

FULL GOVERNING BOARD MEETING

**COLYTON PRIMARY SCHOOL
KILMINGTON PRIMARY SCHOOL
SEATON PRIMARY SCHOOL
SHUTE PRIMARY SCHOOL**

**WEDNESDAY 7th SEPTEMBER 2015
6.00pm AT COLYTON SCHOOL**

MINUTES

Initials	Eligible to attend	Attending	Declaration of Pecuniary Interest	Type of Governor	Office terminates
MR	Michael Rolls	Y		Executive Headteacher	
NH	Nic Harris	Y		Headteacher	
AMs	Aerfen Mills	Y		Staff	24.03.2019
GJ	Gill Jordan	N		LEA	06.09.2020
MBr	Mike Brown	Y		Parent	05.07.2020
VT	Verdun Trott	Y		Parent	14.11.2017
AM	Alan Morbey	Y		Co-opted	24.03.2019
CW	Catherine Way	Y		Co-opted	06.07.2020
FC	Fran Cook	Y		Co-opted	13.09.2019
LQ	Louise Quincey	Y		Co-opted	24.03.2019
MB	Marshall Barrand	Y		Co-opted	24.03.2019
TL	Tim Leat	Y		Co-opted	06.07.2020
				Others	
CR	Clare Rinaldi	N		Associate Member	31.03.2020
KM	Kate McFarlane	Y		Associate Member	06.09.2020
LW	Lee White	Y		Associate Member	31.08.2019
BD	Bec Davey	Y		Clerk	

	Notes	Decision
2016-1	<u>CLERK TO OPEN THE MEETING, WELCOME NEW GOVERNORS AND RECEIVE APOLOGIES FOR ABSENCE:</u> Clerk welcomed new governors, Michael Rolls (Executive Head) and Michael Brown (Co-opted). Michael Brown to be called Mike to prevent confusion. Apologies were received and approved from Gill Jordan – Work Commitment. No apology was received from CR.	Clerk to advise Babcock of new appointments. Approved.
2016-2	<u>TO RECEIVE DECLARATIONS OF INTEREST:</u> None.	
2016-3	<u>ELECTION OF CHAIR AND VICE – CHAIR:</u> Governors agreed to a one year term for the chair and vice-chair role. Were two nominees, but one has withdrawn. Other nominee also felt perhaps not able to fully commit to role as chair. Co-chair roles were suggested. Vote has been deferred to next FGB whilst Clerk looks into Co-Chair option and, having done so, requests nominations in readiness. It was decided to also defer the Vice-Chair vote until next meeting. <i>TL chaired the rest of the meeting as vice-chair from 2015-2016.</i>	One year term for Chair/Vice-chair. Deferred vote until next FGB
2016-4	<u>APPROVE LA GOVERNOR NOMINATION & DISCUSS THE ROLE OF ASSOCIATE MEMBER (INCLUDING POSSIBLE NOMINATIONS):</u> GJ, who is currently a co-opted governor has been nominated as the LEA governor. All approved. Prior to the meeting MR had requested that KM continue as an Associate Member and requested she attend the meeting. All approved. Governors agreed that the Associate Members position be opened up to <u>all</u> staff. Clerk to write a notice inviting all staff to contact her should they be interested in the role to be placed in	Clerk to advise Babcock of change of role. Approved. Clerk to create notice for all staff.

	Notes	Decision
	all school staffrooms.	
2016-5	MINUTES OF THE LAST MEETING: 14.09.2015: The Minutes were agreed as a true record of the meeting.	Approved and signed.
2016-6	BUSINESS ARISING: None	
<i>At the request of Governors, item 2016-11 was discussed next.</i>		
2016-11	REVIEW THE AIMS AND VISIONS OF THE FEDERATION: MR – Has met with SLT (Senior Leadership Team) to discuss Aims and Visions of both the individual schools and the Federation as a whole. Wish to discuss with staff and governors, all working together. Will have workshops. Hard to follow a vision if there is none. SLT to set dates and update FGB at next meeting. <u>Governor challenge and comment:</u> <i>MB – Ideal time.</i> <i>LQ – Was touched on during the Exec Head recruitment process so has been thought about. Is the ideal time.</i> <i>MR – As new person, want to know what community wants and needs.</i> <i>VT – Need to know where we want to be before pursuing other avenues.</i>	MR to provide update at next FGB
2016-7	DISCUSS SKILLS AUDIT RESULTS AND RESULTANT CO-OPTION SUGGESTIONS: Skills Audit was discussed and governors were able to identify weak areas. Possible co-options were proposed. Clerk to contact those proposed requesting they complete and return the Skills Matrix and a short statement. These will then be forwarded to all governors to peruse and discuss. Clerk to then invite ideal candidates to next FGB.	Clerk to contact proposed Co-optees.
2016-8	DISCUSS PROPOSED COMMITTEE STRUCTURES AND AGREE STRUCTURE, MEMBERSHIP AND LEAD GOVERNORS: LQ proposed approve revised committee structure, TL seconded. Unanimous. Associate Members no longer be allowed to vote at committees. TL proposed, MB seconded. Unanimous. Membership of committees and lead governors were agreed.	Agreed new committee structure, membership and lead governors. Associate Members no longer have a vote at committee meetings.
2016-9	REVIEW AND SIGN GOVERNORS CODE OF CONDUCT: MBr requested it be changed from Conduct to Practice. Agreed. Governors all signed with amendment.	Approved and signed.
2016-10	AGREE TERMS OF REFERENCE AND ANNUAL BUSINESS CYCLE FOR COMMITTEES: All agreed.	Approved.
2016-12	COMPLETE PECUNIARY INTERESTS REGISTER: Clerk omitted to bring the register to the meeting. Deferred.	Defer to next meeting.
	DATES OF NEXT MEETINGS: FGB: 1 st December 2015, 6:00pm at Kilmington Resources: 12 th October, 6:00pm at Kilmington Education: 4 th October, 6:00pm at Seaton P&P: 27 th September, 6:00pm at Shute Remuneration: 8 th November, 6:45pm at Seaton	

Meeting ends 7:25pm.

SUMMARY OF ACTION POINTS

Minute	Action	Ownership
2016-1	Advise Babcock of new Governors	Clerk

2016-3	Governors to nominate again for Chair and Vice-Chair. Clerk to investigate how other governing boards use the role of co-chair.	Clerk/All Governors
2016-4	Advise Babcock of change of role	Clerk
2016-7	Forward skills audit to nominees to complete and return	Clerk
2016-8	Forward calendar of meetings to all governors to include new P&P committee	Clerk
2016-11	Prepare update	MR

Signed:..... Date:.....