



WHIMPLE PRIMARY SCHOOL

Governing Body

Meeting 1 – Full Governing Body - Part I Minutes

Date/Time	Tuesday 19th Sept 2017 6.30pm	Location	Whimple Primary School
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Attendees	Initials	Category
Maria Wallis	MW	Co-opted (Chair)
Gail Martin-Davies	GMD	Co-opted
Linden Best	LB	Parent

Attendees	Initials	Category
Kate Mackay	KM	Parent
James Terrett	JT	Parent
Carole Shilston	CS	Acting Head teacher
Matt Brown	MB	Staff
Helena Hastie	HH	Co-opted
10		

Apologies	Initials	Category - Reason
Helena Hastie	HH	In Hospital
Carole Shilston	CS	Family Commitment

Absent without Apology	Initials

In Attendance	Initials	
Cathy Culshaw	CC	Clerk
Caroline Ward Reece	CWR	Potential Co-opted

Minutes to
Attendees
Apologies
School Notice board
School website

	Agenda	Led by
1	Apologies	MW
2	Business Interests	
3	Minutes of the last meeting – Tuesday 18th July 2017	MW
4	Matters Arising	MW
5	Head teacher	CS
6	Correspondence	MW
7	Governors' Roles and Responsibilities	MW
8	School Improvement Plan	CS
9	The New Academic Year - Housekeeping tasks	MW/CS/Clerk
10	Safeguarding	LB
11	Policies	CS
12	Election of Chair and Vice Chair	Clerk



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1.1	<p><u>Apologies</u></p> <p>Apologies have been received from HH and CS.</p> <p>MW welcomed Caroline Ward Reece (CWR) who would like to join the governing body in the recently vacated co-opted role. MW read a statement from CWR. MW asked if anyone had any questions for CWR and then CWR left the room. The governors unanimously agreed that based on the skills CWR can offer, in particular running a business, that she should take the co-opted role.</p> <p>MW fed back the decision to CWR and welcomed her to the governing body. CC to arrange training and induction for CWR, and a mentor if appropriate.</p> <p>CC has contacted potential governors via the Inspiring governors website. One person replied but due to other commitments she would not be able to attend meetings on Tuesdays. There was a discussion about changing meeting days. This was not appropriate due to other governors commitments.</p> <p>Action: CC is to contact prospective governor to thank her for her interest but as she can't attend meetings we are unable to proceed at this time.</p>	<p>Decision</p> <p>CC</p> <p>CC</p>	<p>Complete</p> <p>Complete</p> <p>ASAP</p> <p>ASAP</p>
2.1	<p><u>Business Interests</u></p> <p>Nothing to declare.</p>		Complete
3.1	<p><u>Minutes Of The Last Meeting - Tuesday 18th July</u></p> <p>The minutes from the last meeting were agreed to be a true and accurate record and were signed by the chair.</p>		Complete
4.1	<p><u>Matters Arising</u></p> <p>4.1 MW confirmed that Ofsted training would be booked this term.</p> <p>4.1 Governor visits - to be covered in 7.1</p> <p>5.1 The next DAG Conference is to be held at Cranbrook school on 7th October MW, KM and GMD will attend</p> <p>6.1 KM will check the school website to see if there is updated information about after school provision.</p> <p>6.1 MW to provide information about the governors to Lucy Presneil (Administrator) for the Contact Newsletter.</p>	<p>MW, KM and GMD</p> <p>KM</p> <p>MW</p>	<p>This Term</p> <p>7th Oct</p> <p>ASAP</p> <p>ASAP</p>
5.1	<p><u>Head Teacher</u></p> <p>MW updated the governors on the situation regarding the Head. The following statement has gone to all staff and parents:</p> <p><i>Following a period of absence, Mrs Jessop has decided to leave the school as from the end of the summer term 2017. The governing body would like to thank Mrs Jessop for her commitment and dedicated service to the school during her ten years as Headteacher,</i></p>		



