

THE GOVERNING BODY OF BRENT KNOLL SPECIAL SCHOOL

Minutes of a meeting of the Governing Body held at the school on

Tuesday 17 July 2018 at 6:00 pm

Membership

| Name | Initials | Designation | Term of Office End date | Attendance |
|----------------------------|----------|-----------------------------------|----------------------------|-------------|
| Mr. Andy Taylor | AT | Acting Head | Ex-Officio | Present |
| Mrs. Liz Bailey | LB | Co-opted Governor (Chair) | 02/03/2019 | Present |
| Mr. Cassim Bakharia | CB | Foundation Governor (Vice Chair) | 20/03/2021 | Present |
| Ms Kate Nicklin | KN | Staff | 06/10/2020 | Present |
| Mr. Tom Doodson | TD | Foundation Governor | 09/03/2020 | Apologies |
| Mr. Simon Whitlock | SW | Co-opted | 22/05/2021 | Apologies |
| Mr. Oluwafela (Fela) Ajayi | FA | Parent Governor | 25/09/2021 | Apologies |
| Ms. Cheryl Cowie | CC | Parent Governor | 16/11/2021 | Present |
| Mr. Geoffrey Paul | GP | Parent Governor | 24/03/2022 | Not present |
| Mr. Tom Livingstone | TL | Co-opted | 31/08/.2020 | Present |
| Mr. James Rene | JR | Local Authority | 26/09/.2020 | Present |
| Ms Gill Stephenson | GS | Foundation Governor | 20/03/2021 | Present |
| Ms Laura Deitz | LD | Foundation Governor (from18.07) | 17.07 2022 | Present |
| Also | | | | |
| Ruth Elliot | RE | Chair of Watergate School | N/A | Present |
| Mr. Mike Garrick | MG | Clerk | N/A | Present |

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| 1.0 | <u>WELCOME , APOLOGIES & DECLARATIONS OF INTEREST</u> |
| 1.1 | The Chair opened the meeting by welcoming everyone; apologies for absence were received from Simon Whitlock, Tom Doodson and Fela Ajayi. |
| 1.2 | Declaration of Interest: Governors were reminded that they must declare conflicts and pecuniary interests before items are discussed, and must withdraw from the meeting while the item is under discussion. No declaration of interest was received. |
| 2.0 | <u>BRENT KNOLL & WATERGATE TRUST - DEVELOPMENT FUNDING</u> |
| 2.1 | A paper about proposals for funding the development of the Brent Knoll and Watergate Trust had been circulated with the agenda papers. The Chair and Ruth Elliott (RE), Chair of Watergate, took the governors through the proposals, providing a summary of the work recently undertaken by Alex Brookes Johnson (former Chief Executive of Wide Horizons Trust) who had been engaged as a consultant to the Trust. The work undertaken so far included the development of short, medium and long term objectives, consultations and engagement of current and prospective stake holders. |
| 2.2 | In summary, there was a cost of approximately £47K for each of the schools to support the developments, as proposed, for the 2018/19 financial year. RE advise that the paper had already been discussed by the governors at Watergate. It was noted that a great deal had been achieved in a short time and in principle support for the objectives in particular, the provision of a 'home school support ' service similar to that already in place at Brent Knoll. |
| 2.3 | Governors discussed the matter and length and shared views about the cost and potential benefits. It was noted that the majority of the costs/funding related to the recruitment and Chief Executive and home school support role. It was acknowledged that the current model of leadership i.e. alternating the CEO role between the 2 Headteachers was not sustainable in terms of driving the |

