



**Devon County Council
Langtree Community School Governing Body
Governors' Meeting: Thursday 13 September 2018 3pm in School**

Agenda Ref	Action or Decision	Decision	Date
2018/19/01	Election of Chair and Vice-Chair for the Academic Year 2018/19 and for Terms of Office to be confirmed.		
01.1	<p>LC introduced the meeting. There had been, she said, one nomination for the role of Chair of Governors: Mrs Taylor-Coleman who wished to be considered, subject to governing body approval, for appointment. Mrs French proposed that Mrs Taylor-Coleman should be Chair of Governors for the new academic year, (seconded by Rev Warren), unanimously agreed.</p> <p>Mrs Cook explained there had been two nominations for the role of Vice-Chair of Governors: Rev Warren and Mrs Lewis and therefore a secret ballot was necessary. Both candidates were invited to speak to the governing body, but both declined and left the room while the ballot took place.</p> <p>Clerk conducted the ballot and invited Rev Warren and Mrs Lewis to return to the meeting for the results to be declared: Rev Warren had the majority vote. Mrs Taylor-Coleman proposed him as Vice-Chair of Governors for the new academic year (seconded: Mrs French, unanimously agreed.</p> <p>Mrs Cook handed the meeting to the newly appointed Chair of Governors, Mrs Taylor-Coleman. Chair thanked both candidates for their nominations and looked forward to working with all governors during the coming year.</p>	Chair of Governors appointed; Vice-Chair of Governors appointed.	Sept 2019
2018/19/02	Apologies for Approved Absence; to Confirm the Meeting is Quorate; governors present and to declare any interests		
02.1	Approved Absence: Mrs Furness is unable to attend due to having just moved house and being unable to have transport to the meeting. Her absence was approved.		
02.2	Governors present: Mrs Taylor-Coleman, Miss Mellody, Mr Smale, Rev Warren, Mrs Lee, Mrs French, Mrs Blundell, Mrs Lee, Mrs Lewis. The meeting was declared to be quorate.		
02.3	Declaration of Interests: none declared in any Agenda item listed.		
03/2018/19	<p>**To streamline Minute approval and matters arising reports or queries, all Minutes had been made available via 'DropBox' for governors to read ahead of the meeting**</p> <p>To Agree Minutes, and deal with matters arising:</p>		
03.1	<p>Minutes of the Governing Body Meeting: 18 July 2018 Miss Mellody proposed the Part One Minute to be an accurate record of the meeting and for them to be signed. There were no Part 2 Minutes from that meeting.</p> <p>Arising: nothing to discuss not included in the Agenda below.</p>	Decision: Minutes agreed and signed.	
04/2017/18	To agree written Minutes of the Monitoring Committee, met 18 July 2018.		
04.1	The Chair of this Committee had verbally reported at the last meeting and details recorded in the Full Governing Body Minutes which were proposed to be accurate and agreed at 3.1 above.The		

	School Development Plan priorities had been approved, Miss Mellody reminded Governors, as had the revised School Prospectus now complete with fresh quotes from pupils inserted.		
05/2018/19	To consider Correspondence: all items considered or, where starred, further discussed.		
05.1	Chair proposed one item to be considered and that was information to be passed to families to let them know that Miss Mellody will retire from Langtree Community School at the end of the Autumn Term. Mrs Taylor-Coleman read a draft letter. Mrs French queried directing questions to staff: Rev Warren agreed that it sounded confident of a successful Headteacher transition if staff were able to be approached by parents, so it was agreed the wording should be as proposed. Chair proposed the letter should be sent out to families on Friday 07 September and this was unanimously agreed. She outlined the need to recruit a Key Stage 2 0.4 FTE fixed term teacher to cover the Acting Headteacher's time out of class, and a timeline was agreed. The Pay and Performance Committee will discuss this vacancy in more detail, she explained, during their first meeting of the term when that committee will also consider the Joint Headteachers' Performance Reviews. Miss Mellody explained that she would expect that Committee to recommend a Review for herself, but an Appraisal for Mr Smale. Chair sought assistance for conducting the Reviews when Mrs Lewis said she would be happy to do this. Mrs Taylor-Coleman would seek support from an external Headteacher (possibly Mrs Reeves from Monkleigh Primary School) for the Reviews, as had happened last year, with dates to be confirmed in consultation with Miss Mellody and Mr Smale.		
06/2018/19	To Review Membership of Committees		
06.1	Committee membership was reviewed. Miss Mellody proposed that Terms of Reference are reviewed by each Committee at their first meeting of the new year, and returned to the next full governing body meeting for adoption, and this was unanimously agreed. Chair proposed that Mr Smale is a member of each committee to assist his role as Joint Headteacher and this was unanimously agreed (seconded: Miss Mellody).	Committee structure reviewed: LC to update DropBox.	Sept 2019 or as necessary
07/18/19	GDPR Data Protection: Issue of the School's Governors' Privacy Notice		
07.1	The Notice was handed to all governors by the Clerk, read and signed as received.	Privacy Notice distributed.	Sept 2019 or was necessary
08/18/19	To agree dates and times for next Meetings		
08.1	The following meeting dates were agreed and proposed: Monitoring Committee: Thursday 27 September: 2.30pm Curriculum Committee: Tuesday 02 October: 2pm Resources Committee: Friday 28 September: 3.30pm Full Governing Body: Thursday 06 December: 3.30pm The Clerk reminded governors that all newly refreshed and recommended committee Terms of Reference should be returned to the Full Governing Body for approval following first meetings of each Committee. This is in line with Auditor recommendations.		
09/18/19	To Review and Update the Register of Declaration of Business Interests All governors present were able to update		Sept 2019

