

## FULL GOVERNING BODY MEETING

**Monday 26<sup>th</sup> September 2016 at 7.00 pm**  
**at Reigate Parish Church Primary School, Blackborough Road, Reigate, RH2 7DB**

### AGENDA

	TOPIC	PAPERS	TIME <i>Estimated</i>
<b>1</b>	<b>WELCOME AND PRAYER</b>		
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b> a) Absence b) Agree apologies for absence.		2 mins
<b>3</b>	<b>DECLARATION OF INTEREST</b> a) Governors to return the Register of Interests form if not already done so. b) Governors to declare any interest in specific agenda items at this meeting.	Register of Interests	2 mins
<b>4</b>	<b>INSTRUMENT OF GOVERNANCE (IOG)</b> Governor to receive their copy of the new IOG for their records	New IOG (To be given at the meeting)	2 mins
<b>5</b>	<b>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2016-2017</b>  <u>Statutory Appointments</u> a) Chair Kevin Semple (Already appointed) b) Vice-Chair Brian Ingleby (Already appointed) c) Governor responsible for liaison with the LA in the event of allegation (Child Protection) against Headteacher - <b>To be appointed</b>  <u>Highly Recommended</u> Nominated governors with responsibility for: d) Child Protection/Safeguarding - <b>To be appointed</b> e) Special Education Needs and Disability (SEND) – Anna Randall (Already appointed) f) Looked after Children (LAC) – Anna Randall (Already appointed)		15 mins
<b>6</b>	<b>COMMITTEES</b> <i>(Statutory)</i> a) agree and approve membership of committees b) agree Terms of Reference c) agree membership of the Headteacher's Appraisal Panel d) agree membership of Pay Committee and Pay Appeals Panel.	Terms of Reference (TOR)  Committee group Membership	10 mins
<b>7</b>	Governors to agree School Development Plan (SDP) priority areas for monitoring and allocation of roles	School Development Plan paper	5 mins
<b>8</b>	<b>CONSTITUTION OF THE GOVERNING BODY</b> <i>(Statutory)</i> Under the current constitution:  Vacancies: none  Reappointments: Kevin Semple – PCC Foundation Governor – 31 <sup>st</sup> August 2020  New appointments: Claire MacBride – PCC Foundation Governor – 1 <sup>st</sup> September 2020 Mike Shaw – PCC Foundation Governor – 1 <sup>st</sup> September 2020	Constitution and/or list of governors	2 mins

	End of Term of Office 2016/2017 academic year: Esther Lyth – PCC Foundation Governor – 19 <sup>th</sup> December 2016		
9	<b>EMERGENCY PROCEDURES</b> ( <i>Statutory</i> ) Governors to ensure emergency contact information for the school is up to date and provided to Surrey County Council.	Emergency contact information	2 mins
10	<b>GOVERNORS' DETAILS; contact information and publication of data and Register of Interest</b>  <b>Contact Information for Governors</b> Governors to verify their contact details are correct and confirm information will be circulated amongst all governors, the school, Diocese and Babcock 4S Governance Consultancy.	Contact information form	2 mins
11	<b>PROCEDURAL MATTERS</b> a) <b>Code of Conduct</b> – statutory guidance states that a Code of Conduct should be maintained and communicated to all prospective governors. <i>All governors to sign the Code of Conduct.</i>  b) <b>Open or Closed Meetings</b> – governors to agree whether meetings will be open or closed.  c) <b>Alternative Participation/Voting Arrangements</b> – governors to agree their approach, in line with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.  <b>Protocol for participating in a 'virtual' meeting</b> – governing body to agree if governors/associate members will be able to participate and vote (governors only) at virtual full governing body meetings (and committee meetings) including but not limited to, by telephone, Skype and video conference.  d) <b>Professional Negligence Statement</b> - governors to consider recording the professional negligence statement: <i>Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.</i> Best practice would be to record this on each set of minutes.  e) <b>Confidentiality Statement</b> - governors must agree to respect the confidence of those items of business which the governing body decides are confidential. Governors may wish to record the following statement on their minutes and other governing body papers: <i>Governors should 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.</i>	Code of Conduct  Virtual Meeting Protocol quote	10 mins
12	<b>Governing Body Skills Audit</b> Review the audit and agree on priority skills required of newly appointed governors	Skills audit analysis Skills audit analysis report Succession breeds success	10 mins
13	<b>CPD Needs</b> Discuss Corporate and individual CPD needs for the coming academic year - Recommendations from skills audit - Jonathan Gambier training - Hot Topics feedback on importance of CPD for Governors		20 mins

<b>14</b>	<b>Pay policy</b> Governors to approve the Pay Policy	Pay Policy	2 mins
<b>15</b>	<b>ADMISSIONS</b> Governors to agree and decide upon the actions of two admission queries	Admission queries  Guidance document	5 mins
<b>16</b>	<b>MINUTES</b> <i>(if appropriate)</i> To confirm the minutes of the previous meeting as an accurate record, to be signed by the chair. 1. FGB – 20/6/16 2. EFGB – 11/07/16	Minutes from previous meeting	2 mins
<b>17</b>	<b>MATTERS ARISING FROM THE MINUTES</b> <i>(if appropriate)</i> To discuss and minute matters arising which are not covered by this agenda and ensure all actions completed. - Buildings update	Buildings update	5 mins
<b>18</b>	<b>CHAIR'S ACTION</b> <i>(statutory)</i> Chair to advise governors of <b>emergency</b> actions taken since the last governing body meeting and/or those decisions which have a significant impact on the development of the school.		5 mins
<b>19</b>	<b>MEETING SCHEDULE FOR ACADEMIC YEAR/DATE OF NEXT MEETING</b> <i>(Statutory)</i> Agree meeting dates for the forthcoming year	Calendar of governor meetings 2016-17	5 mins