

# RIVERSIDE PRIMARY SCHOOL

## MINUTES OF BUSINESS MEETING HELD ON TUESDAY 13<sup>th</sup> September 2016 AT 3:45PM

**PRESENT:** Jacob Bell, Trish Burr, Dave Brockman, Joy Jearum, Helen Maxwell, Terry O'Regan, Tim Scott, Lesley Singleton, Kim Williams (headteacher)

**IN ATTENDANCE:** Nicola Nash- Medway Clerking Service

Item	Main discussions and agreed actions	Action by/when
<b>1</b>	<p><b>Welcome and Apologies</b> All governors were in attendance. All governors agreed for Trish Burr to chair the meeting. The chair welcomed the new governors to the meeting.</p> <p>The meeting was quorate.</p>	
<b>2</b>	<p><b>Election of Chair and Vice Chair</b> Terry O'Regan informed governors he will not be standing for vice chair; however, he s he would support the governors who decided to take on the roles. The clerk informed governors no self-nominations had been received prior to the meeting. After discussion, Tim Scott self-nominated himself for the role of interim chair with the review of the role at the January 2017 governors meeting. Trish Burr proposed the appointment and Terry O'Regan seconded. All governors agreed. Tim Scott was voted as interim chair and for Trish Burr to chair the current meeting.</p> <p>Dave Brockman self-nominated himself for the role of interim vice chair with the review of the role at the January 2017 governors meeting. Tim Scott proposed the appointment and Lesley Singleton seconded. All governors agreed. Dave Brockman was voted as interim vice chair.</p> <p>After discussion Trish Burr agreed to contact governor support services with regards to the current composition and the possibility of amendments to committee members (type of governors) in relation to the appointments of the interim chair and vice chair.</p> <p>Terry O'Regan informed governors Hilary Sanders has resigned as a governor from Riverside with effect from 10 September 2016. Governors agreed for the Head teacher to send flowers to Hilary. Governors expressed how Hilary has given valued support and advice to the school during her role as a governor.</p>	TB to check with Gov.support
<b>3</b>	<p><b>Annual Declaration of Business interests/DBS checks/Edubase</b> Declarations of Business forms were passed to governors at the meeting. All governors completed the forms and returned copies to the clerk. Clerk agreed to file documents. Clerk to arrange a suitable time with Jacob to visit and sort out the governors folder.</p> <p>DBS checks. All governors are up to date with their DBS.</p> <p>Edubase. The school updates the system. Head teacher will ensure the governor details are updated onto the system.</p> <p>Jacob agreed to update the school website with governor information.</p>	Clerk to arrange date with Jacob.

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4	<p><b>Membership issues</b></p> <p>After discussion governors agreed for the clerk to check the reconstitution as the current copy states a total of 12 governors in post, several governors thought the total number has decreased to 10 governors.</p> <p>Terry O'Regan agreed to source a model copy of a skills audit form for governors to complete via the National Governors Association website.</p> <p>Under the current records, there are 3 vacancies for co-opted governors.</p> <p>Jacob Bell's term of office is due to end on 29 September 2016 – head teacher informed governors the preparations for staff governor elections are being dealt with.</p> <p>Governors agreed to defer the membership item until the next full governor meeting on 8 November 2016.</p>	Clerk to check and report back at the next meeting.
5	<b>Minutes of the meeting held on 12<sup>th</sup> July 2016</b>	
	<p>5.1 <b>Approval for accuracy</b> – minutes were agreed as a true record of the meeting and were signed by the Chair. Minutes would be uploaded onto the school website.</p> <p>The minutes from governors meeting held in March need to be approved and signed. To be signed at the next meeting in November 2016.</p>	
	<p>5.2 <b>Matters Arising not already on the agenda</b> <b>none</b></p>	
	<p>5.3 <b>Confidentiality</b> – No items were deemed to be confidential.</p>	
6	<p><b>Chairs correspondence/actions</b></p> <p>No items were raised.</p>	
7	<p><b>To review the published vision, values and key strategic priorities for the school</b></p> <p>Head teacher informed governors of the Inclusion Quality Mark (IQM) report and how it was a true reflection of the school; the report included the schools vision and values. The children are currently creating visual displays relating the school vision and values.</p> <p><i>TB agreed to look into the requirements of the IQM with the HT</i></p> <p>The SEF and the SDP documents have been updated; the head teacher informed governors that copies would be uploaded onto GovernorHub for their comments and discussion.</p> <p><i>Governor asked for clarification and explanation of the meaning of the documents. Head teacher informed governors the School Development Plan is a continuation of the last report and how it is a working document.</i></p> <p>The report details what the school has planned for the future and how the school intends to move forward, succession planning is also included within the report.</p>	HT/TB

