

FOREST MOOR SCHOOL

Meeting of the Full Governing Body held on Monday 2 October 2017

MINUTES

Present: Philip Turnpenny – Chair (PT); Jon Hosegood (JH); Sue Welch (SW); Jacqui Oversby (JO); Jim Brosnan (JB); Louise Souter (LS); Marc Peart (MP) – Headteacher.

In Attendance: John Fort, Associate Governor; Chris Walker – NYCC Clerk to Governors; Antonia Praud – NYCC Senior Clerk

		Action
PART 'A' - PROCEDURAL		
1	<p>Election of Chair and Vice-Chair PT was elected for a further 24 months term as Chair of Governors.</p> <p>SW was elected for a further 24 months term as Vice Chair.</p>	
2	<p>Apologies for absence Apologies had been received and were consented to in respect of Greg Richardson.</p> <p>JF elected as an Associate Governor pending the outcome of his application for the LA Governor position to NYCC.</p>	
3	<p>Confidentiality No items on the agenda were deemed to be confidential.</p>	
4	<p>Declarations of interest There were no declarations of any conflict of interest in respect of matters on the agenda.</p> <p>Register of Governors' Interests All governors present signed the Annual Register of Interests.</p> <p>Hospitality Register The Chair reminded governors of the requirement to declare any offers of gifts or hospitality made in connection with their position as a governor.</p>	
5	<p>Standing Orders and Code of Practice The Clerk confirmed that no changes were proposed this year.</p> <p>Resolved: that the Standing Orders and Code of Practice be approved and re-adopted for 2017-18.</p>	
6	<p>Appointment of Committees Governors reviewed the number, composition and terms of reference of Committees as set out in the Committee booklet.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That the following governors be confirmed as members of Committees for a period of 12 months: Resources Committee – Philip Turnpenny, John Fort, Jacqui 	

	<p>Oversby, Sue Welch, Jim Brosnan, Marc Peart.</p> <p>School Improvement Committee – Jon Hosegood, Jim Brosnan, Greg Richardson, Louise Souter, Marc Peart (+ new Staff Governor when appointed).</p> <p>Staff Discipline Committee: Any three governors as available (excluding the Headteacher and staff governor).</p> <p>Staff Discipline Appeals Committee: Any three governors as available (excluding the Headteacher, staff governor and governors involved in the issue through the Staff Discipline Committee).</p> <p>Pupil Discipline Committee: Any three governors as available (excluding the Headteacher and staff governor).</p> <p>Complaints Appeals Committee: Any three governors as available (excluding the Headteacher, the staff governor and the Chair of Governors)</p> <ol style="list-style-type: none"> 2. That the terms of reference of each Committee be as set out in the Committee booklet. Clerk to update and circulate the Booklet. 3. That the election/appointment of chairs and clerks for each Committee be delegated to the Committees (It was noted that at present Jon Hosegood is the Chair of the School Improvement Committee, with Jim Brosnan as Vice-Chair; and that Philip Turnpenny is the Chair of the Resources Committee, with Sue Welch as Vice-Chair. It was also noted that Jo Sedgewick is the clerk of the School Improvement Committee; and Sue Welch clerks the Resources Committee. 4. That each Committee be given delegated authority to act within its terms of reference. 	Clerk
7	<p>Appointment of Designated/Link Governors</p> <p>Governors considered the roles which individual governors should undertake.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That the following governors be appointed to deal with the Headteacher’s Performance Management: Philip Turnpenny, Jon Hosegood and Jacqui Oversby. 2. That the following governors be appointed as link governors (adjusted to tie in with decisions made by the School Improvement Committee): Special Educational Needs – Greg Richardson Child Protection – Jim Brosnan Teaching & Learning (including Curriculum) - Jon Hosegood & Louise Souter School Business – Sue Welch Health & Safety – John Fort and Jim Brosnan Student Voice – Jacquie Oversby Outcome for Pupils – Jon Hosegood Leadership & Management – Sue Welch Personal Development – Greg Richardson 	
8	<p>Governing Body Delegation</p> <p>Resolved: that the document approved during 2016/17 be re-adopted for 2017/18.</p>	