| <p>2.4</p> <p>2.5</p> <p>2.6</p> <p>2.7</p> <p>2.8</p> <p>2.9</p> | <p>proposed changes and development. However, the financial position at Watergate was said to be challenging and there were questions about the costs and benefits to existing pupils/students and on the long term sustainability of the Trust. It was noted that the objective was for the Trust to become self funding (The CEO to generate the necessary income/funding) but that this was unlikely to be achieved quickly. Each of the schools had already contributed approx £28K, recruitment to the CEO and home school liaison roles and sundry costs would add a further £19 -20K up until the end of March 2019.</p> <p>The governors at Watergate felt that the contract of the consultant that ends at the end of July should be extended until the end of November on the basis that he can secure funding for the October 2018 holiday play scheme. It was felt that by then the Trust would be better able to evidence and evaluate the viability of the business model/options for going forward. RE commented that the governors of Watergate gave a greater priority to recruitment to the home school support role than to the CEO.</p> <p>There were comments, questions and concerns from the governors; this included a view that without the CEO to take the matter forward, the Trust was unlikely to succeed; there was a need to attract other schools to the Trust; that an investment was needed at this point as funding going forward was likely to be challenging; that provision should be made but on a tapering basis.</p> <p>There was a question about the type of contract on which the CEO would be employed. The Chair advised that although a job description had been prepared the Trust had not yet decided on this. Comment was made that the business plan for the Trust needed to have a robust plan for income generation. The Chair proposed and it was AGREED that a joint working group of governors be convened to consider further the options for going forward. The Chair of both governing bodies to make contact with respective governing bodies to secure membership and arrange a meeting.</p> <p>A governor asked about existing partners to the Trust and contributions that they could make. Reference was made to the proposals for partnership working with Phoenix Housing; a grant had been secured from Phoenix to fund the Trust's summer holiday scheme.</p> <p>After consideration and discussion, the governing body of Brent Knoll School AGREED to recommend to the Trust that the contract of the consultant be extended to the end of November to enable a fuller evaluation of the business plan/model in terms of the priorities for income generation.</p> <p>RE was thanked for her attendance at the meeting she left at 6:50 pm.</p> | | | | | | | | |
|---|---|------------|---------------|------------|-------------|-----------|---|--------|-------------|
| | <table border="1"> <thead> <tr> <th data-bbox="224 1312 316 1344"></th> <th data-bbox="316 1312 1221 1344">Action</th> <th data-bbox="1221 1312 1372 1344">Who</th> <th data-bbox="1372 1312 1539 1344">When</th> </tr> </thead> <tbody> <tr> <td data-bbox="224 1344 316 1449">A1</td> <td data-bbox="316 1344 1221 1449">Joint Governing Body (Brent Knoll & Watergate) working group to be set up - to give feedback/recommendation to BK & Watergate Trust Board.</td> <td data-bbox="1221 1344 1372 1449">Chairs</td> <td data-bbox="1372 1344 1539 1449">Autumn 2018</td> </tr> </tbody> </table> | | Action | Who | When | A1 | Joint Governing Body (Brent Knoll & Watergate) working group to be set up - to give feedback/recommendation to BK & Watergate Trust Board. | Chairs | Autumn 2018 |
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| A1 | Joint Governing Body (Brent Knoll & Watergate) working group to be set up - to give feedback/recommendation to BK & Watergate Trust Board. | Chairs | Autumn 2018 | | | | | | |
| <p>3.0</p> <p>3.1</p> | <p><u>CHANGE TO THE BUSINESS FOR THE MEETING</u></p> <p>The item below (item 4) was added to the business of the meeting.</p> | | | | | | | | |
| <p>4.0</p> <p>4.1</p> | <p><u>LONG STANDING MEMBERS STANDING DOWN – TOM LIVINGSTONE AND GILL STEPHENSON</u></p> <p>The governing body acknowledged the contribution made to the school by two longstanding members of the governing body for whom this was their final governing body meeting. Tom Livingston who had served as a governor for 31 years plus and Gill Stevenson who had been a member of staff at the school and served as a governor for a considerable number of years.</p> | | | | | | | | |

