

**Minutes for Full Governing Body Meeting**

**14th September 2022 at 16.15, Rockpool Room**

**Present:** Mark Carter (MC) (**Chair**), Miranda Feasey (MF) (**Vice-Chair**), Laura Cornish (LC) (**Head Teacher**), Rachel Coney (RC), Caroline Dare (CD), Jane O’Sullivan (JO’S), John Smith (JS), Jody Watson (JW).

**Absent:** Alistair Woodcock (AW), Bob Johnson (BJ).

**In attendance:** Jo Boyce (JB) (**Clerk**).

1. **Acceptance of Apologies**No apologies were received though it was noted that absent governors may not have had email access.
2. **Declarations of Interest / Register of Interests**There were no Declarations of Interest.

The Chair requested that governors update and sign their Register of Interest Forms.

1. **Election of Chair and Vice Chair**
2. **Term of Office –** The governors agreed that the term of office would be until the end of FGB meeting No.7 on June 28th 2023.
3. **Nominations and Elections –** LC confirmed there had been one nomination for each role: Mark Carter was nominated and elected as Chair, and Miranda Feasey was nominated and elected as Vice-Chair.
4. **Appointment of Clerk**

MC proposed JB as clerk, which was agreed for a trial period.

1. **Approval of Minutes – 29th June 2022**As the Minutes were received on 13th September, it was agreed they would be reviewed and circulated with the Minutes from this meeting. (Action 43 - MC).
2. **Matters Arising**MC proposed that outstanding FGB Actions and External Review of Governance (ERG) Actions should be carried forward to the next meeting, which was agreed.
3. **Chair’s Report**

a) The Chair informed governors that there have been four postholders of the Secretary of State for Education since they last met on 29th June, but hoped that there would now be some stability.

1. Locally, Minerva Learning Trust is joining with the Wimborne Academy Trust, which will have a new name, and Beaminster School is joining the Aspiration Academies Trust.
2. The Regional Schools Commissioner’s Office will be sending a letter to CPS in the week commencing 26th September informing them of the need to consider academisation.
3. The Chair stated that the amount of the financial Delegation to the HT had been raised from £2000 to £5,000 last year, and the Governing Body agreed to maintain this level.
4. MC, RC and MF agreed to continue as members of the Head Teacher’s Performance Review Panel.
5. The Governing Body agreed the changes to the Standing Orders.
6. MC will share the Academy Working Party Terms of Reference after the meeting, and asked the governors to review these and make suggestions. (Action 44 - MC).
7. MC proposed opening up the FGB meetings to any member of staff this term to act as Associate (non-voting) Members for the Academisation item only. This item to be at the top of each Agenda.
8. **Heads Report**

The Head updated the meeting on the start of term and what a positive beginning it had been.  
a) LC updated the meeting on staffing levels and new starters.

1. LC shared the School Calendar with the meeting and highlighted the two coffee mornings and charity mornings that will be held each term.
2. LC shared the school data, including KS2 data showing good levels of attainment in Reading and Maths with the school data being above the provisional national data.
3. LC shared the School Development Plan (SDP). Governors were requested to review the Success Criteria for the Key Priorities and send suggestions to LC. (Action 45 - All).
4. LC shared the Annual Safeguarding Report with the governors, highlighting that the Safer Recruitment Policy is now overdue for review.
5. LC updated the meeting on SEN, highlighting that there are 18 children currently on the SEN register which equates to 20% which is roughly in line with national percentages.
6. LC shared the Pupil Premium data with the meeting. There are no significant trends in attainment data for this group although the majority of pupils are girls.
7. LC informed the meeting that the Solar Panels are now providing power, a skip has been ordered for this week, and Shipping containers have been ordered to store the sports resources.
8. LC informed the meeting that due to staff changes, there is no one qualified as First Aid at Work in school currently although there are three paediatric first aiders, and that Michelle Harrison is booked on a First Aid at Work Course in October. Governors agreed that this interim measure was acceptable.

The beach clean this Friday has been cancelled as a result of rising cases of Avian Flu.

1. **Link Governors**
2. LC proposed governors to link with each teacher and will email the proposal to the governors. (Action 46 - LC)
3. Meetings will be 1 per term for general subjects, 1 per ½ term for Safeguarding and SEN and suggested questions for first meeting and general meetings plus those centred around the SDP will be issued. (Action 47 - MC)
4. LC will begin the process of advertising for a Parent Governor. (Action 48 - LC)

JW left the meeting at 17:45

1. **Policies for Review and Approval**
2. MF has reviewed the schedule and reported that most policies are now expected to be reviewed annually. MF will email the list of policies for review to LC (Action 49 - MF) who will add them to this year’s meeting agendas. (Action 50 - LC/JB)
3. Subject to amendments agreed by the meeting, the Governing Body approved the Financial Procedures Policy, First aid Policy, and Child Protection and Safeguarding Policy.
4. **AOB**

JS asked for a list of dates of this year’s meeting. MF will set up meeting invitations on Teams. (Action 51 - MF)

LC asked for preferred days for a social event. Tuesdays and Wednesdays were agreed on.

1. **Next Meeting**19th October 2022 at 16.15

Meeting ended 18:05

**ACTION SUMMARY – 14th September 2022**

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| **No** | **ACTION** | **BY** |
| **9** | Clerk to look at Training and Skills Audit. | MO |
| **35** | First Aid Kits to be inspected for contents and expiry dates to be checked. | LC |
| **38** | Head to check record and ensure PAT is up to date. | LC |
| **39** | Head to check PAT training is up to date. | LC |
| **40** | ECL to include Clerk in distribution list for the TAS minutes. | ML |
| **41** | ERG Action 2 - Conduct consolidating training on the curriculum. | LC |
| **42** | ERG Action 14 - Introduce structured processes for reporting, scrutiny and follow through on health and safety and other compliance areas. | JS |
| **43** | Circulate Minutes of the FGB Meeting held on 29th June 2022 to governors for review. | MC |
| **44** | The Chair to share the Academy Working Party Terms of Reference for governors to review and comment. | MC |
| **45** | All governors to review Success Criteria on the SDP. | All |
| **46** | LC to email proposed Link Governor list to Governors. | LC |
| **47** | MC to circulate suggested questions for Link Governors. | MC |
| **48** | LC to begin process of advertising for a Parent Governor. | LC |
| **49** | MF to email Policy Review Schedule to LC. | MF |
| **50** | Policies to be added to the meeting agendas throughout the year. | LC/JB |
| **51** | MF to set up meeting invitations on Teams. | MF |

Approved version 19th October 2022