



MINUTES OF THE MEETING OF THE GOVERNING BODY

Wednesday 12th September 2018 – DRAFT

6.30pm, Meeting Room at Clare House

Present:

Colin Allies (CA) – Vice Chair of Governors
John Budden (JB)– Executive Head teacher
Anna Clough (AC) – Chair of Governors
Jane Holland (JH) – Head of School
Daniel Johns (DJ)
Steven Rae (SR)
Emily Sharp (ES)
Janet Tibbalds (JT)
Aisha Vance-Cuthbert (AV)
Gerry Wright (GW)

In Attendance:

Lucy Cottrell (LC) – Clerk

Item No		Action by
1.	<p>Apologies for absence</p> <p>Apologies were received in advance of the meeting from Ben Davies and Tom Tolliss.</p> <p>AC and AV sent apologies that they would arrive slightly late to the meeting.</p> <p>New governor Emily Sharp was welcomed to the meeting, and to the governing body.</p>	
2.	<p>Declaration of pecuniary and business interests</p> <p>Completed declaration of pecuniary interests forms were completed and handed to the Clerk. The Clerk confirmed these would be collated into the Register of Business Interests. The Clerk also confirmed she would send a copy to new governor ES to complete and return.</p>	Clerk
3.	<p>Governor Code of Conduct and confidentiality agreement</p> <p>A governor asked whether the board felt the Code of Conduct was still up to date, as it has last been amended in 2015. It was agreed AC would look at it again to see if there were any necessary significant changes.</p>	AC

	Governors were happy to agree the Code of Conduct for now and all those present signed a copy, which was returned to the Clerk.	
4.	<p>Minutes of FGB meeting 27th June 2018</p> <p>Regarding item 8 – Parent involvement survey update – SR raised that not necessarily all governors ‘concluded that the survey outputs implied that a clear majority of parents who responded were content with the level of engagement’. A discussion was had on this point and it was agreed that the point ‘parents <i>who responded</i>’ was key and thus the wording was acceptable.</p> <p>The minutes were agreed and signed as an accurate reflection of the meeting.</p>	
5.	<p>Matters arising from minutes of 27th June 2018</p> <p>The action log was reviewed and an updated version will be circulated with these minutes.</p> <p>It was reported that the sub-group had looked at strategy and that it was currently with BD who would draft wording.</p> <p>It was noted that a Clerk had now been appointed, and that the Standing Orders would need to be updated accordingly.</p> <p>CA advised he would add Trust level changes and SEND funding risk to CHPS risk register by the end of September.</p> <p>It was agreed that the monitoring of SEND admission rates and needs would be done for this term and then the board would assess when it next needed to be done.</p> <p>It was noted that a new governor had now been appointed (ES) to replace Deborah Page.</p> <p>It was reported that 2018/19 meeting dates have been set as follows: FGB 12/11/18 (AC to confirm), 13/3/19 and 19/6/19, all at 6.30pm Resources 15/10/18, 11/2/19, 13/5/19 and 3/6/19, all at 5.30pm Standards TBC</p>	<p>BD</p> <p>JT</p> <p>CA</p> <p>AC</p>
6.	<p>Governing Body membership and recruitment</p> <p>GW informed governors that her second term of office would come to an end in November 2018, and that she wouldn’t be standing for a third term. She advised, however, that she would be willing to continue to assist the Resources Committee until Christmas or Easter, if she was needed.</p> <p>It was noted that JT would be leaving the governing body, however she has offered to stay until the end of this term if the board felt that would be useful.</p> <p>GW and JT were thanked for both their service, and their offers of further help.</p>	

