



**MINUTES OF A MEETING OF THE GOVERNING BODY OF
CHARLTON KINGS INFANTS' SCHOOL HELD ON THURSDAY 21st SEPTEMBER 2017**

Present: Mr J Atack (Chair of Governors)
Mrs J Bagley (Vice Chair of Governors)
Mr D Burke
Mrs H Crocker
Mr P Engelbrecht
Mrs K James (Head teacher)
Mrs J Jones
Mr W Partridge
Mrs R Pritchard
Mrs C Russell
Dr H Schmidt
Dr H Smith
Mrs V Storey
Mrs F Tyler

In attendance: Mrs K Marquess, Clerk

The chair welcomed everyone to the first meeting of the academic year. The chair requested for any items to be declared for discussion under item 15. Any Other Business. The following items were declared:

Action By When

- Balcarras Academy Trust new school proposal
- LAMDA

GB/917/01 Apologies

Apologies were received and accepted from ST for lateness. The clerk reminded **ALL GOVERNORS TO ENSURE THAT APOLOGIES FOR ANY MEETING WERE CONVEYED TO HER AS SOON AS POSSIBLE IN ACCORDANCE WITH THE CODE OF CONDUCT.**

ALL Ongoing

GB/917/02 Register of governors and contact details

The governors signed the attendance register and initialled the contact schedule provided by the clerk to confirm that their details were correct. The chair reminded everyone to ensure that they signed the visitor register when attending the school as this provides useful evidence of governor involvement. Further the chair confirmed that **EACH GOVERNOR SHOULD USE THEIR SCHOOL EMAIL ADDRESS FOR ALL FUTURE 'GOVERNOR' CORRESPONDENCE.**

ALL

GB/917/03 Register of interests

The clerk referred to the **ANNUAL REGISTER OF BUSINESS INTERESTS FORM WHICH SHOULD BE COMPLETED BY ALL GOVERNORS IN OFFICE AS AT 31ST AUGUST, 2017.** These declarations form part of the annual audit due to commence shortly.

ALL 30/9/17

DLB declared an interest relating to an item to be discussed under item 15. Any Other Business. There were no further additional interests to be declared.

GB/917/04 Code of Conduct

The chair referred to the updated Code of Conduct and emphasised the importance of adherence of the same which sets out the expectations and commitment required from all governors. All those present signed the code of conduct.

GB/917/05 **Election of Officers**

Chair

The clerk reported that JA had offered to stand for chair.

JA left the meeting

The clerk chaired the meeting for the election.

THERE WAS UNANIMOUS AGREEMENT, BY SHOW OF HANDS, THAT JA BE RE-ELECTED AS CHAIR FOR A PERIOD OF 12 MONTHS.

JA returned to the meeting.

The meeting continued with JA as the newly appointed chair.

Vice Chair

The chair reported that JB and HSch had offered to stand as joint Vice Chairs.

JB and HSch left the meeting

THERE WAS UNANIMOUS AGREEMENT, BY SHOW OF HANDS, THAT JB AND HSCH BE ELECTED AS JOINT VICE CHAIRS FOR A PERIOD OF 12 MONTHS.

JB and HSch returned to the meeting

GB/917/06 **Current Governing Body membership and terms of office**

Discussion took place regarding the current membership which has recently reduced from 17 to 15. The chair confirmed that he and a vice chair had recently met with Alan Waller who had previously expressed an interest in joining the GB. Referring to his application made available to the governors prior to the meeting and following discussion, IT WAS UNANIMOUSLY AGREED, BY SHOW OF HANDS, ALAN BE APPOINTED WITH IMMEDIATE EFFECT. IT WAS AGREED THAT THE CLERK WOULD CONTACT ALAN TO CONFIRM HIS APPOINTMENT AND REGISTER THE CHANGE WITH COMPANIES HOUSE. HSCH AGREED TO ACT AS MENTOR AND THE CHAIR WOULD SEND HIM A WELCOME LETTER.

Clerk 28/09/17
Hsch
Chair 28/09/17

GB/917/07 **Committee membership and structure**

The chair referred to the recent restructure of the committees and suggested the following committee membership and key posts/specialist roles:

Finance & Operations – PE/HT/ST/CR/HSch/WP/AW
Provision – JB/DLB/HT/JA/FT/RP/HC/HS/VS/JJ

Panel membership:

Head teacher Performance Management – JA/WP/F&O Chair/Provision Chair
Pupil Discipline and Exclusion – PE/WP/ST
Admission Panel – RP/HSch/ST
Staff Dismissal – JA/WP
Staff & Pay Appeals – PE/HS
Pay Panel – JA/JB/HSch

Key roles:

Inclusion Governor (including SEN&D and G&T) – HS/RP
School SEN Advisor to the GB - JJ
Child Protection Governor - HC
Presenting Officer for Appeals – ST/JJ
Health & Safety – PE/CR
CKJS Liaison Officer – NO
PFA Liaison Governor – FT
SMSC Governor (incl PE, British Values, Eco) – JB/PE
Responsible Officer – Bishop Fleming

Action By When

In addition the following alignments were confirmed:

Governor alignments:

Finance & Operations:

- Community & Communications – WP/FT/HSch
- Health & Safety – PE/CR
- Wellbeing & Staff – ST/DLB
- Premises – JA/JJ

Provision:

- English – JB/WP
- Maths – ST/AW
- EYFS – JA/RP
- Transition – HSch/RP
- Inclusion – RP/HS
- Child Protection & Safeguarding – HC/JA
- SMSC – JB/PE
- Kids Club – VS/JA
- Creative Curriculum & Continuous Provision – HC/DLB

THE CLERK TO PUBLISH UPDATED MEMBERSHIP, KEY ROLES AND ALIGNMENTS ON THE WEBSITE.

