

Bramingham Primary School
Minutes of the Meeting of the Governing Body
held on 1st October, 2019

Present:

Parent Governors

Leanna Luxton
Sanjay Khetia
Funmi Uzor

Staff Governor

Craig Essam

Co-opted Governors

Barbara Robinson
Phil Turner

Other

Josiane Batten - Clerk

Apologies

Alex Colledge-Orr
Teyba Shah
John Mardle

		Action
1.	<p><u>Welcome from Leanna Luxton – Vice Chair of Governors</u></p> <p>JM retired as Chair on 25th September, 2019, his resignation letter is attached. LL stood in as Chair in the absence of ACO who was standing as Chair until tonight's election of a new Chair. LL commented that she has learned a lot from JM since becoming a governor and expressed the wish to acknowledge all his hard work over the past 17 years as governor and Chair, the governors present agreed that some presentation should be organised. LL welcomed the governors to the meeting and thanked them for attending.</p>	
2.	<p><u>Apologies for Absence</u></p> <p>Apologies were received from ACO, TS and JM due to urgent work matters. <i>The meeting was quorate.</i></p>	
3.	<p><u>Approval of previous minutes</u></p>	
3.1	<p><u>17.07.19</u></p> <p>The minutes of the Governors meeting held on 17th July, 2019 were reviewed by the governors.</p> <p>Matters arising:</p> <p>9. PT agreed to be part of the Finance/Sites & Building/H&S Committee.</p> <p>13. CE – H&S, this will be covered under item 14 of the agenda.</p> <p>There being no further matters arising, CE proposed that the minutes be approved by the Governing Body as being a true and accurate record of the meeting, it was seconded by SK. LL signed the minutes.</p>	
3.2	<p><u>17.09.19</u></p> <p>The minutes of the Governors meeting (Results) held on 17th September, 2019 were reviewed by the governors.</p> <p>Matters arising:</p> <p>There were no matter arising, CE proposed that the minutes be approved by the Governing Body as being a true and accurate record of the meeting, it was seconded by SK. LL signed the minutes.</p>	

4.	<u>Election of Chair/Vice Chair & Clerk</u>	
4.1	Chair of Governors LL asked the governors if there were any nominations for Chair of Governors. ACO put herself forward to be elected as Chair of the Governing Body of BPS, SF explained that ACO had indicated that she will need to get permission from her current employer which should not be an issue and she will also probably resign from her current role as Chair in another school. This is her children's school and this is where she would like to be. LL proposed that ACO should be elected as Chair of Governors, this was seconded by SK . ACO was duly elected Chair of the Governing Body of BPS.	
4.2	Vice Chair of Governors LL indicated that she was happy to carry on as Vice Chair. FU proposed LL to be elected as Vice Chair, this was seconded by BR . LL was duly elected as Vice Chair of the Governing Body of BPS. In the absence of the newly elected Chair of Governors, LL chaired the remaining of the meeting.	
4.3	Clerk to Governors JB informed the governors that she was happy to remain clerk of the Governing Body. BR proposed JB to be elected Clerk to the Governors, this was seconded by SK . JB was duly elected as Clerk of the Governing Body of BPS.	
5.	<u>Format for future meetings</u> SF explained that having had the opportunity to look at how we currently organise our governing body (this has been done in several ways over the last 26 years), when looking at our current governors make up and the new Ofsted Framework, it was felt that having a meeting structure that fits in with the Ofsted areas of responsibility as well as statutory duties of the governing body is the best way forward. It was suggested having Full Governors meetings, attended by all at least four times a year and Committee meeting - Finance/Sites & Building/H&S Committee, Staffing/Personnel/Pay Committee, School Improvement Committee, Policies Committee as well as ad hoc committee meetings when the need arises – to ensure the governing body is doing what they should be doing. All governors will be able to attend any committee meetings if they wish to even if they are not members of that committee, they will be advised of meetings taking place and agenda will be sent to them via email. SF also explained how some policies can be delegated to committees to look at and approve them, then it can go to Full Governors for their information. Others will be looked at by the committee but will need to be approved at Full Governors meeting. The Governors agreed to move this forward and for some of the Full Governors duties to be delegated to Committees. Agenda for each meeting will be prepared by the Chair and the clerk.	
6.	<u>Terms of Reference</u> The Terms of Reference need to be reviewed annually, SF looked at previous Terms of Reference for the various Committees and the Full Governors. At the first meeting of each of the committees, the Chair of that committee will ensure that their Terms of Reference cover the appropriate sections relating to that committee; as per the new Ofsted headings (Quality of Education, Behaviour and Attitudes, Personal Development, Leadership and Management) as well as its statutory responsibilities. The Terms of Reference will then be adopted.	

7.

