

## MINUTES OF FULL GOVERNING BODY MEETING

Tuesday 22<sup>nd</sup> September 2015 at 7.00 pm

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

### Present:

*Governors:* Phil Andrew (PA)  
Deborah Arnold (DA)(Chair)  
Duncan Barkwith (DB)  
Frances Davis (FD)(Head)  
Alex Foster (AF)  
Joanna Goddard (JG)  
Bryan Ingleby (BI)  
Sarah Kennedy (SK)  
Emma Lees (ELees)  
Anna Randall (AR)  
Kevin Semple (KS)  
Alasdair Wylie (AW)

*In attendance:* Lisa Thurston (LT)(Clerk to the Governors)

*In attendance, for Item 18 ONLY:*

Oliver Gill, SCC Schools Commissioning Officer  
Robert Pettifar, SCC Technical Advisor  
Kate Wonson, SCC Project Manager  
David Sanders, SDBE Buildings and Capital Programmes Manager

### 1. Welcome and Prayer

DA welcomed everyone to the meeting. PA led the opening prayer and all governors stood for a moment of silence in memory of Dave Sears.

### 2. Apologies

Apologies were received and accepted from Esther Lyth (had to travel abroad at short notice) and Matthew Wrighton (abroad).

### 3. Declarations of Interest

Seven Register of Interests forms were returned - **those not received to be completed and signed as soon as possible**. These forms are kept in the locked filing cabinet in the school office. There were no declarations of interest specific to this meeting.

### 4. Appointment of Chair of Governors (this item was chaired by the Clerk)

Deborah Arnold had advised governors in advance of the meeting, that in the absence of no other nominees, she was willing to stand for re-election for this academic year only. There being no other nominations, DA was unanimously elected as Chair for one year.

### 5. Appointment of Vice-Chair

Bryan Ingleby had notified the Chair ahead of the meeting that he was willing to stand for election. There being no other nominations, BI was unanimously elected as Vice-Chair for one year (until the first FGB meeting of the next academic year).

## **6. Code of Conduct**

All governors present at the meeting signed the Code of Conduct that forms part of the Standing Orders. LT advised governors that the Code of Conduct must now include a paragraph in relation to the statutory requirement to publish certain governor information on the website. **Governors to approve and sign a revised Code of Conduct at the next FGB meeting.**

## **7. Professional Negligence and Confidentiality statements**

The Chair read out the following statements that were noted by governors:

‘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**

There are currently no vacancies.

Governors whose terms of office are due to expire this academic year are:

- Kevin Semple (31.8.16) and Emma Lees (31.8.16) – both PCC Foundation Governors

Governors whose terms of office are due to expire in 2016/2017:

- Esther Lyth (19.12.16) – PCC Foundation Governor

## **9. Contact Information for Governors**

Governors confirmed their contact information. All governors agreed that their information could be shared with all governors, the school and Babcock 4S Governance Consultancy.

## **10. Publication of Governors’ Details and Register of Interests**

LT advised governors that from 1<sup>st</sup> September 2015, there is a statutory requirement that in the interests of transparency, governing bodies should publish specific information about their governance arrangements. Governors had been sent Sections 25-27: Publication of Governors’ Details and Register of Interests of “The constitution of governing bodies of maintained schools - statutory guidance for governing bodies of maintained schools and local authorities in England; August 2015” ahead of the meeting. **LT to collate the information which will be shared with governors before it is published on the website.**

## **11. Appointment of Resources Committee and Chair**

Chair: Kevin Semple

Committee: DB, FD, AF, BI, SK, MP

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

Chair: Emma Lees

Committee: DA, FD, JG, Elyth, AR, AW

## **13. Appointment of Head Teacher’s Performance Review Committee**

Phil Andrew and Bryan Ingleby will work with Jonathan Gambier as external advisor.

## **14. Appointment of Pay Committee and Pay Appeals Committee**

For the benefit of new governors, FD explained how the Pay Committee and Pay Appeals Committee work.

The Pay Committee comprises AF,AW, KS with FD in an advisory capacity. The Pay Appeals Committee comprises of DA, DB and AR. DA committed to attending a Pay Appeals training course.

#### 15. Agree Terms of Reference of Committees

It was agreed that Terms of Reference should be reviewed at the first meetings of the Resources and the Children, Standards and Learning Committees for approval at the Full Governing Body meeting in November.

#### 16. Appointment of Nominated Governors

- Treasurer – Alex Foster
- Child Protection Allegations against Headteacher – DA (as Chair)
- Child Protection/Safeguarding – ELees
- Link Governor – SK
- SEND and Pupil Premium – AR
- Looked After Children – AR
- EYFS - ELYth

#### 17. Working Parties

- Admissions – The Admissions Working Party comprises PA, FD, AF and KS with input from Carol Jerwood from Southwark diocese. The Working Party had met to look at how the Admissions Policy may be affected with the school expansion. **KS gave a brief outline of the Working Party's discussions – a written report to be sent to governors.** A lot of the parental feedback from the school expansion consultation process was concerning admissions. Any major proposed changes to the Admissions Policy for September 2017 must be subject to a six week consultation process which must take place between the beginning of October 2015 and the end of January 2016. The Admissions policy must be approved by SCC and the Diocese before the consultation. **The draft Admissions policy will be discussed in more depth at the Resouces meeting on Monday 19<sup>th</sup> October 2015 and brought to the November FGB meeting for approval.** *Subsequent to the meeting, it was agreed that the draft Admissions policy will be discussed by the full governing body at an extraordinary meeting being held on Monday 19<sup>th</sup> October*
- Kitchen extension – FD informed governors that following a number of delays, work on the kitchen has re-started and the kitchen should be completed by the Wednesday before half term. This should allow time for staff to be in place and trained ready for when the children return to school on 2<sup>nd</sup> November. There had been a number of issues in the summer holidays that had highlighted the importance of the school having daily communication with and more of a “project management” role with the contractors. *Subsequent to the meeting: at the most recent meeting FD attended on 08.10.15 Julian the surveyor said that the intended progress had not been made over the last two weeks since the last meeting (ie. Flooring, plastering, second fix electrical) so the new date for completion and handover is Monday 2nd November. SCS then need two days for handover, cleaning, training, stocking and dinners will be served from Wednesday 4th November. This has been communicated to parents. When FD pushed Julian as to the delay he was not able to be specific just to say that fault did not lie with the site foreman but with the scheduling of works from the owner of the company.*
- School Expansion – Bryan Ingleby will continue to lead this working party. There is a need for this working party to be a team of people with the

necessary skills and expertise to liaise with the SCC project management team, and looking ahead, the on-site contractors, and feed back to the governing body. **BI to produce and distribute to governors a list of the roles/skills needed in the group.** Members of the working party do not have to be governors. **Governors to contact Bryan if they are, or know someone who may be, interested in joining the team.**

*7.30pm SK joined the meeting*

**18. School Expansion – see Part Two**

Following a presentation and questions and answer session with Surrey County Council colleagues, governors had a robust discussion which is recorded as Part Two – Confidential business

**19. Emergency Procedures**

**LT to complete and send form to the SCC SE Area Education Officer.**

**20. Chair's Actions**

None.

**21. Minutes**

Due to the time, it was decided to defer approval of the minutes to the November meeting

**22. Matters Arising**

As above

**23. Head's Updates**

- Phonics Teaching  
Following consultation with all teaching staff and a review of the way phonics is taught within school, FD asked governors to urgently agree to funding (from the school's budget) a programme – Read Write Inc Phonics – which should have a dramatic effect on the children's learning. The programme follows a very clear structure with 30 minute daily sessions delivered through cross school teaching across all year groups. There will be ten groups across the school, all learning phonics at the same time. Two teachers would attend a two day intensive training course and would deliver the training to all teachers at the October Inset day. Governors agreed.
- New Ofsted framework  
Governors had received documentation relating to the main changes in the Ofsted inspection framework ahead of the meeting.

**24. Governor Monitoring Visits for 2015/2016**

**A schedule of governor monitoring visits for the year will be sent to governors.**

**25. Dates of FGB and Committee meetings for 2015/2016**

Date of next meeting: Tuesday 17<sup>th</sup> November 2015, 7pm

PA closed the meeting in prayer at 10.10pm