



**Sussex Road Community Primary School  
Minutes of the Meeting of the Governing Body  
held on 12 September 2017 at 6.30pm at the School**

	<b>Present:</b>	Nicola Furlonger (Chair) Sarah Bowles (SB) (Headteacher) Andrew Chesworth (AC) Alison D'Alton (ADA) (SBM) Vanessa Lines (VL) Des O'Dwyer (DOD) Louisa Rowlands (LR) Carla Thompson (CT) Michael Webber (MW) (Vice Chair) David Wake (Items 1-4 only)	
	<b>In attendance</b>	Lesley Hardwick (Clerk)	<b>Action</b>
1.	<b>APOLOGIES FOR ABSENCE</b> Apologies from Clare Robertson (childcare issues) were received and accepted.		
2.	<p><b>ELECTION OF CHAIR AND VICE CHAIR</b></p> <p><b>Election of Chair</b> The Clerk took the chair for this item. She reported that one nomination had been received, from Nicola Furlonger and circulated copies of a statement prepared by NF to support her nomination. NF had nothing further to add to statement, commenting that she would be proud and honoured to accept the position. She then left the meeting whilst Governors discussed her nomination. DW commented that NF had provided excellent support to him in her role as Vice Chair and believed that she was an ideal candidate for the role of Chair. <b>Following a unanimous vote in favour, Nicola Furlonger was elected to serve as Chair of the Governing Body for the coming academic year.</b></p> <p>NF returned to the meeting and took the Chair for the remainder of the meeting. She thanked DW, the outgoing Chair for his contribution in the role over the past 18 months and wished him the best for the future.</p> <p><b>Election of Vice Chair</b> The Clerk reported that one nomination had been received, from Michael Webber who had also prepared supporting statement, which was circulated. MW commented that it would be a privilege to serve as Vice Chair of the school which he had attended himself. He left the meeting whilst his nomination was discussed. Governors agreed that MW would be an excellent choice, and agreed with the point he had made regarding the desirability of having an independent Vice Chair. <b>Following an unanimous vote in favour, Michael Webber was elected to serve as Vice Chair of the Governing Body for the coming academic year.</b> He returned to the meeting and was congratulated on his appointment.</p>		
3.	<b>DECLARATION OF BUSINESS INTERESTS</b> No declarations of interest were received in respect of any item on the Agenda. Governors re-signed their Business Interest Forms for the current year, updating them as necessary.		
4.	<b>MINUTES OF LAST MEETING AND MATTERS ARISING</b>  <b>Minutes of FGB meeting held on 18 July 2017</b>		

In response to a question, the HT confirmed that the teaching staff structure had not changed, but that some teachers were working in different classes and that there had been some changes in teaching personnel. **The minutes of the meeting held on 18 July 2017 were approved as an accurate record and signed by the Chair, subject to this point being amended.**

**Action Points**

Governors reviewed progress against outstanding actions:

- GB Training Session – It was confirmed that the training session on data would be held on 31 October.
- Pay and Reward Policy – The SBM advised that the LA had not yet published an updated Model Pay and Reward Policy, but that the change discussed previously had been made to the School’s Policy
- Improving Evidential output – The Chair explained that in addition to Governors taking responsibility for management actions in the Strategic Plan and planning monitoring visits accordingly, she would like the structure of FGB meetings to change, so that Governors were more proactive in talking about the outcome of their monitoring visits, for example delivering their reports or asking questions of the HT at the relevant point during the discussion of the Strategic Plan. She hoped that this would improve the flow of meeting and lead to more active discussion.

It was confirmed that all other action points were either completed or dealt with elsewhere on the agenda.

**Other Matters Arising**

There were no other matters arising from the minutes.

DW left the meeting, wishing the GB the very best for the future.

**5. TERMS OF REFERENCE AND MONITORING**

The Clerk explained that she had compared the GB’s current Terms of Reference against the new Kent Model and tracked proposed changes in the document circulated in advance of the meeting. **Governors reviewed these changes and confirmed changes to Governor appointments and monitoring arrangements, as set up below.**

**Terms of Reference for the Governing Body**

- Operational - The Clerk confirmed that she would remove the duplication regarding delegation arrangements. It was also agreed that all references to ‘School Improvement Plan’ should be changed to ‘strategic plan’.
- Budget - It was agreed that an additional point should be added, to read ‘To monitor performance against budget on a regular basis.
- Appraisal and Performance Management - A typographical error was noted (to read: ‘To establish, review and approve...’)
- Premises and Insurance – It was agreed that the first point should be removed, and that the final point be amended to ‘To receive site reports when available’.
- Health and Safety - It was agreed that the reference to an ‘annual’ Health and Safety Inspection report should be removed. The SBM pointed out a Governor Health and Safety monitoring visit needed to take place during the coming term.
- Governor Appointments - It was noted that LR had agreed to take on the Training and Development Governor role.
- All remaining proposed changes were agreed.