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	<p>and wishes her well for the future.</p> <p>Mrs Shilston will continue as Acting Headteacher for the foreseeable future. The governors will consider the way forward at meetings this term.</p> <p>There will be a collection and an event to thank the Head.</p> <p>MW welcomed all the new staff who started this term.</p>		
6.1	<p><u>Correspondence</u></p> <p>MW has received a letter from Debbie Clapshaw regarding completion of the Headteacher appraisal and salary review which is to be completed this term. JT to complete this with KM.</p> <p>There is a funding consultation event for East Devon on 18th Oct. CS and MW will attend.</p>	<p>JT and KM, HT Appraisal</p> <p>CS and MW</p>	<p>This Term</p> <p>18th Oct</p>
7.1	<p><u>Governor Roles and Responsibilities</u></p> <p>Governor Vacancies The remaining governor vacancy was discussed. It is hoped that a recruitment can be made soon</p> <p>Sub-committees CWR will sit on the F&R committee. The new governor will need the relevant skills to sit on the T&L committee All other governors are to stay in their current roles.</p> <p>Programme of Governor Visits A full programme will be discussed at the next FG meeting. In the meantime the following visits will be completed this half term:</p> <p>JT - PE premium funding - Completed GMD - SEND. KM - Pupil Premium LB - Safeguarding walk and Single Central Record (SCR). LB - H&S audit - 6th Oct.</p>	<p>GMD KM LB LB</p>	<p>This term This Term This Term 6th Oct</p>
8.1	<p><u>School Improvement Plan</u></p> <p>MW will be attending the Staff meeting on 26th October, all governors are also welcome.</p>		
9.1	<p><u>The New Academic Year - Housekeeping Tasks</u></p> <p>MW worked through Housekeeping tasks for 2017-2018 (documents emailed prior to meeting). The following points were raised:</p> <ol style="list-style-type: none"> Membership of the governing body and committees was unanimously agreed. Covered in 12.1 The dates for the meetings, of the full governors and committees, for the year were 	<p>Decision</p> <p>Decision</p> <p>Decision</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>



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	agreed, to be confirmed by CS.		
	4. Clerk to keep an eye on being quorate during the transition of governors.	Decision	Complete
	5. It was unanimously agreed that all Governing Body meetings should be 'Open' meetings.	CS	ASAP
	6. Governors were reminded of the procedure if they wish to put an item on the agenda		
	7. Governors were reminded of the part 2 procedures		
	8. The circulation of minutes procedures were highlighted		
	9. The Code of Practice was unanimously agreed	Decision	Complete
	10. Governors reminded to give details of any training to the clerk.		
	11. Sub-Committee membership was discussed and agreed. All governors unchanged with CWR sitting on the F&R committee and a vacancy on the T&L committee	Decision	Complete
	12. The membership and terms of reference of committees was unanimously agreed	Decision	Complete
	13. Individual Skills Audit is to be completed and passed to the Clerk.	All governors to complete Skills audit	ASAP
	14. The Register of Business Interests was updated.	Decision	Complete
	18. A programme of governor visits to school will be issued at the next meeting.		Next FG meeting
10.1	<p><u>Safeguarding</u></p> <p>LB reported that there were a couple of MASH enquires over summer that have been added to the report. CS is following up on any that require it.</p> <p><u>H&S</u></p> <p>LB has updated the H&S accidents record and reported that there was a large reduction in the number of accidents. There were a couple of minor indiscretions that have been followed up with CS.</p> <p>Following the recent staff/governor training it was highlighted that there is a need to ensure the Intimate Care Policy and Use of Mobile Phones policy are known by all the foundation staff. LB/CS have followed up.</p> <p>KM has agreed to take the role of deputy safeguarding officer and will attend the training</p>	Decision KM to attend training	Complete Compete ASAP



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11.1	<u>Policies</u> Health and Safety Policy There is a new H&S policy. CS and LB met this morning to review the policy. The Health and Safety Policy was unanimously agreed by the governors and signed by the Chair. Safeguarding Policy The Safeguarding Policy has been updated with the new lead safeguarding staff details. The policy was unanimously agreed by the governors and signed by the Chair.	Decision Decision	Complete Complete
12.1	<u>Election of Chair and Vice</u> MW informed the governors that she is prepared to stand as Chair for one more year if re-elected. Nominated by KM and seconded by JT. Following this year MW will be a member of the FGB for one more year before retiring. Following some discussion about the Vice Chair role it was agreed that LB would be nominated for the role. Nominated by KM and seconded by JT.	MW - Chair LB - Vice	
GMD expressed her praise for CS who prepared a flag and attended the village flag parade on the previous Saturday. The Governors thanked CS for her support and extra work. The meeting finished at 8.05			
Date/Time	7th October at 6.30pm	Location	Whimple Primary School