

## SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY AGM

FGB MEETING – Part I Minutes							
Date/Time: Wednesday 13 <sup>th</sup> September 2019				Location: South Molton Primary School			
Attendees	Initials	Category	Time	Attendees	Initials	Category	Time
Andrew Quayle	AQ	Chair		Tom Parkin	TP	Head	
Chris Brown	CB	Co-opted					
Mary-Ellen Whalley	MEW	Parent					
Helen Symons	HS	Co-opted					
Lorraine Kennealy	LK	Parent					
Penny King	PK	Staff					

In attendance	Initials	Capacity
Jo Kingdon	JK	Clerk
Lorena Allen	LA	Prospective governor

	Agenda Item		Action
<b>PROCEDURAL ITEMS</b>			
1	Apologies	None	
2	Business interests	Business interests – Governors check their business interests and signed to agree. RK to check and sign at the next meeting.	RK to check and sign.
3	Review of governors contact details	All checked and agreed.	
4	Annual skills matrix	Governors handed in or emailed JK their skills matrix.	
5	Election of chair and vice chair	AQ stood unopposed for the position of chair – it was decided unanimously that he should continue as chair. CB stood unopposed for the position of vice chair – It was decided unanimously that he should continue as vice chair and with the view to become chair next year. Succession planning – AQ discussed his plans to stand down as chair next year – CB expressed he would be interested to take the role of chair with support in the run up from AQ.	
6	Update terms of reference	TOR were updated and agreed by governors – This was completed to the best of the FGB ability given the shortage of governors we are currently experiencing. During this time, it sparked a conversation around the recruitment of new governors. <b>Governors have requested:</b> <ul style="list-style-type: none"> <li>• info's about joining the governors be sent out to parents especially the new parents.</li> <li>• Check websites of governor recruitment sites.</li> <li>• Advertise in gazette volunteers section</li> <li>• Add to the newsletter and prospectus</li> <li>• CB has some links for potential places to look</li> <li>• Advertise or look at Indeed volunteers' site.</li> <li>• Advertise specifically for a Safeguarding deputy.</li> </ul>	JK
7	Code of practice	<b>Send AQ the previous governor's code of practice to look at.</b>	JK
8	Governor induction pack	<b>Send AQ the governors' induction pack – both for potential new governors and for governors once they have joined/agreed.</b>	JK
9	Housekeeping	Governors were reminded about how to: Put an item on an agenda – Email JK or TP. Procedure for receiving correspondence - Contact TP. Of the need to be quorate for meetings – decisions cannot be made if meetings are not quorate. Of the non-attendance and disqualification procedure – Governors can be dismissed if they miss 3 FGB's. Of the Part 2 procedure and confidentiality – Part 2 mins are not emailed out, are	

		printed and read at the meeting and then 1 copy filed and the rest shredded.	
The meeting then moved onto FGB agenda			
10	Mins	The previous mins from the FGB were discussed and agreed.	
11	Actions from previous mins	<p>Safeguarding will be discussed in a moment.</p> <p>The lost shoe - this has been found. CB is going to come in for lunch and observe supervision to ensure it is satisfactory. CB would also like to re-do the safe in school questionnaire with children.</p> <p>Child comments in the PP and SP reports – Governors would like to see children’s comments in the PP and SP reports to reflect how the monies use has benefitted them or had an impact on them.</p> <p><b>Y6 on all agendas this academic year as it’s the first cohort of Y6 so governors would like to be kept informed of their progress.</b></p> <p>GDPR – Governors to use their school email addresses for correspondence from now – JK to check that all emails are working correctly. Remind LK, MEW and HS of their email addresses and passwords. Share the tech help details with governors.</p> <p><b>H&amp;S policy – Send it to AQ for review.</b></p> <ol style="list-style-type: none"> <li>1. CB – Mental health support – CB is in contact with Exeter Uni for Mental health support in school. The Uni will be in touch next week. Iron Mill College – They are looking for placements for students and they’re interested in sending training counsellors for sessions. Place to be – Provide training for staff. Family compass – CB will write up info/reports to bring back to governors.</li> <li>2. PK – SD is still keen to continue her tracking visits but they are going to be flexible.</li> </ol>	
12	Correspondence received	<p>Letter from Babcock – welcome for the year and info regarding Children in care in school and offering support should it be required. We don’t currently have any children in care.</p> <p>AQ would like to attend the governance masterclass possibly.</p>	
		<p>TP provided governors with a verbal update on numbers and admissions at this point. Devonlive have reported that South Molton Community Primary School is the most difficult primary school in Devon to get into and we currently have 16 reception children on our waiting list.</p> <p>Governors discussed the current numbers, admissions and the future plans of the school.</p> <p>Outdoor area plans were also discussed - Can do some work outside due to funding received. TP is going to draw up a plan for the pond area for development.</p> <p><b>Staff numbers and class structure was requested by governors – TP to send this out via email.</b></p> <p>Children – SEN needs and changes in children attending the school were discussed. Cleaning and caretaker issues discussed – Cleanliness around the school has been raised by parents and it’s been mentioned that it’s looking a bit tired. Norse are looking for a new caretaker. Governors asked if we get a refund for the summer holidays cleaning as the caretaker left before the summer and a new one was not appointed. TP – will ask PH.</p>	
14 & 15	KCSIE New Safeguarding policy	<p>Governors have read the KCSIE document – Sign declaration to agree.</p> <p>CB has read the keeping children safe in education document – CB has some issues with the KCSIE and the Safeguarding policy and the comparison of the two documents. CB would like to draft a letter on behalf of the governing body to Babcock to express these concerns and questions. <b>CB will make his notes and liaise with JK to draft a letter to them.</b></p>	CB JK
16	Health and safety walk	<b>No RK to organise this. PH and RK will organise this.</b>	PH RK
17	HT performance management	This has been organised for Monday 23 <sup>rd</sup> September 2019. MEW and AQ are able to attend – CB will confirm if he is able to attend.	
Policies			
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18	Child protection and safeguarding policy	See above – Item 14 & 15. CB would like the issues identified to be forwarded onto Babcock before the policy is agreed.	

19	Finance policy	This Policy has previously been agreed but a signature was missed.	
20	DBS	PH has a bursar briefing later this month. The DBS updates will be covered at the meeting and PH will feedback to governors following this for the policy to be updated.	
21	Governor's allowances and expenses.	Policy agreed	
22	Lock down policy.	Governors asked if the lockdown policy had been practiced. It had been practiced but not as frequently as the fire drill. Governors would like to see the policy put out to every classroom or a step by step guide and ensure all staff have read and understand for emergencies.	
23	Overnight stays policy	JK/TP to check Babcock website to see if there is guidance on updating this policy.	JK TP
24	Whole School Food Policy	Remove the sentence 'New standards'. Policy states there is one allergen free choice per day. Currently have a new child with a nut allergy – He eats in a separate room with a friend. Check the Gov. website re spare Epi pens in schools. Governors asked about the Brexit fresh food shortage in relation to Devon Norse. PH will check on this. Let's Get Cooking Club is going to begin again after half term.	PH
25	GDPR	AQ and PK will meet regarding this policy and bring to FGB.	
26	Impact	Governors agreed that they had discussed several topics tonight that impact on the children's education but decided that the biggest topics of impact were the safeguarding policy as keeping children safe in education is of high importance. Governors had also discussed the future development of the school which will have an impact on the children's education.	

Meeting closed at 8.30pm.

## Committee Membership and Governor Responsibility Review for AGM 2016

COMMITTEES	2015-16	2016-17
RESOURCES	<ol style="list-style-type: none"> <li>1. Mike</li> <li>2. Kate</li> <li>3. Nick</li> <li>4. Rob</li> <li>5. Rosalie</li> <li>6. Ruth</li> </ol> (+ Tom)	<ol style="list-style-type: none"> <li>1. Mike - Chair</li> <li>2. Kate</li> <li>3. Rob</li> <li>4. Rosalie</li> <li>5. Ruth</li> <li>6. Andrew</li> </ol> (+ Tom)
TEACHING & LEARNING	<ol style="list-style-type: none"> <li>1. Sue</li> <li>2. Shaun</li> <li>3. Penny</li> <li>4. Mary Ellen</li> <li>5. Michelle</li> <li>6. Becky</li> </ol> (+ Tom)	<ol style="list-style-type: none"> <li>1. Sue</li> <li>2. Shaun</li> <li>3. Penny - Chair</li> <li>4. Mary Ellen</li> <li>5. Michelle</li> <li>6. Becky</li> </ol> (+ Tom)
HEARING (1 <sup>st</sup> )	<ol style="list-style-type: none"> <li>1. Mary Ellen</li> <li>2. Kate</li> <li>3. Mike</li> </ol>	<ol style="list-style-type: none"> <li>1. Mary Ellen</li> <li>2. Kate</li> <li>3. Mike</li> </ol>
APPEALS (2 <sup>nd</sup> )	<ol style="list-style-type: none"> <li>1. Sue</li> <li>2. Shaun</li> <li>3. Nick</li> </ol>	<ol style="list-style-type: none"> <li>1. Sue</li> <li>2. Shaun</li> <li>3. Ruth</li> </ol>
PAY & PERFORMANCE	<ol style="list-style-type: none"> <li>1. Kate</li> <li>2. Nick</li> <li>3. Mary Ellen</li> </ol>	<ol style="list-style-type: none"> <li>1. Kate</li> <li>2. Mary-Ellen</li> <li>3. Ruth</li> </ol>
PAY & PERFORMANCE APPEALS	<ol style="list-style-type: none"> <li>1. Sue</li> <li>2. Mike</li> <li>3. Shani</li> </ol>	<ol style="list-style-type: none"> <li>1. Sue</li> <li>2. Mike</li> <li>3. Andrew</li> </ol>
<b>LEAD GOVERNORS</b>		
Training	Shani	Kate
Headteacher's Appraisal	Sue, Shani	Sue, Mary-Ellen
SEN	Shaun	Shaun
Safeguarding	Nick	Sue
EYFS	Penny	Penny
Children in Care	-	Sue
Finance	Mike	Mike
Personnel	Kate	Kate
Health, Safety, Welfare	Rob	Rob
Curriculum	Penny	Penny
Inclusion	Shaun, Michelle	Shaun, Michelle
School Improvement	Sue	Sue
Community & Parent Links	Mary Ellen	Mary- Ellen & Ruth