

4. To confirm minutes of FGB last term

For Information	To be Actioned
FGB meeting 16.6.21	Agreed by FGB present

5. To confirm minutes of the committee meetings for this term

For Information	To be Actioned/Noted
Finance Meeting 6.10.21	Agreed by FGB
Curriculum Meeting 22.9.21	Agreed by FGB

6. Matters Arising

For Information	To be Actioned
NH reiterated the reasons for the data variables contained within the minutes for the curriculum meeting.	

7. To consider governing body vacancies

For Information	To be Actioned
Term lapsed BL term lapsed in October and a virtual vote was held, BL has been co-opted back on to the FGB with no break in service. Parent Governor, the school has 2 parent governors whose term expired during the Covid period and 2 more who are due to expire in the next few weeks. The school proposed advertising the roles with a closing date of November 29th, with a view to holding a paper ballot in December. This process was put on hold during Covid but the LA now recommends the process restarts. Community Governor, the school has two community governor vacancies and one additional community governor vacancy (whose appointment nominations are sought from the minor authority/ies, e.g. town council etc) The school has written to the minor authority advising of a vacancy and are awaiting a response. Following an advertising push over the last few months the school has received 3 community governor applications for two posts available. Extensive discussion was held around the merits of appointing a community governor who was also a parent, advice had been sought and although being 'parent heavy' was not an ideal situation the school needs new governors who are both committed and have the right skills to sit on the governing body. Governors had previously identified key skills and experience that they would like to have on the governing body and these should be taken into consideration when voting for the candidates. The headteacher advised that in reality these positions had historically been difficult to fill and the school had received no applicants in the last 4/5 years and would really like to move	Agreed by FGB Agreed by FGB FGB agreed to proceed to a secret ballot and select two from the three applicants, and agreed that although a community governor who is also a parent is not ideal, one that is committed and skilled within the community is still a great addition to the team particularly when the school finds it difficult to share committee responsibilities equally. A secret ballot was held, the clerk counted the votes and these were verified by a non-voting member of the committee. The outcome was that two community governors were appointed, Konrad Halabuda and Angela Minton. The clerk will advise the LA and the headteacher will advise the third candidate that they have been unsuccessful on this occasion but the school and governors would welcome application through the parental and LA governor route.

into the future with a full governing body and recommended two of the three be selected by secret ballot.

A governor pointed out that consideration should also be given to past governing experience and previous commitment to the school.

The three applications were provided to governors and time provided for their consideration prior to a ballot.

LA Governor, the school has two LA governor vacancies which are regularly advertised by the school. LW term ended in July and a re-appointment form has been completed, we understand that these will put to the LA panel on November 17th, LW will not be able to vote until this is agreed but can still attend meetings.

8. The role of the governing body

For Information	To be Actioned
A handout was sent out to governors early in the term explaining the roles and responsibilities of the governing body. The headteacher would like to review the way meetings are scheduled and planned so that the governing body are able to work smarter leading to time savings for all. A number of items are currently duplicated and the scheduling of meetings requires a review with a suggestion that an additional meeting is scheduled for the end of the school year where all statutory administration tasks take place, this would free up a considerable amount of time. The headteacher will arrange a meeting with the chair and vice-chair to discuss this in more detail and put a plan in place.	Governors agreed that this was a good plan, administration does take up a large chunk of the first meeting of the year and having a meeting to clear all the statutory housekeeping jobs would be really useful and mean that governors can start each new school year understanding their role and hit the ground running. The headteacher will feed back following the meeting with what was agreed. CL to action

9. Establishment of Terms of Reference for the FGB for the forthcoming year

For Information	To be Actioned
Governors agreed to keep the terms of reference as they are currently, the committee structure that is in place works well when the school has a full complement of governors however it is difficult with the current number of vacancies for governors. The appointment of new governors in the next few months should ease the doubling up of responsibilities.	Agreed by FGB

10. Establishment of committees for the forthcoming year

For Information	To be Actioned
AW will move the new chair DF into all the chair positions on the existing structure and remove DF from committees where participation by the is not appropriate.	Completed 11.11.21
Governors felt that establishing the committees for the forthcoming year should be completed when a full compliment of governors is in place as currently if staff and term lapsed governors were removed from the scenario it left the same 4 governors to sit on all committees.	Agreed by FGB – deferral of establishing the committees until the next FGB meeting. All statutory committees are in place and should a committee be required governors will address this at the time.

11. Directors Report

For Information	To be Actioned
Much of the information contained in the report is for information only, governors were reminded to read the report in full. The school has noted all items for information only and actioned any items that required action.	Point 3, To adopt – Information has been received from FED that this policy was written two years ago and needs amending before consideration. The policy has been sent to Capital Law for advice, this will be brought back to GB when ready. Not adopted.
3. School Concerns and Complaints Model Policy and Procedure	Point 4, as this is linked to the above policy it will be revisited at the next FGB meeting. Not adopted.
4. Unacceptable actions by complainant's policy	Point 5, adopted, the chair will be the link person – adopted and agreed by FGB.
5. Recommended approach for governing body enquires of the LA	

12. Governor Visits

For Information	To be Actioned
All AOLE governor visits have been completed and the majority of reports are available to view in the drive. Governors who participated all stated they were very useful, informative and congratulated the school on how enthusiastic the staff were. One governor commented that it offered a great insight into the work being carried out behind the scenes in regard to planning and another stated how impressive the ideas were and that the plans were very realistic and momentum should be maintained. The Headteacher responded that staff are very enthusiastic and want to share their good work and ideas. Discussion was held around how governors can use this information to get even more and out of it, it was agreed that this would be brought to the curriculum meeting.	Agreed to discuss and plan next visits in the next curriculum meeting

13. Headteachers Report

For Information	To be Actioned
A full report was provided offering links to more information as required. Governors had been asked to read this report prior to the meeting and come with any questions or comments. SIP – confirmation was provided that this is now evaluated and updated half termly. School Performance –SLT have evaluated the term to date and are very impressed with the results so far. Token system – this is being very well received by all. Children feel it is a fair system and the feedback provided showed that Barney as a prize should be valued more highly by Mrs Littlewood! Curriculum – covered in the report. Finance – covered in the report. Health and Safety – covered in the report. Stem – A timetable was provided and an invitation extended to all governors to attend. Policies – Safeguarding Policy Pupil Voice Policy Health and Safety Policy Health and Welfare Policy Facilities Hire Staffing Update	Governors had no questions or comments. Governors had no questions or comments. Discussion held around how it works and how it links to the school's values. A governor asked if the distribution of tokens was consistent across the school and the headteacher advised that yes it was. Governors had no questions or comments. Governors had no questions or comments. Governors had no questions or comments. Agreed by FGB Agreed by FGB, a governor suggested there could be a comment regarding how the impact can be mapped. The headteacher agreed to add this. Agreed by FGB Agreed by FGB Agreed by FGB, discussion was held around lone working and how the arrangement works. See Private and Confidential

14. SLA Review

For Information	To be Actioned
The school has reviewed a number of SLA's over the last two months to ensure each service meets our needs.	See Private and Confidential.

15. Correspondence

For Information	To be Actioned
None	

The minutes are a true reflection of the meeting, the meeting concluded at 7.45pm


Damian Faulkner (Chair of FGB - Oldcastle Primary School)

16/05/22
Date

