

BEARWOOD PRIMARY SCHOOL

PART I MINUTES OF A FULL GOVERNING BODY MEETING

WEDNESDAY 12th OCTOBER 2016 7PM – 9PM

Present: Karen Butroid (Chair), Jane Barlow (Headteacher), Jo Garner (JG), Danny Chinery (DC) and Jon Robson-Hurst (JRH).

Clerk: Danny Chinery

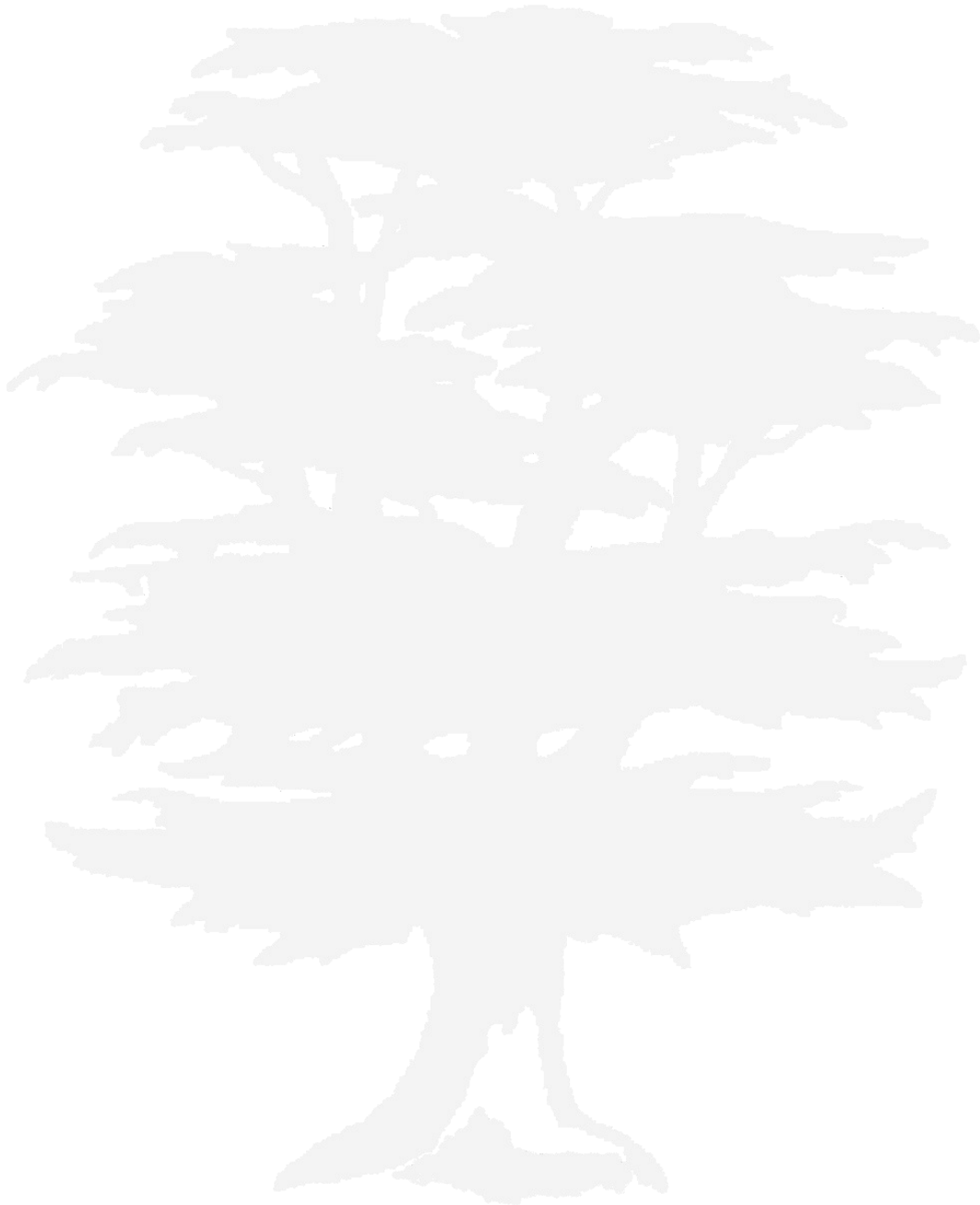
No	Item	Action & Deadline Date
16.17 16.17.1 16.17.2	<p>Chair's Opening Remarks DC agreed to minute the meeting.</p> <p>The Chair confirmed that this meeting, whilst a meeting of the Full Governing body, had been called to discuss the parent elections that need to take place following receipt of more nominations than there are parent governor vacancies. Minutes and actions arising from the last meeting would be carried over to the date of the next FGB meeting.</p>	
16.18	<p>Apologies For Absence Apologies for absence were accepted from Rachelle Shepherd Du Bey and Cristina Marinoni..</p>	
16.19	<p>Declarations Of Business Interest None relating to the items being discussed at this meeting.</p>	
16.20 16.20.1 16.20.2 16.20.3 16.20.4 16.20.5	<p>Governor Elections The Chair confirmed that there have been 8 nominations for the 2 parent governor positions</p> <p>The FGB is able to Co-Opt up to 3 governors but this needs to be agreed and completed before a ballot can commence for the 2 parent governor positions</p> <p>It was noted that JB, as Head Teacher was the Returning Officer</p> <p>The governors agreed a preferred timetable for the ballot: letters out to parents and carers by 13th October, responses due by 20th October and the count to take place at the school at 3pm on 21st October. It was noted that this was an Inset day but that JB and CM would have completed by that time, the performance management discussions which are taking place on that day</p> <p>The governors discussed whether this timeframe should be extended beyond half term. However, it was felt that asking for ballot papers to be returned within a week was about the right period of time. it was not felt appropriate to hold an election over a half term as some parents may lose their ballot papers and there was no reason to wait until after half term to start the process unless it was not possible to get the letters prepared in enough time.</p>	<p align="right">JB</p>

