



Newtown Primary School Governing Body

Annual General Meeting/ Full Governing Body Meeting Thursday 17th September 2015 at 17:30 Venue: Newtown Primary School

Present Jenny Lloyd (JML) Penny Burnside (PB) Steven Fearn (SF) Saxon Spence (SS)
Hayley Back (HB) Sandra Dalglish (SD) Victoria Darios (VD) Ruth Jones (RJ)
Richard Westlake (RW)

In Attendance: Jessica Bengier (JB) (Clerk)

Apologies: Mike Cox (MC) James Lyons (JL) Jill Mather (JM)

Absent:

Quorum: 7. 13 in attendance, meeting quorate

- | | <u>Action/ Resolution</u> |
|---|---|
| <p>1. Apologies for Absence/ Absences Sanctioned
MC - Holiday; JM - Family Commitments; JL - Family Commitments
Absences sanctioned
Agreed by all present</p> | <p>Absences sanctioned
Agreed by all present</p> |
| <p>2. Declaration of Interests invited and declared
SF - School Website</p> | |
| <p>3. John Peart (DCC) Presentation - Questions from Governors
John Peart sent his apologies to the meeting due to ill health. He has offered to attend the FGM meeting in December.</p> <p>It was noted that the situation, with the unsigned Service Level Agreement (SLA) cannot go on until December and the GB require answers.</p> <p>Action: RW to investigate what happened to the response to the letter sent in summer</p> <p>Action: Invite JP to the Resources Committee meeting 22nd October. RJ to contact JP and invite.</p> | <p>Action: RW to investigate what happened to the response to the letter sent in summer</p> <p>Action: Invite JP to the Resources Committee meeting 22nd October. RJ to contact JP and invite.</p> |
| <p>4. Welcome to the new Academic Year - Introduction by the Chair
JML welcomed everyone to the new academic year.</p> | <p>Noted</p> |
| <p>4.1 Chair's Annual Report to Parents
Draft annual report distributed prior to the meeting. Governors split into small groups to discuss the achievements of the GB over the last academic year.</p> <p>Feedback included governor monitoring, challenging questions to the Headteacher, Health & Safety and a new class and staffing structure.</p> <p>Action: JML to redraft the report and circulate to governors for review prior to sending out to parents.</p> | <p>Action: JML to redraft the report and circulate to governors for review prior to sending out to parents.</p> |

5. **AGM Governor Housekeeping**
- 5.1 **Signing of the Business Register**
Governor Business Registers circulated to all governors during meeting to update and sign. Noted
- 5.2 **School Governors Code of Conduct**
Agreed: All governors agree to abide by the Governors Code of Conduct
Agreed by all present Agreed: All governors agree to abide by the Governors Code of Conduct
Agreed by all present
- 5.3 **Open or Closed Meetings - needs to be minuted annually**
It was agreed that all meetings will be open
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- 5.4 **Confirmation of Chair and Vice Chair**
No nominations for Chair or Vice Chair were received prior to the meeting. JML reported on discussions she has had with JM. JM is willing to consider becoming Chair after a period of shadowing the role. It is proposed that JML remain Chair whilst JM shadows the role with a view to becoming chair later in the academic year. Discussion focused on how to manage succession planning. SS felt it would be best for the change in Chair of Governing Body were to happen at the start of the next academic year.
- It was queried whether JM could be Vice Chair and 'shadow' the role of the Chair at the same time. As Vice Chair cannot be voted in absentia this will need to wait until the next FGM. Action: Election of the Vice Chair an agenda item for the next FGM.
- Action: Election of the Vice Chair an agenda item for the next FGM.** Agreed: Ms Jenny Lloyd to continue as Chair of Governing Body for another year.
Agreed by all present
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- Agreed by all present**
- 5.5 **Reaffirmation of Quorum for FGM and Committee meetings**
Clerk confirmed that due to current vacancies on the GB the quorum for FGM is 7. Once all vacancies are filled the quorum is 8. Quorum for committee meetings is three governors. Noted
- 5.6 **Confirmation of Committee Membership**
- Teaching & Learning Committee
- | | |
|--|--------------|
| Penny Burnside Chair | Ruth Jones |
| Victoria Darious | Saxon Spence |
| Sandra Dalgliesh (<i>moved from Resources</i>) | |
- Resources Committee
- | | |
|---|------------------|
| Steve Fearn Chair | Ruth Jones |
| Jill Mather (<i>moved from T&L TBC</i>) | Mike Cox |
| Hayley Back | James Lyon |
| Jenny Lloyd | Richard Westlake |
- Pay & Performance Committee
- | | |
|---------------------------|--------------------------------|
| Saxon Spence Chair | Mike Cox TBC |
| James Lyon | Ruth Jones (non-voting member) |

Vacancy

5.7 Ratification of Annual Cycle of Business

Changes - move the review of the Draft SDP and Curriculum Plans to committee meetings for the first half of the Autumn term and approve at December FGM.

