

St Michael's CE Primary School

Minutes of the Meeting of the Shadow Governing Board

Date: **Wednesday 17th October 2018**
 Started: **09:30am**
 Finished: **13:00pm**
 Location: **St Michael's CE Primary School**

Present:

John Crouch (JC) Acting Chair **Kevin Tomasetti (KT) Exec HT** **Keith Cheetham (KC) Exec HT**
Cherane Marshall (CM) HoS **Ross Settles (RS)** **Lynsey Larkin (LL) Clerk**

Item	Discussion	Action
1.	<p>Welcome and Apologies</p> <ul style="list-style-type: none"> - JC welcomed everybody as acting Chairperson for today's meeting, following the recent resignation from GR. - Apologies for absence were received and accepted from: Kirsty Doherty (KD) and Emily Sparrow (ES) 	
2.	<p>Declaration of Business Interests</p> <ul style="list-style-type: none"> - No updates since the previous meeting 	
3.	<p>Minutes from the Previous Meeting held on 19th September 2018</p> <ul style="list-style-type: none"> - Agreed and approved by the SGB - JC signed a copy - Clerk to file a copy at the school and email PDF copy to the HoS 	LL
4.	<p>Matters Arising and Summary of Actions</p> <p><u>Governor bio for the website</u></p> <ul style="list-style-type: none"> - The Clerk to chase each governor that is still outstanding. Discussion as to what should be included in the bio. Agreed that it should be about 10 lines and include experience and interests. <p><u>Safer Recruitment Training</u></p> <ul style="list-style-type: none"> - CM still to complete <p><u>Maths Action Plan</u></p> <ul style="list-style-type: none"> - To be circulated to the SGB <p>RS challenged how do we see the classroom detail in the action plan, it was advised that this will be visible on the governor monitoring day and will also be present in the school data to see the progress throughout the year.</p> <p>RS asked whether a copy of the Maths calculation policy could be made available to governors.</p> <p><u>Parents Meeting with Governors</u></p> <ul style="list-style-type: none"> - To be postponed till a later date 	
5.	<p>Finance, Premises and Health & Safety</p> <p><u>Finance Report</u></p> <ul style="list-style-type: none"> - Discussions - ongoing regarding a range of options in order to reduce the predicted budget in future years. <p>It has been considered that the additional help for individual children will not be as necessary next year.</p> <p>It was mentioned by a governor that it would be better to seek alternatives rather than reducing to 3 classes in the school.</p>	

	<p>children each week.</p> <ul style="list-style-type: none"> - There is an author attending the school next term for literacy week. - CM was commended for the layout of her report for being clear, precise and visible changes and actions. 	
9.	<p>Vulnerable Groups <u>SEN Information Report</u></p> <p>The report has been circulated within the SGB, RS challenged that he felt that some content was missing from the report and that it was not user friendly. The SGB agreed the report states the official information that is required and that the 'Parent Leaflet' contains additional information.</p> <ul style="list-style-type: none"> - CM to add the 'Parent Leaflet' to the report <p>✓ The SGB agreed and approved the SEN Information Report</p>	CM
10.	<p>Safeguarding <u>DSL Safeguarding Report</u></p> <ul style="list-style-type: none"> - The DSL reports have been circulated with the FGB, actions have been highlighted. <p><u>SCR Training</u></p> <ul style="list-style-type: none"> - SCR training has taken place with CM and the school secretary DS <p><u>KCSiE & Code of Conduct</u></p> <ul style="list-style-type: none"> - All governors are still to sign both documents 	LL
11.	<p>Future Leadership Arrangements <u>Partnership Agreement</u></p> <ul style="list-style-type: none"> - The Quercus FGB met last night and were advised of the current situation here at St Michael's, the Exec HT's came up with several solutions that were discussed. <p>It was apparent there were only a few options; to either find a new chairperson of our SGB; to form back into an IEB; or to federate with Quercus.</p> <ul style="list-style-type: none"> - The HoS voiced that she feels there is only 1 positive option and that is to federate with Quercus, as at present the 3 HoS's already work together. - We are aware that County are putting someone from the LA in place to temporarily support the SGB, we are awaiting to find out who they are appointing. <p>If we federate we can use this LA person for their experience to form a strong governing board for the 3 schools.</p> <ul style="list-style-type: none"> - Quercus are happy to consider federating in the future and have put to the SGB to meet on 11th December to solely discuss the possibility of federating. <p>✓ The SGB have agreed to explore the possibility of a 3-school federation when the new - Chair is appointed</p>	
12.	<p>Governance <u>Governor Monitoring Day</u></p> <ul style="list-style-type: none"> - A date has been agreed for Term 2 visit on Monday 26th November at 11am, JC and RS attending <p><u>SGB Training</u></p> <ul style="list-style-type: none"> - All governors to forward certificates to Clerk - LL to forward training courses to all governors <p><u>Safeguarding Training</u></p> <ul style="list-style-type: none"> - RS has completed his Safeguarding training, RS to forward certificate to LL <p><u>Governor Vacancies</u></p> <ul style="list-style-type: none"> - We currently have the following vacancies on the SGB: <ul style="list-style-type: none"> ▪ Parent Governor ▪ Foundation Governor ▪ Co-Opted Governor 	<p>All gov LL</p> <p>RS</p>

	<p>LL to ensure adverts are on Inspiring Governance and Governors for Schools, along with using our new social media pages to advertise as well. KD to follow up on Parent Governor interests</p> <p><u>Future Governor Responsibilities</u></p> <ul style="list-style-type: none"> - We are required to have a link governor for 'Mental Health & Wellbeing', RS will be our designated governor, JC will attend the training along with RS as he is the Safeguarding governor and we feel more than 1 governor should attend the course. - Other roles will be discussed at a later meeting when all the SGB are present 	<p>LL KD</p>
13.	<p>Policies & Statutory Obligations</p> <ul style="list-style-type: none"> - To be carried forward to the next SGB meeting - CM and LL to liaise regarding the Policy Cycle 	<p>CM/LL</p>
14.	<p>Items for the Next Meeting</p> <ul style="list-style-type: none"> - Safeguarding – Reference for Governors on the SCR 	
	<p>Date of Next Meeting Wednesday 28th November 2018 16:30 at St Michael's CofE Primary School</p>	

Actions Table

Actions	Responsibility	Timescale
Clerk to file signed minutes at the school and forward a PDF copy to the HoS	LL	
Page numbers to be added to all documents	CM	
To check the 'Open Days' of Secondary Schools next year, to make sure they are not when the residential trip is	CM	
To update the SGB on the school boiler	CM	
To add the 'Parent Leaflet' to the SEN Information Report	CM	
All governors to read and sign the KCSiE and Code of Conduct	All governors	
All governors to forward their training certificates to the Clerk	All governors	
Clerk to circulate all upcoming training courses to the governors	LL	
RS to forward his Safeguarding Certificate to HoS and Clerk	RS	
Governor Vacancies advertised on – Inspiring Governance, Governors for Schools and Social Media Pages	LL	

Parent Governor interest update	KD	
Policy Cycle Updated	CM/LL	