Signed..... Date.....

16.20.6	The ballot form will be printed on pale blue paper to ensure duplication is not easy. Two voting forms and envelopes will be sent home with one child from each family along with the candidates' personal statements.	JB
16.20.7	In the event of a tie, the governors agreed that a coin toss seemed unprofessional and some governors were uneasy with the option of the parent with the youngest registered child taking on the position. A form of lot drawing was agreed upon with the Chair picking the winner in front of the nominees, if present.	
16.20.8	It was agreed that the Chair would finish drafting the paperwork needed and would send it to JB for her review before it was printed in a school and sent out with pupils. It was noted that the Head Teacher would not normally do all the photocopying etc. around an election but the Chair felt it was not advisable to ask the Clerk as they already had many actions to complete on behalf of the governors.	KB/JB
16.21	Skills Audit	
16.21.1	A skills audit has been completed by all the existing governors and by 7 of the 8 candidates for parent governor.	
16.21.2	The audit was evaluated by the governors and attention was given to candidates who could display specific experience in safeguarding, SEN, finance and the ability to spend time in the school	
16.21.3	Two candidates were chosen to be co-opted. The co-opted governors had the most relevant skills set to offer to the governors. These candidates were phoned during the meeting and both invited (and agreed) to withdraw their application for parent governors	
16.21.4	The Chair agreed to draft a note for the Head to distribute to the remaining 6 candidates to explain the position and that the voting papers will be sent home on the 13 th October	KC
16.22	Any Other Business	
16.22.1	The Head discussed the possibility that 2 children may be at risk of a managed move or a permanent exclusion. This is being dealt with as appropriate by the school.	
16.22.2	Two parents have had an altercation over parking. One of these parents has said that he will write to the school but nothing has been received yet. There was some discussion about parents continuing to park irresponsibly and on the yellow zig zags despite requests not to do so and the positioning of a large warning sign. It was agreed that this needed further discussion at a meeting in the future.	

Signed..... Date.....

16.23	Date Of Next Meeting Tuesday 1 st November 2016	
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