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	<p>Governors discussed the school vision and values and ways the schools can communicate the messages to all staff members. Head teacher informed governors of a school inset day in June 2016 for the review of the vision and values. After discussion governors agreed to arrange a 'governor day' where they would look and review the vision and values. Date to be arranged.</p> <p>Governors agreed to arrange a vision and values day in school – date to be arranged</p> <p>Head teacher reported to governors of staff members who have stated they do not know the members of the governing body. Governors agreed to arrange write and distribute a staff newsletter.</p> <p>Governors discussed the process for obtaining the Governor Quality Mark. The head teacher agreed to find out more information. Governors agreed to discuss in more detail at the January 2017 meeting.</p> <p><b>AGENDA ITEM for January 2017 meeting.</b></p>		
<b>8</b>	<b>Annual Review of the governing body organisation, practice and delegation</b>		
	<b>Standards and Welfare</b>	<b>Panel Arrangements</b>	
	<b>Resources</b>		
<b>8.1</b>	<p><b>Review and agree</b></p> <p>a) <b>Structure</b> – Terry agreed to liaise with head teacher and arrange a date to meet.</p> <p>b) <b>Terms of reference</b> – governors reported no change.</p> <p>c) <b>Governor membership</b> - deferred to the next full meeting on 8 November 2016</p> <p>d) <b>Consider requirement for governor special interest roles and appoint as required</b> – The following roles were agreed and approved by the governors</p> <ul style="list-style-type: none"> <li>• <b>Pupil Premium</b> – Terry O'Regan</li> <li>• <b>Parental Engagement</b> – Helen Maxwell</li> <li>• <b>Safe guarding</b> – Lesley Singleton</li> <li>• <b>SEND</b> – Joy Jearum</li> <li>• <b>E.Safety</b> – Jacob Bell</li> </ul> <p><b>Resources committee</b> – Jacob, Terry, Helen, Dave and Lesley as an observer  <b>Standards committee</b> – Joy, Helen, Lesley, Trish, Tim and Dave as an observer.  <b>Panel arrangements</b> – Terry, Trish, Helen and Lesley as an observer</p> <p>e) <b>Annual agreement of spending limits and delegation to head teacher</b> – Governors reported no change to the spending limits and delegation. The current arrangements are as follows -</p> <ul style="list-style-type: none"> <li>• £7,000 limit for delegation to head teacher</li> <li>• £15,000 for resources committee</li> <li>• Over £15,000 to be bought to the full governors for approval</li> </ul>		
<b>8.2</b>	<p><b>To declare whether to sign up to Medway collaborative panel arrangements</b></p> <p>Governors agreed to defer item to the next full governors meeting in January 2017.</p>		

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<b>8.3</b>	<b>To review and agree governing body code of conduct</b> After discussion, Terry O'Regan agreed to investigate and report back at the next meeting on 8 November 2016.	
<b>8.4</b>	<b>To discuss governing body effectiveness and agree any priorities for governor development</b> Was discussed under item 7. Governors discussed the KEY resource; Jacob agreed to post the link onto GovernorHub.	
<b>9</b>	<b>Policies and Procedures</b> <b>Review First Aid and Marking and Feedback policies</b> Copies of the policies were passed to governors during the meeting. First Aid policy - after discussion governors agreed to approve the policy subject to the agreed amendments. Marking and Feedback policy – All governors agreed to approve the policy.	
<b>10</b>	<b>Staffing</b> Confidential item	
<b>11</b>	<b>Academy update</b> Confidential Item	
<b>12</b>	<b>School Extension update</b> Confidential Item	
<b>13</b>	<b>LA items from GovernorHub</b> The chair encouraged governors to look at the news items on GovernorHub.	
<b>14</b>	<b>Any other business of urgent nature</b> No items	
<b>15</b>	<b>Confidentiality</b> Item 10, 11 and 12 are confidential to the whole GB for a period of one year	
<b>16</b>	<b>Review of meeting</b> See action points	
<b>17</b>	<b>Confirm date and time future meetings</b> Standards meeting on 18 October 2016 at 3:45pm Full Governors on 8 November 2016 at 3:45pm Pay review meeting - date to be arranged Monitoring and visit schedule – dates to be arranged.	
	<b>Meeting finished at 6pm</b>	

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**ACTIONS**

<b>Name</b>	<b>Item</b>	<b>Action</b>	<b>By when</b>
All	4	To agree membership of governing body Governors agreed to reduce to 10 members at March 2016 mtg (under item 6)	Next meeting
All	5.1	To agree and sign off minutes for March 2016 meeting	Next meeting
All	7	Arrange a date for the 'governor day'	Next meeting
Kim Williams/Trish Burr	7	Governor Quality Mark	Jan 2017 meeting
Chair	8.2	Decide about signing up to Medway collaborative panel arrangements	Jan 2017 meeting
Terry O'Regan	8.3	Governor code of conduct	Next meeting
Kim Williams	11	Academy Update to governors	Next meeting
Kim Williams	12	School extension update to governors	Next meeting