

# APPROVED MINUTES



## ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL MINUTES OF AN EXTRA-ORDINARY GOVERNING BODY MEETING HELD ON 12 SEPTEMBER 2018 AT 17.00

### OPENING PRAYER

### PRESENT

Mrs L McDonald (Head Teacher), Mr G Carnie (Acting Chair to Item 2), Mrs K Buckhurst, Rev P Down, Mrs S Gunn, Mrs J Wallace, Miss J Young (Chair from Item 2) and Mr A Bradshaw (Clerk).

### 1. APOLOGIES FOR ABSENCE & ITEMS OF AOB

Apologies were received and accepted from Mr R Cozens, Mr T Pople and Mrs M Touch. There were two items of AOB

### 2. ELECTION OF CHAIR AND VICE-CHAIR

The Clerk assumed the Chair and confirmed that he had received one nomination from Miss Janet Young as Chair for 2018/19. Miss Young gave Governors a brief outline of her experience as a Governor and as Chair at a previous Primary School. The Clerk asked Miss Young to withdraw from the meeting. A brief discussion was held by the remaining Governors and Miss Young was unanimously elected. Miss Young returned and took the Chair for the remainder of the meeting.

The Chair confirmed that the Clerk had not received any nominations for the role of Vice-Chair. Mr Gus Carnie was nominated but stated that due to work commitments he could only undertake this role until the end of Autumn Term 2018. Mr Carnie withdrew from the meeting. A discussion was held and Governors unanimously agreed that Mr Carnie should continue as Vice Chair until 31 December 2018 and a new Vice Chair would be elected at the December meeting for the remainder of the academic year. Mr Carnie returned to the meeting.

### 3. PECUNIARY INTERESTS – (previously circulated).

Completed forms from Governors present at the meeting were handed to the Clerk to update the pecuniary interest register. Absent Governors would be asked to complete and return their forms at the next meeting. No interests were declared for the meeting.

### 4. APPOINTED GOVERNORS

The following appointments were agreed for 2018/19

|                               |  |
|-------------------------------|--|
| <b>Performance Management</b> | - Reviewers: Mr R Cozens, Rev P Down and Mrs M Touch |
| <b>Teachers' Pay</b>          | - Mr R Cozens, Rev P Down and Mrs M Touch            |
| <b>Child Protection</b>       | - Mrs K Buckhurst                                    |
| <b>SEN Governor</b>           | - Mrs J Wallace                                      |
| <b>Health and Safety</b>      | - Mr R Cozens and Mr T Pople                         |
| <b>SIAMS</b>                  | - Rev P Down   |

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Signed.....

Dated.....

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|                       |  |                   |
|-----------------------|--|-------------------|
| <b>Link Governors</b> | Numeracy                                     | - Rev P Down      |
|                       | Literacy                                     | - Mrs K Buckhurst |
|                       | Early Years/FSU                              | - Mrs M Touch     |
|                       | Leadership and Management                    | - Mr G Carnie     |
|                       | Quality of Teaching, Learning and Assessment | - Mr R Cozens     |
|                       | Personal Development, Behaviour and Welfare  | - Miss J Young    |
|                       | Outcomes for Pupils                          | - Mrs J Wallace   |
|                       |  |                   |

## **5. GOVERNOR MEETINGS AND MEETING DATES**

It was agreed to hold eight meetings in the academic year. Dates of meetings were confirmed as:

|                            |         |
|----------------------------|---------|
| Thursday 27 September 2018 | 3.30 pm |
| Thursday 8 November 2018   | 3.30 pm |
| Thursday 13 December 2018  | 4.30 pm |
| Thursday 31 January 2019   | 4.30 pm |
| Thursday 14 March 2019     | 3.30 pm |
| Thursday 9 May 2019        | 3.30 pm |
| Thursday 4 July 2019       | 4.30 pm |

Staff/Governor Social Wednesday 26 June 2018.

## **6. GOVERNORS' DISCIPLINE PANEL**

This is a confidential item and has been minuted separately.

## **7. HEADTEACHERS' RESIGNATION**

This is a confidential item and has been minuted separately.

## **8. GOVERNORS SELECTION PANEL – HEADTEACHER RECRUITMENT**

This is a confidential item and has been minuted separately.

## **9. ANY OTHER BUSINESS**

- (i) The Headteacher reported that she had received an e-mail from Purple Hamster (Firework company) stating that as he had not heard from the school, he assumed that the School would not be holding a fireworks display, The Headteacher contacted the former Chair who confirmed that he had sent an e-mail over the summer holidays confirming the date of Fireworks Night. The Vice-Chair also confirmed that he too had mentioned this. It was agreed that Vice-Chair would contact Purple Hamster to confirm that the Fireworks Night was scheduled for 5 November and that a firework display was still required.
- (ii) It was agreed that a letter from Governing Body should be sent to the former Chair thanking him for all his hard work and dedication both in his role as a Foundation Governor and that of Chair. The Vice-Chair agreed that he would send a letter on behalf of the Governing Body (**Action**)

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## **10. DATE OF NEXT MEETING**

Date of Next Meeting – Thursday 27 September 2018 at 3.30pm

There then followed a brief meeting of the Governors Selection Panel

## **11. GOVERNORS SELECTION PANEL – PRELIMINARY MEETING**

This is a confidential item and has been minuted separately.

**The Meeting closed at 18.30**