



Langtree Community School Governing Body
Governors' Meeting: Thursday 17 January 2019 3.30pm in School

Agenda Ref	Action or Decision	Decision	Date
2018/19/25	Apologies for Approved Absence and to Confirm the Meeting is Quorate; Governors present and to declare any interests		
25.1	Approved Absence: Three governors had submitted apologies for being unable to attend: Mrs Lee had Parish Hall commitments; Mrs Heard has family commitments; Mrs Lewis has work training commitments. All absences were sanctioned.		
25.2	Governors present: Mr Smale, Mrs Taylor-Coleman, Rev Warren, Mrs French, Mrs Blundell, Mrs Furness, Mrs Symons. The meeting was declared to be quorate.		
25.3	Declaration of Interests: Mr Smale declared that he will leave the meeting when the Headteacher vacancy is discussed. No other interests were declared in any Agenda item listed.		
26/18/19	Welcome to Mr Nigel Smale as Acting Headteacher, and to Mrs Symons, newly appointed Staff Governor		
26.1	Mrs Taylor-Coleman welcomed both members of staff and said on behalf of the governing body, that she looked forward to them being (or continuing, for Mr Smale) part of the governing body. She was grateful to Mrs Symons for stepping forward to represent staff.		
27/2018/19	**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** To Agree Minutes, and deal with matters arising:		
27.1	Minutes of the Governing Body Meeting: 06 December 2018: the draft Minutes were approved and proposed to be an accurate record of the meeting; signed by the Chair. There were no matters arising not already listed on the Agenda.	Decision: Minutes agreed and signed.	
28/2018/19	To Consider Correspondence All items considered except where starred, and further discussed.		
28.1	1. Invitation and information: ScoMis Live 2019 event - second invite. No governors expressed an interest.		
29/18/19	To consider the Committee Structure and Membership		
29.1	The structure was considered to take account of Mrs Symons's appointment as staff governor; Miss Mellody's retirement; and Mr Smale's appointment as Acting Headteacher. Mrs Cook will amend as proposed and upload a copy to DropBox for future reference.	Committee restructure agreed.	
30/18/19	Business Brought forward by the Chair		
30.1	Mrs Taylor-Coleman proposed a discussion about the Headteacher vacancy: to plan the recruitment process with input from the whole governing body. Mr Smale declared an interest in this item and left the meeting at 4.15pm. The Chair recounted the history of educational management routes and leadership options governors had discussed in the past: joining MATs (Multi-Academy Trusts); Federations (maintained schools coming together under one governing body); or Collaborations (joint committee to manage a group of schools) but, after a lot of consideration, had purposefully determined that our informal partnership of working together with a cluster of other local primary schools was the most appropriate and comfortable for Langtree School. That is not to say, she said, that at some point in the future any of those would not be reconsidered or that the informal partnership would not		

	<p>be formalised; the current model worked well and governors had agreed it continued to be a suitable management option. The agreed Budget Plan and staffing structure supports the need for a full-time, permanent Head teacher ie a post which has overall responsibility for the school, its staff, its pupils and the education they receive. The current budget, she said, and the Three Year Budget Plan, are both able to demonstrate that the school can sustain a leadership management post of this calibre and for this reason, she proposed that the school should advertise and recruit a permanent Head teacher.</p> <p>Mrs Taylor-Coleman distributed copies of the LDP-Babcock guidance booklet 'Appointing a Headteacher: A Guide for Governors' for all governors to read through and use as guidance for the process highlighting the necessity for transparency and good practice throughout the recruitment.</p> <p>Working with Jo Dymond (LDP-Babcock advisor) she had prepared draft documents for governors to consider: an advert; Job Description; and Person Specification. These were all considered collectively in detail, with some necessary amendments proposed and agreed.</p> <p>A recruitment timetable and panel was proposed and agreed: Vacancy advertised online as soon as possible: closes 12 noon on Thursday 14 February. Shortlisting : Friday 15 February (Mrs Taylor-Coleman; Rev Warren; Mrs Furness; Jo Dymond (LDP-Babcock); Karen Reeves (Headteacher, Monkleigh Primary School) Interviews and observation of teaching/learning practice: Day 1: Thursday 14 March Day 2: Friday 15 March Chair proposed that she will keep governors updated of progress.</p>		
31/18/19	Update of Governor Visits		
31.1/18/19	Visits for the first half of the Spring Term were agreed: Mrs Blundell and Mrs Furness are able to visit on 21 January during the morning to look at Maths.	Gov visits: 21/01/19: Mrs Blundell & Mrs Furness	
32/2018/19	To Confirm the date for the next Full Governing Body Meeting		
32.1	The next meeting will be held on Thursday 28 March at 3.30pm in school. Committee meeting dates for the second half of the Spring Term will be arranged at that meeting.		
	Meeting closed at 6.10pm		

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