

Hennock Community Primary School - Bearnas Voluntary Primary School

<b>LGB Meeting – Part I Minutes</b>			
Date/ Time	28.9.16 6pm	Location	Hennock Primary School
<b>Governors</b>		<b>Governors</b>	
Nicola Dunford	Linette Avery	Clerk – Sue Howard	
Claire Kendall - Absent	John Garrigan		
Claire Baker	Rebecca Humphreys		
Anna Wilk - Absent			

## Agenda:

<b>Local Governing Board Agenda Led by Clerk initially</b>			
52.16	<b>Welcome</b>		
53.16	<b>Declarations of interest</b> , Governors must declare any conflicts and leave the meeting when the appropriate item is dealt with. Some conflicts that are not obvious at the start of the meeting may become so as it progresses. Governors must declare these as soon as they are aware of them and leave at the appropriate point		
54.16	<b>Apologies and sanctioning</b>		
55.16	<b>Election of Chair: Governors to have put their names forward for the post of Chair for the year to September 2017.</b>		
56.16	<b>Election of Vice Chair: Governors to have put their names forward for the post of Vice Chair for the year to September 2017.</b>		
57.16	<b>Review housekeeping and sign governors code of practice</b>		
58.16	<b>Approval of minutes dated</b> 6.7.16 Part I and II		
59.16	<b>Actions arising from previous meeting</b>	4.2 6.1	Rebecca Humphreys to return her new gov documentation to clerk Clerk to review end of terms of office of governors RH SH
60.16	<b>Procedural</b>	i. ii.	All governors to please read the 'Keeping Children Safe in Education (KCSIE) document attached as supporting documents – sign sheet at mtg to confirm Brief update from Executive Headteacher at start of Academic Year, and FDP SH ND

		iii. Governors Terms of Office iv. Review Budget and make recommendations/raise queries for Directors	SH
61.16	<b>Strategic</b>		
62.16	<b>Monitoring</b>	Govs to discuss Monitoring arrangements – example documents and schedules attached	SH
63.16	<b>Training</b>	Review Governor Training requirements	SH
64.16	<b>Policies</b>	Academy Policies drafted for review: i. Anti – Bullying ii. Data Protection iii. Freedom of Information iv. Governor Allowances v. Home School Agreement vi. Missing Child vii. Mobile Phone Policy viii. Sex & Relationships ix. Whistleblowing x. Write Off/Asset Disposal xi. Identification Badge xii. 2018-19 Admission Policies	
65.16	<b>Events</b>	Governors to be advised of upcoming school open days – document attached	

**Minutes:**

<b>Local Governing Board Minutes</b>	
<b>Led by Clerk initially and then combined with new chair CB</b>	
52.16	<b>Welcome</b> Clerk welcomed everyone to the meeting
53.16	<b>Declarations of Interests</b> , Governors must declare any conflicts and leave the meeting when the appropriate item is dealt with. Some conflicts that are not obvious at the start of the meeting may become so as it progresses. Governors must declare these as soon as they are aware of them and leave at the appropriate point
54.16	<b>Apologies and Sanctioning</b> Clerk had received apologies from Anna Wilk and Claire Kendall – governors sanctioned
55.16	<b>Election of Chair</b> Clerk had received no nominations prior to the meeting, CB volunteered herself for the position of chair at the meeting. CB left the room and all other governors present agreed and approved her as chair until Sept 2017. CB advised LGB that she is now a trustee for the Exeter branch of <b>Devon Rape and Crisis Abuse Service</b>
56.16	<b>Election of Vice Chair</b> Clerk had received no nominations prior to the meeting, LA volunteered herself for the position of vice chair at the meeting, LA left the room and all other governors present agreed and approved her as vice chair until Sept 2017.

