



**St Paul's CE Primary School
Governing Body Meeting**

Autumn Term: Wednesday, 25th September 2019 at 6.30pm

Minutes

Present

Mrs Liz Bayliffe-Smith	Parent Governor
Dr Brendon Jones	Foundation Governor
Ms Josie Hewitt	Co-opted Governor (staff)
Ms Abi Lee	Staff Governor
Ms Paula Millward	LA Governor
Mr Matt Shanahan	Parent Governor (Chair)
Ms Jan Sorohan	Head Teacher
Mrs Jane Walter	Parent Governor
<i>Vacancy</i>	<i>Co-opted</i>
<i>Vacancy</i>	<i>PCC</i>

Apologies

Mrs Hils Corcoran	Foundation Governor
Mr Robert White	Co-opted Governor

In attendance

Ms Kathy Crotty	Clerk
Jenny Power	Senior Assistant Headteacher

Any text in red bold italics represents Governor question (Q); challenge (C); Governor and/or clerk support (S). Black bold upright represents decisions and actions.

1. Welcome and Introductions

- Governors were welcomed to the meeting by the chair of the GB Mr Matt Shanahan. The PCC have not yet confirmed the appointment of the new Governor.

Update on filling the Parent Governor vacancy

- Jane Walter and Matt Shanahan term of office expires this month and both seek re-election. The school has received five nominations and the election process has begun. Nominees will submit the documentation by the 4th October and they will be informed to provide a 100 words statement. The closing date is the 22nd October 2019 and the result will be announced 25th October.

Q: Should the GB pick parents with younger children?

The clerk explained a parent of a child of any age in the school can be nominated and parent voters will make the decision.

- The chair was impressed with the quality and quantity of applications received.

Josie Hewitt, Paula Millward and Brendon Jones were reappointed governors at the last FGB meeting held 17th July 2019.

2. Apologies

Apologies were received and accepted from Robert White and Hils Corcoran.

3. Declaration of Non/Pecuniary Interest

There were no pecuniary interests other than those declared on the website. Mr Shanahan has one child at the school; Mr White has two children at the school; Jane Walter has two children in the school and Mrs Bayliffe- Smith has one child in the school.

4. Elections

Matt Shanahan was elected chair at the last meeting of the academic year and reminded Governors this is his last year in the chair.

Election of Vice chair of the GB

Brendon Jones was nominated by Matt Shanahan and seconded by Paula Millward. **Brendon Jones was duly elected as Chair until the first Governing Body meeting of the next academic year (Autumn Term 2020)**

Elect chair of Resources Committee

Paula Millward was duly elected as Chair until the first Governing Body meeting of the next academic year (Autumn Term 2020)

Elect chair of Curriculum Committee

Jane Walter was duly elected as Chair until the first Governing Body meeting of the next academic year (Autumn Term 2020)

Elect Vice Chair of Resources Committee

Liz Bayliffe-Smith was duly elected as Vice Chair until the first Governing Body meeting of the next academic year (Autumn Term 2020)

Elect Vice Chair of Curriculum Committee

Rob White was duly elected as Vice Chair until the first Governing Body meeting of the next academic year (Autumn Term 2020)

5. Pay Committee Membership

Governors agreed the Pay Committee scheduled for Wednesday 6th November 2019 at 8.30am would comprise Paula Millward, Matt Shanahan and Liz Bayliffe-Smith

The HTPM will meet on Wednesday 23rd October at 4pm 2019. The Committee will comprise Brian Holmes Matt Shanahan and Paula Millward.

6. Approve Terms of Reference

Governors formally approved the ToR for 2019/20

7. Completion of Governor documentation

Governors present completed the Declaration of Non/Pecuniary Interest Form
Governors present completed the Confirmation of Eligibility to serve as a Governor Form

Governors approved the Code of Conduct and this was signed by the CoG.

8. Minutes of the Last Meeting 17th July 2019.

Governors formally approved the minutes of the meeting held 17th July 2019

Carry forward action: SBM will update Governors on the proposed claw back (Excessive balance calculator)

The school has appealed to the LA about the balance. The school will be informed of the LA decision on Friday 27th September 2019.

Governors are supportive of actions the school is undertaking to challenge the decision.

Action: Governors to discuss two Governor sessions in the school to support the link Governor roles.

See item 10.

9. Headteacher's Report

The Headteachers report was circulating in advance of the meeting.

Admissions

- There are approximately three nursery places vacant due to families not taking up a place allocated and there is no waiting list. There are three vacancies in reception; one in Yr1 and there were four in Yr5 which may be allocated via the LA admissions.

Q: What can Governors do to help with recruitment?

Governors were aware of parents being told this school is full. The Headteacher informed Governors over the summer the school was full even though the school knew some of the places offered were to people leaving the country.