**Terms of Reference for Pay Committee**

- Pay Review and Progression- It was agreed that this section should be amended to ‘To approve an annual pay review for all staff...’

- Membership - It was confirmed that the Pay Committee now comprised NF, MW and AC

**Terms of Reference for the Clerk to the GB**

Governors confirmed that they wished to continue to use the Services of the Kent Clerking Agency.

**Delegations of Functions to Headteacher**

- School Organisation - It was agreed that the second point should be removed.
- Information to Parents – It was agreed that this section should read ‘To ensure that the website is compliant and to publish information online.

**Terms of Reference for Individuals or Monitoring Pairs**

The following monitoring arrangements and responsibilities were confirmed:

Effectiveness of Leadership & Management	Andrew Chesworth, Des O’Dwyer, Nicola Furlonger
Quality of Teaching, Learning & Assessment	Alison D’Alton, Vanessa Lines, Claire Robertson
Personal Development, Behaviour & Welfare	Alison D’Alton, Des O’Dwyer, Louisa Rowlands
Outcomes for children and other learners (Data Group)	Carla Thompson (SEND focus), Nicola Furlonger (PPG focus), Michael Webber, Louisa Rowlands
Budget Monitoring	Nicola Furlonger, Michael Webber, Andrew Chesworth
SEND	Carla Thompson, Michael Webber
Safeguarding/Child Protection	Michael Webber, Carla Thompson, Des O’Dwyer
Health and Safety	Des O’Dwyer, Michael Webber, Louisa Rowlands
EYFS	Nicola Furlonger, Vanessa Lines
GB Training Development	Louisa Rowlands

The Chair asked Governors to contact her after the meeting if they wished to change their monitoring responsibilities. It was noted that the monitoring arrangement would be reviewed as new Governors were appointed to fill the current vacancies on the GB.

**Terms of Reference for the Monitoring of the School Budget and for Panel Hearings**

These Terms of Reference were agreed without change.

**Terms of Reference of the Headteacher’s Appraisal Group**

It was agreed that Vanessa Lines would join Nicola Furlonger on this Group.

**Standing Orders for Meetings of the Governing Body, for the Election of Chair and Vice Chair and for the Appointment of Co-opted Governors.**

There were no changes to these Standing Orders.

The Clerk advised that the LA had emailed Chairs and Clerks regarding the accuracy of Governance Information, and Governors’ responsibilities in respect of their schools’ websites. She reported that Governance information for Sussex Road on the LA’s CPDonline site, the website and Edubase was all up to date and accurate, but suggested that the GB could consider appointing a Governor to keep all information on the website under review, or to include this as part of Leadership and Management monitoring. ***The Chair agreed to take on this role and to meet the SBM/HT to go through the list of information that schools were now required to publish online.***