Committee Membership**a) Finance/Sites & Buildings/H&S Committee**

1	Phil Turner (Chair)	5	
2	Craig Essam	6	
3	Barbara Robinson	7	
4		8	

b) Staffing, Personnel & Pay Committee

1	Leanna Luxton (Chair)	5	
2	Sanjay Khetia	6	
3	Teyba Shah	7	
4		8	

c) School Improvement Committee

1	Alex Colledge-Orr (Chair)	5	Teyba Shah
2	Sanjay Khetia	6	
3	Leanna Luxton	7	
4	Funmi Uzor	8	

d) Policies Working Group

1	Barbara Robinson (Chair)	5	
2	Craig Essam	6	
3		7	
4		8	

It was felt that the Finance/Sites & Building/H & S was the committee with the most gaps. **BR** will therefore be doing the Health & Safety Walk round with **CE** and the site agent.

PT will be looking at extra Finance training due to his responsibilities as Chair of Finance/Sites & Buildings/H&S Committee. **CE** also requested to be put on Finance training.

Gaps will be looked at, other Governors could be called upon to join a committee as and when the need arises.

JB will email all the governors who were not able to attend the meeting to advise them they had been assigned to a committee/group based on their skills. She will ask for them to reply to confirm they are happy with the decision or to advise if they wish to be moved to another committee and if this is the case, which one.

JB

8.

Election of Officers

8.1

Headteacher's Performance Management Committee

1	Phil Turner	3	Leanna Luxton
2	Sanjay Khetia		

Note: Members of this committee must have completed the required Performance Management training programme

8.2	<p><u>Governors areas of responsibility</u> The following governors took the following roles:-</p> <table><tr><td>a) Safeguarding Children Governor</td><td>Alex Colledge-Orr</td></tr><tr><td>b) SEND Governor</td><td>Leanna Luxton</td></tr><tr><td>c) H & S Governor</td><td>Craig Essam</td></tr><tr><td>d) Training Link Officer</td><td>Josiane Batten</td></tr><tr><td>e) Website</td><td>Funmi Uzor</td></tr><tr><td>f) LAC</td><td>Leanna Luxton</td></tr></table> <p>SF/CE will email FU with details of information that should be on our website.</p>	a) Safeguarding Children Governor	Alex Colledge-Orr	b) SEND Governor	Leanna Luxton	c) H & S Governor	Craig Essam	d) Training Link Officer	Josiane Batten	e) Website	Funmi Uzor	f) LAC	Leanna Luxton	SF/CE
a) Safeguarding Children Governor	Alex Colledge-Orr													
b) SEND Governor	Leanna Luxton													
c) H & S Governor	Craig Essam													
d) Training Link Officer	Josiane Batten													
e) Website	Funmi Uzor													
f) LAC	Leanna Luxton													
9.	<p><u>Governor Meeting Schedule 2019/2020</u> Discussion took place about the best day of the week for meetings to take place in order to accommodate all governors. Meetings, in the past, have been on Tuesdays as the school is open late but this is not always practical for all governors. Wednesday was a day that was put forward for Full Governors meetings, that day was suitable for all present, JB will email governors to check that it would suit all absent governors. Committee meetings can take place any chosen day, within a specific week, which is convenient to the members of the given committee, if school needs locking up, this could be done by SF and another.</p> <p>A draft meeting schedule was also prepared by SF taking into consideration the governors’ statutory obligations and crucial times of the academic calendar; teacher resignation dates, SATs results etc.</p>	JB												
10.	<p><u>Equalities</u> SF and BR explained that staff ensure that equalities is considered and promoted in all areas of the school. We did not re-apply for accreditation due to the cost, but we always make sure to promote equality in the school.</p>													
11.	<p><u>Form Completion</u></p> <p>i. <i>Governor new appointment</i> – there were no new appointments but a parent governor election is being organised, we have 1 parent governor vacancy.</p> <p>ii. <i>Governor change of address:</i> FU advised JB that she has changed her address, JB will ensure that her records are updated accordingly.</p> <p>iii. <i>Declaration of pecuniary and personal interest forms</i> - All the governors completed and signed a Declaration of Pecuniary Interest form, these were returned to JB. JB will be updating the Governor Hub the information to Governor Services as per new legislation.</p> <p>iv. <i>Code of Conduct</i> – all governors present were given a copy of the code of conduct and returned the form to acknowledge this.</p>	JB JB												
12.	<p><u>Governor Training/visits feedback</u></p> <ul style="list-style-type: none">British Values training –LL reported that she will be attending a training session for governors at the LA. <p>JB will organise further training as instructed by LL/SK/CE/BR. Governors were also reminded to do their online Safeguarding training when notified by Smartlog.</p> <p>Governors were reminded to inform JB should they wish to attend any training sessions.</p>													

