



**ST ANDREW'S SCHOOL GOVERNING BODY**  
**Full Governing Body Non-Confidential Minutes of Meeting**  
**Held on 01st February 2018, 19.30pm**

<b>Governors</b>	<b>Governor Category</b>	<b>Other info (Chair/HT/Voting)</b>
Nicola Edwards (NE)	Head Teacher (ex officio)	HT
John Jones (JJ)	Foundation Governor (LDBS)	Chair of Governors
Ingrid Farmer (IF)	Foundation Governor (Deanery)	Vice Chair of Governors
Carol Turner (CT)	Foundation Governor (LDBS)	Voting
Toni Meadows (TM)	Foundation Governor (PCC)	Voting
Georgina Priestley (GP)	Foundation Governor (PCC)	Voting
Judy Cooper (JC)	LA Governor	Voting
Marion Calder	Asst Head	Non- Voting
Alexandra McGregor (AM)	Staff Governor	Voting
Jo Jefferies (JJE)	Parent Governor	Voting
Nigel Fullard (NF)	Parent Governor	Voting
<b>Also Present</b>		
Dan Tomlin (DT) (The Clerk)	Clerk to Governors	Non-voting
Jas Rana (JR)	Interim Clerk to Governors	Non-voting

**GB Core Functions (reference key for agenda items)**

- 1 Ensuring clarity of vision, ethos and strategic direction** – *engaging with stakeholders; strategic planning including succession planning; meeting statutory duties.*
- 2 Holding the Head teacher to account for the educational performance of the school and its pupils and the performance management of its staff** – *appointing Head; self-evaluation including working with data, monitoring visits and responding to reports; performance management.*
- 3 Overseeing the financial performance of the school and making sure its money is well spent** – *annual report; Pupil Premium and PE and Sport Budgets.*

<b>Agenda Item</b>	<b>Meeting Commenced at 19:35 hours</b>	<b>Action agreed by who &amp; when</b>	<b>GB Core Functions Ref Nos</b>
<b>17-18/001</b>	Welcome was made by Chair, GB Welcomed DT, New Clerk to Governors. JR attending in an observing capacity.  The opening prayer was led by TM.	JJ	
<b>17-18/002</b>	<b>Statutory Duty</b> Quorum Ascertained Apologies were accepted from: Judy Cooper - Holiday Marion Calder - Sickness Nigel Fullard – Arriving 20:35	ALL	

17-18/003	<b>Statutory Duty</b> Declaration of Interest/Pecuniary Interest There was none declared.		
17-18/004	<b>Statutory Duty</b> Declaration of Any Other Business There was none declared.		
17-18/005	<b>Statutory Duty Approval of the Minutes from the Last Meeting</b> The Minutes were approved and signed by the Chair. <b>ACTION: DT to add page initial box and signature line to minutes.</b>	DT	
17-18/006	<b>Matters Arising from the Minutes of the Previous Meeting not on the agenda for today's meeting</b>  The Chair requested that the Skills Audit must be completed by all GB members and the forms must be returned to the Chair.  Review of effectiveness of GB since last year – information must be published on the website fairly soon.	GP/TM to analyse the data for next FGB.  NF/CT/JJE. To Meet 08 <sup>th</sup> Feb	
17-18/007	<b>Statutory Duty Report on Membership of the Governing Board to include any vacancies, (Forthcoming) Elections, Appointments and Forthcoming Expiration of any Terms of Office</b>  There are two Clerical vacancies  IF's terms ends in March 2018. IF has agreed to stay on. GB Ratified.  MC's terms ended in September 2017, MC has agreed to stay on. GB Ratified.		
17-18/008	<b>Statutory Duty Reporting on Delegated Functions, Educational Performance of the School and Recommendations to the Full Governing Board:</b>  <b>i. Chairs Report</b> The Chair report mirrored the HT report and recognises the great work NE and MC has undertaken, Lots of issues have been resolved. Chair will offer continued support to NE in obtaining better results in the summer. Chair reported on a number of staff and pupil sickness.  JJ/NE to meet with LA  The process in relation to the Governors Board is being updated.		

	<p><b>ii. Minutes of Committee Meetings and Link Governor Reports</b></p> <p>All minutes have come in.</p> <p><b>T&amp;L:</b> T&amp;L Committee agreed that an external agency should be employed to deliver S&amp;RE lesson. Board agreed and ratified. T&amp;L questioned Whether IT should be on their agenda. Board agreed if its ITC then Resources if its Lessons or learning its T&amp;L. Current ICT Provider contract finishes in March 2018. Procurement to send over cover to provide an overlap. New provider to look at updating website. <b>ACTION:</b> DT to look at Governors info on website and update.</p> <p><b>Resources:</b> Credit cards list – ratified by board.</p> <p><b>SVFS:</b> Draft done, amendments made. Some governors had not received draft. <b>ACTION:</b> DT to recirculate email.</p> <p><b>iii. Head Teacher’s Report</b></p> <p>A report had been sent to Governors prior to the meeting.</p> <p>GB agreed report.</p> <p>IF <i>challenged</i> the vacancies mentioned in the report. NE advised that both positions have now been filled</p> <p>NE wanted it recorded the help of volunteers coming in to cover the sickness and the supporting staff too.</p>		
17-18/009	<p><b>Statutory Duty Review and Approval of the following Policies for ratification:</b></p> <ul style="list-style-type: none"> <li>• <b>Attendance Policy</b> Agreed and ratified.</li> <li>• <b>Staff Handbook</b> Agreed and ratified.</li> <li>• <b>SEN</b> Agreed and ratified.</li> <li>• <b>School Visits</b> Agreed and ratified.</li> <li>• <b>Committee Structure</b> Agreed and ratified.</li> </ul> <p>Admission policy is now up to date.</p>		

17-18/010	<p><b>Planning, Reporting Back and Impact of Governors' Visits to School and Training Attended</b></p> <ul style="list-style-type: none"> <li>• <b>GB training</b> Discussion on training for governors took place. As previously mentioned GP/TM to collate Governors training data and skills audits.</li> <li>• <b>Governors Visits</b> It was discussed that Governors visiting the school in a parent capacity should be recorded. When visiting in a Governing capacity a report should be compiled. JJ advised that if Governors are coming into school for one activity perhaps stay another, obs etc.</li> </ul>		
17-18/011	<p><b>Update re Nursery</b></p> <p>It was noted that nursery numbers have declined. 15 children in the nursery, five of which will go home in the afternoon and 10 will remain in school.</p>		
17-18/012	<p><b>Update re Breakfast &amp; After School Clubs</b></p> <p>NE has been looking into using an external company to run a breakfast club and an after school club.</p> <p>Contract signed at sub committee and agreed by GB</p>		
17-18/013	<p><b>. Any Other Business</b></p> <p>NE attending HT Conference, great network opportunity, lots of seminars, coaching skills etc. NE advised GB, very beneficial.</p> <p>DT circulated a form to be sent to LDBS.</p> <p>JJ reminded GB of the importance of the Governors role and to challenge the HT report not to just accept it. More challenge is needed when and where applicable.</p> <p>DT to Liaise with JR to add an "impact" section to the GB meetings</p> <p>JJ thanked JR for her role as interim Clerk.</p> <p>The next GB meeting date TBA, JJ to liaise with DT,NE,IF</p>		
17-18/014	<p><b>Closing Prayer</b></p> <p>IF led the closing prayer.</p> <p>Meeting ended at 20:45.</p>		