



MINUTES

of the **Full Governing Body Meeting**
held on **Monday 7th November 2016**
at **5.30pm**
at **Emscote Infant School**

Meeting No FGB161107

1.i. Present: Mrs Sandra Barnsley, Mr Alex Blakemore, Mrs Debi Cossins, Mrs Pat Daly, Mrs Margherita Finney, Miss Natalie Johnson, Mr Jon Queralt, Revd Diane Thompson, Mrs Sandra Sutherland, Mr Ivor Westmore.

ii. Apologies received: Mr Andrew Baugh, Mrs Louisa Clarkson, Mr Ed Leung, Mr John McRoberts, Mrs Louise Stephenson

2. Code of Conduct

It was agreed that the governing body should have a code of conduct, outlining the core functions of the governing body and what is expected of a school governor. Before the next Full Governing Body meeting, the Clerk will circulate by email to all governors a model National Governors' Association Code of Conduct for comment. This can then either be adopted in full or amended to suit Emscote/All Saints purposes. The Code will need to be signed by all governors.

Action:

Clerk to circulate a model Code of Conduct and add this as an agenda item for the FGB meeting on 28th November.

All governors to read the Code and send any comments to the Clerk by email.

IMPACT: The governors will have a clear understanding of the key functions of the governing body and their role and responsibilities as members of that governing body. This will help the governing body to function more effectively.

3. Minutes & Action logs

i. Minutes

The Clerk has been provided with minutes of the latest FGB and Teaching & Learning committee meetings.

Action:

Clerk to ask Rachel Reed for copies of minutes of all meetings from the last 12 months.

The governors discussed the format and usefulness/effectiveness of the current minutes. It was felt that the use of acronyms for governor names could sometimes be confusing and there were no objections to giving names in full. The clerk shared with the governors an example of some minutes she had taken for another governing body and it was agreed that a similar format would be adopted for Emscote/All Saints. This would include:

- A greater level of detail to show evidence of discussion.
- Highlighting governor challenge or governor questions
- The introduction of impact statements
- Transfer of action points to an Action Register which is then circulated with the minutes and includes clear target dates for completion of actions. The Action Register can then be used for Matters Arising at the next meeting. Each committee will have a separate Action Register. Actions which are not completed or partially completed can then have revised dates attached to them, or be flagged up using colour coding.

Circulation of minutes

The Clerk will endeavour to produce a draft set of minutes within 2-3 days of each meeting which will be sent to the governors present at that meeting for checking/comment. A final set of minutes will then be circulated to all governors no later than 7 days after the meeting. The aim is to store copies of all minutes and Action Registers on the OneDrive (see Item 7 below).

IMPACT: Governor minutes provide an accurate and useful record of meeting content and discussion, including evidence of governor challenge and the impact of their activities. The inclusion of an Action Register will ensure that all actions are followed up.

ii. Agendas

It was agreed that, 2 weeks before each meeting, the clerk would provide relevant governors with a draft agenda listing standard or statutory agenda items for that committee and any other items noted for discussion. Those governors can then inform the clerk of any other items they would like to add to that agenda. A final agenda will then be circulated, along with any papers for information or discussion, 7-10 days before the meeting. Governors will notify the clerk of any questions they would like to ask so that relevant staff/governors have time to prepare a response. Those questions will also be included in the minutes for that meeting.

4. Committees, Posts & Terms of Reference

i. Committees

The Clerk was given a list of the governors serving on each of the four committees. It was confirmed that Mr Ed Leung chairs the Teaching & Learning committee and Mrs Louise Clarkson chairs the Community committee. The chair of the Resources and SIAMS committee will be appointed at the next meeting of those committees.

ii. Terms of reference

It was agreed that new Terms of Reference should be agreed for the Full Governing Body and each committee.

Action:

Clerk to circulate model Terms of Reference.

All governors to send comments to the Clerk before the next Full Governing Body Meeting. Terms of reference to be agreed and signed by the chair at that meeting.

iii. Other committees and panels

The Pay Committee is due to meet on Monday 21 November. Governors serving on this committee are: Mrs Margherita Finney, Mr Andrew Baugh, Mrs Pat Daly.

The Headteacher Performance Review Panel comprises – Mrs Margherita Finney and Mrs Pat Daly.

It was agreed that the Terms of Reference for other Panels (ie Hearings, Appeals, Admissions and Pupil Discipline) would not name specific governors to enable maximum flexibility should a panel hearing or meeting have to be called at short notice. However, governors willing to sit on any of the panels should notify the Clerk so that she can maintain a contact hotlist should the need arise.

