



Local Governing Body

Meeting Minutes

25th September 2018 at 4.00pm

Governors Present

Esther Harris (EH Chair), Simon Bainbridge (SB Executive Headteacher), Adam Daw (AD Headteacher), Val Manning (VM) and Lorna Robinson (LR)

Others Present

Irena Gibbs (IG Staff Representative), Karen Jarvis (KJa ALT Governance Manager) and Kerrie Jones (KJ Clerk)

	Item	Actions
1.	Acceptance of Apologies for Absence	
	Apologies were accepted from Amanda Rigler (AR) A letter of resignation had been received from Debbie Aitchison for personal reasons.	
2.	Declaration of Interests with regard to items on this agenda	
	There were no declarations of interest. New pecuniary interest forms were circulated for 2018-19	
3.	Agree the minutes of the last meeting and matters arising not on this agenda	
	The minutes were agreed as a true record Matters Arising <u>Safeguarding</u> Governors were given safeguarding packs and asked to return signed forms to confirm they have read the documents. They were also requested to complete the NGA online safeguarding module. My Concern has been implemented for logging issues. Staff are also asked to flag concerns verbally, even for non-urgent reports. The working group are reviewing and will provide feedback. All senior leaders are now Designated Persons (DPs). Q Does this work well in practice? A Yes, someone on site always has overall responsibility <u>Executive HT Performance Management</u> This has been completed. SB has visited 10 schools as part of last year's targets	Return form to KJ. Forward course certificates to KJ to be logged on SCR

4.	Governance items:	
	<ul style="list-style-type: none"> • Re-appoint Vice Chair for 2018/19 The LGB unanimously appointed LR as Vice Chair. • LGB Composition/Recruitment Following Debbie Aitchison's resignation there is now a parent governor vacancy as well as 2 Trust Governor vacancies. Governors discussed the best way to find potential new governors including advertising. There is a small Governance budget which could be used. KJa has a contact for a possible governor. • Confirm link programme of visits Roles were confirmed at the previous meeting. H&S will be covered temporarily by EH until a new governor is appointed. There should be at least 1 and preferably 2 link visits each year. There is a visit form which should be completed following a visit. These will be reported to the LGB. • Training: identify needs, skills audit Governors were reminded to complete the skills audit to help identify desired skills and experience when recruiting new governors. IG is attending a Mental Health session with Blue Smile & will report back. She is also completing CAMH training. The Chair suggested the following training modules for completion during the year: <ul style="list-style-type: none"> - Managing complaints & allegations for clerks (next year) - Role of governors & clerks in pupils exclusions (Dec) - Developing GB effectiveness - Making sense of monitoring school improvement 	<p>SB to conduct parent governor election.</p> <p>KJ to contact KJa for details and continue to look on Inspiring Governance</p> <p>Contact AD to organise a visit</p> <p>KJ to collate audit returns & forward to EH</p> <p>KJ to circulate LA training booklet and link to NGA courses</p>
5.	Overview of Priorities for 2018/19	
	<ul style="list-style-type: none"> • Increased ownership of SDP by the governors, in particular the Leadership and Management aspects. SDP as a regular agenda item • Link visits • Growth of the LGB • Continue to be 'Ofsted' ready. VM and EH have attended a meeting to look at this 	<p>All to look at revised SoD on ALT website</p>
6.	Reports:	
	<ul style="list-style-type: none"> • HT The report had been circulated. The HT highlighted some of the points and invited questions. <u>QA</u> Danny has been trialling no-notice drop-ins as part of the QA process. He will feedback to SMLT meetings. The data will be available for the governors who are also very welcome to attend those meetings Governors are also welcome to be involved in the Monday morning Skype meetings with AD/SB/YS <u>Curriculum</u> The curriculum is undergoing major development. AD explained the new Blue/Green/Yellow pathways. The 	<p>VM to attend SMLT meetings (Tuesdays 3.30pm)</p>

	<p>A case study was described which explained how a young adult was benefiting from a good curriculum offer here which is broadening her horizons.</p> <p>Governor were very pleased with progress and acknowledged support received from the Trust</p> <ul style="list-style-type: none"> • Finance/Premises/H&S update <p>Pippa Edwards (PE) submitted a short report to the meeting.</p> <p>Significant savings have been made during the last year and there is currently a healthy carry-forward.</p> <p>The school is still unhappy with the Property Management team and PE is working with the Trust on this</p> <p>The annual H&S visit will take place in November</p> <ul style="list-style-type: none"> • Capital Build update <p>Phase 2 of the capital build has begun, with the public consultation to take place in October. Building work will start in the spring</p> <p>Q <i>Are you preparing students?</i></p> <p>A Yes we will do, but currently this is a way off for them.</p> <p><i>[IG & AD left]</i></p> <ul style="list-style-type: none"> • Personnel – recommendations on pay progression <p>The LGB unanimously agreed all recommendations</p> <p><i>[5.50pm LR left]</i></p>	<p>H&S audit report to come to next LGB</p>
7.	AOB	
	<ul style="list-style-type: none"> • SMLT are to present at future LGB meetings as part of their development. Jake to talk first on Green pathway. • The Chair was very pleased to reported very positive feedback from CEO Gary Peile following his vist to the school. 	<p>KJ to include in governance planner</p>
8.	Date of Next Meeting: 28 Nov	
	Meeting ended at 6.25pm	