



**MINUTES OF A MEETING OF THE GOVERNING BODY  
OF CHARLTON KINGS INFANTS' SCHOOL  
HELD ON MONDAY 26<sup>th</sup> SEPTEMBER 2016**

**Present:**

Mr J Atack (Chair)  
Mrs J Bagley (Jt Vice Chair)  
Mrs T Bevan  
Mr D Burke  
Mrs H Crocker  
Mrs H Eggelton  
Mr A Jones  
Mrs J Jones  
Mrs M Main  
Mrs J Pandazis (Head teacher)  
Mrs C Paris-Johnstone  
Mrs R Pritchard  
Mrs C Russell  
Dr H Schmidt  
Mrs V Storey  
Mr S Thomas  
Mrs F Tyler

**In attendance:**

Mr N Owens, Acting HT  
Mrs K Marquess, Clerk

**26/09/01 Welcome from the chair**

**Action**

The chair welcomed the two new parent governors and new staff governor to the meeting and brief introductions were made. The following mentors were assigned to the new governors:

M Main – VS  
H Schmidt - JB  
H Crocker – CP-J

VS  
JB  
CP-J

The clerk passed copies of mentoring guidelines to each of the mentors.

The chair also welcomed NO who would be attending the GB meetings in his role as Acting HT this term.

**26/09/02 Apologies**

Apologies were received and accepted from HS and WP. PE was also absent.

**26/09/03 Register of governors and contact details**

This was signed. The chairman reminded all governors to pass any change in contact details to the clerk for updating.

**26/09/04 Register of interests**

The clerk referred to the previously circulated copies of 'Register of Business Interests for School Governors' which form part of the annual audit due to commence shortly and **REQUESTED ANY OUTSTANDING DECLARATIONS BE COMPLETED ASAP.**

**ALL**

**26/09/05 Election of officers (chair and vice chair)**

**Action**

The clerk reported that JA had offered to stand again for chair and JB and HS had both agreed to stand for joint vice chair.

*JA and JB left the meeting*

The clerk now chaired the meeting for the election.

**THERE WAS UNANIMOUS AGREEMENT THAT JA BE RE-ELECTED AS CHAIR AND JB AND HS BE RE-ELECTED AS JOINT VICE CHAIR FOR A TERM OF ONE YEAR.**

*JA and JB returned to the meeting*

The meeting continued with the re-elected chair and vice chair and chairmanship of the meeting was handed back to JA as re-elected chair.

A governor thanked JA, JB and HS on behalf of all the governors for their enormous contribution to the governing body in their respective roles in what has been a very busy year.

**26/09/06 Current Governing Body membership and terms of office**

The chair referred to the document circulated previously which confirmed that there were no terms of office due to end during the current academic year.

Discussion took place regarding the option to increase the number of staff governors from 6 to 7. Following discussion **IT WAS AGREED THAT THIS BE DEFERRED UNTIL THE MARCH MEETING.**

**Clerk**

**26/09/07 Committee membership and structure**

The chair referred to the proposed committee membership and key posts/specialist roles issued prior to the meeting. The following was agreed:

Committee membership:

Finance & Operations – HT/HE/PE/ST/CR/AJ/HS

Curriculum – HT/JB/DB/HE/CPJ/JA/FT/JP/HC

Extended Services – HT/TB/HS/JB/JJ/VS/WP/MM

Panel membership:

Head teacher Performance Management – JA/ST/WP

Pupil Discipline and Exclusion – ST/WP/ANO

Admission Panel – TB/ST/AJ

Staff Dismissal – WP/HE

Staff & Pay Appeals – HS/ST/CP-J

Pay Panel – JA/JB/HE

Key roles:

Inclusion Governor (including SEN&D and G&T) – TB/HS/JP

School SEN Advisor to the GB - JJ

Child Protection Governor – JP

Presenting Officer for Appeals – TB/ST/AJ

Health & Safety – AJ/PE

CKJS Liaison Governor – NO

PFA Liaison Governor – FT

Eco Governor - JB

**CLERK TO UPDATE MEMBERSHIP AND CIRCULATE TO ALL.**

**Clerk**

Policies - discussion took place regarding the policy documents which are the responsibility of the GB but currently updated by the HT. Discussion took place regarding the future monitoring of these policies and it was suggested by the HT that these should remain the responsibility of the HT. **IT WAS THEREFORE AGREED TO DEFER THIS MATTER UNTIL MARCH AND IN THE MEANTIME THE HT WOULD SPEAK TO THE INCOMING HT TO SEE IF SHE IS HAPPY TO CONTINUE WITH THIS ARRANGEMENT.**

**Action**

**Clerk  
HT**

#### **26/09/08 Chair's update**

New HT - the chair confirmed that a letter has been issued to all parents and the local community confirming the appointment of the new HT. The HT confirmed that the new HT would be invited into school to discuss the handover process during term 2. In the meantime she has been invited to the prospective parents' meeting on October 19<sup>th</sup>.

Risk Register – the chair suggested that a new sub-committee be formed including members of the SLT to address this. **THIS WILL BE DISCUSSED FURTHER AT THE NEXT GB MEETING.**

**Clerk**

MAT – the chair confirmed that this item **WILL BE AN AGENDA ITEM AT NOVEMBER GB MEETING.**

**Clerk**

Code of conduct – the clerk confirmed that the code should be signed by all governors on an annual basis. She reminded all those present to sign the code before leaving the meeting.

