



MINUTES OF THE EMERGENCY FULL GOVERNING BODY MEETING

Held at

Charmouth Primary School on Wednesday 15th September at 3:00 pm

Present: Laura Cornish Headteacher (HT), Miranda Feasey (MF), Rachel Coney (RC), Jane O' Sullivan (JO'S), Jody Watson (JW) joined remotely at 3:40 pm, Caroline Dare (CD) arrived at 3.20 pm, Nicky Diment Local Authority (ND), Marks Lees Local Authority (ML) and Shelia O'Donnell (SO'D)

Acting Chair: Miranda Feasey

Acting Clerk: Niamh Vercoe

Agenda Item

Minutes

1. A

Welcome & apologies

Welcome to all governors and the Local Authority MF said that all governors appreciate the support they are offering the governing body.

All governors have accepted apologies received from JS and LW.

MF informed governors a parent governor has accepted a place for her two children at a different school but would still like to remain on the governing body. Governors asked advice from the local authority representative on moving her from parent to co-opted.

ND told governors that she could stay as a parent governor for the term she was elected as she was a parent at the time of the election but it is also an option to move her from a parent governor to Co-opted governor if the board has a vacancy and feels this would be best for the board.

RC told governors that it sends a good impression to parents that even though she is moving her children, she is committed to the school by remaining on the board. She also has a lot of experience and is currently shadowing the SEN linked governor to take over.

HT explained to governors what happened previously when a parent governor moved her child to another school, and she thought governors needed to be aware of how it might look.

SO'D asked for clarification on which Lynne was leaving

Governors explained that Lynne Wheatley was going to be stepping down at Christmas and not Lynne Blackmore, who was previously a governor

All governors agreed to move JW to a co-opted governor

<p>1. B</p>	<p>Declaration of any personal or business interests MF has children in year one and year 4 HT has children in year six and year 4</p> <p>MF asked ND if they needed to declare that they have children at every meeting.</p> <p>ND told governors you only need to declare interest if it causes a conflict of interest on a specific agenda item.</p>
<p>2. A</p>	<p>Approve minutes from the emergency meeting held on 8th September 2021 HT noticed that Vercoe is misspelt MF is going to amend Minutes were proposed by RC and seconded by JO'S</p>
<p>2. B</p>	<p>Matters arising from the previous meeting HT confirmed with governors that Sharon Peel (SP) is happy to support them as an associate member.</p> <p>RC asked for clarification on the role of associate member</p> <p>ND explained the associate member role to governors, usually to fulfil a specific role or area of expertise.</p> <p>JO'S asked if she would still do EYFS visits and write reports for governors. It was confirmed that this would be expected.</p> <p>RC asked if we should do a job remit and have a clear structure of what the governors expect from her role. HT said would arrange a meeting to discuss role with SP</p> <p>ND told governors that it would be a good idea for someone to shadow SP to take over the role in the future.</p> <p>RC/MF said it would be a good idea if SP could report to all governors once a term for example on her visits.</p> <p>MF asked the HT if all governors had responded to the meeting request time questionnaire. They had not but the HT set the time based on the majority</p> <p>RC asked HT if the consultation reminder was sent to parents. HT said it had and MF confirmed.</p>
<p>3. A/B 4. A</p>	<p>Leadership (governance) and vacancies on the board ND informed governors that she had sent emails out to the local locality schools asking for support and had two people respond. Mark Carter (MC) and Jill Mohiki (JM) have said that they are happy to join our board and take on the role of chair / vice chair or co-chair. ND said this is a good solution as they could mentor people to take over as chair in the future.</p> <p>CD joined the meeting at 3.20 pm</p> <p>SO'D told governors that she thought the co-chair would be a good solution</p> <p>MF told governors that she thinks this would be a good idea as if she took on the role of vice-chair, she would be expecting mentoring and support.</p>

RC asked how it would be for the HT to communicate with three people rather than one chair?

MF also said that she wanted to be sure that the HT could manage the change.

HT told governors that we need to manage it as a team and that there are options to explore going forward

SO'D informed governors that ML is a co-chair in a school. ML went on to explained to governors the co-chairs' role and said that they take charge of agenda-setting and after this would then discuss items meet with the HT

ND explained to governors that MC is an experienced governor who has been a chair at Beaminster Secondary School for several years, and in September 2021 he took on the role of co-chair.

RC said it has become apparent that over the last fifteen-month too much information has been in peoples heads and not on paper

HT suggested that MC and JM come into school to meet her and have a tour of the school

SO'D told governors that MC would need to look at meeting dates to ensure that they didn't clash with his other governor meeting dates already set.

HT said she was happy to be flexible with the dates to ensure he could attend

RC said there was a workshop and meeting on 30th September and asked if MC and JM could attend that one?

ND said she thought they could but would need to inform them

RC told governors she was happy to chair that workshop if the new governors were not in place, and MF told governors she would chair the meeting if the new governors could not attend.

MF asked ND what the process was now?