IMPACT: The governors have put into place a new governing body structure into order to carry out their duties more efficiently and effectively. Each committee and panel will have clear Terms of Reference to ensure that they are legally compliant and that every governor understands their roles and responsibilities.

iv. Governors with special responsibility

It was confirmed that the following governors hold special responsibility:

Mrs Margherita Finney - SEN

Mr Andrew Baugh - H&S

Mrs Margherita Finney and Mrs Sandra Barnsley - Safeguarding

Ally Lynch also attends Resources meetings to advise on Finance. The governors discussed whether or not this could be an Associate Member role and agreed that this could be beneficial. The Clerk advised the governors that Associate Members could be given voting rights on the committee they advise, if so wished.

Action:

Chair of Governors to discuss with Ally Lynch the possibility of becoming an Associate Member.

5. Terms of Office

There was some confusion over start/end dates for governor terms of office but the process of compiling information for the National governor Database (see item 9) is helping to clarify this. Many governors' were re-appointed to their posts at the 12th September FGB meeting.

There are currently vacancies for a Co-opted and an LA governor. It was also noted that Mr Ed Leung's term of office expires this month.

Actions:

Clerk to clarify Mr Ed Leung's future role with the Chair of Governors.

Clerk to write to the LA regarding the LA governor vacancy.

Mr John McRoberts to liaise with Debi Cossins and the Chairs of the Committees to identify skill gaps with a view to filling the Co-opted vacancy. Bring suggestions to next FGB meeting.

6. Register of Interests

Prior to the meeting, the Clerk had circulated new declaration forms.

Action:

Clerk to compile an up to date register of interests and upload this to the school websites.

The Clerk informed the governors that it is also now a requirement to publish governor attendance at meetings on school websites. She will find out whether *apologies* count as *present* or *absent* in this context. The governors felt it was important to ensure that attendance at meetings (and what would happen if governors miss a specified number of meetings) is covered either in the Terms of Reference or in the Code of Conduct.

IMPACT: The governors are legally compliant and have an up to date Register of Interests which is published on the school websites.

7. OneDrive

The clerk demonstrated the WeLearn OneDrive to the governors – a central, safe online storage facility provided by the LA. It was agreed that all governors would be provided with welearn email addresses enabling access to the onedrive where, in future, all useful governance documents would be stored (minutes, agendas, meeting papers, latest policies, Terms of Reference, Instrument of Governance, Governor Monitoring timetables and reports, Development Plans, SEFs, etc). The governors also agreed to migrate to using welearn emails only for governor correspondence.

Action:

Clerk to ask Rachel Reed (RR) to help set up welearn email addresses for all governors.

All governors will be asked to provide RR with a personal password for this account.

The **Clerk** will then circulate instructions for accessing welearn and setting up welearn email accounts on their computers/phones etc.

IMPACT: The governors will have a secure and efficient system for email correspondence and safe document storage.

8. Development plan

This will be an agenda item on all committee meetings so that aspects relating to the plan that are relevant to each committee can be monitored. The governors felt that clarification on what is expected from governor visits would be beneficial.

Actions:

Clerk to liaise with **Headteacher** over identifying priorities for governor visits for the coming months, linked to the Rapid Improvement Plan.

Clerk to circulate to governors a model school visit record form.

9. National Database of governors

Prior to the meeting, the clerk circulated data collection forms for the National Database of School Governors. The headteacher confirmed that the clerk can be given access to the Edubase to upload the information.

Action:

Clerk to obtain Edubase logon details for each school and upload governor data.

IMPACT: The governors are fulfilling their duty to upload up-to-date information on governors to the National Database of School Governors.

10. Any other business

i. The Key for School Governors

The Headteacher asked the Clerk to find out the cost of a subscription to the Key for School Governors – a useful and informative site which offers many model documents as well as up to date advice.

Action:

Clerk to check cost of The Key subscription.

ii. Inspection visit

The Headteacher informed the governors that the 6-month post-Ofsted Section 8 visit had taken place. The Headteacher is pleased with the result. A report on the visit will be public by the end of the week and will also be published on the Ofsted website.

10. Dates of future meetings

Pay Committee	Monday 21 st November, 5pm, All Saints
Resources	Monday 21 st November, 5.30pm, All Saints
Full Governing Body:	Monday 28th November, 5.45pm, Emscote
SIAMS	Thursday 24 Nov, 3.30pm, All Saints

There being no other business, the meeting closed at 6.50pm