Further the chair took the opportunity to remind all governors of the importance of adhering to the code and to consider any actions taken seriously in order to maintain a professional front from a governors' perspective.

#### **26/09/09 Head teacher's report**

Numbers: YR – 89; Y1 – 90; Y2 – 91

TA support – the HT confirmed that we are continuing to pay for additional support in Y1. She commented on the exemplary 1:1 support provided by the TAs. In addition we are currently employing additional 1:1 TA support with 2 children and as yet have no additional funding.

The SEN Advisor to the GB confirmed that an EHCP had been submitted in respect of one YR child and it was due to be reviewed next week.

[A governor asked if the funding would be backdated.](#) The SEN Advisor confirmed that it would only be paid from the date of approval.

Staff – the HT confirmed that 3 teaching staff will be taking maternity leave by the end of December. One of the vacancies had already been advertised and 4 applications had been received to date. The closing date is October 10<sup>th</sup> and interviews will be held on October 17<sup>th</sup>.

The HT will be advertising a further vacancy this week.

Buildings and grounds – the HT confirmed that the classrooms were decorated over the summer holiday and the carpets and general cleaning undertaken. The school entrance, some of the offices and the staff toilets were due to be decorated during the next holiday.

The HT confirmed that the caretaker had been working very hard to maintain the grounds and premises. A governor commented on the high standards maintained by the caretaker when compared to another school he had visited to

	attend a meeting prior to the summer holiday	<b>Action</b>
	The HT confirmed that the canopy outside of the studio would be fitted in October.	
	School Self-Evaluation - the HT confirmed that she is currently updating the SSE document and that <b>IT WOULD BE AVAILABLE BEFORE THE NEXT MEETING</b> . This document should be used as a reference document during an Ofsted visit. Further the HT commented that 2 or 3 schools in the authority are 'celebrating' a 10 year anniversary of not having an Ofsted inspection.	<b>HT</b>
	Policies - the HT informed the governors that several policies have been updated and are available on the website. <b>IN ADDITION SHE IS CURRENTLY UPDATING THE CHILD PROTECTION POLICY TO REFLECT CHANGES ISSUED IN THE RECENT 'KEEPING CHILDREN SAFE IN EDUCATION' PAPER.</b>	<b>HT</b>
	Diary dates – <b>IT WAS AGREED THAT THE CLERK WOULD CIRCULATE A COPY OF THE SCHOOL NEWSLETTER TO ALL GOVERNORS INCLUDING DIARY DATES. IT WAS AGREED THAT A STAFF GOVERNOR WOULD NOTIFY THE NEIGHBOURS OF THE FORTHCOMING PFA QUIZ NIGHT.</b>	<b>Clerk</b>
	Assessment without levels – the HT distributed a paper produced by Sean Harford, National Director, Education. She requested that governors refer to this when discussing the new assessment and the outcome of the assessments this year.	<b>VS</b>
<b>26/09/10</b>	<b>Code of conduct</b>	
	Covered under 26/09/07 above.	
<b>26/09/11</b>	<b>Governor training</b>	
	The chair encouraged governors to attend training courses that may be beneficial to them in their roles. <b>IT WAS AGREED THAT THE CLERK WOULD CIRCULATE AN UP TO DATE TRAINING SCHEDULE TO ALL GOVERNORS FOR INFORMATION.</b>	<b>Clerk</b>
	Discussion took place regarding CR providing support to KA, particularly during any periods of absence. <b>IT WAS ALSO SUGGESTED THAT CR JOIN THE FORTHCOMING MEETINGS WITH THE AUDITORS ON 22/11 AND 5/12.</b>	<b>CR</b>
<b>26/09/12</b>	<b>Future meeting dates</b>	
	The following dates were agreed for future GB meetings:	
	Wednesday 23 <sup>rd</sup> November, 2016	<b>ALL</b>
	Monday 20 <sup>th</sup> March, 2017	
	Thursday 13 <sup>th</sup> July, 2017	
	All GB meetings will take place 6.15 for 6.30pm. <b>MEMBERS OF THE HTPM TO MEET AT 6.00PM PRIOR TO THE START OF EACH GB MEETING.</b>	<b>JA/ST/WP</b>
	The AGM will precede the GB meeting on Monday 20 <sup>th</sup> March, 2017.	<b>ALL</b>
	The current F&O chair confirmed that the first committee meeting will take place at 8.00am Tuesday 11 <sup>th</sup> October.	<b>F&amp;O Cttee</b>
	HTPM – <b>THE HT AGREED TO DRAFT SHORT TERM TARGETS AND FORWARD TO HTPM PANEL EARLY NEXT WEEK.</b>	<b>HT</b>

FUTURE COMMITTEE DATES AND LEARNING WALKS TO BE SET BY  
HT/CLERK AND CIRCULATED TO ALL.

Action

HT/Clerk

**26/09/13 Any Other Business**

None

There being no further business the meeting ended at 8.00 pm.

..... (Chairman's signature)