

**Newbold and Tredington  
Church of England Voluntary Controlled  
Primary School**

**Governing Body Meeting  
Meeting**

<b>Date:</b>	<b>Monday 12<sup>th</sup> September 2016</b>
<b>Time:</b>	19.30
<b>Place:</b>	Newbold & Tredington School, Manor Road, Tredington, Shipston-on-Stour CV36 4NZ 01608 661 568 admin3214@we-learn.com
<b>Chair:</b>	Vacant ( Alex Balzaretti as Vice Chair to stand in)
<b>Clerk:</b>	Audrey Spriggs 07929 208547 audrey.spriggs@outlook.com

**Current Governors**

Chair	Vice Chair	Foundation Governors	Parent Governors	Staff Governors	Community Governor	Associate Governors	LA Appointment
Vacancy	Alex Balzaretti	Revd Chris Goble	Alex Balzaretti	Sam Welsby	Barney Hatch		Dave McWhirter
		Vacancy Poss Newbold	Yvette McEwan	Vacancy	Vacancy		
		Sarah Edmonds	Natalie Hufton				
			Vacancy				

**Performance Management:**

Barney Hatch, Chris Goble, Dave McWhirter, Sarah Edmonds

**Resources:**

Barney Hatch, Natalie Hufton (Chair), Yvette McEwan, Sam Welsby.

**Performance & Standards:**

Chris Goble, Sam Welsby, Alex Balzaretti (Chair), Sarah Edmonds, Dave McWhirter

Point	Item	Agreed/Action
17.00	<b>Apologies for Absence</b> There were no apologies/absences	None
17.01	<p><b>Election of Chair</b> At the previous FGB Ali Thompson, the current Chair submitted her resignation to all Governors present. She gave apologies that she would not be attending the meeting today.</p> <p>Prior to the FGB the Clerk had conversations with the Vice Chair AB and Head SW regarding any interest in the Chair position to which there had been none. AB explained that she felt she did not have the time to devote to the position but would be happy to continue as Vice Chair if other Governors were in agreement.</p> <p>The Clerk approached DM and asked if he would be interested in taking on the role of Chair, as he has had previous experience within another school. DM replied that he would be as long as he had the support from all other Governors as he was fairly new to the school. All were in agreement that DM has been very supportive within the school since he began as LA Governor last September.</p> <p>All Governors were happy with the above suggestions and voting was carried out as follows:-</p> <ul style="list-style-type: none"> <li>• <b>Chair of Newbold &amp; Tredington Governing Body</b> Proposed by SW Seconded by CG All in favour</li> </ul>	Agreed
17.02	<p><b>Election of Vice Chair</b> Voting carried out as follows:-</p> <ul style="list-style-type: none"> <li>• <b>Vice Chair of Newbold &amp; Tredington Governing Body</b> Proposed by BH Seconded by CG All in favour</li> </ul>	Agreed
17.03	<p><b>Reconstitution of Governing Bodies</b> A review of the process demanded for reconstitution and the options available to the governing body.</p> <ul style="list-style-type: none"> <li>• <b>Community Governor</b> - we need one more.</li> <li>• <b>Foundation Governors</b> at the moment are CG and SE, CG said he would set a date for a clergy meeting to ask if this is still agreeable. (see table on first page of these minutes)</li> <li>• <b>Parent Governor</b> – we currently need one more. Clerk informed Governors that NH's term is up in November. BH asked if NH was happy to stay on for another term to which she replied she would be, although if another parent would like to take on then she would stand down. YM's term also ends in November – she also said that she would be happy to stay on as long as she wasn't expected to take on more areas than currently covered.</li> </ul>	<p>CG</p> <p>Agreed</p> <p>Agreed</p>

	<p>SW said that she would get something out to advertise the vacancy in the newsletter at half term.</p> <ul style="list-style-type: none"> <li>• <b>Staff Governor</b> – we currently need one more.</li> <li>• <b>Performance and Standards</b> - Chair currently AB and is happy to continue although this will be voted upon at the next P &amp; S meeting.</li> </ul>	<p><b>SW</b></p> <p><b>SW</b> Advertise</p> <p><b>Agenda</b> <b>P&amp;S</b></p>
<b>17.04</b>	<b>Organisation</b>	
<b>a</b>	<p><b>To consider current and approaching vacancies. following review of gaps with the support of the completed skills audits</b></p> <p>Clerk to check on instrument of governance.</p>	<b>Clerk</b>
<b>b</b>	<p><b>To consider named governors (SEN, Child Protection, Training Link etc).</b></p> <p><b>Staff Governors</b></p> <ul style="list-style-type: none"> <li>• Safeguarding - YM</li> <li>• Maths – BH</li> <li>• English – NH</li> <li>• Science and Policy Schedule - AB</li> <li>• Early Years – CG</li> <li>• Training - presently a gap that maybe taken up by clerk</li> <li>• H and Safety – YM</li> <li>• Nursery and Finance – NH</li> <li>• SEN - DM</li> </ul>	<b>Clerk</b>
<b>c</b>	<p><b>To consider Patch Representatives.</b></p> <p>Governors agreed that the Clerk should try and find more information regarding this position, together with dates of future meetings.</p>	<b>Clerk</b>
<b>d</b>	<p><b>To consider if the current committee structure serves the needs of the governing body.</b></p> <p>There is a vacancy for Community Governor and all present thought it may be beneficial to have someone from the Parish Council.</p> <p>SW will email the Chair of the Parish Council to ask if anyone would like to take on this role and attend the next meeting.</p> <ul style="list-style-type: none"> <li>• Governors asked SW how do we let parents know of new structure of Governing Body.</li> <li>○ SW said that this would go out in the October newsletter together with dialogue that NH had put together to try and attract parents to taking on governor roles.</li> </ul>	<p><b>SW</b></p> <p><b>SW</b></p>
<b>e</b>	<p><b>To appoint governors to committees.</b></p> <p>BH currently on all three but does not want to be on all three and he suggested to Governors that he will sit on Resources which was agreed.</p>	<b>Agreed</b>
<b>f</b>	<b>To consider subjects for training sessions prior to governing body meetings.</b>	

	Governors agreed that this will be discussed in more detail once the Clerk has collated all responses from the request to complete a new skills audit.	<b>Clerk</b>
<b>17.05</b>	<b>Governors Self Evaluation</b> Governors discussed what benefits putting in for Governor Award would bring! It was agreed that this subject would remain on the agenda for the next meeting and DM would look more closely into this in the meantime.	<b>Agreed DM</b>
<b>17.06</b>	<b>Learning Improvement Plan</b> AB said that the new LIP can only be brought together by the P & S management team who set targets and objectives. Governors discussed this and agreed that the 3 priorities to be set would be best talked about at a meeting after SW has had her performance management meeting. SW's targets are the schools targets and SW should be able to take these main 3 points from her performance management.  <ul style="list-style-type: none"> <li>• Governors asked SW if she would be happy with this?</li> <li>○ SW replied saying that she would like some input from Governors.</li> </ul> DM said he would like to be involved in this. <ul style="list-style-type: none"> <li>• DM then asked if NH and AB would have time to do this?</li> <li>○ They both replied that they would and a meeting was set for Wednesday 28<sup>th</sup> September at 6.00pm between NH, AB, DM and SW.</li> </ul>	<b>All</b>         <b>Agreed</b>
<b>17.07</b>	<b>Policies</b>	
	SW will look at this annually.	<b>SW Agreed</b>
<b>17.08</b>	<b>Next Agenda</b> <ul style="list-style-type: none"> <li>• New LIP first item.</li> <li>• Safeguarding</li> <li>• Training</li> <li>• SEF</li> <li>• Governor Weeks</li> </ul>	
<b>17.09</b>	<b>Dates and Times of Future Meetings</b>	
<b>a</b>	<b>Governing Body Meetings</b> <ul style="list-style-type: none"> <li>• <b>7<sup>th</sup> October Finance meeting</b></li> <li>• <b>8<sup>th</sup> November at 7.00pm</b></li> </ul>	
<b>b</b>	<b>Performance &amp; Standards</b> <ul style="list-style-type: none"> <li>• <b>27<sup>th</sup> September at 6.00</b></li> </ul>	
<b>c</b>	<b>Resources</b> <ul style="list-style-type: none"> <li>• <b>12 October 7.00pm</b></li> </ul>	
<b>d</b>	<b>Governor Weeks</b>  This year Governor Week is 7 <sup>th</sup> – 11 <sup>th</sup> November. <ul style="list-style-type: none"> <li>• DM asked why is it all within one week and not spread out? He felt that it might work better if the visits were informal sessions.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ These visits need to be booked in.</li> </ul> <p>A discussion followed between Governors saying that sometimes it is hard to look at what we need to look out for. For example:- What do we notice? General behaviour. Is homework being marked?</p> <p>Governors felt that we need some direction for performance, standards and behaviour and thought it would be beneficial to have some sort of guide for this. It could be collected from LIP priorities. SW and DM will discuss this and bring something back to the next meeting in November.</p>	<b>Agreed SW/DM</b>
<b>17.10</b>	<p><b>Any Other Business</b></p> <p>A photographer is coming in to school on Tuesday 20<sup>th</sup> September to take governors photographs. DM to supply a photograph if he is not available.</p> <p>Minutes of previous FGB will be ratified at the next FGB meeting on 8<sup>th</sup> November.</p>	<b>ALL DM</b>
<b>17.11</b>	<p><b>Confidential Item</b></p> <p>Filed separately</p>	