



Minutes of the meeting of the governing body held at Flora Gardens School on 20th September 2017 at 5pm.

Members:
(*Absent)

	Name	Post
	Mr J Hamilton	Chair/ Co-opted Governor
	Mr A S Naismith	Head
*	Cllr M Cartwright	Vice Chair
*	Ms A Sanderson	Leave of absence – Ill Health
	Ms S McAlister	
	Ms S Hill	
	Ms H Pickering	
	Ms Lindy Woodcock	
	Mr P Mattar	
*	Mr J Gilchrist	
	Ms J Hall	
	Mr D Wright	
	Ms Nimo Yusuf	
	<i>Ms Claire Goddard</i>	<i>Associate Member</i>
	<i>Mr Andy Spooner</i>	<i>Associate Member</i>
*	<i>Ms Rachel Saim</i>	<i>Associate Member</i>

Also present:

Mrs N Stroud	Clerk to the Governors
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ITEM NUMBER	ITEM	ACTION OWNER
1/17	APOLOGIES FOR ABSENCE	
	Apologies for absence were received from Mr Gilchrist and Cllr Cartwright. Ms Sanderson was on a leave of absence due to continuing ill health. Ms Goddard would arrive late to the meeting.	
	RESOLUTION:	
	Permission for absence was granted	
2/17	DECLARATIONS OF INTEREST AND REVISION OF THE REGISTER OF INTERESTS	
	Declaration forms were circulated and completed by all present. Completed forms were passed to Ms O'Donnell to be filed at the school.	

