

11 September 2017 6.00pm-7.40pm

FGB Meeting Minutes

Present: R Larsen, D Phillips (Co-Chairs), S Allison, L Archer, Y Ayub, S Bejar, J Blanchenot, S Blood, SA Bonnett, H Dobson, J Hall, M Stevens, L Storey (Clerk)

Item	Minutes	Action
1	Welcome; Co-Chairs outlook The Co-Chairs gave thanks to Sally-Anne for her role as Chair during the last year and gave an overview of their hopes for the Governing Board during the coming year. Governors were reminded about the importance of attending meetings.	
1	Apologies Amanda Clarke, Louise Rhodes. Apologies accepted by the FGB	
2	Membership – appointments and resignations Rajalakshmi Ravi had sent in her resignation. A skills list is required for a new LA Governor. Ashleigh Cooper's Associate Governor term has finished. The new associate Governor was confirmed as Lee Archer.	DP/RL
3	Sign register of business interests and eligibility to serve as a governor Governors signed and returned their forms to the Clerk.	
4	Sign code of conduct Governors signed and returned their forms to the Clerk.	
5	Sign relationships with other staff and membership of other Governing Boards Form to be issued to Governors to complete and return.	All
7	Review of skills audit There are a few items that require completing by Governors, however a review shows that data analysis training would be of benefit to Governors. The Headteacher has been liaising with DCC about a training session later in the year. It was agreed that Finance training would also be useful.	DRP
8	Discussion on skills gap and actions required Deferred until the next meeting.	
9	Review of self evaluation results Still waiting receipt of some self evaluation forms.	RL
10	Creation of GB action plan based on self evaluation Comments were asked for on the draft action plan. Clearer success criteria was suggested. Please let the co-chairs have any further comments by return. Once the self evaluation forms have been completed by governors and the findings reviewed the action plan can be updated.. The use of Governor Hub as the main form of communication was emphasised.	
11	Review of strategic planning cycle The document was reviewed and no changes made. It was agreed to map these items into the appropriate agenda.	RL/DRP
12	Agree Governors roles and responsibilities A document with the role of the School Governor was circulated and reviewed. Updated document to be circulated to all Governors.	RL
13	Appoint Chair of resources It was agreed that all 12 meetings would now be FGB as there was very little differentiation between each meeting.	
14	Review terms of reference for resources committee N/A due to resolution above.	

15	<p>Creation of monitoring timetable and governor calendar</p> <p>Governors were allocated roles/subjects which will be added to the monitoring schedule. It is hoped changes made will enable a better relationship between staff and Governors further to feedback from the staff questionnaire.</p> <p>Updated timetable to be circulated.</p> <p>Governors to upload visit reports within 4 weeks of visit or send to Clerk to upload.</p> <p>The timetable for Board meetings will be adjusted to accommodate the provision of additional budgetary information relating to decision required for School Teachers Pay Award 2017/18 An updated calendar will be circulated</p>	RL All LS
16	<p>Subject Reports</p> <p>Future arrangements for review of Subject Reports will include a record of Governor feedback in the report. Where appropriate, this will be addressed by the relevant Subject Lead Governor</p>	As nominated
17	<p>Governor Training</p> <p>Governors were reminded to complete the online Prevent training and submit the completion record to Sarah Allison. Governors were also reminded to check on Governor Hub for any relevant training they wanted to attend and ask the School/Clerk to book.</p>	All
18	<p>Head Teacher performance management</p> <p>Headteacher and staff Governors left the meeting for this item. (Please see confidential minutes)</p>	
19	<p>Review of effectiveness of GB</p> <p>To be deferred until the next meeting</p>	
20	<p>Safeguarding</p> <p>Please send the Headteacher certificates of any training completed</p>	
21	<p>Website</p> <p>Website to be updated with recent changes. Governor monitoring of website for website compliance was confirmed as Simon Blood.</p>	
22	<p>Correspondence</p> <p>A letter had been received from the DCC Strategic Director Andy Smith to the Head Teacher and from Councillor Russell to the Chair of Governors suggesting that schools do not convert to academies and continue to use the services that DCC provide. <i>Governors queried that the Government were encouraging all schools to become academies and that this was in conflict with current recommendation.</i></p> <p>The information has been noted – no further action required at present.</p> <p>A request from a member of staff for 5 days of unpaid leave in February 2018 had been received. The request was approved due to the exceptional circumstance, notice period and exemplary employment record of the member of staff concerned.</p> <p>A request for a Y6 SEN child place had been received. The background circumstances have been reviewed by the SLT in relation to Lawn’s facilities and resources. Based on the circumstances It was agreed the school could not accommodate the child, principally because of the high level of needs and lack of suitable rooms that were not committed to other uses.</p> <p>A formal response will be sent to the LA</p> <p>The first staff exit questionnaire had been reviewed which included positive feedback. It was agreed that an exit questionnaire would also be developed for use with Governors who were leaving the Board.</p>	SA RL
23	<p>Determination of confidentiality of business</p> <p>Item 18</p>	
24	<p>What difference has this meeting made to Lawn pupils?</p> <p>Improved links between staff members and governors are being developed. A strategic planning approach to next year has been formed. We have discussed appointing a new governor in light of the recent vacancy.</p>	
25	<p>Date of next meeting – 9 October 2017</p>	