



**EDLESTON PRIMARY SCHOOL
FULL GOVERNING BOARD MEETING
PART ONE MINUTES OF MEETING HELD ON 24th SEPTEMBER 2020 AT 3:30PM**

Governors Present:	Rachael Bagni (RB)	Head Teacher (HT)
	Emma Humphries (EH)	Chair (Ch)
	Len Simm (LS)	Vice Chair (VC)
	Linda Tomkinson (LT)	
	Sue Pomeroy (SP)	
	Susan Worthington (SW)	
Also Present:	Su Garbutt	Observer
	Vicki Howard	Clerk to the Governors

PART ONE: NON - CONFIDENTIAL BUSINESS

1. WELCOME & APOLOGIES

The Chair welcomed everyone to the meeting. Governors accepted apologies from Katey Burgess.

2. AOB ITEMS

Governors agreed to discuss new windows under AOB. Two policies, Safeguarding and Child Protection and Health and Safety would also be discussed. Staffing would be discussed during Part 2 of the meeting.

3. CONFLICT OF INTEREST

- i. There were no conflicts of interests to be declared.
- ii. Due to the ongoing coronavirus pandemic and the virtual nature of the meeting the clerk advised governors that annual declarations of interest could be made via Governor Hub.
ACTION: All governors to complete annual declarations on Governor Hub.
ACTION: Clerk to provide the school with a record of declarations once complete.
- iii. The school confirmed they updated the register of business interests on the school website and GIAS.

4. BOARD MEMBERSHIP

- i. A staff governor election had taken place. Wendy Spry had been elected for a period of 4 years and would begin her role on the 8th October 2020 once Linda Tomkinson's term had ended.
- ii. Governors noted that there were currently 3 co-opted governor vacancies.
- iii. Governors noted that Emma Humphries' term of office was due to expire on 26 November 2020. It was agreed that EH would remain on the board as a co-opted governor once her term as a parent governor had expired. This would leave 2 co-opted governor vacancies and a parent governor vacancy. A parent election would take place during the autumn term.
ACTION: Clerk to provide RB with parent election paperwork.
- iv. The school would continue to apply for criminal record checks for all new governors within 21 days of their appointment and this included a S128 check.

UNCLASSIFIED

5. ELECTION OF VICE CHAIR OF GOVERNORS

A nomination had been received for Len Simm who was elected as vice chair for a period of one year or until the Autumn 2021 meeting.

6. COMMITTEES & NOMINATED GOVERNORS

- i. Governors **agreed** the membership of committees for the 2020/21 academic year as per appendix A
- ii. Governors **agreed** the Chair of the committees as per appendix A.
- iii. Governors **agreed** the terms of reference for the following standing committees:
 - Headteachers Performance Management Panel
 - Leadership and Management
 - Salary and Recruitment
 - Teaching and Learning
- iv. Governors **agreed** the terms of reference for the following ad hoc committees:
 - Appeals Committee
 - Pupil Exclusions Committee
 - Staff Grievance Committee
 - Complaints Committee
- v. Governors **agreed** the Headteachers Performance Management Panel as per Appendix A

It was agreed that link governor roles would be reviewed at the spring term meeting.

ACTION: Clerk to add governor roles to spring agenda.

7. GOVERNORS CODE OF PRACTICE

Governors reviewed and **agreed** the NGA Code of Practice. Due to the virtual nature of the meeting all governors would provide an electronic signature of Governor Hub.

ACTION: All governors to agree the Code of Practice on Governor Hub.

ACTION: Clerk to provide the school with a record of agreement once completed.

8. BOARD DELEGATION PLANNER

Governors reviewed and **agreed** the Board Delegation Planner. Due to the virtual nature of the meeting the Chair would provide an electronic signature on Governor Hub.

9. GOVERNANCE DEVELOPMENT

Due to the ongoing pandemic governor monitoring visits would not be taking place in school.

Governors noted the LA training courses for 2020-21. A brochure had been shared on governor hub prior to the meeting.

10. DIRECTORS REPORT

All Governors had received the Directors report and precis prior to the meeting.

The two standing committees would review relevant items in detail.

It was noted that the school had a link from the school website to the CEIAS website and that CEIAS was referenced in the SEND policy (item 9).

11. MEETINGS

Governors **agreed** the meetings for the year as presented.

12. ANY OTHER BUSINESS

New Window

A grant for replacement windows had been obtained. Quotes initially obtained during the bidding process were no longer valid and fees for the LA to project manage the work had not been included. Due to these additional costs it was unclear if there would be sufficient funds to replace all the necessary windows.

Q. What options are available?

A. There are two options. We can project manage the work ourselves or use the LA to project manage and have as many windows replaced as the grant will allow.

Q. Could we hire a project manager independently rather than use the LA?

A. Possibly but I imagine the cost would be high.

ACTION: RB to compare the cost of a private project manager with a LA project manager.

Policies

Governors agreed the following policies:

- Health and Safety
- Safeguarding and Child Protection

Governors thanked the headteacher and staff for all their hard work during the pandemic.

There were Part 2 minutes recorded at the meeting.

Meeting closed at 4.17pm.

Signed.....

Chair.....

Appendix A:
EDLESTON COMMITTEE STRUCTURE 2020-21

FGB

Emma Humphries (Chair)
Len Simm (Vice Chair)
Rachael Bagni (Head)
Katey Burgess
Susan Pomeroy
Wendy Spry
Susan Worthington

LEADERSHIP & MANAGEMENT COMMITTEE

Emma Humphries
Rachael Bagni
Sue Worthington
Len Simm (Chair)

TEACHING & LEARNING COMMITTEE

Susan Worthington (Chair)
Len Simm (Vice Chair)
Rachael Bagni (Head)
Emma Humphries
Susan Pomeroy
Katey Burgess
Wendy Spry

SALARY & RECRUITMENT COMMITTEE

Len Simm (Chair)
Emma Humphries
Susan Pomeroy
Rachael Bagni to attend the meeting to present

HEADTEACHERS PERFORMANCE MANAGEMENT PANEL

Len Simm
Susan Worthington
Emma Humphries (reserve)
Ian Coulson

APPEALS PANEL

Len Simm
Katey Burgess

PUPIL EXCLUSIONS

Susan Pomeroy (Chair)
2 other eligible governors will be appointed as required

STAFF DISCIPLINE

Emma Humphries (Chair)
2 other eligible governors will be appointed as required

LINK GOVERNOR ROLES:

Len Simm – Safeguarding/Behaviour & PHSE/Health & Safety/SEN

Sue Worthington – Teaching & Learning

Sue Pomeroy – Compliance/EYFS

Katey Burgess – Sports Grant/Pupil Premium

Emma Humphries – Pupil Premium/Training/Mentor/Parent, Pupil and Staff voice/Finance