



**GOVERNING BODY
2019 -20**

Meeting 5 – Minutes				
Date/Time:	25 September 2019 at 18:30		Location:	School
Attendees	Initials		Attendees	Initials
LA:			Co-opted:	
Patrick Neave	PNe		Stephen Hyams	SHy
Parent:			Denise Long	DLo
Shraddha Kaul	SKa		Faisal Bachlani	FBa
Headteacher:			James Bick	JBi
Darren Norman	DNo		Peter King	PKi
Staff: (Vacancy)			Mark Williams	MWi
BOLD = Absent			Sinan Duztas	SDu
Apologies	Initials		Also attended	Initials
Faisal Bachlani	FBa		Ann-Marie Jordan	AMJ
Shraddha Kaul	SKa		Larissa Sutton	LSu
Peter King	PKi		Tim McGough	TMc
			Clerk to Governors	

1.		WELCOME	
			TMc opened the meeting and welcomed those governors present and AMJ and LSu as prospective governors.
2.		APOLOGIES FOR ABSENCE	
			FBa, SKa, PKi had offered apologies.
3.		DECLARATIONS OF INTEREST	
			There were no declarations of interest in respect of this agenda.
4.		GOVERNING BODY	
		(i) Appointment of Chair	
			TMcG noted that SHy had expressed a willingness to serve as chair for a further year. His appointment as governor was scheduled to end in December 2019, but he was willing to extend this to July 2021.

	<p>On a proposal by DLo, seconded by SDu,</p> <p>It was agreed that SHy be appointed chair of the FGB for 2019/20 and his term of office extended to July 2021.</p> <p>(ii) Appointment of Vice-chair On a proposal by SHy, seconded by PNe,</p> <p>It was agreed that MWi be appointed Vice-chair of the FGB for 2019/20.</p> <p>(iii) Governor recruitment and elections DNo reported that a new parent governor would be elected by the end of the current school term and a new staff rep within the current week.</p> <p>AMJ and LSu had joined the meeting as prospective governors. LSu set out her interest as having two daughters at the school, while her background was in Media and Advertising. AMJ said that she came from a family of teachers, had a particular interest in SEN and currently worked at the Ministry of Justice.</p> <p>It was unanimously agreed that Ann-Marie Jordan and Larissa Sutton be appointed governors for a four year term.</p> <p>It was also agreed that MWi should mentor LSu and DLo should mentor AMJ.</p> <p>SHy noted that governors were required to provide biographical details to be included on the school's website.</p> <p>It was agreed that JBi, LSu and AMJ should provide these to TMc ifor updating the website.</p> <p>SHy noted that governors were expected to attend all FGB meetings, plus be a member of at least one other committee.</p> <p>(iv) Terms of reference including committees. A discussion took place on the draft, as discussed in July. One change was that the Engagement & Communications (E&C) Committee had slightly changed its remit and changed its name to Families, Friends and Communities (FFC) Committee.</p> <p>It was agreed that the draft TORs be adopted and approved.</p> <p>(v) Chairs and vice-chairs of committees</p> <p>It was agreed</p> <ul style="list-style-type: none"> • DLo be appointed chair of C&A and PNe Vice-chair • SDu be appointed chair of F&R and JBi Vice-chair • MWi be appointed chair of FFC with Vice-chair to be considered at the next FFC meeting. 	<p>MWi/DLo</p> <p>JBi/LSu/ AMJ/TMc</p> <p>DLo/PNe SDu/JBi MWi</p>
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	<p>(vi) Succession Planning SHy suggested that all FGB members should aspire to being leaders given the comparatively short term of office.</p> <p>(vii) Annual Planner The annual planner was discussed in July and was agreed, noting it is a working document. The date of the next F&R Committee will be 16 October 2019, and a special FGB meeting will be hold alongside F&R on 3 June to approve the final budget.</p> <p>SDu suggested that meeting invites be issued electronically so they are put into governors' calendars. SHy agreed to do this.</p> <p>(viii) Code of Conduct SHy noted some of the provisions of the Code of Conduct, including reading Part 1 of Keeping Children Safe in Education.</p> <p>DNo agreed to check that the governors' DBS and Section 128 procedures are up-to-date.</p> <p>It was agreed that all present should sign one hard copy of the Code of Conduct at the current meeting, to be filed, with those not present being asked to do so when next present by TMc.</p> <p>(ix) Interests and biographical details</p> <p>TMc will add members' interest to their biographical details on the website., as part of his ongoing responsibilities</p> <p>(x) Skills audit It was agreed that all governors should complete the questionnaire and provide to SHy who would prepare an anonymised summary.</p>	<p>SHy</p> <p>DNo</p> <p>TMc</p> <p>TMc</p> <p>ALL/SHy</p>
5.	MINUTES	
	<p>(i) Approval It was agreed that the minutes of the meetings which took place on 11 July and 18 July 2019 be approved and signed.</p> <p>(ii) Matters arising</p> <p>a) FGB Minutes on website public area SHy reminded TMc to include on the main website just minutes for the last 2 years, with a message that prior minutes are available on request.</p> <p>b) Promoting the school DLo was to raise at the next PTA meeting how they could help in promoting the school via Twitter and outing on other events.</p> <p>c) Library There was already a section about the library on the website. SHy reminded the meeting that it was envisaged holding some events in the library to promote it, and this was mentioned in his year-end letter to parents.</p>	<p>TMc</p> <p>DLo</p>

6.	SCHOOL DEVELOPMENT PLAN AND GOVERNORS' MONITORING	
	<p>(i) SDP The SDP was tabled at the last meeting in July, as finalised by Leadership. SHy noted that the governors needed to monitor progress against the main school priorities during the year, which are to:</p> <ul style="list-style-type: none"> • Raise the profile of the school (FFC remit) • Ensure teaching, learning and development consistency (C&A remit) • Implement a broad and rich curriculum (C&A remit) <p>(ii) HT reports SHy suggested that HT reports be produced for the end of term FGB, where they will be taken as read and any high-level questions raised. Detailed consideration will then follow at committee level. This was agreed.</p> <p>(iii) Presentations from school during year These would be made by various members of staff at 6.30pm and could constitute different sources of monitoring. DNo has already organised these and will implement at future meetings.</p> <p>(iv) School visits Governors school visits were agreed in July and are on the annual planner. Governors' attending school events are also visits and all governors should attend some events during the year.</p> <p>It was agreed that DLo should create a calendar of governor visits.</p> <p>(v) Surveys: governors' role in analysing FFC would examine results, and have input into questions asked.</p> <p>(vi) Summer School Improvement Report DNo agreed to provide responses to questions posed in the summer SIP report, for consideration by governors at meetings held during the term.</p>	<p style="text-align: right;">DNo</p> <p style="text-align: right;">DNo</p> <p style="text-align: right;">DLo</p> <p style="text-align: right;">DNo/ALL</p>
7.	POLICIES	
	<p>Noting that there have been no changes needed except for dates,</p> <p>It was agreed that the following policies be approved:</p> <ul style="list-style-type: none"> (i) Admissions (ii) Attendance 	
8.	ANY OTHER BUSINESS - none	
9.	NEXT MEETING: Wednesday 27th November, 6.30pm	

Signed:

Date: