

The Swanage School
MINUTES OF A MEETING OF THE FULL GOVERNING BODY
 Wednesday 20 September 2017, 5.30pm

Present: Amanda Rowley (Chair), Geoff Atkinson (Outgoing Chair), Nick Brady, Jules Daulby, Mark Hatto, Tristram Hobson, William Knight, Tim Marcus, Amanda Rowley, Catherine Starmer-Howes, Al Stephens, Carl Styants, Nicky Taylor, Isobel Tooley

In attendance: Sue Fletcher (Clerk)

Item		Action	Lead	By
FGB 1.1	Welcome Geoff Atkinson opened the meeting and welcomed Jules Daulby to the board.			
FGB 1.2	Apologies Apologies were received and accepted from Nicola Newman.			
FGB 1.3	Election of Chair & Vice-chair The board had been made aware in advance of the meeting that the current Chair of Governors, Geoff Atkinson, did not intend to stand for re-election. The Clerk conducted the election for Chair of Governors. 1. <u>Chair</u> : Amanda Rowley was proposed by IT, seconded by AS and unanimously elected. AR took over the chairing of the meeting and thanked Geoff Atkinson on behalf of the board. 2. <u>Vice-chair</u> : Tim Marcus was proposed by GA, seconded by MH and unanimously elected.			
FGB 1.4	Declarations of Interest There were no declarations of interest or conflict with any agenda item. Updated Declaration of Interest Forms were collected.			
FGB 1.5	Governing Body Constitution 1. <u>Outcome of the Education Swanage governor election</u> The Chair reported that there had been three vacancies in the Education Swanage governor elections, created by the terms of office coming to an end for Nick Brady, Steve Parker and Al Stephens. There had been three candidates and so the appointments had been uncontested:			

	<ul style="list-style-type: none"> - Nick Brady: re-elected for a four-year term to 2021 - Jules Daulby: elected for a four-year term to 2021 - Al Stephens: re-elected for a four-year term to 2021 <p>The Chair reported that Emily Wyer had submitted her resignation at a governor immediately prior to the Education Swanage AGM (14th September 2017) and therefore it had not been possible to replace this governor post. As is standard practice, further elections will not take place until the next AGM.</p> <p>2. <u>Staff governors</u> The board were informed that guidance from the Department for Education (DfE) now strongly recommends not having staff governors on a governing body, to ensure a straight line of accountability via the Headteacher (and to reduce the size of the governing body). It was noted that the decision for whether to continue to appoint staff governors rests with Education Swanage, but that a recommendation from the governing body would be appropriate. It was noted that practice had been changed in relation to Education Swanage membership in line with previous DfE advice, such that staff are no longer permitted to be members. However, it was generally felt that staff are important stakeholders in a co-operative and therefore the board remained supportive of having staff governors. A suggested alternative was for a staff link governor (i.e. a governor who is not a member of staff but who has responsibility for facilitating a link with staff). As it was felt that the views of the senior leadership team (SLT) and of the staff body were important in forming a recommendation, the board AGREED:</p> <ul style="list-style-type: none"> - To refer to Staffing Committee, to canvass staff opinion - To refer to the SLT for their view <p>It was AGREED for the time being not to proceed with recruitment for a staff governor in respect of the vacancy currently existing.</p> <p>3. <u>Co-opting additional governors</u> No need for additional governors was identified and therefore it was AGREED not to co-opt anyone at present.</p>			
FGB 1.6	Committee Charing and Membership 2017/18 The Clerk confirmed that continuing with the existing committee structure had been agreed at the last meeting.			

STF agenda
SLT to discuss

Clerk/CS
TH/JM/KK

Nov '17
Nov '17

1. Audit function

AGREED that the audit function continue to be covered by the Finance & Premises Committee.

2. Scheme of Delegation

AGREED each committee would be asked to review its own remit (delegated authority) and that a group comprising the Chair, Vice-chair, committee chairs and Clerk would review the governor panels.

3. Committee membership 2017/18

Committee membership would remain as during 2016/17 except for:

- Nicky Taylor would join the Student Committee and stand down from the Community & Engagement Committee
- Jules Daulby would join the Student Committee and was welcome to shadow other committees
- Catherine Starmer-Howes would remain on the Staffing Committee and Finance & Premises Committee, but occasionally attend the Student Committee
- Carl Styants would remain on the Staffing Committee and Community & Engagement Committee, but occasionally attend the Student and/or Finance & Premises Committees.
- Geoff Atkinson would join the Staffing Committee and Finance & Premises Committee.

Nicola Newman, who was not in attendance, had expressed an interest in joining the Finance & Premises Committee.

4. Election of committee chairs

i) Community & Engagement Committee

Nicola Newman, who was not in attendance, had submitted her willingness to stand for election prior to the meeting. She was proposed by TM, seconded by WK and unanimously elected Chair of the Community & Engagement Committee.

ii) Finance & Premises

William Knight was proposed by IT, seconded by CS and unanimously elected Chair of the Finance & Premises Committee.

iii) Staffing Committee

	<p>Carl Styants was proposed by NB, seconded by GA and unanimously elected Chair of the Staffing Committee.</p> <p>iv) <u>Student Committee</u> Isobel Tooley was proposed by NB, seconded by AS and unanimously elected Chair of the Student Committee.</p>			
FGB 1.7	<p>Governor Roles Governors were re-/appointed to roles as follows (reporting method in bracket)</p> <p>Safeguarding: Al Stephens (Full Governing Body) Looked After Children: Al Stephens (Full Governing body) Special Educational Needs Jules Daulby (Student Committee) Mental Health: Al Stephens, with Catherine Starmer-Howes (Student Committee) E-Safety: Nick Brady (Student Committee) Health & Safety: Catherine Starmer-Howes (Finance & Premises Committee) Responsible Officer: To be discussed at Finance & Premises Committee Parent Link: Mark Hatto (Full Governing Body) New Governors' Mentor: William Knight (Full Governing Body)</p>			
FGB 1.8	<p>Headteacher Performance Monitoring AGREED that the Headteacher's review would be undertaken by the Chair and Vice-Chair of Governors, with the School Improvement Partner. In response to a question on whether a mid-year review should be carried out, it was felt that this was not necessary as the Headteacher reports to, and has his performance continually reviewed via, meetings of the governing body and committees.</p>			
FGB 1.9	<p>Governors' Code of Conduct The Code of Conduct was re-approved and governors signed a declaration sheet to confirm their re-reading of it. The Clerk offered to circulate a summary of responsibilities under company and charity law.</p>	Circulate	Clerk	Oct '17
FGB 1.10	<p>Governor Development, Training and Monitoring</p> <ol style="list-style-type: none"> <u>Online training with the National Governors Association</u> The Clerk confirmed the subscription was in the process of being paid and, once confirmed, details would be circulated for how to access the training modules. <u>Other self-assessment, development and training needs</u> 			

	<p>No particular needs were identified, but the Chair and Vice-chair would review the 20 Questions Exercise with a view to undertaking a new self-assessment of the governing body as a whole, it being noted that a Skills Audit had been undertaken by governors in June/July 2017.</p> <p>3. <u>Monitoring visits by governors</u> Governors reviewed and re-approved the guidance on undertaking monitoring visits, agreeing that the guidance should be treated like a policy for the purpose of ensuring a regular review every 3 years. It was considered important that visits should have a purpose, ideally in relation to actions identified on the School Development Plan, and be logged. It was noted that classroom visits are not to judge teaching or progress.</p>			
FGB 1.11	<p>Any Other Business None.</p>			
FGB 1.12	<p>Confidentiality No items would require confidential minutes.</p>			
FGB 1.13	<p>Next Meeting The next meeting would be held on Wednesday 18 October 2017 at 5.30pm.</p>			
	<p>The meeting closed at 7pm</p>			