

**Colston's Primary School Full Governing Body Meeting**  
**Thursday 21 September 2017, 6.00pm**

<b>Present:</b>			
Alex Bell (AB), Head Teacher	Kate Swainson Price (KSP) , Chair	Pauline Allen (PA)	Steve Purdie (SP)
Emily Young (EY)	Niklas Serning (NS)	Sally Reardon (SR)	
<b>In attendance:</b>		<b>Apologies:</b>	
Leanne Sowersby (LS) – Clerk		Katy Dunscombe (KD)	
		Nick Woodroffe (NW)	
		Emily Warren-Ballard (EWB)	

Subject	Discussion	Action Needed	Responsibility
<b>1 Welcomes, apologies and declarations of interest.</b>	No declarations of interest. KSP welcomed everyone.		
<b>2 Elect Chair &amp; Vice Chair</b>	Kate Swainson Price proposed by SP, seconded AB – elected unopposed. Steve Purdie proposed by SR, seconded NS – elected unopposed. KSP introduced Jamey Wilkinson and proposed that she be co-opted to the Governing Body due to her HR skills. This requires a change in the FGB terms of reference to be discussed below.		
<b>3 Review &amp; Sign Code of Practice</b>	The code of practice was passed around for Governors to sign	Code of Practice to be signed by remaining Governors	<b>LS</b>
<b>4 Review &amp; Sign Declarations of Interest</b>	Declarations of interest forms were circulated for completion.	Declarations of interest to be completed by remaining Governors	<b>LS</b>
<b>5 Review &amp; agree Committee &amp; working groups and Terms of Reference</b>	KSP & SP gave an overview of the proposed changes to the committee structure. A roles and responsibilities document was circulated. FGB Terms of Reference were circulated. Need to change the total number of Governors to 17. <b>FGB terms of reference approved subject to that change.</b> Discussion around policies and ensuring that they are up to date.	Make sure statutory policies list is up to date and in polices folder on GH	<b>LS</b>

	<p><b>Premises terms of reference approved.</b></p> <p>Discussion around the make-up of the pay committee and why it has been separated from the finance and staffing committee.</p> <p>Discussion around the Finance &amp; Staffing and Premises committee structure. <b>Finance &amp; staffing, and Pay committee terms of reference to be approved via GovernorHub.</b></p> <p><b>New Committee Structure approved.</b></p>	Agree Finance & Staffing & Pay committee terms of reference via GovernorHub	<b>KSP</b>
<b>6 Elect committee Chairs &amp; Vice Chairs and agree membership</b>	<p><b>Outcomes</b> – Steve Purdie, proposed by KSP, seconded by EG – elected unopposed</p> <p><b>Premises</b> – Pauline Allen, proposed by SP, seconded by AB – elected unopposed</p> <p><b>Finance &amp; Staffing</b> – Emma Gledhill, proposed by KSP, seconded by SP – elected unopposed. Niklas Serning to be staffing lead.</p> <p><b>Pay Committee</b> – Steve Purdie, proposed by PA, seconded by SR – elected unopposed</p> <p>Discussion around the name of the pay committee. Agreed to rename Performance Review Committee.</p> <p>Membership agreed as per circulated document.</p>	Circulate updated roles & responsibilities document	<b>KSP/LS</b>
<b>7 Appoint working groups leads and agree membership</b>	<p>Agreed not to create a communications working group at the moment in order to maintain a realistic workload.</p> <p>Discussion around the possibility of 70<sup>th</sup> birthday celebrations and running that through the Coop.</p> <p>Membership agreed as per circulated document.</p>		
<b>8 Agree Link Governors</b>	<p>Emma Gledhill has now agreed to be Responsible Officer, proposed by SP, seconded by AB - <b>Approved</b></p> <p>Link Governors approved according to the circulated document, subject to discussion of the SDP.</p>		
<b>9 Agree Governor recruitment strategy</b>	<p>Now have one community vacancy, one co-opted vacancy , two staff vacancies and one Schools Cooperative Society vacancy</p> <p>Community election to be held.</p> <p>Would be useful to have someone with legal expertise in relation to MAT discussions.</p> <p>Alex Jarman is looking for an SCS Governor.</p> <p>AB and EY are working on recruiting Staff Governors.</p>	Hold Community elections	<b>LS</b>
<b>10 Governor Manual 2017/18</b>	<p>This is envisaged as a living document of useful information for Governors about the school. Felt that a hard copy version of some of the information might also be useful.</p> <p>KSP and SP are working on this.</p>		

<b>11 Governor Training</b>	<p>Six people have now completed the skills audit. LS will then provide an analysis of the results.</p> <p>Discussion around possible training resources and the value provided by the Governor Development Service. SR has booked onto four courses.</p> <p>Governors to check the GDS training plan, available on GovernorHub and consider booking themselves on courses.</p> <p>LS advised that membership of GDS also gives discounts on membership of The Key, GovernorHub and possible the NGA.</p>	<p>All to complete the skills audit by the end of Sep.</p> <p>Provide skills analysis for next FGB</p> <p>Research prices &amp; discounts on The Key etc. via GDS</p>	<p><b>All</b></p> <p><b>LS</b></p> <p><b>LS</b></p>
<b>12 Review Governor Dashboard</b>	<p>SP introduced the Governor Dashboard and talked through the key points.</p> <p>Discussion around the assessments, how this has been received by staff and the experience of the recent inspection.</p>		
<b>13 Review &amp; agree school improvement plan priorities</b>	<p>The School Development Plan was shared in draft form before the meeting. This will be updated following the Ofsted inspection report. AB talked through the key points.</p> <p><b>Comment – would be useful to split the financial sustainability objective from the MAT / fundraising objectives.</b></p> <p>Discussion about whether any further Link Governors are needed.</p> <p>SP to be Teaching &amp; Learning Link Governor.</p> <p>EG to be Link Governor for finance.</p> <p>NS to be Link Governor for Pupil Premium as well as SEND (NW to remain Link for EAL)</p>		
<b>14 Agree GB SEF 2016/17 and GB objectives 2017/18</b>	<p>Discussion around the purpose of this and the best way to do this.</p> <p>Agreed to review the Governance section of the Governor Dashboard at the end of the year.</p> <p>Objective 3 – agreed to add, ‘self-evaluation’</p> <p>Objective 6 – needs to include a reference to representativeness.</p>	<p>Add, ‘self-evaluation’ to GB objective 3 and reference to representativeness to objective 6</p>	<p><b>KSP</b></p>
<b>15 Minutes of the last meeting</b>	<p><b>10 July 2017</b> - Agreed as correct.</p>		
<b>16 Matters arising – actions report</b>	<p>See actions report.</p> <p>All Governors to sign up for celebration assemblies again this year.</p> <p>It will become the responsibility of Committee Chairs to ensure that policies are reviewed when they are due. This will be ongoing.</p>	<p>Attend celebration assemblies (EY to coordinate)</p>	<p><b>All/EY</b></p>
<b>17 Any other</b>	<p>KSP proposed Jamey Wilkinson be co-opted as a Governor, seconded by EY - <b>Approved</b></p>		

<b>business</b>	SI has declared receipt of a small gift. KSP has some information about training for how schools can engage with parents. Extra FGB for name consultation clashes with parents' evening and will need to be rescheduled. AB thanked Governors, especially KSP & SP for their support in the Ofsted inspection		
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Meeting closed

**Signed**

**Date**

Initial: