committee.</p> <p>CB will move from T&L to F&R committee.</p> <p>GL will join the F&R committee.</p> <p>TS - would like to become premises lead, feels external skills lend themselves to the role. Currently SEND lead and is concerned about the amount of time he can offer both roles. Agreed to remain temporarily the SEND lead, to review at sub committee.</p> <p>Hearing panels 1 & 2: CB - will call on board members when required</p> <p>Pay & performance - LL, CB & IS</p> <p>Children in Care - RB to become lead</p> <p>Finance - AQ, as lead of sub committee</p> <p>Personnel - IS to take the lead</p> <p>Health, safety and welfare - CB to take the lead</p> <p>EYFS - BA as curriculum lead</p> <p>CB - Term of reference required for welfare lead. ACTION: LS to find and email ToR.</p> <p>Committee meeting dates: LS to liaise with chairs of sub committees in arranging dates. FGB meetings to remain Wednesdays and in person. Committee meetings can be more flexible.ACTION: set and send out dates ASAP</p>	Agreed
10	Update Terms of Reference for all committees	Committee groups and roles finalised. ToR to be updated and sent out to governors (see section 9).	Updated
11	Review/Appoint Pay & Performance panel	See section 9	
12	Ensure Headteacher's performance is organised	<p>TP - performance review usually takes place in the autumn term.</p> <p>TP - will organise a date and confirm this with the assessor and CB.</p> <p>ACTION: TP to arrange date with external assessor.</p>	Ongoing
13	Review & approve Governors Code of Practice	CB - a short document, but worth reading annually. Not included in the induction pack. ACTION: LS to ensure code is added to Governors induction pack.	Agreed
14	Governor induction pack	LS updated documents. To add the Code of Practice.	

15	Housekeeping	Governors were reminded about: adding an agenda item, procedure for receiving correspondence, need for meetings to be quorate and sending apologies, part 2 procedure and confidentiality.	Updated
16	CPD/Training	<p>CB - will discuss further at FGB and with all governors the need to increase our communication with each other, the school and community; need to be more visible (as best we can as volunteers). Would like governors to complete at least one school visit, attend training programmes and look at succession planning.</p> <p>Emphasis on the lead governor of a particular area to visit at least once a year to fulfil the role and to seek out training for that role, plus any additional training (allowing for personal commitments).</p> <p>CB - The National Governance Assoc (NGA) offers a 20 question self evaluation of the board and would like to send information to the board and get feedback, for the board to agree on at the FGB. It could be a positive way to look at what we are delivering and stepping up post pandemic. Working with the clerk to consider training dates etc.</p> <p>Discussion around receiving email notifications and to check settings to ensure notifications are highlighted on receipt.</p> <p>CB - succession planning. As a team we need to be planning for the future and ensuring roles and responsibilities are in place to support the school, Tom and SLT. We need to look at recruitment and succession planning as part of our self evaluation. With the clerk will focus on: governor development, governor briefing, recruitment and school visits.</p> <p>I.S - advised it is difficult to attend training through the day, but happy to catch up on an evening with recordings, slides etc.</p> <p>T.S - would like more info on training content and outcomes. ACTION: LS can send more information about training sessions, if alerted by a governor and can apply for training.</p>	Ongoing
17	Policies	Reminder to all governors of their responsibility to read and agree/disagree with policies (usually connected to their role). If governors are unable to attend a meeting, please read the information/policy and feedback to the clerk, to prevent policies rolling forward to the next meeting.	Agreed
18	Ofsted - being Ofsted ready	CB - met with TP last week to consider the academic year and key events. There is a good chance the school will receive an Ofsted inspection at some point this academic year. There are training events online looking at the governor's role and what to expect from an inspection. Some governors completed the training last year, and would like all to undertake this training.	Ongoing
19	Multi Academy Trusts	<p>CB - have agreed with TP that the sub committee group set up to consider MATs will meet via Teams one evening to plan and set out what we hope to achieve by investigating other MATs, to support Tom and staff. TP has suggested informal chats with Tarka and Ventrus academy trusts. BA is aware of another MAT in mid Devon. Looking into at least 3 MATs would offer good scope and best practice in developing our knowledge and understanding of MATs and what we as a school want from the venture. There are two training sessions online looking into MATs, which would be useful for sub committee members to attend.</p> <p>ACTION: LS to email out the information, dates etc and arrange training as required.</p>	Sub committee CB, BA & TS
20	Term dates 2023-24	TP - apologies not on agenda, but to highlight that dates for the academic year 2023-24 are being finalised. No unexpected dates, non pupil days and the two occasional days have been tagged to a beginning or end of a term (offering time for staff training etc).	
	Site manager vacancy	<p>Discussion around vacancy for site manager and no applications via DCC job site. Vacancy deadline has been extended.</p> <p>CB - burden of managing site, lock up, maintenance of site with TP and RW.</p>	

		TS - asked if recruitment agencies had been approached or considered advertising with a different site, one directed at building/engineering? TP - to consider alternative advertising strategy	
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Policies			
21	Finance policy	AQ - confirmed policy	
22	Governors expenses/allowances	IS - confirmed policy	
23	Governor visits policy	BA - no information	
24	Health & Safety	CB - in essence confirm (have a few questions will email clerk and TP)	
25	Charging and remissions	AQ - confirmed policy	
	Impact	RB - will look to encourage people to consider governance. Need to think outside the box.	

Meeting closed at 7.45pm

Next meeting dates: Finance & Resources sub committee (TBC)