

**St. Andrew's Chardstock Primary Academy
Mrs Ethelston's Primary Academy**

Governors Meeting

Thursday 17th September 2015
St. Andrew's Primary Chardstock 6.30 p.m.

Minutes

Attendance	
Mrs Judy Chisholm (JC) Chair St A.	Miss Debs Kellaway (DK)
Mrs Corinne Hales Chair Mrs E's (CH)	Mr Morris Castro (MC)
Mrs Carol Humphreys (CHU)	Ms Michaela Kite (MK)
Mrs Sarah Ellis (SE)	Mr Gerard Rourke (GR)
Mrs Mandy Slingsby (clerk)	

Item No.	Item	
33.15	Prayer and Welcome	
34.15	<p>To receive any apologies for absence Apologies received from KM, NW, MD'A As RR to go onto Maternity Leave this term Meg Emery will stand in. DR has now stepped down as foundation governor. Unable to replace at present. Meeting agreed to advertise through the school newsletter Directors now confirm appointment of all governors on LGB.</p> <p>No apologies received from BP so attendance will be monitored as 6 months has elapsed. As Mrs E's were not quorate no decisions were confirmed for Uplyme. Further meeting to be held.</p>	
35.15	<p>To receive any declarations of interest relating to items on the agenda</p> <p>None</p>	
36.15	<p>To consider any items which the chairman thinks should be dealt with as matters of urgency because of special circumstances. (Note: such circumstances need to be recorded in the minutes; any individual wishing to raise a matter under this item is requested to notify the Chairman before the meeting)</p> <p>Governor Mentoring</p>	
37.15	<p>To agree any items to be dealt with as confidential (part 2)</p> <p>None</p>	
38.15	<p>Housekeeping for both schools</p> <ul style="list-style-type: none"> • Election of Chairs Mrs E's - Nomination from CH to stand St. A – JC agreeable to continue for a further year only. • Election of Vice Chairs Mrs E's - KM to be asked to become VC St. A – SE willing to stand for Chardstock Prop CH seconded MC all in favour of above appointments JC highlighted need to share responsibilities across the LGBs. Each Chairman to chair meeting at their own school this will ensure ownership of the individual LGBs. Succession planning is of high priority as well as the need to recruit people with the right skill set. Concern for workload of directors who are also on LGBs . 	Add to Directors agenda for discussion

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	<ul style="list-style-type: none"> • Appointment of Clerk MS to continue as Clerk • Housekeeping Tasks Clerk reiterate need for confidentiality • Confirmation of Portfolio Holders Portfolio holders for St. A confirmed:- MC – H&S, Premises, Data, Village Hall Rep SE – Safeguarding JC – Early Years, MD'A – Christian Ethos, Community Links CHU - HR • Confirmation of Pecuniary Interests New Pecuniary Interest forms issued to meeting for completion. • Terms of Reference for LGB and Admissions Committee Terms of Reference for St. A LGB and Admissions Committee confirmed and signed. Oversubscription criteria needs updating <p>MAT Training to be organised for admissions (Andrew Brent from County), Complaints, Child Protection and Governor Visits. Where possible this training with be 'in house'.</p> <ul style="list-style-type: none"> • Mentoring As a result of issues raised at Axminster Primary a mentoring system is to be set up within the MAT. New or inexperienced governors to be supported by more experienced governors. This will be especially useful for Governor Visits and writing up the visit reports. JC asked meeting if they would support this and all were in agreement. AR to contact Babcock to present training to all MAT governors to ensure all governors receive the same advice on best practice. 	AR
39.15	<p>Development Plan</p> <ul style="list-style-type: none"> • Review of previous year – 2014-15 CH, SE, JC and KM met to review development plan. Governors asked to review evaluation and email comments to JC. Evaluation will then be added to the website. Staff comments to be sought as well. • Development Plan 2015/16 External review of governance circulated. Discussion to take place next meeting with emphasise on review. Small committee to then meet to write development plan for coming year. Governor relationships with staff to be included. Suggested that new staff meet with governors at the next two meetings. Ethos Committee to be added to Development Plan. Heads of Schools expressed thanks to LGBs for their support. 	Next meeting – 20 mins
40.15	<p>Date of next meeting –Thursday 8th October Mrs Ethelston's Primary 6.30 p.m.</p>	

Meeting terminated at 8.00 p.m. after a learning walk to look at the new large Core Value panels being hung in the school hall. Governors offered congratulations and thanks to the children and Mrs Bowie for their hard work and creativity. Closing prayer.

Chairman

Date