Local Governing Board Minutes Led by Clerk initially and then combined with new chair CB			
57.16	<b>Review housekeeping and sign governors code of practice</b> All items were reviewed and approved. Code of Practice signed by chair CB		
58.16	<b>Approval of minutes dated 6.7.16</b> Part I were approved and signed by chair of that meeting CB. Part II were distributed at this meeting for all present to read, they were duly approved and one copy signed by chair CB. All other copies were collected back in by clerk and destroyed		
59.16	<b>Actions arising from previous meeting</b>	4.2 6.1	Rebecca Humphreys has returned her documents to clerk, ID checked and RBI completed Clerk will discuss in procedural part of meeting
60.16	<p><b>Procedural</b></p> <ul style="list-style-type: none"> <li>i. KCSIE - JC to read, AW and CK absent, so 3 governors to ensure document is read by next meeting in November please</li> <li>ii. ND provided a copy of her verbal report and updated Link Improvement Plan to governors present. School updates:- Concern over Hennock’s low numbers on roll at the moment. Bearnes preschool a little low, the school though has good numbers. CB asked if courses run by the Inclusion Hub are open to people outside the Hub, yes. ND advised staff appraisals have been done and recommendations for any pay increases will be taken to the Directors for approval. She will then report back to the governors at the next meeting in November. Very good recent parent visits into schools. ND highlighted the need for effective governance, visits to schools and training. JG asked how governors will work now that we are a Multi Academy Trust, ND explained that they will be more on the ground in the schools, around safeguarding, teaching and learning, Ofsted ready! <b>ND will invite the Heads of School to the next meeting to give a short presentation around the Newton &amp; Teign Development Plan to governors.</b></li> <li>iii. Clerk explained that all governors who were in post at Academy conversion do indeed have the same end date for their terms of office. Although through natural wastage, this will probably differ as the time goes on.</li> <li>iv. ND highlighted items on the budget document to governors. JG asked about HLTA’s and how long can they teach for at any one time, ND explained that it is an ideal stopgap in an emergency, but a day or two maximum, then you have to get supply cover. She also advised that the new Business Manager, Matt Matthew, is working on the budget to get it far more streamlined across the whole Trust.</li> </ul>		
61.16	<b>Strategic</b> Nothing on the agenda for this meeting		
62.16	<b>Monitoring</b> ND and the clerk explained the importance of governor visits and monitoring around the schools. All in agreement that effort will be made to put this in place. TA monitoring is a good start.		
63.16	<b>Training</b> Clerk explained the need for Governor training and she will email out each half term any training events coming up. Governors to contact the Clerk if they wished to booked onto any training. Clerk will keep a training record.		
64.16	<b>Policies</b>		

<b>Local Governing Board Minutes</b>	
<b>Led by Clerk initially and then combined with new chair CB</b>	
	<ul style="list-style-type: none"> <li>i. Anti-Bullying – Approved</li> <li>ii. Attendance – Approved</li> <li>iii. Behaviour – Approved</li> <li>iv. Data Protection – Approved</li> <li>v. E-Safety - Approved</li> <li>vi. Freedom of Information – Approved</li> <li>vii. Governor Allowances – approved</li> <li>viii. Home School Agreement – Approved with addition from ND about using the internet sensibly and safely in pupil section</li> <li>ix. Missing Child – Approved</li> <li>x. Mobile Phone Policy – Still pending approval regarding staff restrictions</li> <li>xi. Sex &amp; Relationships – Approved</li> <li>xii. Whistleblowing – Approved</li> <li>xiii. Write Off/Asset Disposal – Approved</li> <li>xiv. Identification Badge – Approved</li> <li>xv. 2018-19 Admission Policies – Approved with slight amendment from ND on Hennock Ethos</li> </ul>
65.16	<b>Events</b> – ND had advised open day dates to governors in her report
66.16	<b>Part II</b>

**Actions:**

60.16i	KCSIE - JC to read, AW and CK absent, so 3 governors to ensure document is read by next meeting in November please	JG, AW,CK
60.16ii	ND to invite HoS for Bearnas and Hennock to the next gov meeting on 23 <sup>rd</sup> November	ND
63.16	Clerk to email out half termly governor training courses available	SH

**Meeting Closed 8.10pm**

Next Meeting Date	23.11.16	Time	6pm	Location	Bearnas School
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**Signed a a true record of the meeting ..... Date .....**