Clerk 05/10/17

IT WAS AGREED TO MEET AGAIN ON 16TH OCTOBER WHEN EACH GOVERNOR WOULD CHOOSE A 15 MINUTE SLOT TO PRESENT THEIR ROLE DESCRIPTOR AND DISCUSS THE MONITORING AND PLANNED VISITS WHICH RELATE TO THE STRATEGIC PLANNER AND WHEN DATA IS AVAILABLE. The chair requested that if anyone was unsure what was needed by that date to contact him direct.

ALL 05/10/17

THE CLERK TO EMAIL ALL GOVERNORS AND CO-ORDINATE.

Clerk 23/09/17

GB/917/08 **Governor training**

The chair requested that ALL GOVERNORS GIVE CONSIDERATION TO ANY TRAINING REQUIREMENTS FOLLOWING THE INTRODUCTION OF THE NEW ALIGNMENTS. A copy of the current GCC training courses is available on the governors' section of the website.

ALL

GB/917/09 **Chair's update**

- annual planner

The chair referred to the strategic planner which had been published on the website and asked COMMITTEE CHAIRS TO GIVE CONSIDERATION TO THE DATE AND FREQUENCY OF MEETINGS IN LINE WITH THE MONITORING TIMETABLE.

Cttee
Chairs

- GB objectives linked to SDP

The chair requested that when looking at monitoring ALL GOVERNOR ALIGNMENTS SHOULD FOCUS ON SCHOOL IMPROVEMENT PRIORITIES.

ALL

		<u>Action</u>	<u>By When</u>
	- GB letter		
	WP confirmed that he had drafted the GB headlines and WOULD PROVIDE A DRAFT FOR THE CHAIR/VICE CHAIRS TO CONSIDER BY SUNDAY 24 SEPTEMBER WHICH INCLUDED COMMITTEE/KEY ROLE CHANGES AND GOVERNOR APPOINTMENTS, PRIOR TO ISSUING A FINAL VERSION ON MONDAY 2 OCTOBER.	WP Chair/ Vice Chair	24/09/17 2/10/17
GB917/10	Head teacher's report		
	The HT provided the governors with headline information regarding the current pupil numbers. Discussion took place regarding the increase in PP and the action being taken by the school to ensure that appropriate funding is received.		
	Following a meeting with the School Improvement Advisor discussion took place regarding the current Year 2 cohort and possible strategies to ensure that all those children are making the best progress.		
	<i>Please refer to the confidential note GB917/10 – Appendix 1</i>		
	Referring back to her report the HT briefly summarised the current progress data, attendance, review of improvement priorities and staffing matters.		
	Analyse School Performance (ASP) training – the HT confirmed that the training scheduled to take place on 19 th October with Jamie Pembroke has been cancelled. IT WAS AGREED THAT THE HT AND CHAIR ATTEND A LOCAL TRAINING SESSION AND FEEDBACK TO GOVERNORS.	HT/Chair	15/11/17
GB917/11	Safeguarding		
	The HT updated the governors following the latest safeguarding audit. Part of the requirement is that all governors should read and understand Part I of Keeping Children Safe in Education. The HT distributed a questionnaire which was completed by all those present to affirm the same.		
	The HT confirmed that safeguarding training has been scheduled for all staff in September 2018.		
GB917/12	Admissions Policy 2019		
	The chair referred to the draft policy relating to September 2019 available on the website. Discussion took place regarding the current admissions criteria and it was agreed, by a majority show of hands, that the staff criteria remain. In addition, it was agreed unanimously by a show of hands that the medical criteria be removed.		
	THE CLERK TO PUBLISH A NOTICE AND THE DRAFT POLICY TO IN LINE WITH PARAGRAPH 1.43 OF THE SCHOOL ADMISSIONS CODE 2014	Clerk	5/10/17
GB917/13	Future meeting dates		
	The following dates were agreed for future GB meetings:		
	Thursday 30 th November 2017		
	Thursday 11 th January 2018*		
	Wednesday 25 th April 2018		
	Wednesday 11 th July 2018		
	All meetings will commence at 6.15 for 6.30pm		
	*The AGM will precede this meeting at 6.00pm		

London Academy of Music and Dramatic Arts (LAMDA)

Discussion took place regarding the funding for 29 Y2 pupils to participate in tuition for public speaking. **THE GOVERNORS AGREED UNANIMOUSLY BY A SHOW OF HANDS THAT THE SCHOOL SHOULD CONTINUE TO FUND THIS.**

HT asap

Balcarras Academy Trust – New School Proposal

DLB briefed the governors on the recently announced public consultation for a new school in Cheltenham.

The LA is projecting a significant shortfall of capacity in the area and is considering putting a bid forward to the DfE. One option is for a proposal for an all through school, infants through to secondary.

Discussion took place regarding the shortfall in school places and potential implications of a new school in the town, particularly in the area close to a new school, wherever that may be.

DMB outlined Balcarras’ approach and the feasibility of taking forward a proposal to the LA. This may result in proposals to create a local MAT.

DLB left the meeting

THE GOVERNORS AGREED UNANIMOUSLY BY A SHOW OF HANDS THAT THE SCHOOL SHOULD OFFER BALCARRAS WHATEVER SUPPORT WE CAN AND REMAIN CLOSELY INVOLVED.

IT WAS AGREED THAT THE CHAIR WOULD WRITE TO DLB TO CONFIRM THE SAME.

Chair 22/09/17

There being no further business the meeting ended at 9.10pm

..... (Chairman's signature)