



Learning God's Way

**FULL GOVERNING BODY MEETING**  
**Thursday 19<sup>th</sup> September 2024, 7pm in the Staff Room**

Meeting Focus – Beginnings

The meeting was covered with prayer. The Clerk chaired items 1-3. Emma Craughan chaired the rest of the meeting.

	<p><b>Present:</b> Brian Baker, Jane Burke, Emma Craughan (Co-Chair), Kate Goater, Al Knox, Debbie Ricks (Co-Chair) Chris Snell, Mark Standen (Vice Chair)  <b>Apologies:</b> Mike Jee (Head), Leila Kemp, Carolyn Lorimer  <b>Clerk:</b> Jennie Ring  <b>Also present:</b></p>	<b>Action</b>
1	<p><b>Apologies for absence</b> – were received and accepted from Mike Jee, Leila Kemp and Carolyn Lorimer</p>	
2	<p><b>Declaration of Interest</b> – none</p>	
3	<p><b>Election of Co-Chairs and Vice Chair</b></p> <p>With candidates absent from the meeting Debbie Ricks and Emma Craughan were unanimously elected as Co-Chairs for a year, and Mark Standen was elected unanimously as Vice-Chair for a year.</p> <p>The need to be mindful of Debbie Ricks's intention of resigning from the governing board at the end of this academic year leading to the likely need for another to take over her Co-Chair spot was mentioned.</p>	
4	<p><b>Urgent matters to be considered for inclusion</b> - none</p>	
5	<p><b>Membership of the governing body and succession planning</b></p> <p>There is one Foundation Governor vacancy. There are 2 or 3 possible candidates connected with St Margaret's Church. It is hoped to have made decisions by next meeting.</p> <p>In the light of the information shared during item 3 – the need for a Co-Chair for September 2025 - and the opportunity to shadow was mentioned. The Lead role which Mrs Ricks carries for Safeguarding and attendance was discussed. It was agreed that Kate Goater, who is Designated Safeguarding Lead-trained shadow Mrs Ricks this year and take on the Safeguarding Lead role, with attendance, in September 2025.</p>	<p><b>MS</b></p> <p><b>Clerk</b></p>

6	<b>Approval of minutes 4<sup>th</sup> July 2024</b> – the minutes were agreed and signed.	
7	<p><b>Matters arising</b></p> <p><b>General matters arising - none</b></p> <p><b>The action table from July’s meeting</b> was reviewed:</p> <p>Item 3 (minute 119/133/149) – following the visit in July with the Bursar it was reported that the financial picture as observed was as the Head has outlined – the budget is tight but the school is still “above water”. There is an unresolved question of payment to the builders of the Tomlin Centre from the local authority, resulting in reticence from the builders to attend to snagging issues. The Teacher-in-Charge at the Tomlin Centre reports only minor snagging issues.</p> <p>Item 8 (minute 160) – it was agreed to follow this up for next meeting.</p> <p>Item 9 (minute 161) – governors were requested to update the skills audit integral to Governor’s Virtual Office (GVO), amend the date to indicate a review had taken place, even if no changes were necessary and contact the Clerk if there were any questions.</p> <p>The Clerk confirmed that audits with a date before July 2024 would need review.</p> <p>All other actions were complete.</p>	<p><b>Clerk</b></p> <p><b>All</b></p>
8	<p><b>Annual compliance</b></p> <p>Governors were asked to use GVO or the signing sheets tabled at the meeting to indicate completion of annual compliance items: Keeping Children Safe in Education 2024, Part 1; the governor’s Code of Conduct, and annual Register of Interests declaration.</p>	<p><b>CL</b> <b>MS</b> <b>LK</b> <b>MJ</b></p>
9	<p><b>Governor Roles &amp; Responsibilities 2024-25</b></p> <p>The Co-Chair took a note of the cohorts of the school to which governors had family in. Governors were invited to give feedback on the draft and, when the draft document is added to GVO, to leave any comments there. It was agreed to finalise the document in time for the next meeting, including committee membership.</p> <p>One governor, who has finance assigned to her as a monitoring area spoke of being willing to continue in that role, having undertaken some training to support it, but stressed it’s not her area of expertise.</p>	<p><b>CoChs</b></p> <p><b>Clerk</b></p>
10	<p><b>Questions arising from monitoring visits</b></p> <p>There have been no visit reports received since the July meeting.</p> <p>A brief discussion took place on the value of activities during the inset day at the beginning of term. Mrs Burke agreed to write a brief report and invited other governors to contribute comments.</p>	<p><b>JB</b> <b>Any gov</b></p>
11	<b>Policies</b> – none	

	The Clerk alerted governors to the presence of a current list of policies and their status compiled by the School Secretary in the GVO Policy Maintenance folder. The Co-Chair suggested governors review this.  The Clerk will be liaising with the School Secretary around policies due to be brought to governors next week.	<b>All</b>  <b>Clerk</b>
12	<b>Chair's Action</b> – none	
13	<b>Date of next meeting</b> – Thursday 17 <sup>th</sup> October 2024, 7pm in the Staff Room	

#### ACTION TABLE – FGB 19<sup>th</sup> September 2024

D = Done

Blank = give update

	Minute:	Action from:	Action by:	Status
1	5	Mark Standen – follow up candidates for Foundation Governor with a view to a decisions by next meeting	Next meeting 17 <sup>th</sup> October	
2	5	Clerk – note Kate Goater as lead for Safeguarding and attendance from Sept 25	Post meeting	
3	7	Item 8 from July's action table: LK – compile parent voice from emails and meetings re EHCP annual reviews	Next meeting 17 <sup>th</sup> October	
4	7	All – if Skills Audit last updated before July 2024 please review and update, editing the date whether or not changes have been necessary	Next meeting 17 <sup>th</sup> October	
5	8	CL, MS, LK and MJ – through signing sheets at October mtg or through GVO complete annual compliance items	Next meeting 17 <sup>th</sup> October	
6	9	Co-Chairs – edit the draft GB Roles & Responsibilities document to bring final version for agreement next meeting	Next meeting 17 <sup>th</sup> October	
7	9	Clerk – include above in the meeting pack for October meeting	10 <sup>th</sup> October	
8	10	JB and any governor – write a brief report on inset day activities – comments for inclusion welcome from any governor	Next meeting 17 <sup>th</sup> October	
9	11	All – review the List of Policies in GVO Policy Maintenance folder	Next meeting 17 <sup>th</sup> October	
10	11	Clerk – liaise with School Secretary on policies to be brought to governors this term	By 27 <sup>th</sup> September	