

BEARWOOD PRIMARY SCHOOL

MINUTES OF A FULL GOVERNING BODY MEETING

THURSDAY 25th MAY 2017 6pm – 7:30pm

Present: Karen Butroid (Chair), Nicola Bruce, Claire Sanderson, Sheila Peffers-Moore, Cristina Marinoni, Joanne Garner and Jane Barlow (Head Teacher), Danny Chinery (by phone)

Apologies for absence: Rachelle Shepherd-Du Bey, Christine Smart

Item No.	Item	Action
FGB17.50 17.50.1	Succession Planning Following an email from the Chair of Governors to advise that she will step down from the role of Chair of Governors and as a Governor on the 7 th July 2017 a meeting was called to discuss succession planning.	
17.50.2	Governors agreed that Christine Smart has been appointed as a Governor at Bearwood Primary School.	
17.50.3	Governors agreed that the Pay and Performance and Resource committees will merge and that Christine Smart will be asked to be the Committee Chair. Danny Chinery will be the vice-chair of the Pay and Performance and Resource committee.	
17.50.4	The Governing Body agreed that Claire Sanderson will be the PPC Committee Chair and Assessment Governor. Sheila Peffers-Moore will be the vice-chair of this committee.	
17.50.5	It was agreed that Danny Chinery will lead the communications working party and will also take on the role of Website Governor.	
17.50.6	Governors agreed that looking at the progress of High attainers will be the responsibility of the Assessment governor and the progress of PPG children will form part of the role of the SEN governor.	
17.50.7	It was agreed that Melissa Smith will become the lead for the Travel working party.	
17.50.8	Governors agreed that Rachelle Shepherd-DuBey will be asked to become Health and Safety Governor.	
17.50.9	Governors agreed that Nicola Bruce will continue to work with Paul Harrison and WBC on the school roof.	
17.50.10	The Governing Body agreed that Nicola Bruce will take on the role of interim Chair for a probationary period of six months, until December 2017.	
17.50.11	Governors agreed that Claire Sanderson and Christine Smart will both be appointed as Vice-Chairs to support Nicola.	

17.50.12	It was agreed that a professional Clerk needs to be recruited as soon as possible to Clerk all committees.	
17.50.13	Governors agreed that at least two experienced Governors need to be recruited and adverts should be placed online for these asap.	NB Action
17.50.14	Melissa Smith agreed to collate the Action plans and a governor calendar for 2017-18.	MS Action
17.50.15	It was noted that it does not always have to be the Chair attending the Chairs' Briefing and that either of the Vice Chairs could attend to spread the load.	
17.50.16	Governors discussed finalising the self evaluation and it was discussed that NB might do this. On reflection the chair suggested CS or SPM if NB is to take on the role of Chair going forward.	Completion of self evaluation TBC