9	<p>Minutes of the meeting held on 10 July 2017 The minutes of the meeting held on 10 July 2017 were approved and signed by the Chair as an accurate record.</p>	
10	<p>Matters arising <u>Page 1 – Army Foundation College</u> – no date has yet been fixed for a visit. <u>Page 1 – Safeguarding Training</u> – JF will complete the online training. <u>Page 2 –Safeguarding</u> – JB to arrange a meeting with MP to discuss safeguarding issues in his capacity as the Link Governor. <u>Page 3 – Professional Development</u> – all Governors had received the link and completed the online safeguarding training, except JF.</p>	<p>JF Head/JB JF</p>
<p>PART ‘B’ – SCHOOL IMPROVEMENT</p>		
11	<p>Headteacher’s Report Governors considered the Headteacher’s report which had been circulated in advance. Pupil Progress – the School Improvement Committee was looking at ways of how best to support the more able pupils. Staffing – The Governors welcomed the current staffing position which showed no current vacancies and a strong team to drive the school forward. School Roll and Pupil Admissions – The Governors noted the significant pressures with regard to pupil admissions and sought clarification on the following points: <u>Question:</u> Could the school accept the 17 pupils currently being considered for referral without having to recruit further staff? <u>Answer:</u> No, additional staff would be required not only to teach but also to ensure a safe environment in terms of the teacher: pupil ratio. MP set out the specific issues, particularly those which would impact Years 6 and 10. There are ongoing meetings to discuss the staffing and financial implications which would arise, bearing in mind the current budget deficit. <u>Question:</u> How many of the 17 current referrals would meet the admissions criteria? <u>Answer:</u> 13/14 but the school would need to increase its staff complement to address any such increase. With the current staffing structure the school could take 2/3 but they would need to be properly assessed and integrated appropriately into the current cohort. <u>Question:</u> Wasn’t there provision in the current budget for an extra teacher? <u>Answer:</u> Yes originally but with the current budget this would need to be reviewed. <u>Question:</u> What happened to the regular Liaison Meetings with the LA? <u>Answer:</u> None have taken place recently, but one is scheduled for 10th November, to discuss capacity/budget issues. Action: Jon Hosegood was invited to attend the next meeting, along with MP and PT The Governors agreed to support the Headteacher with the ongoing discussions with the Local Authority (LA). The Chair suggested that the FGB might arrange an additional meeting to address this issue should an impasse be reached with the LA.</p>	<p>JH,MP,PT</p>

	<p>Every effort will continue to be made to recruit. John Fort has applied to be the LA Governor. In respect of the co-opted Governor vacancy the position remains as resolved at the last meeting.</p> <p>2. Governor SIN meetings The Governors had been provided with a list of the forthcoming SIN meetings prior to the meeting.</p> <p>3. Governor training The Governors had been provided with a schedule of training provided by NYCC prior to the meeting. Governors wishing to attend one of the courses should ask the School Business Manager to book through Smart Solutions. Governors set aside 26 March 2018 for Training.</p> <p>4. Governance Annual Statement Will be completed by SW by the end of term.</p>	ALL SW
PART 'C' - OTHER		
17	<p>Correspondence SW had received correspondence which complained about grit being thrown on the road outside the school. SW had contacted the Highways Agency who had now provided a box for the grit. SW had replied to the resident explaining the actions that had been taken.</p>	
18	<p>Next meeting It was noted that next meeting of the Full Governing Body will be held on Monday 4 December 2017 at 4.30 p.m.</p>	ALL
19	<p>Any other business There was no other business.</p>	

The meeting ended at 5.45 p.m.

Chair:

Date: