

Lawn Primary School

12 September 2016 6.00pm-7.50pm

FGB Meeting Minutes

Present: SA Bonnett (Chair), S Bejar, J Blanchenot, A Cooper, H Dobson, R Evans, J Hall, D Hallam (Deputy Headteacher), R Larson, G Molineux, D Phillips, S Parrott, H Robinson (left at 7.30 pm), M Stevens, R Ravi, L Storey (Clerk)

Item	Minutes	Action
1	Apologies Headteacher. Apologies accepted by the FGB	
2	Membership – appointments and resignations D Haynes had completed her Governor term and had now officially left. R Ravi was confirmed as replacement LA Governor from co-opted Governor. C Green Associate Governor had resigned and it was agreed to accept Ashleigh Cooper as replacement Associate Governor. R Larson was confirmed as Co-opted Governor from Associate Governor. There will be two Parent governor vacancies in October and it was agreed to advertise these. One vacancy requires skills around Safeguarding – Letter to be sent out	H Dobson/ SAB
3	Sign register of business interests and eligibility to serve as a governor All Governors signed and returned their forms to the Clerk.	
4	Sign code of conduct All Governors signed and returned their forms to the Clerk.	
5	Sign relationships with other staff and membership of other Governing Boards The current information is up to date. The School Business Manager to investigate if there is a form for this.	SBM
6	Keeping children safe in education A new section has been added to the documents. All Governors were issued the new policy to read and then sign and return to the School Business Manager.	All Governors
7	Review of skills audit All governors to complete and send to the Chair and Clerk by the 19.9.16. Clerk to re-circulate form to Governors.	All Governors
8	Discussion on skills gap and actions required Deferred until the next meeting	
9	Review of self evaluation results All governors to complete and send to the Chair and Clerk by the 19.9.16. Clerk to re-circulate form to Governors.	All Governors
10	Creation of GB action plan based on self evaluation Deferred until the next meeting.	
11	Review of strategic planning cycle The document was reviewed and no changes approved.	
12	Agree Governors roles and responsibilities Roles and responsibilities were reviewed and updated along with the monitoring schedule. Non core subjects to be completed annually. Subjects were allocated to Governors. Deputy headteacher to create a timetable for non-core subject visits.	Deputy Headteacher

13	Appoint Chair of resources S Bejar was nominated to continue as Chair and all Governors were in favour. It was suggested that another Governor learn the ropes as part of succession planning. Interested Governors to liaise with S Bejar.	
14	Review terms of reference for resources committee Previous terms of reference to be circulated, reviewed and updated.	SAB
15	Creation of monitoring timetable and governor calendar Draft created and to be circulated. Open days – Governors agreed dates they could attend.	SAB
16	Pay awards for teachers Governors agreed the pay awards that had been circulated.	
17	Review of effectiveness of GB To be deferred until the next meeting	
18	Safeguarding Nothing to report	
19	Agree website update including % attendance at 2015/16 meetings Website to be updated with current Chair, everything else was up to date.	Clerk
20	The Deputy Headteacher reported that a leave of absence form has been created in order to monitor absence. It was confirmed that the Headteacher sign off forms and forward to Governors if appropriate.	
21	The LA had requested a pupil place for a child with a variety of learning needs. Governors agreed that the school would not be able to accommodate the child due to a number of reasons and the Deputy Headteacher to complete the form and return to the LA.	Deputy HeadTeacher
22	Health and Safety update from M Stevens to be circulated. The school have contacted the legal department regarding the tree issue.	
23	Date of next meeting – 3 October 2016	