

Governing Body meeting minutes summary: 18.10.17

- The first meeting of the academic year always has some standing items which governors need to attend to:
 - Sean Doherty was elected as Chair of the Governing Body.
 - Governors reviewed and updated the Register of Interests.
 - Committee membership and link governor roles were confirmed.
 - Committee terms of reference and financial procedures were reviewed and approved.

- Governors had completed a skills audit, the results of which had been compiled and were reviewed at the meeting. The skills audit shows where there may be gaps in skills which we would hope to fill when new governors were appointed. Human resources policies, processes and legislation was identified as an area where few governors had experience or expertise.

- Arrangements for the performance management of the headteacher were agreed.

- Governors reviewed “20 key questions which every governing body should ask itself” as a tool to reflect on how effective the governing body is.

- Governors who had attended training reported back: Rachael Wooldridge attended an introduction to being a governor; Carrie Musson attended safeguarding training for governors; Emma Razak-Khatib attended training on the role of the SEN link governor.

- The headteacher reported on 2016/17 academic progress and standards, and governors asked questions. Staff issues were reported on – two new teachers started in September 2017, and a Midday Meals Supervisor resigned because of ongoing ill-health.

- As part of the headteacher’s report, she showed governors some of the materials teachers are using with children and parents from the Assertive Mentoring programme, which the school has begun using as part of its assessment and target setting procedures. Teachers shared this with parents at parent-teacher consultations recently, and both parent governors commented on their experience of this.

- Committee reports were made by the Admissions Committee and the Finance and Premises Committee.

- The SEN and Pay policies were reviewed and approved.

- The website working party fed back on progress.

- Sean Doherty and Carrie Musson fed back on the governors safeguarding audit they carried out in the summer term.

A paper copy of the full minutes is available on request from the school office.