

**FOWEY PRIMARY SCHOOL
MINUTES OF THE LOCAL GOVERNING BOARD MEETING**

18 SEPTEMBER 2015 – 3.30PM

Present: Maria Barnes, Jaine Colwill, Joanne Guest,
Sinead Hanks, Chris Price,
Chris Wathern (Headteacher), Chris Williams (CHW) (Chair),
Pat Richards (Clerk),

Agenda No 1	Apologies Declaration of Pecuniary Interests Conflict of Interest	Action: PR
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- 1.1** Apologies were received and accepted from LE.
- 1.2** CHW reported to the LGB that Lian Eveleigh had stepped down as Parent Governor due to work commitments. CHW had written to LE thanking her for all her hard work within the school and as a Governor.
- 1.2** PR handed out Pecuniary Interest/Conflict of Interest Forms to the Board of Governors for completion.

Agenda No 2	Minutes of the Last Meeting	Action:
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- 2.1** The minutes of the last meeting held on 24 July 2015 was proposed as a true copy and signed by the Chair.

Agenda No 3	Matters Arising	Action:
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3.1 Agenda Item 6 – Assessment

CW reported that an interim Government Paper about assessment had been sent out today for end of KS1 and KS2. CW is currently setting targets with teachers against end of year expectations.

Agenda No 4	Reconstitute the Board of Governors	Action: PR
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- 4.1** CHW stated that a re-constitution needed to take place, after dissolution of the present Governing Body at the last meeting. The proposed structure was for:
- **1 Headteacher**
 - **1 Teacher (Elected)**
 - **2 Parent Appointed Governors**
 - **5 Board Appointed Governors**

CHW asked for feedback on the appointment of Parent Appointed Governors and it was unanimously agreed that we should appoint parent governors based on skill requirement highlighted from the skills audit. All parents will have the opportunity to apply.

- 4.2** CHW had met with LE who informed him that she would like to continue as a governor when her term of office expires at the end of September. At this stage, he proposed that LE move across to be a Board Appointed Governor based on experience as a teacher and as a governor would benefit our LGB.
Governors unanimously agreed.

- 4.3** CHW then asked for a governor to stand as a Director for the PLT Board. CP volunteered for this role. A formal appointment process will be undertaken by the PLT Board on 1 October 2015.
Governors unanimously agreed.

- 4.4** Based on our reconstitution, there is now a vacancy for one parent appointed governor.

- **1 Headteacher - CW**
- **1 Teacher (Elected) - MB**
- **2 Parent Appointed Governors – JG and Vacancy**
- **5 Board Appointed Governors – CHW, CP, SH, JC and LE**

- 4.5** PR to contact Jem Alder asking for a copy of the letter of election for a Parent Appointed Governor.

- 4.6** CHW and JG were re-elected as Chair and Vice-Chair of the LGB.

Agenda No 5	Meeting Dates for the Year	Action: CHW/CW
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- 5.1** CHW and CW will suggest dates for the year following CW's Appraisal on Monday 21 September. It has been proposed that there would be no committee meetings.
- 5.2** A proposal of six meetings a year would take place.
- 5.3** PR to e-mail all Governors with a pro-forma asking for days and times they can attend meetings during the year, this information is to be e-mailed to PR and CW by 21 September 2015.
- 5.4** JG asked if training was to be put into action. A Skills Audit document is to be e-mailed to all Governors by CW, with a return timescale of next week to CHW.

Agenda No 6	PLT Policies for Approval	Action:
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- 6.1** CW had e-mailed policy documents on Safeguarding and Asthma, to Governors for

their information. CW went on to explain that there were some slight alterations to these documents.

Governors ratified all policies.

- 6.2** CW then went on to explain that the PLT are to put forward standardisation of these documents.

Agenda No 7	Governor Areas for Responsibilities for the Year	Action: CHW
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- 7.1** CHW asked whether JC would take on the responsibility of Safeguarding, which with her recent training agreed to.
- 7.2** CHW reported that CW is to undertake his appraisal. When this process has been completed, the Governor's Areas of Responsibilities were to be looked at and proposed.

Agenda No 8	Items Through Chair/Head	Action:
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- 8.1** CHW fed back that PR is to stay on as Clerk to the LGB.
- 8.2** JC asked about the transition of the school becoming an academy, and had there been any parental feedback. CHW had been approached by two parents who were positive about the process and keen to be involved in the school this year.

Agenda No 9	Date of Next Meeting	Action: CHW/CW /PR
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- 9.1** The dates for the next meetings are yet to be set.

There being no further business the meeting closed at 4.30pm