	<p>It was also reported that this would be AV's last meeting, and governors thanked her and wished her well with her first baby who would be arriving soon.</p> <p>A discussion was had regarding diversity within the FGB. It was agreed that the board is not currently very diverse. It was noted that it is difficult to recruit volunteers and that the board could only do the best with those volunteers who come forward. Various options for sourcing governors were discussed.</p> <p>JT offered to do some early investigation into sourcing governors from 'Inspiring Governance' and identify some potential candidates.</p> <p>It was also agreed that each governor would use his or her own social media presence to advertise, and that AC would speak to Enkanah Soobadoo to inquire as to whether there was anyone who applied to be a member of the LPLT who may wish to apply. Governors would report their findings via email to AC at the end of September.</p> <p>Finally, it was agreed that an advertisement would appear on the school website.</p>	<p>JT</p> <p>All</p>
7.	<p>Committee structure and membership</p> <p>A discussion was had regarding the merits of having committees formed of a small number of governors, as opposed to staying as one group and meeting more often. It was noted that the latter was done in other schools and felt that a danger exists of nothing being discussed in enough depth, and a risk of not having a 'finger on the pulse.'</p> <p>It was suggested that this was added as an item to the agenda for the governor planning day for further discussion.</p> <p>Governors were asked which committees they would like to sit on, and which would be a good fit for their specific skills and areas of interest. It was discussed and agreed that the committees would be comprised as follows:</p> <p>Resources – GW to chair (for this term), AC, SR and BD Standards – DJ to chair, CA, TT, JT and ES</p> <p>DJ would set dates for Standards committee meetings and circulate.</p> <p>JB and JH would sit on both committees.</p>	
8.	<p>GB Standing Orders document</p> <p>Further to the amendment regarding the Clerk (see item 5 above), the document was approved by governors. JT would make the amendment.</p>	JT
9.	<p>Governors with specific responsibilities</p> <p>The areas needing a governor with specific responsibility were</p>	

	<p>discussed. The areas were agreed and link governors assigned as follows:</p> <p>ES – Safeguarding CA – Curriculum (covering art and music) DJ – Maths (assisted by GW for this term) SR – Sports and SEND (will shadow JT this term) AC – Pupil Premium and Science BD – Reading and Writing TT – SMSC</p> <p>JB advised that he would send a list of school staff covering each area to governors as soon as leaderships had been assigned. He estimated this to be in about 4 weeks time, following a meeting with the Inspector.</p>	JB
10.	<p>Langley Park Academies</p> <p>It was reported that the LPLT (Langley Park Learning Trust) officially started operating on 1st September 2018.</p> <p>JB explained his new title at CHPS is Executive Head and JH is Head of School.</p> <p>JB reported that one of the first things he has actioned as CEO of LPLT is to set up new school improvement partners. Rosemary McCarthy will do data review and leadership reviews in the same cycle as her predecessor Pauline Watts. Also a safeguarding school improvement person would come in to school.</p> <p>CA attended the LPLT Chairs meeting in June and reported;</p> <ul style="list-style-type: none"> - that the recommendation is for the Scheme of Delegation to be available at all LGB meetings - that there is a new Finance system in place that all schools are being trained in - that they are developing a capital and repair programme 	
11.	<p>Financial update</p> <p>GW reported that the financial year finished on 31/8/18 and that CHPS had a revenue surplus of just under £10k.</p> <p>She reported that the budget agreed for 2018/19 would be a surplus of £15,600, moving to £25 in 2019/20 and then a projected deficit of £35k in 2020/21.</p> <p>She advised that this deficit figure, whilst appearing alarming, wasn't causing concern to the COO of LPLT at present.</p>	
12.	<p>Head teacher's report</p> <p>JB circulated Y6 SATS results and information via email prior to the meeting, and reported he would cover this in more detail at the Standards committee meeting.</p> <p>He reported there had been uplift in greater depth in RWM, and</p>	

	<p>that they were pleased with progress. He advised that progress was a difficult one because students begin as such high attainers.</p> <p>A governor asked how the results compare to FFT targets. JB advised he would measure the results against those targets and let governors know.</p>	JB
13.	<p>Priorities for Autumn term</p> <p>It was agreed that a focus was needed on strategy and recruitment before the planning day.</p> <p>It was agreed that 'Leadership of school' and 'Response to Ofsted' were added as agenda items for the planning day.</p> <p>It was also agreed to look at the effectiveness of the LGB on the planning day.</p>	
14.	<p>Dates for 18/19 meetings</p> <p>See item 5 above</p>	
15.	<p>Any other business</p> <p>There was none.</p>	
16.	<p>Confidential Items</p>	
17.	<p>Date of next meeting/events</p> <p>It was advised that parents evening would be taking place on 17th October between 1.45 and 8pm. Governors were invited to attend. AC would circulate time slots to governors.</p> <p>5th October would be a school quiz. Any governors wishing to attend should let AC know as soon as possible.</p> <p>Sharon Williams, Senior Admin Officer, would circulate list of dates of events governors are invited to.</p>	AC

The meeting closed at 7.55pm

Signed:Date: