**Tutshill Church of England Primary School**

**AGM meeting**

**12th September 2019**

**4:30pm – 5:30pm**

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| Attendees | Apologies | Absent |
| Jennifer Lane (HT)  Marion Evans Interim Chair (ME)  Katharine Clarke (KC) Acting Vice Chair  Vicar David Treharne  Alex Watson  Amanda Cooper  Lisa Hebborn  Natalie Fryer (Acting Clerk)  Abigail Ryder  James Bradbury (JB) - Late | Surraya Rowe | Suzanne Osley |
| Natalie Fryer acting as clerk. | | |

**AGENDA**

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| No | **Item** | Time Required | Key Input From | Purpose |
|  | **Welcome** |  | Clerk |  |
|  | **Opening Prayer** | 02 mins | DT |  |
|  | **Election of Chair and Vice Chair** | 05 mins | Clerk |  |
|  | **Declaration of interest** | 05 mins | Chair | Sign and return |
|  | **Code of conduct** |  | All |  |
|  | **Confidentiality** |  | All | Sign and return |
|  | **Committee Membership** | 15 mins | Chair | Terms of reference |
|  | **Any other business** | 05 mins | Chair |  |
|  | **Agree dates of FGB meetings for year 2019/20** |  | Chair |  |
|  | **Next Meeting FGB:**  **Agree date for 1st meeting next year** | 05 mins | Chair |  |

Minutes

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| No | **Subject** | Actions |
|  | **Welcome**  Apologies accepted from Surraya Rowe. JB will be arriving late. |  |
|  | **Opening Prayer**  Vicar David Treharne performed the opening prayer. |  |
|  | **Election of Chair and Vice Chair**  HT proposed Co-Chair of Governors to capitalise on the experience and expertise of ME and of KC. The option was opened to Governors. Challenge/support was requested as last year.  A Governor asked how the casting vote would be managed.  HT said that agreement would be made between the two Chairs and that one Chair could voice the agreement.  It was asked whether both Chairs would have to agree.  There would be an alternating Chair position. The person holding Chair at that time would have the casting vote.  ME and KC left the meeting. The clerk asked the remaining members to vote. The Board unanimously voted for ME and KC as Co-Chair of Governors. ME and KC returned to the meeting.  It was asked whether the Governing body wanted a vice chair.  HT advised that consideration must be given to succession planning.  A Governor asked that the members wait until JB arrived before going to vote.  Governors agreed that succession planning was important. The Diocese strongly discourage ex-officio Governor to take on role of Chair or Vice Chair.  The Governing Body is short on numbers. Vacancies are 1 Co-opted Governor, 1 Local Authority Governor and 2 Foundation Governors.  Two potential Governors have been approached.  A Governor asked whether there was potential to invite local businesses. HT to draft letter for businesses/ large companies.  It was advised that the Governing Body should not take on any more parents as a balanced approach is needed. Associate Governor roles are still available.  It was asked whether these roles are advertised.  JB arrived 4.55pm.  HT and ME explained that the role of Chair will be shared. JB offered to take on the role of Vice Chair.  ME proposed JB for the position of Vice Chair. JB left the meeting. Remaining members unanimously voted for JB to take on role of Vice Chair.  HT concerned that the decision was very quick and offered JB the option to think about the decision.  ME said there was need for approval of associate Governors.  John Ross : PE  Marilyn Henderson : Early Years  Natalie Fryer  Nina Williamson  KC asked will there be any difficulties if NW is clerk. HT said a declaration of interest will be completed.  ME said that KC term has come to an end. KC term extended for a further 4 years.  JB returned to room.  ME offered JB the option to think about decision. | HT  NW |
|  | **Declaration of interest**  Declaration of Interest form to be shared at each meeting as appropriate. HT has been told they only need to be completed if there is a change or there will be a conflict from specific points on the meeting agendas. |  |
|  | **Code of conduct**  HT recommended that the School adopts the National Governors Association document again this year.  All to read before FGB on 30th September 2019, any issues to be raised by email. A signature sheet will be issued at next meeting for agreement. | All |
|  | **Confidentiality**  All have signed confidentiality agreement at start of term. ME reminded all Governors about terms. |  |
|  | **Committee Membership**  Personnel: Marion Evans, Katharine Clarke, Jennifer Lane  Finance & Resources: James Bradbury to Chair and convene, Jennifer Lane, Katharine Clarke, Lisa Hebborn  Teaching & Learning: Katharine Clarke convenor, Jennifer Lane, Surraya Rowe, Alex Watson, Natalie Fryer to join as appropriate.  Previously Governors were linked with class and subject. Class links have stopped but subject link has been retained. It is important to know how subjects are run. HT said that all Governors are to complete class visits linked to SDP, this opens up opportunities to see classes but linked with overall learning.  The idea of a focus is a good thing. HT said all Governors know priorities from SDP.  It was asked if Governors will choose a subject link or will they be given them. HT said Governors will choose.  A Governor agreed that the way forward is to link with school priorities. It is important to emphasise flexibility linked with interest and is really important for all Governors to be involved.  HT said a guidance document for Governors has previously been created. The process will be to share good practice. It is courteous to let teachers know dates and agree with teaching staff. A Governor said that it was about what the school needs. The Governors try to make the school the best it can be.  HT reminded Governors that the new role was to monitor the SDP. A Governor said feedback must be focussed and useful.  HT said each Governor to complete 2 visits a year with support given for completing paperwork.  A Governor asked whether duplication would be a problem. HT said it is important to create a robust system by reporting back to fellow Governors. The twice a year structure was supported.  HT said SDP to be looked at next meeting with areas of interest raised and considered.  It was asked whether Governors should give presentation about what they do? HT answered that skill sets of Governors should be declared at FGB1.  A Governor asked about Governor training and raised the issue of school visits further commenting that everything that Governors do is valid and does not have to link with committee. HT said that when Governors joined the school all created a pen portrait and this is to be completed by next meeting with interests.  AC left meeting at 4.15pm.  Pen portraits are to be key part of agenda for next meeting. | All  All |
|  | **Any other business**  Take away and make amendments to Terms of Reference and Standing Items and return to office.  It was asked if we need to revisit vision as part of SIAMS visit? HT said we need to assign biblical quote to vision. A working party or committee is to be created to review.  There is a clerk vacancy. NW had volunteered to pick up some extra work. There may be a conflict of interest with FGB and some committee meetings particularly with finance. | All |
|  | **Agree dates of FGB meetings for year 2019/20**  G1 Monday 30th September 2019 @ 18:00  G2 Monday 18th November 2019 @16:30  G3Monday 13th January 2020 @ 18:00  G4 Monday 16th March 2020@ 16:30  **Personnel Committee**  HR1 Friday, 27th September 2019 @ 11.00am  **Finance Committee**  F&R1 Friday, 4th October 2019 @ 8.30am  **Teaching & Learning Committee**  T&L Friday, 4th October 2019 @ 10.30am |  |
|  | **Next Meeting FGB:**  **30th September 2019 @ 18:00pm** |  |

Text Key:

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