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| 4.2 | Tom spoke of his service to the school and governing body over the years particularly highlighting past challenges to keep the school open, recruitment of Headteachers, leading on the new build, the work undertaken to set up the Trust and recently establishing a link with Sydenham Gardens. |
| 4.3 | Gill spoke particularly about work at the school as a Speech and Language Therapist, the lasting friendships made and enjoying the time as a governor and the contribution that she was able to make. The Chair thanked both for their expertise, commitment and hard work and presented each with a gift from the governing body. |
| 4.4 | It was noted that both would attend the school Achievement Assembly to which all other governors were invited. |
| 5.0 | <u>MINUTES OF THE LAST MEETING & MATTERS ARISING</u> |
| 5.1 | Minutes: The Minutes of the Meeting held 22 May 2018 had been circulated with the agenda papers. After consideration, the Minutes were AGREED as a true record and were duly signed by the Chair. |
| 5.2 | Matters Arising (not included elsewhere on the agenda) |
| 5.2.1 | School Improvement Visit - Previous Minutes section 2.10: It was noted that details were included in the Headteacher's Report to be considered later in the meeting. |
| 5.2.2 | Pupil Premium Lead - Previous Minutes section 3: There was a question (Q) from a governor 'Has a successor to Liz Douglas been agreed? The A/Head stated that arrangements would be made – further details were included in the Headteacher's Report. |
| 5.2.3 | Website Compliance - Previous Minutes section 5.2.2: The A/Head advised that the site had been reviewed and was compliant. It was noted that, the changes notified at this meeting would be entered on the governor information section. There were photographs of the governors on the website with the exception of a couple of governors – Cheryl Cowie (CC) to follow up with the governors concerned. |
| 5.2.4 | OFSTED tool Kit - Previous Minutes section 5.2.5: The tool kit was part of the school's Ofsted readiness preparations. It was noted that the Chair, Vice Chair, Simon Whitlock (SW) and Cheryl Cowie (CC) had agreed to be included on the tool kit document as the primary governor contacts for the purposes of a visit by Ofsted. |
| 5.2.5 | Governor Information – Previous Minutes section 5.2.8: The Chair advised that all governors should now have access to 'The Key' and National Governance Association (NGA) information websites as the subscription from the governing body had been paid. One governor reported a difficulty with the NGA site, she, however, advised that problem was being resolved. |
| 5.2.6 | Governance Review – Previous Minutes section 7.9: The Chair advised that had asked the reviewer to provide an example of what an outstanding governing body looks like. A reply was currently awaited but would be shared when received. |
| 5.2.7 | Curriculum Committee – Previous Minutes section 7.5: The governors agreed not to continue the practice of this committee meeting on the same day as the full governing body and reduce the number of committee meetings to three per year. Dates to be discussed later in the meeting. |
| 6.0 | <u>GOVERNING BODY MEMBERSHIP</u> |
| 6.1 | Resignations: It was noted that Ms Gill Stephenson had resigned as a Foundation governor and Tom Livingstone as Co-opted governor. |

