

**St Mary's Church of England Primary School**  
**Minutes of the Governing Board Meeting**  
**Held on Tuesday 11<sup>th</sup> September 2018 at the school**

**Present**

**Parent Governor (2): vacancy**

**LA Governor (1): Mr Owen Lewis**

**Co-Opted Governor (1): Mr Jon Clarke**

**HT and Staff Governor (2): Miss Vanessa Hunt (HT), Mr Tom Potter (DHT)**

**Foundation Governors (8): Mr Stuart Goss, Mr Alan Kemp (Chair), Mrs Louisa Osmond,  
Revd Jonathan Gordon (Vice Chair)**

**In attendance: Tracey Middleton, Clerk to Governors**

**Absent**

**Foundation Governors: Mr David White**

**Associate Members: Jo Bates**

**Parent Governor: Mr James Walker**

**The meeting opened at:19.00      ACTION**

**1      Welcome and Prayer:**

1. The Chair welcomed colleagues to the meeting
2. The meeting was opened with a prayer
3. The Chair noted that the meeting is quorate
4. Colleagues visited the newly refurbished toilets and agreed that they are a vast improvement to the environment

**2      To receive apologies for absence and to consider approving any absences:**

1. Governors were reminded that notification of absence from a meeting should be forwarded to the clerk, Chair and Head at least 3 days in advance of the meeting
2. Apologies were received and absence accepted for Jamie Walker, Jo Bates and David White

**3      To receive notification of any conflict of interest from the agenda:**

1. Governors were reminded that if a governor, or anyone else present, has a conflict of interest on an agenda item(s) – pecuniary or other, they must declare it and voluntarily withdraw from the meeting for that item(s) and not take part in that discussion. It is for individual governors to declare a conflict and voluntarily withdraw and not for another governor to instruct withdrawal
2. None declared

**4 To consider notification of any items for AOB:**

1. Facebook
2. Admissions

**5 To agree appointments, re-appointments and elections of governors:**

1. The GB agreed to the appointment of Jo Bates as Associate Governor for a term of office of 4 years. It was agreed to voting rights at committee meetings
2. Confirmation was given that Tom Potter was re-elected as staff governor
3. A potential governor has expressed interest in joining the GB
4. Confirmation was given that all databases, subscriptions and websites have been updated accordingly and appropriate forms processed including Governor Declaration Form

**6 To agree/confirm Term of Office and Elect Chair and Vice Chair:**

1. The GB considered succession planning
2. The term of office for the Chair was agreed to end on 01.10.19
3. The term of office for the Vice Chair was agreed to end on 01.10.19  
A Kemp left the meeting at 19.21
4. A Kemp was unanimously elected as Chair  
A Kemp returned to the meeting at 19.22  
O Lewis left the meeting at 19.23
5. O Lewis was unanimously elected as Vice Chair  
O Lewis returned to the meeting at 19.24

**6. ACTION: Websites and databases to be updated accordingly**

**School Office**

**7 To agree minutes of the last meeting dated 23.05.18: (previously circulated)**

1. The minutes of the meeting dated 23.05.18 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair and added to the school files (refer to file)

**8 To consider matters arising from the last meeting's minutes:**

1. The matters arising from the last meeting's minutes were considered and it was agreed that all actions are closed or in hand or on the current agenda

**The following updates were provided:**

2. The in house training session will be booked for November and confirmed
3. **ACTION: Office to forward an updated list of email addresses to the NGA so that all governors receive communications as subscribed**
4. Colleagues with issues in accessing school email should advise the office

School Office

## 9 Annual GB Business:

1. The GB reviewed and completed the following annual documentation which was circulated in advance of the meeting
2. Sign Register of Pecuniary Business
3. Sign Governors Code of Conduct
4. Sign Keeping Children Safe in Education
5. Sign ICT Acceptable Use Policy
6. Sign Whistleblowing Policy
7. The GB agreed that the Single Central Record up to date including DBS and references
8. The GB agreed that the Self-declaration forms for all new and re-appointed governors are in place
9. The GB agreed that the Instrument of Government is fit for purpose and no changes required
10. **ACTION: Any absent governors to ensure that the above are completed as a matter of urgency**

DW, JW, JB

## 10 To confirm outcome of virtual attendance at meetings:

1. The GB agreed to virtual attendance at meetings

## 11 To agree the Governing Board's annual programme of work and governor visits:

1. The GB agreed the **Rolling programme of work** (previously circulated)
2. The GB agreed the **Schedule of Financial Delegation** (previously circulated)
3. The GB agreed the **Policy Schedule** (previously circulated)
4. The GB agreed the **HfL Database** on GHUB is accurate - GHUB requested to update T Potter email address
5. The GB agreed that the Governor information is accurate on school website including: Business Interests, Attendance; GIA, subscription
6. The GB agreed the **GDPR Action Plan** (previously circulated)
7. The GB agreed the **Skills Matrix** (previously circulated)
8. The GB agreed the **School Development Plan**
9. The GB agreed **Agree School Self Evaluation**

10. 01.10.18 at 09.30 is presenting on the SIAM for governors who are interested in attending

**12 To agree the Committee Terms of Reference and clerking arrangements:**

1. The **Committee Terms of Reference** which were circulated in advance of the meeting were reviewed
2. The GB agreed that T Middleton will clerk the GB meetings and committees will agreed clerking arrangements at the next committee meeting
3. It was agreed that the committees will elect clerks at their next meetings and the Office will clerk specific meetings when available

**13 To review Committee Membership and Link Governors:**

1. The GB reviewed the committee structure and membership which was circulated in advance of the meeting in line with skills and experience
2. The Governor Training table which was circulated in advance of the meeting was considered
3. The table of attendance was circulated in advance of the meeting was reviewed
4. The following panels were considered: Headteacher's Performance Appraisal, Complaints, Staff Grievances and disciplinary appeals, Pupil exclusions
5. It was noted that governors should undertake training accordingly and noted that with regards to an exclusion hearing governor cannot be 'borrowed' from another GB. Training is valid for 2 years
6. Link governor roles considered included: Child Protection/Safeguarding CLA, SENd, GDC, PP, GDPR
7. The recommendation from the JARV was considered and links to the school priorities was debated
8. The GB agreed to linking to whole school priorities and will review the visit template to accommodate this
9. **ACTION: Chair to circulate updated Committee and Link Governor table to the GB**

**Chair**

**14 To review Governing Board information including approval of GDPR privacy notices:**

1. The GB adopted the Privacy notices – pupils, parents, staff including volunteers, governors
2. Confirmation was given that these are appended to the GDPR Policy
3. **ACTION: School to collate responses**

**School Office**

**15 Chair's Business:**

1. Thanks, were extended to Simon Burkett, site manager, Head and Mr Draper and his for all the additional work during the school holidays and ensuring that the building works were ready in advance of the school year
2. The School Association was thanked for its contribution to the legacy school gates which have improved the safety of the school
3. Hertfordshire Governors' Annual Conference - Title: School Leaders Managing Change - Saturday, 17th November 2018, Robertson House, Stevenage
4. Colleagues are encouraged to promote the governor vacancies
5. The parking agreement with the local residents was outlined
6. The unvalidated data has been received and KS2 headlines include: Y6 combined score is the highest in the area
7. The GB thanked the Head and staff and pupils for this achievement and agreed that this positive message should be celebrated with the community
8. It was noted that the Parish Council elections take place shortly

**16 Any Other Business:**

1. The GB agreed that no changes are required to the Admissions Policy
2. Governors debated the use of Facebook and social network sites and agreed that this will not be pursued at this time

**17 To agree Date of next meeting:**

1. The next meeting will be held on 10.10.18 followed by 11.03.19; 21.05.19 at 19.00
2. Colleagues were thanked for their attendance and contribution to the meeting

**The meeting closed at: 20.20**

**Table of Actions**

<b>6.5</b>	<b>Websites and databases to be updated accordingly</b>	<b>School Office</b>
<b>8.3</b>	<b>Office to forward an updated list of email addresses to the NGA so that all governors receive communications as subscribed</b>	<b>School Office</b>

<b>9.10</b>	<b>Any absent governors to ensure that the annual signings of forms are completed as a matter of urgency</b>	<b>DW, JW, JB</b>
<b>13.9</b>	<b>Chair to circulate updated Committee and Link Governor table to the GB</b>	<b>Chair</b>
<b>14.3</b>	<b>School to collate privacy notice responses</b>	<b>School Office</b>