

Temporary Governing Body Meeting for Roman Way Primary School



Minutes of the Meeting of 3rd July 2018 at 6pm

Present

Mrs Tanya Hampton (TH) – Chair
Ms Sarah Jones (SJ) - Headteacher
Mr Kevin Peebles (KP)

Mr Nick Mackey (NM) – Vice Chair
Mr Ian Grocott (IG)
Mrs Laura Skeates (LS)

In attendance

Mr Anthony Quinn
Mrs Lucy Couch (LC) - Clerk

Red font denotes - ensuring the clarity of vision, ethos and strategic direction

Green font denotes - holding the Headteacher to account for the educational performance of the school and its pupils

Blue font denotes - overseeing the financial performance of the school and making sure its money is well spent

Actions from previous meeting

Ref	Actions	Owner	Deadline

Actions from this meeting

Ref	Actions	Owner	Deadline

Key Discussion Points

Ref	
1.	Welcome, Introductions and Apologies Anthony Quinn welcomed everyone to the meeting. Anthony Quinn advised this was a temporary board till Friday 6 th July when the federation dissolves and then the board would become a substantive one. Anthony Quinn provided board members with a copy of the Instrument of Government. The governing body requires 7 people. Anthony Quinn said he hoped the board would grow over the year.
2.	Appointment of the Clerk

	All board members agreed that they were happy for Lucy Couch to be appointed as Clerk to the Governors.
3.	Declaration of Interests Anthony Quinn asked members to return their Pecuniary Interest Forms to Lucy Couch. Ian Grocott and Kevin Peebles returned their forms to the clerk.
4	(i) Election of Chair Tanya Hampton said she would be happy to be Chair. No other members expressed an interest in this role. Anthony Quinn asked Tanya Hampton to leave the room whilst a vote was taken. Kevin Peebles and Sarah Jones both stated that Tanya Hampton was very robust. All the governors agreed they were happy for Tanya Hampton to be Chair. This appointment is to be reviewed at the end of the 2018/2019 academic year. (ii) Election of Vice Chair Nick Mackey said he would like to take on the role of Vice Chair. No other members expressed an interest. Anthony Quinn asked Nick Mackey to leave the room whilst a vote was taken. Sarah Jones expressed concern over Nick Mackey's lack of attendance to previous meetings. Tanya Hampton explained that Nick had become disinterested in being a Governor to the Federation as the work load was too big, but that she felt Nick would be much more focused now the board was just for Roman Way School. All governors agreed they were happy for Nick Mackey to be Vice Chair. This appointment is to be reviewed at the end of the 2018/2019 academic year too.
5.	Urgent Items for Consideration of GB – Headteacher Sarah Jones said her only concern was school policies. Anthony Quinn said to prioritise which policies are to be looked at in the next meeting for example; Safeguarding, Health & Safety, Learning & Teaching. It was agreed that all Discovery Federation Policies would be adopted as Roman Way policies and these would be reviewed as pwe their current review cycle.
6.	Appointment of Other Governors and Panels – Agree process or decisions (i) Development & Training Governor Tanya Hampton said she thought this was a good role for the Vice Chair and explained the requirements of this role. Nick Mackey agreed to this role with guidance from Tanya Hampton. (ii) Governor Forum Representative This role was left un appointed, and would be reviewed termly. (iii) Arrangements for Staff Discipline, Pupil Discipline To be agreed at the next meeting (iv) Pay Committee Anthony Quinn said due to the size of the board that the board needs to set up a collaboration with another school. Anthony Quinn said he would send the information to Sarah Jones. (v) Headteacher Performance Panel To be agreed at the next meeting (vi) Governor Recruitment Activity Anthony Quinn said 7 governors was the legal minimum for the board. Anthony Quinn said the board currently stands at 6 members so the board needs to move quickly to expand. Sarah Jones said she had

	not had any parent governor applications. Anthony Quinn said to go further afield in the search for more Governors. Anthony Quinn advised the Instrument of Government can be changed in the future.
7.	Management of Governing Body (i) Adopt Manual of Personnel Practice - Decision (ii) Adopt Scheme for Financial Management of Schools – Decision Anthony Quinn advised this information is available on the Intranet. The Board agreed it was happy to adopt the above manual/scheme.
8	Committee/Operating Structure Anthony Quinn suggested until the Governing Board is bigger in size that the board operates a flat governing structure. Anthony Quinn suggested meeting dates align with data drops. This was agreed by all
9	Date of Next Meeting / Items for next Meetings Agenda. 12th July 2018 6.30pm Collaboration agreement Data picture for whole school Budget headlines Policies Calendar dates for next year's meetings.

Decisions

Ref	Decisions Made

Closed Actions

		Owner	Deadline
	Register of interest forms to be returned to Lucy Couch	TH,SJ, LS, NM	12/7/18

The meeting closed at 6.50pm

Signed (confirmed)..... Date.....
Chair of Governing Board for Roman Way Primary School