Q: How many families applied for a place at St. Paul?

45 places were offered and there were not many more applicants than this.

- There are vacancies in schools across the local area. The school does keep details on a waiting list if parents come into the school asking for a place, but the actual admissions is organised via the LA.

Governor comments on the Headteacher report

S: Congratulations were given to the school for achieving the communication friendly school status

- The school is celebrating its 175th birthday and all Governors have been invited by email. The school is working with the local community to promote this event.
- Governors congratulated the school for the number of competitions the children are engaged with.

Governors formally congratulated the staff for their work to achieve outstanding achievements from the children.

- 41 children attended Ghyll Head which was excellent. This is subsidised by the school. Ghyll Head charge a flat rate fee and the school subsidises this by £5,000 and the parental contribution is £225. The more children that attend reduces the school contribution. Governors noted the wider impact of engaging in residential activities and outdoor pursuits on the child development. The school has a two-year payment plan and the staff work hard to make this residential activity accessible to all.
- The Headteacher reported the school is going to have a school photo of all children for display at the school birthday celebrations.

10. Governors days & any other support Governors identify.

- Governors were asked to work with the Headteacher to set the agenda and to promote these monitoring visits among the GB.
- The Governor days were agreed as Thursday 28th November 2019 afternoon, and Friday 20th March 2020 for a morning session.
- Governors expressed an interest in reviewing RRA (rights respecting award)
Liz Bayliffe-Smith agreed to lead on this project.

11. Policies – for review and approval

Charging and remissions Policy

Governors formally approved the Charging and remissions Policy

Health and Safety Policy

Governors formally approved the Health and Safety Policy

Instrument of Government

Governors formally approved the Instrument of Government

Attendance Policy

Governors formally approved the Attendance Policy

Whistleblowing Policy

Governors formally approved the Whistleblowing Policy

Scheme of Delegation

Governors formally approved the Scheme of Delegation

Operational Financial procedures

The new school website enables payments and permissions to be completed online by parents. This enables also an App for phones and parents have adapted to the new procedures. The website will be developed further. The school will now communicate mainly via email.

Governors formally approved the Operational Financial procedures

Lettings Policy + Charges Policy

Governors formally approved the Lettings Policy + Charges Policy

12. Governing Body Matters

10.1 Link Governor roles for 2019/20

Governors approved the following link Governor roles for 2019/20

SEND	Rob White
Rights Respecting Award (SIP Focus)	Liz Bayliffe-Smith
Pupil Premium & Sports funding	Paula Millward
Prevent, Values, Safeguarding and LAC	Matt Shanahan & Abi Lee
Attendance	Hils Corcoran
SRE (Health Education)	Hils Corcoran
Parent Staff Engagement	Jane Walter
Behaviour	Brendon Jones
Health and Safety	Brendon Jones & Josie Hewitt
GDPR	Matt Shanahan
Progress over time	Rob White

10.2 Governors approved the updated committee membership

Resources committee (6 members)	Curriculum Committee (7 members)
Liz Bayliffe-Smith	PCC Nominee
Josie Hewitt	Hils Corcoran
Brendon Jones	Abi Lee
Paula Millward	Jan Sorohan
Matt Shanahan	Jane Walter
Jan Sorohan	Rob White
	Vacancy (parent governor)

13. Any Other Business

There were no items of any other business.

14. Dates of Next Meetings

Dates of Full Governing Body Committee Meetings

- Wednesday 20th November 2019 6.30pm
- Wednesday 12th February 2020 6.30pm
- (Brian Holmes visit) 26th February 6.00pm
- Wednesday 17th June 2020 6.30pm
- Wednesday 15th July 2020 6.30pm

Dates of Resources & Finance Committee Meetings

- Wednesday 6th November 2019 6.00pm
- Wednesday 5th February 2020 6.00pm
- Wednesday 10th June 2020 5.00pm note *the change of time*

Date of Pay Committee Meeting

- Wednesday 6th November 8.30am

Headteacher Performance Management Panel

- Wednesday 23rd October 2019 4pm.

Dates of Curriculum Committee Meetings

- Thursday 24th October 2019 6.30pm *note the change from 23rd Oct & later time*
- Wednesday 15th January 2020 6.00pm
- Wednesday 11th March 2020 6.00pm
- Wednesday 13th May 2020 6.00pm

Dates of Attendance Committee meetings

- Thursday 14th November 2019
- Thursday 16th January 2020
- Thursday 5th March 2020
- Thursday 30th April 2020
- Thursday 11th June 2020

Governor days

- Thursday 28th November 2019 afternoon
- Friday 20th March 2020 morning session.

Signed.....



Matt Shanahan (Chair)

Date.....

20th November, 2019

Meeting closed at 19.45pm