Action: Clerk to make changes to Annual Cycle of Business

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Agreed: Annual Cycle of Business, with approved changes for 2015-16
Agreed by all present

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Agreed by all present

5.8 Current Vacancies on Governing Body/ Parent Elections

Currently there is a vacancy for a parent governor and one co-opted governor. We need to recruit an additional co-opted governor to allow JL to step down.

Action: letter to be sent to parents re: Governor nominations with school newsletter tomorrow.

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It was noted that JML term of office as Local Authority Governor ends in November. JML is willing to stand as the LA governor for another term of office.

Proposal: To nominate Ms Jenny Lloyd to continue as Local Authority Governor

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Agreed by all present

Proposed: Mrs Penny Burnside

Seconded Mr Richard Westlake

Agreed by all present

5.9 Governor Information on School Website

Governor pen portraits are being collated by clerk. It was noted that there has to be a way of contacting the governors. Various methods were discussed.

Agreed: Use of gmail email address which will be monitored by the Clerk.
Agreed by all present

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Agreed by all present

Action: To be reviewed in February 2016 at FGM

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6. Approval of meeting minutes from FGM - 16th July 2015

FGM Minutes from the 16th July 2015 agreed by all present and signed by the Chair.

Minutes of the AGM 16.07.2015 approved and signed

7. Matters Arising from the minutes of the FGM

7.1 NGA Subscription Fees

Costs of the subscriptions circulated prior to the meeting.

Agreed: Standard Package (£77 per annum) to be purchased by the Clerk

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7.2 Future Planning Meetings with school staff - suggested dates

Agreed: Tuesday 19th January 2016 at 3:45pm

Agreed by all present

Agreed: 19.01.2016 3:45pm Agreed by all present

8. **Verbal Update from Pay Committee**
Clerk gave update of approval of salary increases for staff as a result of appraisal process and the approval of a 1% pay rise across the board for cost of living. Noted
9. **Succession Planning**
- 9.1 **Roles and Responsibilities within the Governing Body**
Mentoring of New Governors
SF queried whether it would be best for the mentor governor to be on the same committee as the new governor. It was noted how overwhelming the first few meetings can be for a new governor and the mentor would ideally offer support and encouragement.
- Action: HB to mentor JM and MC with guided tour around the school and introduction to all staff.** Action: HB to mentor JM and MC with guided tour around the school and introduction to all staff.
- What is Strategic versus Operational
Document circulated prior to meeting. It was noted that it can be a challenge to navigate between strategic and operational issues and the GB does need to review this regularly.
- Group Exercise working on roles and responsibilities within the GB. Action: Clerk to compile results of group exercise and bring back to FGM in December for approval.
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- 9.2 **Role of the Chair Training - 28th November 2015**
Any governors interested in attending this training please contact the Clerk Noted
10. **Part Two**
- Meeting moved to Part Two* Noted
- Governing Body Correspondence**
None noted Noted
11. **Other Matters brought forward by the Chair**
- 11.1 **Keeping Children Safe in Education - Statutory Guidance July 2015**
Guidance distributed prior to the meeting. Governors will be asked to sign in December FGM to confirm they have read and will follow the guidance.
- Action: Agenda item for December FGM** Action: Agenda item for December FGM
- Governor Monitoring for the Autumn Term**
Action: RJ to email monitoring cycle for the Autumn term to Clerk for circulation to the GB. Governors to inform RJ when they can attend. Action: RJ to email monitoring cycle for the Autumn term to Clerk for circulation to the GB. Governors to inform RJ when they can attend.
12. **Time and date of next meeting.**
Thursday 3rd December 2015 5:30pm - Agreed by all present 03.12.2015 agreed by all present
- Meeting ended at 19:45**