	RESOLUTION:																																		
	New forms completed by all present																																		
3/17	MEMBERSHIP OF THE GOVERNING BODY																																		
a)	<p>Election of Chair The Clerk took the lead for this item. There had been no nominations prior to the meeting. Mr Hamilton put his self forward, Governors voted unanimously for Mr Hamilton to continue as Chair for a further year.</p>																																		
b)	<p>Election of Vice Chair It was proposed that Ms Hill and Cllr Cartwright share the role of Vice Chair. This was discussed and Governors voted unanimously to elect Ms Hill and Cllr Cartwright as Co-Vice Chairs for 1 year.</p>																																		
c)	<p>Changes in membership/vacancies There had been no changes since the last meeting.</p> <p>There were no current vacancies to note.</p> <p>The Chair advised that Ms Sanderson's term of office would expire on 13th October 2017. It was felt that due to Ms Sanderson's on-going health concerns the Chair should approach her to clarify if she would like to continue as a Governor. It was therefore agreed that the co-option of Ms Sanderson be deferred until the next FGB meeting</p>																																		
d)	<p>Committee Membership There were no changes to the committee memberships.</p> <table border="1" data-bbox="252 1115 1342 1417"> <thead> <tr> <th>CPPC</th> <th>Safeguarding</th> <th>FPPC</th> </tr> </thead> <tbody> <tr> <td>Ms Sam McAlister (Chair)</td> <td>Ms Jackie Hall (Chair)</td> <td>Mr John Hamilton (Chair)</td> </tr> <tr> <td>Ms Sam Hill (Vice Chair)</td> <td>Ms Sam McAlister</td> <td>Helen Pickering (Co-Chair)</td> </tr> <tr> <td>Mr Sam Naismith</td> <td>Mr Sam Naismith (Head)</td> <td>Mr Sam Naismith (Head)</td> </tr> <tr> <td>Mr John Hamilton</td> <td>Mr John Hamilton</td> <td>Cllr Mike Cartwright</td> </tr> <tr> <td>Mr Patrick Mattar</td> <td>Ms Sam Hill</td> <td>Ms Helen Pickering</td> </tr> <tr> <td>Ms Jackie Hall</td> <td>Mr Patrick Mattar</td> <td>Mr Jon Gilchrist</td> </tr> <tr> <td>Ms Rachael Saim (Associate Member)</td> <td>Ms Lindy Woodcock</td> <td>Mr Andy Spooner (Associate Member)</td> </tr> <tr> <td>Ms Lindy Woodcock</td> <td>Mr Derrick Wright</td> <td>Ms Claire Goddard (Associate Member)</td> </tr> <tr> <td>Mr Derrick Wright</td> <td>Ms Nimo Yusuf</td> <td></td> </tr> <tr> <td>Ms Nimo Yusuf</td> <td></td> <td></td> </tr> </tbody> </table> <p>In response to a question it was confirmed that Ms Saim had voting rights on the CPPC committee.</p> <p>The Chair informed Governors that Associate Members were able to participate in additional meetings i.e. Panels. The Clerk advised that although this was correct there still needed to be 3 Governors in order for the meeting to be quorate.</p> <p>Committee Chairs were agreed –</p> <ul style="list-style-type: none"> • CPPC – Chair Ms McAlister – Vice Chair Ms Hill • SG – Chair Ms Hill • FPPC – Co-Chairs Mr Hamilton and Ms Pickering <p>A Governor questioned if Mr Hamilton should continue as Chair of the Finance Committee as he was also the Chair of Governors. A discussion took place and it was advised that this was not best practice. The Chair emphasised that Ms Pickering was Co-Chair and she was included in all decisions made and therefore it was not an issue. In due course the Chair hoped that Ms Pickering would take over the role as Chair of FPPC and he could step down.</p>	CPPC	Safeguarding	FPPC	Ms Sam McAlister (Chair)	Ms Jackie Hall (Chair)	Mr John Hamilton (Chair)	Ms Sam Hill (Vice Chair)	Ms Sam McAlister	Helen Pickering (Co-Chair)	Mr Sam Naismith	Mr Sam Naismith (Head)	Mr Sam Naismith (Head)	Mr John Hamilton	Mr John Hamilton	Cllr Mike Cartwright	Mr Patrick Mattar	Ms Sam Hill	Ms Helen Pickering	Ms Jackie Hall	Mr Patrick Mattar	Mr Jon Gilchrist	Ms Rachael Saim (Associate Member)	Ms Lindy Woodcock	Mr Andy Spooner (Associate Member)	Ms Lindy Woodcock	Mr Derrick Wright	Ms Claire Goddard (Associate Member)	Mr Derrick Wright	Ms Nimo Yusuf		Ms Nimo Yusuf			
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	<p>A discussion took place regarding the dispatch of papers. There was confusion around who would forward the final papers to the Clerk. The following was agreed:</p> <ul style="list-style-type: none"> • FPPC – either of the Co-Chairs • SG – Ms O’Donnell • CPPC – Ms O’Donnell <p>e) Link Governors There were no changes to the link Governors as of page 29 in the Governors Booklet prepared by the Chair.</p> <p>f) Collaboration The governing body of Flora Gardens School agreed reciprocal arrangements to collaborate with Miles Coverdale School over staffing, appeals and complaints and other matters for the academic year 2017/18. In accordance with the School Governance (Roles, Procedures and Allowances) Regulations 2013. This will allow governors from either school to participate in staffing, complaints and appeal panels if requested.</p> <p>g) Standing Orders The following amendments were noted:</p> <ul style="list-style-type: none"> • Remove SIB • Remove children’s Centre <p>The Chair requested that the Standing Orders be deferred until the next FGB meeting. The appendices however were ratified.</p> <ul style="list-style-type: none"> • Mission Statement – A Governor noted that objection 1 <i>nothing is impossible if you believe you can achieve it</i> was in fact untrue. A discussion took place. The Head expressed that this statement had been previously passed by Governors and had been consulted on with parents, children and staff and he felt that it should not be amended. The Clerk agreed to clarify if further consultation was required if the objective was to be amended. • Instrument of Government (IoG) – Governors reviewed the IoG and it was noted that the name was spelt incorrectly. The Chair advised that he had raised this with the previous Clerk however it had not been corrected. The Clerk agreed to contact Ms Farmer at the LA to rectify this. • Code of Conduct – The Code of Conduct was reviewed and approved and signed by all present. The signed copy was passed to Ms O’Donnell for filing at the school. Ms O’Donnell would ensure the document was brought to the next meeting for absent Governors to sign. • Schemes of Delegation – These were reviewed and discussed. Ms Elven advised of the names of staff members where applicable. The Clerk agreed to amend the document as necessary and send to Ms O’Donnell for filing. The Schemes of Delegation were approved. The Chair expressed that he wished to review the Miles Coverdale Schemes of Delegation and see how it tied in with the Terms of Reference (ToR) and would bring this to the next meeting for discussion. • Terms of Reference (TOR) – Reviewed and Approved. No changes were made. <p style="text-align: center;"><i>Ms McAlister arrived at 17:26</i></p>	
	RESOLUTION:	
	Mr Hamilton was elected as Chair for a further year	

	<p>Ms Hill and Cllr Cartwright were elected as Co-Vice Chairs</p> <p>Co-Option of Ms Sanderson deferred until the next FGB meeting</p> <p>Collaboration was agreed with Miles Coverdale Primary School</p> <p>Clerk to clarify – amendment to mission statement required consultation</p> <p>Clerk to contact Ms Farmer to correct the spelling on the IoG</p> <p>Code of Conduct signed - HO'D to ensure the Code of Conduct was signed by absent Governors at the next meeting</p> <p>Schemes of Delegation approved – Clerk to update. Chair to review MC Schemes of Delegation and how it tied in to ToR – bring to next FGB meeting</p> <p>Standing Orders deferred until the next meeting</p> <p>Terms of Reference Approved</p> <p>Mr Hamilton and Ms Pickering joint Chairs FPPC</p> <p>Ms McAlister Chair CPPC – Ms Hill Vice Chair</p> <p>Ms Hall Chair of SG Committee</p>	
4/17	MINUTES OF THE LAST MEETING	
	The minutes of the meeting held on 18 th July 2017 were approved as an accurate record of the meeting and were signed by the Chair.	
	RESOLUTION	
	Minutes approved and signed	
5/17	MATTERS ARISING	
	<ul style="list-style-type: none"> • Action Plan and SEF tool provided by Mr Wright – template to be revised by Mr Wright and piloted with Miles Coverdale – feedback at next FGB meeting • School Accessibility plan – to be an item for the Premises Committee (<i>Autumn Term – Clerks note</i>) • School Standards SLA – confirmed training was included • Governor Visits schedule – to be included in the Governor's Calendar • Local Estate Agents – Ms McAlister confirmed that she had made contact. One agent had written a positive report on the school and this was shared with Governors. It was agreed the report would be placed on the schools notice board. This work was on going. • Ms Hill to visit autumn term – Focus on Reading – to be arranged • Parental Engagement – to be an agenda item on the CPPC agenda (<i>Autumn Term – Clerks note</i>) • Update on PTA – at the next CPPC meeting (<i>Autumn Term – Clerks note</i>) • Parents Prevent training – took place no parents attended. Further date to be arranged. SG Committee to monitor. 	
	RESOLUTION	
	<p>Action Plan and SEF tool provided by Mr Wright – template to be revised by Mr Wright and piloted with Miles Coverdale – feedback at next FGB meeting</p> <p>School Accessibility plan – to be an item for the Premises Committee</p>	

	<p>Ms Hill to arrange visit with focus on reading – report at CPPC</p> <p>Parental Engagement to be an item on CPPC agenda</p> <p>Nimo Yusuf to provide update on PTA at the next CPPC meeting</p> <p>Parental Prevent training to be an item on the SG agenda – Committee to monitor</p>	
6/17	CHAIRS ACTION	
	There was nothing to report.	
7/17	TEACHERS PAY	
	The Head provided an update on the papers that were included in the agenda pack for review at ratification. The Head proposed Option 2, this was affordable and included in the previously agreed budget. Following discussion Governors ratified option 2 – 2% increase. Ms Elven would inform payroll and send all relevant information to HR.	
	RESOLUTION:	
	Governors ratified Option 2	
8/17	ADMISSIONS	
	<p>The Chair had attended the recent training session led by the LA. He provided an update for Governors informing them of the important elements of the session. The Chair advised that all Schools were to have an Admissions policy. The Head expressed that the school did not have a policy as they were not in control of the admissions process this was determined by the LA. The Clerk explained that Admissions was a statutory requirement and agreed to seek clarification with regard to the policy.</p> <p>A discussion took place on secondary transfers. It was identified that parents needed additional support and there was a concern that schools were not communicating bursary options. Ms Woodcock advised that as Y6 Lead she provided 1:1 support with parents and that parents were made aware of all available options.</p> <p>It was agreed Admissions would be an agenda item at the next FGB meeting.</p> <p>Ms McAlister was appointed as Admissions Governor and would review the Schools admissions process, policy and all related areas. A report would be prepared for the next meeting co-ordinated by the Head.</p>	
	RESOLUTION:	
	<p>Clerk to check and confirm the requirement of Admissions policy and process in terms of following the LA model procedures</p> <p>Admissions to be an agenda item at the next FGB meeting – Ms McAlister and the Head to prepare a written report</p>	
9/17	HEADS REPORT	
	The Head provided a verbal report covering the following items/areas:	

	<ul style="list-style-type: none"> Numbers on role – last year 70% of PAN, currently 76% of PAN. 7 new starters had joined in the past 4 days and this was extremely positive. Monthly Finance meetings – Governors to inform the Head if they were attending the school meetings. At present the budget was on track. Audit – School achieved Satisfactory result, noting significant to report however additional evidence was produced and the School was awaiting feedback. Staffing – resignation received on 1st day of term and this was accepted. The School was looking to have full time Music position in future academic years. Exclusions – there had been one 2 day and one half day. Parental complaints – 1 received, no Governor involvement at present but the Chair had been informed. SDP – 5-year plan included in pack and year objectives had started - Governors ratified the SDP, The Head expressed that he did not want the School to plateau and therefore 2 major projects were taking place: <ul style="list-style-type: none"> Odyssey Project – The Head explained to Governors that this was a research based training project. He provided a brief detailed description of what was involved. MITA – The School had been selected to take part in a research project funded by the Education Endowment Foundation. The project would run from September 2017 to July 2019 and would look at how best to use TA's more effectively to improve pupil outcomes. <p style="text-align: center;"><i>Ms Goddard arrived at 6pm</i></p> <p><u>Nethercott Farm</u> The Head expressed thanks to all staff involved in the recent school visit to Nethercott Farm. He reported that it was a fantastic experience and the children and staff had really enjoyed it.</p> <p>The Head took the opportunity to thank Governors for using the iPads at meetings modernising the way they worked and helping to reduce costs.</p>	
	RESOLUTION	
	CPPC agenda to include update on Music	
10/17	SCHOOL DEVELOPMENT PLAN (incorporating the SEF)	
	This item was covered under the Heads report.	
11/17	PERFORMANCE MANAGEMENT	
	The Chair advised that Mr Am Rai from Montpelier school was appointed as the external Advisor and that a date was currently being set.	
	RESOLUTION:	
	External Advisor appointed – date being arranged	
12/17	SATS AND ASSESSMENT	
	This item would be reviewed in detail at the next CPPC meeting.	
	RESOLUTION	
	Report at CPPC	

13/17	GOVERNORS VISITS	
	<p>Ms Hall to carry out a Safeguarding visit to include a review of the Schools Single Central Register (SCR)</p> <p>Ms Hill to carry out a visit on Reading (as above)</p> <p>Ms McAlister to visit with a focus on Admissions (as above)</p> <p>Visit reports to be included at the relevant committee meeting</p>	
14/17	APPROVAL OF STATUTORY POLICIES	
	<p>Debt Recovery – Amendments were enclosed and the final version was included in the agenda pack. This was ratified by the Governing Body.</p> <p>Lettings – A discussion took place on the responsibilities in regard to safeguarding. In response to a question it was confirmed that companies who let the building had their own policies in place and these were checked by the School. A Governor asked how it worked in relation to private lettings i.e. birthday parties a discussion took place and it was noted that responsibility lay with the hirer and Governors were satisfied that the school was compliant. The fees had increased and this was explained by Ms Elven. The policy was approved.</p> <p>Pay policy – the template used was confirmed as the LA model policy. The Head advised Governors that he had amended the document to include the current pay scales and removed sections that were not relevant to the school. Governors ratified the 2017/18 Pay Policy.</p> <p>All policies were approved subject to the noted amendments. The amendments would be made by Ms Elven.</p>	
	RESOLUTION	
	<p>Pay Policy reviewed and approved</p> <p>Debt Recovery – Reviewed and Approved</p> <p>Lettings – Reviewed and Approved</p>	
15/17	GOVERNOR TRAINING AND DEVELOPMENT	
	<p>Governors were encouraged to attend training.</p> <p>Ms Hill and Ms McAlister to arrange training with Ms Petch</p> <p>Governors were welcomed to attend the SG training seminar taking place at Miles Coverdale – date to be arranged</p>	
16/17	DATES OF FORTHCOMING MEETINGS	
	The date of the next meeting was noted.	
17/17	WORKING GROUP REPORTS/UPDATES	
	The Head reported on this as part of his verbal report.	

18/17	ANY OTHER BUSINESS	
	<p><u>Clerking Services – see correspondence from 3BM re proposed new clerking arrangements</u> A Governor expressed the need to review the contract for the Clerking Service due to the transfer of undertakings to 3BM. The Clerk advised that the contract did not require a review as the Governing Body had already bought into the SLA for 2017/18 and there had been no changes. 3BM were operating under the LA SLA. The Governor felt strongly that there could be more cost effective options available and this should be considered. Members of the Governing Body expressed the appreciation for the current Clerk. This would be discussed further at the next FPPC meeting.</p> <p>The Clerk advised that school had already signed the contract for 2017/18 however she would feed this back to the Clerking Manager and seek clarification.</p> <p><u>Events Schedule</u> The calendar was reviewed and noted by Governors.</p> <p>Ms Hill advised that she had handed over her responsibilities with regard to Wigmore Hall to Mr Wright.</p>	
	RESOLUTION	
	<p>FPPC to discuss the Clerking Service contract at the next meeting – Clerk to include on agenda</p> <p>Clerk to seek clarification regarding the review of the Clerking contact due to the transfer to 3BM</p>	
19/17	CONFIDENTIAL ITEMS	
	There was nothing to report.	

The meeting closed at 8:15pm

CHAIR _____ DATE _____