



HASLINGFIELD ENDOWED PRIMARY SCHOOL

FULL GOVERNING BODY MEETING AGENDA / MEETING NOTES

TO BE HELD ON TUESDAY 11th OCTOBER 2016
At 6.30pm IN THE GROUP ROOM

1. To receive any Declaration of Interests
None declared.
2. To receive and accept apologies for absence
Apologies – none.
3. To elect the Chair and Vice Chair – *The Clerk*
Cheryl Farrell, Chair and Greg Horobin, Vice-Chair unanimously elected.
4. To approve the Minutes of the previous meetings – *see attachment 1*
Due to difficulties with internet access, these were not available for Governors to approve.
5. Matters arising
6. Welcome new governors and Governing Body membership update
 - 5.1 – Appointment of Co-opted Governors
 - 5.2 – Appointment of Associate Governor
Resignation letter received and accepted from Lucian Hatfield, Local Authority Governor.

1 Local Authority, and 1 Co-opted vacancy. Expression of interest for LA vacancy will be explored by Chair. Chair and Head to consider recruitment for co-opted.
7. Register of Pecuniary Interests – *attachment 2*
All governors signed register.
8. Approve Governing Body Standing Orders and Committee Terms of Reference – *attachments 3 - 7*
 - 7.1 Confirmation of Committee Membership
TOR for Committees to be approved at Committee
 - 7.2 [Working group for School Prospectus]
Ongoing.
9. Agree Code of Practice for Governing Bodies – *see attachment 8*
All governors signed Code of Practice
10. Discuss delegation of Required/Link Governors – *attachment 9*
 - 9.1 Child Protection & Prevent Lead Cheryl Farrell

- 9.2 SEND & Pupil Premium SEND Anna Cusano, PP Sandra Lee
- 9.3 Safer Recruitment Cheryl Farrell
- 9.4 Health and Safety Cheryl Farrell
- 9.5 Link Governor for Training None allocated
- 9.6 Link Governors for Curriculum areas Governors linked to RAP
- 9.7 EYFS – Becca Gilbert

Committee membership agreed as follows :

Standards : Anna Cusano, Vicky Petty, Sandra Lee, Cheryl Farrell, Graeme McLeod

Resources (to include Finance, Premises, Personnel, Salaries) : Greg Horobin, Rebecca Gilbert, Janet Reinemann, Sandra Lee, Graeme McLeod

OOSC Anna Cusano, Vicky Petty, Graeme McLeod, Cheryl Farrell, Janet Reinemann

HT Appraisal Sandra Lee, Greg Horobin, Rebecca Gilbert, plus advisor Sandra Lee agreed that in the event of a Complaints Committee needing to be convened, she would facilitate.

- 11. Head Teacher Report
Presented and discussed. SMT analysis of data used to set School Improvement Targets.
- 12. Policies for review/ratification
 - 12.1 Safeguarding
 - 12.2 Pupil Premium
 - 12.3 Re-issued Keeping Children Safe in Education – 05/09/16
 - 12.4 Complaints Policy – new model

All reviewed and ratified. New model Complaints policy to be discussed at next FGM
- 13. Schedule of Governing Body visit
Carried over to next FGM
- 14. Governor training and nominate governor(s) to attend Termly Briefing sessions
Agreed
- 15. Discussion of Governing Body Audit of Effectiveness
Discussed, including tying recruitment to skills gap.
- 16. Any other business
- 17. Schedule of Full Governors meeting and agree dates of Committee meetings for 2016/17 – *attachment 10*

Agreed dates for FGB meetings for next academic year.

NB Formal meetings were taken of this meeting, but due to ill health and subsequent resignation of Clerk, they were never produced. The above is a record of discussion based on members notes.