ND said we could appoint the co-opted governor, and the local authority would nominate the local authority governor. The local authority doesn't have preferences on which governors are appointed to which role

MF asked the representatives from the local authority if they would be able to support the governing body at the next meeting. Even though we would have two experienced chairs, the current governing body would like support at the next meeting

ML informed governors that he has that date in his diary, but he cannot arrive until 2 pm. SO'D also told governors she could attend

RC told the attendees that we could start the meeting at 1 pm to discuss the SEF and SDP, then at 2 pm, we could discuss Ofsted and the gaps that we need to be focusing on going forward

	<p>ML told governors that it would be good to have the local authority for at least the next couple of meetings as a transition.</p> <p>SO'D told governors that once the co-chairs are in place, the local authority would discuss training and governor support going forward. She informed governors that the head of service has asked them to reconvene the team around the school (TAS) meetings.</p> <p>RC asked SO'D what a team around the school was?</p> <p>SO'D explained to governors that a TAS would have a remit around governance and bring together those supporting this to ensure that things were moving forward effectively. They would set actions and meet every half term to follow the progress. SO'D and ND and maybe Vanessa Edey (accountancy) would be involved in the meeting</p> <p>RC said they would like support on how to prioritise items to work on particularly as the school development plan has become too large</p> <p>MF said that at the workshop on 30th September, they would look at the SEF and then how that would lead into the school action plan</p> <p>JW joined the meeting virtually at 3.40 pm</p> <p>ML told governors that the clerk and the chair should look at the statutory policies information; it should not be down to the headteacher to complete MF asked for clarification of how the TAS works</p> <p>SO'D explained that there would be a discussion about the actions with review meetings each half term with a focus on ensuring that the school was good</p> <p>CD asked if these were driven by the school or the local authority</p> <p>SO'D told governors that it would be driven jointly by the school and the local authority and should fit into the current priorities and should not cause increased workload. She explained that the TAS would enable the local authority to coordinate support needed. She explained that not all governors should have to attend these meetings. Instead, governors usually appointed a governor who would represent the governing body and feedback to all governors. She also told governors that this also help if we were to get an Ofsted visit as the local authority are aware of what's happening in school</p> <p>RC suggested that terms of reference for these meetings should be discussed in upcoming FGB meeting</p> <p>RC updated JW on the new governors</p> <p>MF asked who decides on the team around the school?</p> <p>SO'D told the governors that's it's the local authority decision to hold a TAS. She would liaise with HT for a date once chairs are in place</p>
<p>4.B</p>	<p>Training and support needs</p> <p>MF told governors that Karen Southcott has a record of all governor training</p>

	<p>SO'D asked if all governor training was up to date</p> <p>Governors believed that training was up to date but the information was held by the clerk. It was agreed that the new clerk could set up a training record spreadsheet so all the training is in one place and visible to all.</p> <p>SO'D informed governors that Peter Farrington would offer training to the school, which the school would need to pay for.</p> <p>MF asked if they knew what the cost of the training was?</p> <p>ND said she thought it was around £150, but she would need to check. She also informed governors that the Prince of Wales School also provides virtual training for governors. Also, Vanessa Eddey is doing SFVS training on 23rd September.</p> <p>ML think the cost is £14 per governor for the Prince of Wales training</p> <p>ND told governors that we need to look at governors roles to identify specific training</p> <p>NF told governors we need to look at the gaps and allocate the role accordingly, and with the new co-chairs starting, we should wait and discuss it with them.</p> <p>ND asked if there was any priorities that needed to be focusing on before the 30th September meeting?</p> <p>HT informed governors that the key action would be to get the co-chairs in place</p> <p>JO'S and HT are going to meet up to discuss safeguarding next week</p>
<p>5.</p>	<p>Communication</p> <p>Working party looking at the consultation are going to meet to discuss end of plan on a page consultation and the results</p> <p>MF asked if parents should be told about appointing a new chair or if we should wait until we know more?</p> <p>Governors agreed that to wait to announce that we are welcoming new co-chairs when this has been confirmed.</p> <p>RC informed governors that she would draft a statement that could be shared with parents in the newsfeed on the school website</p> <p>CD told governors that parents don't get regular information from governors, so that we need to bear in mind the tone of the statement</p> <p>HT said she would prefer putting it on the newsfeed instead of sending letters to ensure that communication was in line with usual school communication and not therefore something to alarm parents</p> <p>RC told governors that she would like to reconvene the communication and engagement strategy work with HT, Niamh Vercoe and Georgie Morton, perhaps in second half of autumn term</p>

6.	<p>AOB Nobody had any other business to report</p>
7.	<p>Agree on the date, arrangement and responsibilities for the next meeting RC asked governors about the agenda for the next meeting. NV said she would ask Karen Southcott to arrange it. HT explained that the agenda for the FGB had already been looked at by herself and the clerk, MF is happy to look at the agenda items with HT to confirm items</p> <p>MF informed governors that she was happy to chair the meeting if the new co-chairs were not in place by then</p> <p>RC has written a visit form to be added to the agenda on the 30th September</p> <p>The meeting closed at 4.15 pm</p>
	<p>Action</p> <ul style="list-style-type: none"> • Email Karen Southcott to arrange a parent election • HT to meet with Sharon Peel to discuss associate governor job remit • ND is going to contact MC and JM and ask them to make contact with the school to come in for a meeting with the HT and governors • Ask Karen to send the completed skills audit paperwork to governors before the meeting on 30th September • New clerk to set up training record spreadsheet, so all training is sorted in one place and is easily accessible
	<p>Minutes Signed by</p> <p>Name:</p> <p>Signed:</p> <p>Date:</p>