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| 6.2 | <p>New Foundation Governor: Ms Laura Deitz (LD) was present at the meeting, those present introduced themselves. The Chair advised that the LD replaces GL as a Foundation Governor with effect from the end of this meeting. The appointment was made by the Co-operative Trust at its last meeting for a 4 year term of office. LD advised that she was the parent of a child at the school, that she had substantial work experience in the area of Special Education and business including voluntary work with a local charity and social enterprise.</p> |
| 6.3 | <p>Vacancies: It was noted that there was now a co-opted vacancy to fill. The Chair stated that she would make contact with Governors Services at the LA and arrange to review their database of candidates seeking to become school governors. Progress to be reported back at the full governors meeting in the Autumn Term 2018 (second meeting)</p> |
| 7.0 | <p><u>GOVERNORS' INFORMATION , ACTIVITIES AND TRAINING</u></p> |
| 7.1 | <p>Skills Audit and Completion of Impact Challenge Evidence (ICE) Pack: The A/Head took the governors through an outline draft of the document which was screen on the Whiteboard. It was noted that governors would go through the document at the Governors Away Day. Clarification was sought from the A/Head about what constitutes 'excellent progress', the setting of targets, tracking of progress in other than the core subjects and moderation. It was noted that at the first governing body meeting in the Autumn, governors would be provided with the detailed achievement outcomes for 2017/18. Governors would then be able to answer the questions in the ICE pack challenge and gain a full understanding of the data and relate actions and areas of development to the School Improvement Plan and School Self Evaluation.</p> |
| 7.2 | <p>It was noted that the draft ICE pack information was on the governors area of the school website – the A/Head AGREED to send an electronic copy of the draft to the 4 governors named on the Ofsted Tool Kit document so that they can go through the document at the start of term.</p> |
| 7.3 | <p>Skills Audit: Cheryl Cowie (CC) advised that the audit summary/analysis was now on the governors' area of BKS Connect; she undertook to send the new governor an audit form to complete. The Chair reported that the governing body had been offered up to 2 places on a Governance Leadership course. She advised of the commitment required and invited those governors interested to contact her for further details.</p> |
| 7.4 | <p>Being Strategic: Information was provided that the National Governance Association and Wellcome had produced a guide for governors setting out an annual cycle for creating, monitoring and reviewing strategy along with advice and questions for governors to ask. Details of how to access the document online was provided. The information was noted.</p> |
| 7.5 | <p>Procedures for remote attendance at meetings: Governors are advised to ensure that they have procedures in place setting out the conditions under which governors can take part in meetings via remote connections including, but not limited to, telephone or video conference. It was noted that the governing body already has a Virtual Attendance Policy in place for review at the first full governors meeting in the Spring Term 2019.</p> |
| 7.6 | <p>Code of Conduct (Revised): A draft code of conduct for governors at Brent Knoll had been circulated. The governors discussed and AGREED the code noting that it follows the principle and requirements set out in the model code of conduct from the National Governance Association and included a commitment to undertake training. The code to be signed by all governors at the next meeting of the governing body.</p> |
| 7.7 | <p>Election of Chair and Vice Chair: It was noted that the governing body had previously agreed to hold bi-annual elections of Chair and Vice Chair and that the election for Chair and Vice chair would not be held in the same academic year. The next election of Chair was due at the first meeting of the governing body in the Spring Term 2019 and Vice Chair in the Spring term 2020.</p> |

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| | Governors to review if they wish to continue this model in the Autumn term 2018. |
| 7.8 | Governor Visits to the school: It was noted that there had been visits from, the Chair, Cassim Bakharia (CB), Simon Whitlock (SW), Gill Stephenson (GS), James Rene (JR), and Geoffrey Paul (GP) involving learning walks since the last meeting. The Head highlighted that reports back from the visits were included on BKS Connect; a template was available for governors to complete. |
| 7.8.1 | The Chair spoke about the value of seeing the Teaching and Learning in processes, the very good behaviour of the students, their readiness for learning and enthusiasm. Also, on how well the school site continues to be maintained. |
| 7.8.2 | CB advised of his last inspection of the Single Central Record, all was now in order; a past issue was to ensure copies of employment references on to individual staff files- this had now been done. He also gave feedback on his recent visit to observe the implementation of the new dismissal procedures at the end of the school day. He commended the provision of seating inside for waiting parents and felt that the procedures were effective and working well. CB stated that he would be making a further visit to ask some follow –up questions of staff. |
| 7.9 | Governors training: CC commented that as part of the Skills Audit, governors were asked about training needs – the outcomes were included in the Skills Audit report on BKS Connect. The next training offer from the Local Authority would be provided at the start of the Autumn term. |
| 7.9.1 | The Chair and CC encouraged governors to attend training. It was suggested that online training and or in-school training be considered. It was also suggested the training be provided as part of the Governors Away Day. The A/Head undertook to consider including some training as part of the Away Day and to share the schedule of Staff INSET for 2018-19 when formulated so that governors can attend if appropriate. |

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| A2 | Governors Training – Head and Chair to look into including as part of the Governors Away Day | A/Head | Autumn term |
| A3 | Staff INSET schedule to be shared with governors | A/Head | ASAP |
| A4 | Procedures for remote attendance at meetings : Review in the Spring term | A/Head | Spring 2019 |
| A5 | Code of Conduct (Revised) – To be signed by governors at the next FGB | All Govs | Autumn term |

