**Tutshill Church of England Primary School**

**AGM meeting**

**3rd September 2020**

**5:00pm – 6:00pm**

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| Attendees | Apologies | Absent |
| Jennifer Lane (HT)  Marion Evans  Katharine Clarke  Amanda Cooper  Lisa Hebborn  Natalie Fryer  Abigail Ryder  James Bradbury  Diana Cave  Jo Kibble  Tom Robinson | David Treharne  Alex Watson |  |
| Meeting held virtually through Microsoft Teams | | |

**AGENDA**

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| No | **Item** | Time Required | Key Input From | Purpose |
|  | **Welcome** | 5 mins | Clerk |  |
|  | **Opening Prayer** | 5 mins | DT |  |
|  | **Declarations of Interest** | 5 mins | All | Sign and return |
|  | **Election of Chair and Vice Chair** | 5 mins | Clerk |  |
|  | **Code of conduct** | 5 mins | Chair | Agree, sign and return |
|  | **Terms of Reference/ Standing Orders Policy** | 5 mins | Chair | Agree, sign and return |
|  | **Confidentiality** | 5 mins | All | Sign and return |
|  | **Committee Membership** | 15 mins | Chair | Agree |
|  | **Any Other Business** | 5 mins | Chair |  |
|  | **Agree dates of FGB meetings for year 2020/21** |  | Chair |  |
|  | **Next Meeting FGB:**  **To be agreed** | 5 mins | Chair |  |

**Minutes**

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| No | **Subject** | Actions |
|  | **Welcome**  Clerk welcomed all to meeting. Apologies accepted from David Treharne and Alex Watson. Natalie Fryer joined the meeting late due to connectivity issues. |  |
|  | **Opening Prayer**  Marion Evans took the opening prayer. |  |
|  | **Declaration of interest**  Clerk asked if there were any declarations of interest. Nothing declared. | Clerk to update declaration of interest register. |
|  | **Election of Chair and Vice Chair**  All members were asked to submit votes for Chair and Vice Chair to the clerk via email prior to the meeting in order to ensure current Co-Chairs and vice Chair were not present at time of vote. Clerk advised all votes had been received and Governing Body had voted for Marion Evans and Katharine Clarke to remain as Co-Chairs and James Bradbury to remain as Vice Chair. Term of office for positions is one year.  It was agreed that Katharine Clarke would chair the remainder of the AGM. |  |
|  | **Code of conduct**  All Governors agreed that they had read model code of conduct for National Governance Association updated for 2020 and were happy to work within guidance. Governing Body agreed to adopt document. It was noted that the roles and responsibilities definitions were helpful. | ME to sign and return document electronically on behalf of GB. |
|  | **Terms of Reference/ Standing Orders Policy**  Terms of reference were circulated to all members prior to meeting. It was noted that terms of reference should be updated to reflect virtual and remote ways of working and meeting. A Governor asked how long virtual meetings were likely to carry on for. This is not known at this stage although it is likely that committee meetings may take place in school before full Governing Body meetings due to the number of members involved and social distancing requirements. It is unlikely that any meetings will be at held at school before Christmas.  Standing Orders Policy was circulated to all member prior to meeting. It was noted that this document should be updated to reflect that documents are now put online at least one week in advance of meetings. Any indication that they will be provided physically will be removed.  Both documents were agreed with changes as above. | Updates to policy to be made and sent to ME for signature |
|  | **Confidentiality**  All Governors were reminded that confidentiality agreements had been received and signed. |  |
|  | **Committee Membership**  New Governors have been allocated to committees and all were happy with committees in which they had been placed. HT offered to meet with new members prior to committees to ensure understanding.   |  |  |  |  | | --- | --- | --- | --- | | **Teaching and Learning** | **Finance and Premises** | **Human Resources** | **Collaboration oversight Group** | | **Convenor:**  Kathy Clarke | **Convenor:**  James Bradbury | **Convenor:**  Marion Evans | Marion Evans  Kathy Clarke | | **Members:**  Alex Watson  Tom Robinson  Jennifer Lane | **Members:**  Kathy Clarke  Jennifer Lane  Nina Williamson  Lisa Hebborn  Jo Kibble | **Members:**  Kathy Clarke  Jennifer Lane  Diana Cave | | **Meeting day and time:**  Friday @10.00am | **Meeting day and time:**  Friday @8.30am | **Meeting day and time:**  Friday PM | |  |
|  | **Any Other Business**  A Governor asked if the associate member terms need to be renewed. The clerk advised that associate membership only lasts for a year and therefore terms need to be renewed. It was agreed that Natalie Fryer would renew her term on the Teaching and Learning committee as an associate member. Marilyn Henderson has also made contact to say she would like to remain as an associate member. John Ross Henderson will be contacted to see if he would like to continue as an associate member.  A Governor asked whether the feedback for the re-opening of school had been good. It was noted that generally the response has been good however there is concern over parents congregating on the pavement outside of school. In order to help with the situation a letter has been sent to parents to remind of procedures and advise of updated plans. Staff will have a greater presence in the morning to encourage parents to line up correctly and move away from gates as soon as possible. HT is concerned with having staff on pavement as social distancing will be difficult and we do not want to put the staff at increased risk. It was agreed that this should only be necessary for a couple of days to model approach by which time it is hoped parents will recognise what is needed to get children into school safely. A Governor asked if there was a possibility for Year 5 and 6 children to be allowed to line up without parents if able to which would reduce the numbers of adults on the pavement. It was agreed that this would be considered in future. It is recognised that there is a bottleneck at the one of the entrances and it is difficult to ensure social distancing but school is listening to parents and taking on feedback and will make changes where it is safe and appropriate to do so. A Governor asked if the playground can be used for parents. The Health and Safety unit at Gloucestershire have said the advice is not to allow parents on site. If this is the only option then parents must wear mask and ensure social distancing guidelines followed.  Governors would like to thank staff for re-opening and quick response to feedback from parents. |  |
|  | **Agree Dates of FGB Meetings 2020/2021**  FGB 1 has been agreed for **28th September 2020 @ 18:00pm**  Dates for remaining meetings and committee meetings to be agreed. | Proposed dates to be emailed to all. |
|  | **Next Meeting FGB:**  **28.09.2020 @ 18:00pm** |  |

Text Key:

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|  | Red text = actions |
|  | Blue text = proposed/seconded |
|  | Orange text = suggestions |
|  | Purple text = questions |

Signed……………………………………………………………(Chair) Print……………………………………………………..………….. Date…………………………..