

FULL GOVERNING BODY MEETING

Tuesday 22nd September 2015 at 7.00 pm

at Reigate Parish Church School, Blackborough Road, Reigate, RH2 7DB

AGENDA

Meeting objectives:

- *To agree clear roles, responsibilities and a schedule of work for the Governing Body*
- *To establish the Governing Body as an effective vehicle in the development, leadership and management of the school*

1. Welcome and prayer

2. Apologies

3. Declarations of Interest

Governors to complete the Register of Business Interests (form attached) and declare any interest in specific agenda items at each meeting

4. Appointment of Chair of Governors (to be chaired by the Clerk)

5. Appointment of Vice Chair

6. Code of Conduct

Governors to sign the Code of Conduct that forms part of the Standing Orders
These Standing Orders were formally accepted at the Full Governing Body meeting on 13th July 2015

7. Professional Negligence and Confidentiality statements

Governors to note:

'Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.'

'Governors must respect the confidence of those items of business which a governing body decides and not disclose what individual governors have said or how they have voted within a meeting.'

8. Constitution of the Governing Body

Under the current constitution:

- Vacancies: none

End of Term of Office 2015/2016 academic year:

- Kevin Semple – PCC Foundation Governor – 31 August 2016
- Emma Lees – PCC Foundation Governor – 31 August 2016

End of Term of Office 2016/2017 academic year:

- Esther Lyth - PCC Foundation Governor – 19 December 2016

9. Contact Information for Governors

Governors to verify their contact details are correct and confirm information will be circulated amongst all governors, the school and Babcock 4S Governance Consultancy

10. Publication of Governors' Details and Register of Interests

The Constitution of Governing Bodies of Maintained School (August 2015) states that in the interests of transparency, a governing body should publish specific information about their governance arrangements

11. Appointment of Resources Committee and Chair

12. Appointment of Children, Standards and Learning Committee and Chair

13. Appointment of Head Teacher's Performance Review Committee

14. Appointment of Pay Committee and Pay Appeals Committee

15. Agree Terms of Reference of Committees (attached)

16. Appointment of nominated Governors

- Honorary Treasurer
- Child Protection Allegations against the Head Teacher
- Child Protection/Safeguarding
- Link Governor
- Special Education Needs and Disability (SEND) and Pupil Premium
- Looked after Children (LAC)
- EYFS

17. Working Parties

Governors to determine the membership of and receive updates from the following working parties:

- Admissions
- School Expansion

18. School Expansion

Presentation to governors by the Surrey County Council team leading the school expansion project

19. Emergency Procedures

- Governors to provide emergency contact information for Surrey County Council
- Appointment of an additional governor to act as emergency key holder for school holidays

20. Chair's Actions

Chair to advise governors of emergency actions taken since the last meeting and/or decisions which have a significant impact on the development of the school

21. Minutes

Governors to agree as a true and accurate record the following minutes:

- EFGB meeting held on 29th June 2015
- FGB meeting held on 13th July 2015

22. Matters Arising

23. Head's Updates

- Phonics Teaching
- New Ofsted framework

24. Governor Monitoring Visits for 2015/2016

25. Dates of FGB and Committee meetings for 2015/2016 (schedule attached)

Next FGB meeting: Tuesday 17th November 2015, 7pm

Governors to consider: What have we done at this meeting that has improved the education of the children of the school?

- Effectiveness of Leadership and Management
- Quality of teaching, learning and assessment
- Personal development, behaviour and welfare
- Outcomes for pupils