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| 8.0 | <u>HEADTEACHER'S REPORT</u> |
| 8.1 | Headteacher's Report had been circulated to governors electronically by email and then screened at the meeting. The A/Head took the governors through the report highlighting main headlines and responding to questions from the governors. He spoke about the work done to review roles and responsibilities of the middle and senior leaders, taking a whole school approach – looking at the curriculum across both primary and secondary, the school improvement and development work with Challenge Partners and with cross borough special schools partnership. Information was also provided about the successful work with the middle and Senior Leaders on Teaching and Learning and Assessment. Also, on the consolidation of changes in line with the school development priorities for the coming academic year. |
| 8.2 | The A/Head informed governors of a visit on the previous day from the local MP. Concerns were shared with the MP about the increasing difficulties for students and their families in accessing support from Social Services and Children and Adolescent Mental Health Services (CAMHS). |

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| 8.3 | In answer to questioning around Teaching Learning and change of roles; the A/Head spoke of the work done to align the curriculum development plans to the school vision and School Improvement Plan. Changes had been made to the timetable for appraisals for the forthcoming year, delegating/ sharing responsibilities for undertaking the appraisals to include the middle leaders as part of building capacity lower down the school. It was expected that appraisals would be completed in the first half term in the Autumn and that recommendations for pay and progression could be considered in the second half of the Autumn term. |
| 8.4 | Attention was directed to the report following the last school improvement visit. The A/Head felt that the report from the LA School Improvement Adviser was very positive. He particularly commended the help, support and guidance provided by the Consultant Head, Rob Thomas in the last two terms. The governors were asked to note there was now clarity on the banding and admissions arrangements with the LA going forwards and that the school would be full at the start of the forthcoming academic year. |
| 8.5 | Staffing: The governors received information, further discussed in the confidential section of the meeting about the consultations with the Learning Support Assistants. Details were provided about staffing changes – staff due to leave at the end of term and those to start in the new academic year. The A/Head spoke in particular about the retirement of Liz Douglas; she had undertaken work on Pupil Premium (PP) in the past year including the creation of a monitoring and reporting template for use going forward. The A/ Head shared his intention to allocate the responsibility for PP oversight to one of the new members of staff starting in September 2018. He also commended the work of the Early Years Foundation Stage (EYFS) Co-ordinator who was leaving the school after a long period of service. New starters from September included the appointment of two teachers who had taught at the school previously. |
| 8.5.1 | There were two late resignations, one a promotion to another school and the other to undertake teacher training. The A/Head advised of his proposal to seek to upgrade the School Home Liaison Officer post having regard to the scope and expertise required. He advised of his intention to add the post holder as one of the Designated Safeguarding Leads (DSL). The governing body endorsed the proposal to look into this further; report back to be made at the next meeting of the Resources Committee. |
| 8.5.1 | Q What is the rate of staff turnover at the school? The A/Head advised that it was approximately 6% annually , below the average for other schools |
| 8.5.2 | Q Are exit interviews undertaken? Confirmation was provided that they are conducted, reasons for leaving the school were overwhelmingly for positive reasons. |
| 8.6 | Premises/Building: The work on improving the ventilation/ air conditioning was highlighted; there was an ongoing issue concerning the metering of the use of utilities –this was a common problem experienced by other schools. James Rene (JR) had been assisting the school in looking at the issue. Details concerning the position of the Premises Officer had been reported under confidential cover at the last meeting. Going forward the future premises cover arrangements would be considered line with a wider review of the area of line management for the school administration. |
| 8.7 | Finance/Budget: It was noted that the budget was on target, the A/Head highlighted the new arrangements in place for monitoring the Pupil Premium (PP), Sports Premium and Year 7 'Catch up 'budgets. The Resources committee had considered and agreed the 3 year plan and reviewed the SLAs. The Committee requested that the arrangements for line management for the Administration and Premises staff be reviewed. A report back on possible models (for example the recruiting a School Business Manager) would be provided at the Autumn term meeting with a view making any changes at the start of the next financial year. |
| 8.8 | Achievement and Standards: The governors noted that the raw data showing the end of year |

