**FULL GOVERNING BODY MEETING**

23rd September 2021 @ 6.30 pm, Venue – online.

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| **Present** | Shirley Nellthorpe (Chair) |  |
|  |  | Rosemary Arrow-Smith Oliver (RAO) joins at 6.40 and leaves at 7.08. |
|  |  | Liz Holford (LzH) |
|  |  | Andrew Micklefield (AM) leaves at 6.50 |
|  |  | Daniel Rainbird (DR) |
|  |  | Gordon Randall (GR) |
|  |  | Anelda Ryan (AR) |
|  |  | Andrew Turk (AT) joins at 7.03 |
|  |  | Caroline Wallis (CW) |
|  |  | Francesca Claire Wild (FCW) |
| **In Attendance** | Gemma Gundry (GG) (Acting HT) |  |
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| **Clerk** | Jenny Perring |  |

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| **No:** | **Agenda Item** | **Lead** | **Time** |
|  | **OPENING PRAYER** |  |  |
| **1.** | **Welcome and Apologies**  Apologies received and accepted from Jessica Armstrong-Field and Jo Ayres (executive head teacher).  AT and RAO send notice they are having trouble accessing the meeting and are going to be late. | SN | 6.30 |
| **2.** | **Declarations of Pecuniary Interests**  AM is a governor at St. Lawrence Primary School  SN is Chair of Governors at Purbrook Park School, Vice Chair Schools Forum Hampshire and Chair South East Governor Forum.  AT is a Governor at Purbrook Park School and Denmead Junior School  No new interests to declare.  RAO joins the meeting | SN | 6.35  6.40 |
| **3.**  **3A**  **3B**  **3C**  **3D**  **3E**  **3F**  **3G**  **3H**  **3I**  **3J**  **3K** | **Governing Body Business**  Election of the GB officers: -   * Shirley Nellthorpe is elected Chair of Governors * Rosemary Arrow-Smith Oliver is elected Vice Chair of Governors * Andrew Turk is elected Chair of Finance Committee * Liz Holford is elected Chair of Pay Committee * Rosemary Arrow-Smith Oliver and Andrew Micklefield are elected Members of Admissions Committee   Governors discuss the need for a Local Authority Governor on the Governing Body and SN proposes she moves from Foundation Governor to L.A Governor. When the new foundation Governor Charlie Walters joins this will then leave one Foundation Governor place.  **RESOLVED:** SN should apply to become a Local Authority Governor.  ACTION: Clerk to send a letter will to the local Councillor.  The new Governors DR and FCW confirm their induction training is booked.  Governors agree that a Forum representative from the Alton community would be beneficial. The next meeting is in the New Year. The Chair will inform Governors of the date and they can volunteer to go at that point.  ACTION The Chair to inform Governors of the date of the forum meeting.  RAO is allocated the DTG, (Designated Training Governor) role.  It is felt training is needed for the key Governors roles of –   * SEND * Safeguarding * Health and Safety   Therefor the Chair will discuss this with the relevant Governors and the appointment of roles will be dealt with at the next FGB on 5th Oct 21  ACTION: Clerk to add allocation of key Gov. roles to next FGB agenda  Governor responsibilities have been allocated and the chair will produce a Governor Visit Schedule with dates and methods included, which links visits with key issues from School Improvement Plan.  ACTION Chair to draft Governor Visits Schedule.  The Chair explains that the Finance Committee will now meet three times a year, in November to agree the mid-term budget, in March to agree the end of year budget and in May to agree the new year budget. A verbal update will be given by the business manager at FGB meetings in between.  RESOLVED: To adopt the new Terms of Reference for the Finance Committee  The Chair explains that the Pay Committee will meet twice a year in November and March. The HT will share performance management outcomes with the committee and where staff should be on the pay scale according to what targets have been met.  RESOLVED: To adopt the new Terms of Reference for the Pay Committee    RESOLVED: To adopt the new Terms of Reference for the Full Governing Body.  RESOLVED: To Agree Governor Disciplinary Panels when or if required  The Clerk confirms that all updates to Governors Pecuniary Interests have been received and Governors are reminded to indicate they have read KCSIE on Governor Hub.  RESOLVED: Governors will follow the Code of Conduct for the coming year.  A M leaves the meeting  ROA will amend the Skills matrix by 5 October FGB. Governors are all then required to complete it by 23rd November in order that gaps in knowledge and experience can be identified. Once that information is collated relevant raining will be booked.  Action: ROA to update Skills Matrix by 5th October  Action: All Governors to complete the Skills Matrix by 23rd November.  AT joins the meeting  RESOLVED: To adopt HCC Governors Good Practice Guide  RESOLVED: To adopt the Manuel of Personnel Practice  GG confirms that the Discuss Published Admissions Number (PAN) will remain at 30 for the coming year. |  | 6.40      6.50  7.05 |
| **4** | **Policy Review**  The followingStatutory Policies have been sent to the relevant Governors for review by 5th October: -  Child Protection – Jessica  Complaints – Caroline  Safeguarding – Jessica  The Pay Policy will need reviewing but it has to come from Hampshire first.  ROA leaves the meeting |  | 7.08 |
| **5.** | **Effective Governance**  A good proportion of the administration tasks have been deal with at this meeting, which are important in understanding roles and responsibilities and the manner in which the GB works. | SN | 7.10 |
| **6.** | **Next Meeting Date:**  FGB 5 October 2021 Virtual 6.30 p.m.  Extraordinary FGB 21 January 2022 5.30 pm - The advert for a new Head Teacher will be going out on 18th October so this meeting will be to ratify any new appointment. |  | 7.15 |

**ACTION TABLE**

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| Clerk | Clerk to send a letter will to the local Councilor. |
| Chair | Chair to inform Governors of the date of the forum meeting. |
| Clerk | Clerk to add allocation of key Gov. roles to next FGB agenda |
| Chair | Chair to draft Governor Visits Schedule. |
| ROA | ROA to update Skills Matrix by 5th October |
| All Governors | All Governors to complete the Skills Matrix by 23rd November |