	their Declarations. LC confirmed that absent governors had reviewed and signed Declarations; all are up-to-date.		
10/18/19	To Complete Declaration of Eligibility (to hold the of post of Governor)/DBS Check as necessary		
10.1	All governors were able to complete and sign a Declaration if they had not already done so. Clerk confirmed that all governors had undertaken an enhanced DBS check. LC requested that all governors read and sign an updated Disqualification by Association self-declaration form to comply with safeguarding guidance. She had, she said, recently attended a safeguarding administration course which had highlighted the need for these to be completed annually. They are, she said, held securely in the Head Teacher's office.		As necessary or at review, September 2018.
11/2018/19	To Review and Sign the Governor Code of Practice		
11.1	Reviewed by governors and proposed by the Vice-Chair to be very relevant to the practice of the governing body, highlighting the Seven Principles of Public Office.		Sept 2019
12/2018/19	Safeguarding Briefing for Governors Briefing Miss Mellody proposed that, as there are three Level 3 safeguarding trained governors, she did not need to give a detailed briefing at this meeting as she felt reassured by the amount of expertise across the governing body. The Safeguarding Audit, due to be completed by the end of the Autumn Term, should highlight any areas of weakness, but she appreciated governors interest, and that they take their safeguarding responsibilities very seriously. Governors had, she said, responsibility for making sure procedures are in place: staff carry them out and put them into action in a timely manner. Each Committee had its own responsibilities, she said, and these were highlighted to emphasise the scope and extent of safeguarding.		
13/2017/18	The Joint Head Teacher's Summary of the Last Academic Year, and Priorities for the Year Ahead		
13.1	Mr Smale, as Joint Headteacher, had offered to review the previous school year, again highlighting a very positive atmosphere and an enjoyable year of sharing the headship after a good OfSTED visit last July. New members of staff had settled to be part of the team. He looked forward to working towards a smooth transition to take on Acting Head responsibilities and onwards to secure the school's future. Collaboration with other schools was important, especially in areas of improving writing and spelling across the school. Results this year had been good and broadly in line with national statistics. The security fencing had been completed in time for the beginning of the Autumn Term and positive comments received from families; it was expected that security would be in place in schools. He would like, he said, to continue with plans to overhaul the computer/ICT room completely and look at ways to extend the vital 'Children Working Together' intervention across the school, reintroducing one-to-one sessions.		
	Meeting closed at 6.20pm		

Governor Training		
Date	Provider and content	Participants
23/07/17	LDP Babcock: New Governor Training	Mrs K French
16 March 2017	LDP Babcock: School Attendance Workshop	Rev Warren
02 March 2017	LDP Babcock: New Governor Training	Kate Blundell
03 March 2017	Miss Mellody: new governor/safeguarding governor responsibilities	Kate Blundell
07 Feb 2017	Better Governor webinar: Competency Framework for Governors: introduction to the framework	Miss Mellody Rev Warren Mrs Taylor-Coleman Mrs Heard
	BetterGovernor webinar: Raise OnLine	Rev Warren