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| | outcomes was now available but had yet to be analysed. The A/Head advised that a headline summary would be provided and detailed information and presentation would be given at the first meeting of the governing body in the Autumn term. | | |
| 8.8.1 | The Chair asked that going forward, that Headteacher's Report be provided in advance of the meeting so as to allow governors to read the report in advance and come to the meeting with questions. | | |
| 8.9 | The A/Head was thanked for the Headteacher's Report and for the hard work and improvements made over the last two terms. The A/Head recorded his thanks to staff colleagues and all other stakeholders including the governors for the support that he had been given. | | |
| 8.10 | <i>Tom Livingstone and Gill Stephenson left the meeting at 8:20 pm</i> | | |
| 9.0 | <u>SCHOOL IMPROVEMENT PLAN (SIP) & SCHOOL SELF EVALUATION STATEMENT (SES)</u> | | |
| 9.1 | The Chair advised that the School Improvement Plan and School Self Evaluation Statement and executive summaries were available on BKS Connect. It was AGREED that these documents would be considered at the Governors Away Day. The A/Head, for the benefit of the new governor, briefly explained the documents and their purpose. | | |
| | | Action | Who |
| | A6 | SIP and SES : To be considered at the Governors Away Day | All Govs |
| | | | When Gov Away Day |
| 10.0 | <u>OFSTED PREPARATIONS</u> | | |
| 10.1 | Preparations for Ofsted had been discussed earlier as part of item 5 earlier in the meeting. The governors were also asked to note the updated information in the Governors Information Pack (GIP) about Ofsted expectations of schools. | | |
| 11.0 | <u>REPORTS FROM COMMITTEES</u> | | |
| 11.1 | Curriculum and Pupil Welfare Committee: It was noted that there had been no meetings of this committee since the last ordinary governing body meeting. The governors discussed the arrangements for this committee going forward. It was concluded that meetings should be not be held prior to governing body meetings and held at an earlier time at 3:30 pm, to allow middle and subject leaders to attend meetings. The A/Head confirmed that the school would be able to arrange child care for the parent governors if required. It was noted that there was a need to review the membership (at the next full governing body meeting) and to review the terms of reference and topic/areas to be covered by the committee during the academic year. The next meeting scheduled for the committee Wednesday 21 November 2018 at 3:30 pm. | | |
| 11.2 | Resources Committee: It was noted that the main areas of discussion at the last meeting of this committee held on 19 June 2018 had been covered as part of the Headteacher's Report. The Clerk provided a brief summary of the matters covered. The decisions and actions of the committee were noted and endorsed. | | |
| 12.0 | <u>SAFEGUARDING (Non – Confidential) and HEALTH & SAFETY (H& S)</u> | | |
| 12.1 | Safeguarding report: A report on safeguarding had been provided as part of the Headteacher's Report. The confidential aspects/matters were included in confidential (Part 2) of this meeting. | | |
| 12.2 | Keeping Children Safe in Education: A copy of the guidance document from the DfE - <i>Keeping Children Safe in Education</i> had been circulated by email to all governors. Governors had been asked to acknowledge receipt of the document and that they had read and understood Part 1 of the | | |

| | document. After discussion, it was AGREED that governors would be asked to sign an undertaking at the next FGB meeting. | | | | | | | | |
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| 12.2.1 | Q 'Will the school policy need to change in the light of the document? The A/Head advised that the policy would be reviewed in the Autumn term. | | | | | | | | |
| 12.2.2 | Q What action is the school taking to ensure that all staff are kept up to date with the requirements? It was stated that the new staff will be provided with a copy of the document and asked to sign an undertaking. The existing staff had been trained last year and a review would be undertaken at the start of the Autumn term | | | | | | | | |
| 12.2.3 | Q Do all staff know who the Designated Safeguarding leads are? The A/Head advised that the information was up in all classrooms. There was discussion about the provisions within the guidance for members of staff to make independent referrals to Social Services. Comment was made that this was an exceptional provision most likely to be used in emergency situations. | | | | | | | | |
| 12.3 | Health and Safety Report: The governors noted that there were no major concerns. | | | | | | | | |
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| 13.0 | <u>POLICY REVIEW</u> | | | | | | | | |
| 13.1 | There were no policies to be considered at this meeting. It was noted that there was now a schedule of policies which would be circulated to governors. | | | | | | | | |
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| 14.0 | <u>PERFORMANCE RELATED PAY AND APPRAISAL</u> | | | | | | | | |
| 14.1 | Governor Appraisers: It was agreed that arrangements would be considered at the next FGB meeting. The Chair reminded that in previous years this was done by Chair, Vice Chair and Chair of Resources assisted by an external Adviser. | | | | | | | | |
| 14.2 | Pay Committee and Pay Appeals Committee: It was noted that the decision on membership of this committee would be made at the next FGB meeting. | | | | | | | | |
| 14.3 | Pay Policy: The Performance Appraisal Policy and the Pay Policy would be reviewed for approval at the next FGB meeting. | | | | | | | | |
| 14.4 | Review of staff appraisal and performance related pay awards: The A/Head advised that the staff performance appraisal would be completed by half term in the Autumn. Recommendations for consideration by the Pay Committee would be made before the end of the Autumn term. The date of the Pay Committee meeting to be arranged at the next FGB | | | | | | | | |
| 15.0 | <u>EXTENDED SERVICE & COMMUNICATION WITH PARENTS AND CARERS</u> | | | | | | | | |
| 15.1 | The A/Head spoke about the work with the Parents Forum, the forum had been allocated a £1000 to support its further development. He spoke about possible changes to the parents evening for secondary aged students which was not working well. | | | | | | | | |
| 15.2 | A governor asked Q 'What are the issues? These were said to be poor attendance and ensuring | | | | | | | | |

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| 15.3 | <p>that parents equitable amounts of time with teachers. The A/Head advised that he would provide an update on progress at the second meeting in the Autumn term.</p> <p>Information was provided by the A/Head about use of funds for Year 6 to Year 7 transition scheme during the Summer holidays and also football. Comment was made that the provision of activities during the summer break was an ongoing issue and priority for the future. The Chair gave a report back on attendance by SW and herself at a Parents Support workshop. Issues raised included communication – preferences were receipt of information via the newsletter rather than the website. There was a discussion about the advantages and disadvantages of the parent governors acting as conduits for communication between parents and the governing body. It was noted that there was a role for parent governors to bring strategic rather than operational or individual concerns to the attention of governing body. It was recommended that a section of the school newsletter be used for governor information/communication with parents.</p> | | | |
| | | Action | Who | When |
| | A9 | Parents Meetings: Arrangements for parents of secondary aged students update on changes | A/Head | 2nd Meeting Autumn |
| 16.0 | <u>DATES &TIMES OF MEETINGS FOR THE ACADEMIC YEAR 2018-19</u> | | | |
| | The following dates were AGREED for 2018/19: | | | |
| 16.1 | <u>Full Governing Body</u> | | | |
| | Wed 19 Sept 2018 @ 6:00 pm , Wed 19 Dec 2018 @6:00 pm | | | |
| | Wed 13 Feb 2019 @6:30 pm , Wed 3 April 2019 @ 6:00 pm | | | |
| | Wed 5 June 2019 @ 6:30pm , Wed 17 July 2019 @ 6:00 pm | | | |
| 16.2 | <u>Resources:</u> Tues 20 Nov 2018 at 5:30 pm, Tues 5 Feb 2019 @ 5:30, Tues 30 April 2019 @ 5:30 | | | |
| 16.3 | <u>Curriculum:</u> Wed 21 Nov. 2018 @3:30pm, Wed 13 March2019 @3:30 pm, Wed 15 May 2019 @3:30pm | | | |
| 16.4 | <u>Pay Committee</u> : To be arranged | | | |
| 16.5 | Arrange the Governors Away Day: To be arranged. | | | |
| 17.0 | <u>ANY OTHER BUSINESS</u> | | | |
| | There was no other business to consider, this part of the meeting ended at 9:10 pm | | | |