

Minutes of Governing Body Meeting
Thursday, 4 October 2018 at 7pm
Southfield Primary School

Present Robert Huxford (Chair), Simon Prebble, Angela McHale, Leong MacSweeney, Emma Sharpe, Anthony Korn, Clare Reed, Nick Barrett, Jim Hubbard

In Attendance Amandeep Tamber, Pav Bal,

	Agenda Item		Action
1	Apologies Introduce new members	Apologies were received from Ngozi Fasan and Georgie Gilbey Welcome to Clare Reed and Nick Barrett (Parent Governors)	
2	Authorised / Unauthorised absence	Governors authorised the above absences	
3	Election of Chair	Robert Huxford elected as Chair of Governors	
4	Election of Vice Chair	Nick Barrett elected as Vice Chair of Governors	
5	Governing Body (GB) Membership and Declaration of Business Interests	Elected new Co-opted governor – Jim Hubbard Forms updated – no change in individuals’ business interest The terms of reference ratified Declaration of Business Interests form circulated and completed. Sheila McCabe (SMC) to send to any governor not at meeting. SMC to organise the DBS for new governors. Agree next steps re any vacancies – There are still two vacancies. Another staff member is required and another co opted member due to Tom Muir resigning. Preferably from the support staff. SP to email staff	SMC SP
6	Asset Register check	At the last Finance Link Governor visit Ngozi Fasan (NF) went through the existing system of Asset Register checks and suggested a more rigorous check – this was then captured in the 2018 – 19 Finance Policy. . An external agency- Nimbusweb - completed the inventory, All confirmed and agreed the asset register check.	

7	Minutes of Previous Meeting and Matters Arising	<p>Question– Does the school have insurance for long term sick? Yes</p> <p>Questions- what happened with the intake of the new students? Children have also left so we haven't gained more children/money per child. Simon Prebble (SP) went through the system of the census which is taking place today.</p> <p>Question-What happens if you are in a deficit? What is the threshold? All school are in this budget crisis. The LA monitor it and will get involved eventually if the deficit increases. Resources committee will need to look into staffing structure. To balance the last budget governors had to make cuts last year. It will also be less likely Southfield having another bulge as two other schools have opened up in the area. Credit to the SPSA regarding funding for the school. Last year the Sunflower Fund was introduced. This will be for either structural building works or educational.</p> <p>Minutes were agreed and signed by Chair.</p>	
	<p>8) Planning for the year</p> <ul style="list-style-type: none"> • Committee membership including Chairs • Link governors • Training for governors • Governor Code of Conduct 	<p>Staff governor needed. SP to contact the staff and ask if anyone is interested</p> <p><u>Resources Committee</u> Anthony would like to chair alongside someone else. RH to ask Ngozi. RH to do it temporarily, Nick and Clare to join resources Robert Huxford (Chair), Simon Prebble, Anthony Korn, Clare Reed, Nick Barrett, Ngozi Fasan</p> <p><u>Teaching and Learning</u> Angela McHale (Chair), Simon Prebble, Leong MacSweeney, Emma Sharpe, Jim Hubbard, Georgie Gilbey, Amandeep Tamber, Pav Bal</p> <p><u>Pay Committee (incl Head's Performance Management Panel)</u> Rob Huxford, Anthony Korn, Angela McHale</p> <p><u>Complaints Panel</u> If a staff/parent makes a complaint and is not happy with how the school has dealt with it, it goes to governors. If still unhappy then to appeals panel. If a parent is linked to the complaint they will not be included in the panel.</p> <p>2 Parent Governors, 1 Co-Opted Governor in alphabetical order.</p> <p><u>Appeals Panel</u></p>	<p>SP</p> <p>RH</p> <p>SP</p> <p>SP</p> <p>RH/SP</p>

		<p>1 Co-opted LA Governor, 1 Parent Governor, 1 Co-Opted Governor in reverse alphabetical order.</p> <p><u>Link governors</u> Have a handover if you are taking over a link from someone else.</p> <p>English – TBC Maths- Emma Sharpe Inclusions, incl SEN/D- Leong MacSweeney IPC – Angela McHale Safeguarding - TBC Finance - Ngozi Fasan Health and Safety/site - Robert Huxford Single Central Record - Anthony Korn EYFS - TBC</p> <p><u>Code of Conduct</u> This was signed on the 15th March. SP to send the code of conduct to new governors to read it and sign it – then all governors to sign it again in March 2019.</p>	<p>NB CR JH SP</p> <p>SP</p>
9	School Improvement: School Improvement Priorities 2018 - 2019	SP shared this year's priorities and have the rationale behind each priority. Governors agreed the priorities.	
10	Governing Body Audit/Self Evaluation Action Plan Communication survey results Governor newsletter	<p><u>Governing Body Audit/Self Evaluation Action Plan</u> SP and RH to share their minutes from the meetings with the FGB RH went through the self-evaluation/action plan and highlighted key areas for focus. SP to check The Key for the framework and all to read through this before the next FGB</p> <p><u>Communication survey results</u> A question raised about governors being approached about particular situations about teachers leaving and joining etc. RH explained the current issue with a certain year group and employers rights. There is a parent forum meeting which will allow parents to communicate with the school.</p> <p><u>Governor newsletter</u> RH suggested a newsletter once a term to send out to parent/carers about what the governor body are doing and feedback on the sunflower fund. An example was shown from another school.</p> <p>Funding for the school – governors to look into systems where their companies give funds to the SPSA which is a registered as a charity.</p>	<p>SP/RH ALL</p>

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11	Update on policies cycle Financial Procedures policy Admissions Policy	Financial Policy ratified – NF provided support and guidance to SMC on this. Admissions Policy 2019 – 2020 ratified.	
12	Ratification of Term Dates 2019 - 2020	Term dates FOR 2019 – 2020 were agreed.	
	Safeguarding documents	Acceptable Use, Part 2 of Keeping children Safe, Code of Conduct all provided and signed for. Anthony and Ngozi will need the Safeguarding documents and sign for them.	SP/AT
	Parent / Carer meeting	RH and SP shared the Powerpoint for the meeting on the 11 th October at 7pm. Rob, Simon, Angela and Emma to present.	
13	Date and Time of next meetings	<u>Teaching and Learning</u> Wednesday 21 st November 9.30am-11.30am <u>FGB</u> Monday 3 rd December 6.30pm- 8.30pm (Note new timing)	