



Reigate
Parish Church
Primary School

FULL GOVERNING BODY MEETING

Tuesday 19th September 2017 at 7.00 pm
at Reigate Parish Church Primary School, Blackborough Road, Reigate, RH2 7DB

AGENDA

		PAPERS	TIME <i>Estimated</i>
	<i>The meeting will start with a tour of the new Junior Block. The tour will start at 7pm sharp and last 20 minutes in order to keep the meeting time to 2 hours.</i>		20 mins
1	APOLOGIES FOR ABSENCE <i>(Statutory)</i> a) Absence b) Agree apologies for absence.		2 mins
2	DECLARATION OF INTEREST <i>(Statutory)</i> a) <u>Governors to complete</u> the Register of Interest Form if not already emailed to Clerk b) <u>Governors to declare</u> any interest in specific agenda items at this meeting.	Register of Interests	2 mins
3	APPOINTMENTS FOR THE EDUCATIONAL YEAR 2017-2018 <i>Clerk to chair this first item until the Chair appointment is confirmed.</i> <u>Governors to ensure</u> all the necessary appointments are made: <u>Statutory Appointments</u> a) Chair (Duncan Barkwith) b) Vice-Chair (Anna Randall) c) Governor responsible for liaison with the LA in the event of allegation (Child Protection) against Headteacher (Duncan Barkwith) <u>Nominated Governors - highly recommended and other appointments</u> <i>Nominated governors with responsibility for:</i> d) Child Protection/Safeguarding – Joanna Goddard (Already appointed) e) Special Education Needs and Disability (SEND) – Anna Randall (Already appointed) f) Looked after Children (LAC) – Anna Randall (Already appointed)		15 mins
4	COMMITTEES <i>(Statutory)</i> a) <u>Governors to agree and approve</u> membership of committees b) <u>Governors to agree</u> Terms of Reference c) <u>Governors to agree</u> membership of the Headteacher's Appraisal Panel d) <u>Governors to agree</u> membership of Pay Committee and Pay Appeals Panel (<u>Vacancy</u>). e) <u>Governors to appoint</u> an EYFS Governors	Committee membership Terms of Reference	10 mins

	disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them.		
9	MINUTES <i>(if appropriate)</i> To confirm the minutes of the FGB meeting on 12.06.17 as an accurate record, to be signed by the chair.	Minutes from previous meeting	2 mins
10	MATTERS ARISING FROM THE MINUTES <i>(if appropriate)</i> To discuss and minute matters arising which are not covered by this agenda and ensure all actions completed. a) Governors Development Plan – <u>Governors to vote</u> for the top 3 targets which can be the focus for the November FGB b) Protocol for Parent Governor election – <u>Governors to be aware</u> of the timeline and schedule for appointing a new Parent Governor	Minutes from previous meeting and action list GDP	5 mins
11	CHAIR'S ACTION <i>(statutory)</i> Chair to advise governors of emergency actions taken since the last governing body meeting and/or those decisions which have a significant impact on the development of the school. - The flat tenancy		5 mins
12	Verbal update from Frances about the start of term Closure days and pupil numbers update		5 mins
13	Ofsted Policy statement Policy statement on how when OFSTED might inspect school's which have changed their status – for information only	Policy statement	2 mins
14	Catering Framework agreement <u>Governors to agree</u> to renew the catering framework agreement with Commercial Services from 1.04.18.	Primary Schools Consultation letter	5 mins
15	School Development Plan <u>Governors to approve</u> the School Development Plan (SDP)	SDP	5 mins
16	MEETING SCHEDULE FOR ACADEMIC YEAR/DATE OF NEXT MEETING <i>(Statutory)</i> Agree meeting dates for the forthcoming year Next FGB meeting: Thursday 16 th November 2017	Calendar of governor meetings 2017-18	5 mins