

PORTESBERY SCHOOL

Minutes of the Meeting of the full governing body

held at the school at 19.30 on Monday 17th September 2012

Present: Mr David Allen
Mr Robert Broughton
Mrs Ruth Buchan
Mrs Susan Carpenter (Chairman)
Ms Samantha Coomber
Mr Patrick Dawson
Mr Christopher Hamilton
Mr Jonathan Spink

In attendance: Mrs Debbie Attard, School Business Manager
Mr Christopher Thomas (Clerk to the Governors)

Number of governors in post at time of meeting: 11; the meeting was quorate.

1. Apologies for Absence

Apologies for absence had been received from Mr Steven Dowley, Mrs Andrea Gaines, and Mr Matthew Sartin, and were accepted by governors.

2. Declaration of Interest

No governor declared any interest in any agenda item.

Governors completed the most recent version of the form declaring any pecuniary interests. The forms were passed to the School Business Manager for retention at the school in secure storage. Mr David Allen, Mr Steven Dowley, and Mrs Andrea Gaines did not complete a Declaration of Interest form; the clerk undertook to ask them to complete the document at the earliest opportunity.

Action: Mr Allen, Mr Dowley, and Mrs Gaines to complete Declaration of Interest form

3. Appointments for the School Year 2012/2013

- 3.1. Chairman. One nomination was received for the position of Chairman, from Mrs Susan Carpenter; she was duly elected unanimously.
- 3.2. Vice-Chairman. One nomination was received for the position of Vice-Chairman, from Mr Chris Hamilton; he was duly elected unanimously.
- 3.3. Governor with links to children in care: Mr Jonathan Spink.
- 3.4. Governor with links to Special Educational Needs: Mr Patrick Dawson.
- 3.5. Governor responsible for liaison with the Local Authority in the event of an allegation (child protection) against the Headteacher: Mrs Susan Carpenter
- 3.6. Link Governor for governor training and development: Miss Sam Coomber.

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4. Committees

- 4.1. Following discussion at the previous meeting of the full governing body, at which it had been decided to delegate consideration of the future committee structure to the Chairman and the Headteacher, the Chairman recommended that the governing body work in future through two committees, to be the Resources Committee and the Children and Learning Committee. The responsibilities of the previous Health & Safety and Premises Committee, where they involved strategic matters, would be taken over in most cases by the Resources Committee. The reports previously made through the HS+P Committee would be presented in the Headteacher's report. Governors agreed to adopt the two-committee structure.
- 4.2. Governors agreed to consider Constitutions, Terms of Reference, and Work Programmes for the new committees at the first meetings of those committees, and to present their proposals to the next meeting of the full governing body for ratification. The Chairman stressed the need for governors to concentrate on the strategic aspects of governance; she drew governors' attention to the Policy ratification schedule that would also need to be revised.
- 4.3. Committee Membership

The following committee memberships were agreed:

Resources Committee

Mrs Carpenter
Mr Dawson
Mr Hamilton
Mr Sartin
Mr Spink

Children and Learning Committee

Mr Allen
Mrs Buchan
Mr Broughton
Miss Coomber
Mr Sartin

Headteacher's Performance Review Panel

Mrs Buchan
Mr Dawson
Mr Spink

Governors' Disciplinary Committee and Appeals Committee

Membership to be agreed on an ad-hoc basis

- 4.4. It was agreed that the committees would elect their own Chairmen.
- 4.5. The Clerk undertook to ask those not present at the meeting which committee they wished to join
- Action: Clerk to ask Mr Dowley and Mrs Gaines which committee they wished to join*
- 4.6. It was agreed that the Resources Committee would normally meet at 09.30 and that the Children and Learning Committee would normally meet at 17.00 (5.00 p.m.), although exceptionally the next meeting of the Children and Learning Committee would take place at 11.30 on 11 October.

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5. Constitution

5.1. Resignations: None

5.2. Name and category of governors whose term of office is due to expire before the end of the academic year: None

5.3. Name and category of those governors appointed or elected since the last meeting: None

5.4. Category of any vacancies to be filled: there were vacancies for one parent, one community, and one LA governor. It was agreed that the Clerk would approach 4S about the appointment of the LA governor and the community governor. Governors noted that the Headteacher had invited parents to consider becoming governors in a recent message in the newsletter.

Action: Clerk to approach 4S about the appointment of the LA governor and the community governor

6. Minutes of the Meeting of 12th July 2012

The minutes of the previous meeting of the governing body, held on 12 July 2012, were confirmed as an accurate record and were signed by the Chairman.

7. Matters Arising from the Minutes

- R Broughton to complete Declaration of Interest form: done;
- HT to announce vacancy for parent governor in parent newsletter: done;
- Clerk to send reminder about Parents' Evening in first week in September: done;
- SBM to advise on publication of Pupil Premium expenditure and benefits: done at last meeting of the Finance and Staffing Committee.

8. Emergency Procedures

Action: the Clerk undertook to provide emergency contact information for Surrey County Council

9. Open or Closed Meetings

Governors agreed that meetings of the governing body would normally be closed, with requests in advance from parents or other interested parties to attend being considered positively.

10. Professional Negligence and Confidentiality Statement

Governors agreed to record the following professional negligence statement:

“Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity”

and to adopt a confidentiality statement.

“Governors must respect the confidence of those items of business which a governing body decides and not disclose what individual governors have said or how they have voted within a meeting”.

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11. Surrey Governor and Training Directory

Governors considered their training needs, and agreed that a session on being a strategic governor, with particular reference to the current OFSTED framework, would be of value. Governors noted that an OFSTED inspection was expected during the summer term. The Chairman undertook to find out when Mr Stephen Barker would be available to give training on those topics. It was agreed that she would propose a date, probably a Tuesday or a Thursday in October or November 2012, with a start time to be at 19.00 (7.00 p.m.). It was agreed that dates and topics for the two remaining in-house training sessions, in 2013, would be decided later; the Chairman invited governors to suggest topics at the next fgb meeting in December. Mr Hamilton suggested that guidance on moving schools, including the impact on pupils, their families, and on the staff, might be of value.

Action: Mrs Carpenter to arrange whole gb training for the autumn term

It was agreed that governors would consider individual attendance at courses offered by 4S, and that the clerk would advise details of how governors could book themselves on to courses.

Action: Clerk to advise on procedure for booking course places

Mr Broughton undertook to attend a Governor Induction course

Action: Mr Broughton to reserve place on induction course

The Surrey Governors Association Autumn Conference was to be held at Chessington on Saturday 17 November; Mrs Buchan undertook to attend, and to reserve herself a place.

Action: Mrs Buchan to reserve place on Babcock/SGA Autumn Conference

12. Dates of Next Meeting

The next meeting of the full governing body was agreed to be Thursday 6 December 2012 at 19.30 (7.30 p.m.)

The Chairman invited governors to submit items for discussion to the clerk, following which the Chairman and the Headteacher would consider where best to discuss them.

The meeting closed at 20.30

J S Carpenter

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