**The Terms of Reference for 2017-18, as amended, were approved.**

NF

6.	<p><b>CODE OF CONDUCT</b></p> <p>The Clerk explained that the NGA had produced a new Model Code, which had been incorporated into the LA's published Model Code of Practice for School Governing Bodies. She confirmed that the changes ('tracked' in the draft Terms of Reference document) highlighted the requirement for DBS clearance to be obtained for new Governors and for information to be submitted to Edubase. The section on Relationships had also been amended with regard to communications with the Clerk.</p> <p><b>The proposed changes were agreed. The Clerk confirmed that she would bring hard copies of the Code to the next meeting for Governors to sign for the current academic year.</b></p>	LH
7.	<p><b>GOVERNOR RECRUITMENT</b></p> <p>Governors discussed how the vacancies on the GB might be filled, and reviewed the Skills Audit, which had been updated to take account of recent resignations. It was noted that, of the elements deemed to be 'essential' on the NGA's Skills Matrix (which had been used to analyse the results of the Audit), the lowest 'scores' related to 'Understanding of current education policy', 'Knowledge of the local/regional economy' and 'Understanding of special educational needs'.</p> <p>The Clerk confirmed that she had reactivated the School's registration with SGOSS (although no suitable volunteers had been identified) and would review the register of volunteers on the Inspiring Governors site. A Governor remarked that identifying local people who were prepared to put themselves forward would help to increase the School's 'presence' in the community. It was also suggested that ex-pupils could be targeted, and also teachers from other local schools, who would have the skills relating to the education sector that had been identified from the Audit. A Governor also pointed out that, although the GB should not completely exclude the possibility of recruiting parents to the Co-opted vacancies, the GB needed to increase the number of 'independent' Governors, as it was not always possible to use parents as members of Panel Hearings. <b>It was agreed that Governors would approach any known contacts to explore whether they would be prepared to consider joining the Sussex Road GB.</b></p>	All
8.	<p><b>GOVERNOR TRAINING</b></p> <p><b>The Chair suggested that Governors needed to be more proactive in identifying suitable training relating to their monitoring responsibilities,</b> either through KCC or the two e-learning providers (Modern Governor and Learning Links (formerly GEL)). <b>The Training &amp; Development Governor confirmed that she would also review the current LA 'offer' to identify suitable training.</b></p>	All LR
9.	<p><b>DRAFT STRATEGIC PLAN</b></p> <p>The HT confirmed that she had completed a 'rough draft' of the Strategic Plan and would be discussing the Milestones with the SLT later in the week. She asked Governors to confirm an 'action point' for Governance. <b>The Chair suggested that this action should be 'increasing Governors' evidential output' and agreed to provide the HT with relevant Milestones for Terms 2, 4 and 6. The HT confirmed that the Plan would be ready for approval at the October FGB meeting, and that she would send a draft out to Governors as soon as possible.</b></p> <p>It was confirmed that the majority of Monitoring Visits for Term 1 had now been arranged, <b>although Health and Safety and Finance visits were still outstanding.</b> It was agreed that a Finance monitoring visit should take place before the Pay Committee meeting on 12 October.</p> <p>The HT remarked that the School would only be collecting data at the end of Terms 2, 4 and 6, and that there would therefore be no new data for Governors to review until the</p>	NF SB NF/AC MW LR/DD/ MW

	beginning of Term 3. However, it was agreed that the Data Group could meet to review the new ASP data (replacing RAISE) and Making Figures Speak once this information became available.	
10.	<b>ANY OTHER URGENT BUSINESS</b> There was no other Urgent Business.	
11.	<b>CONFIDENTIALITY.</b> No confidential items were identified.	
12.	<b>DATE OF NEXT MEETING</b> It was confirmed that the next meeting would be held on Thursday 19 September 2017 at 6.30pm [This time/date potentially subject to change due to the unavailability of a number of Governors]  The meeting closed at 7.35pm.	

Signed.(Chair).....Date .....

APPROVED

## ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
22.3.17 16.5.17 18.7.17	10 3 3	The Pay and Reward Policy to be amended and brought back to the FGB for approval	End T5	ADA	Email sent to SPS
18.7.17 12.9.17	11 7	Co-opted Governor vacancies to be registered with SGOSS and Inspiring Governors	Start of T1	LH	SGOSS registration completed. Review of Inspiring Governors to be completed
18.7.17 12.9.17	11 7	Governors to contact the Clerk if they know anyone who might be interested in joining the GB	Ehd T1	All	
12.9.17	5	The Chair to meet with the HT/SBM to review website compliance	End T2	NF/SB	
12.9.17	6	Hard copies of the Code of Conduct to be brought to the next FGB Meeting for signature	19.10.17	LH	
12.9.17	8	Governors to be more proactive in identifyin suitable training relating to their monitoring responsibilities	Ongoing	All Governors	
12.9.17	8	The Training & Development Governor to review the current LA offer to identify suitable training	End T1	LR	
12.9.17	9	Milestones for Terms 2, 4 and 6 to be provided to the HT for the Strategic Plan	19.10.17	NF	
12.9.17	9	The Draft Strategic Plan to be sent out to Governors as soon as possible	19.10.17	SB	
12.9.17	9	Finance and Health & Safety Monitoring to be completed	19.10.17	NF/AC/MW MW/LR/DD	