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Minutes of the Full Local Governing Body
Wednesday 20th April 2016 at 6.30pm

Present Michelle East, David Exham (Chair), Harriet Gierlicki, Sam King (AHT), Allan McKay, Louisa Nutt and Sarah Stafford. (QUORATE)

In Attendance Suzanne Lane (ODST) and Ruth Lockwood (Clerk)

Apologies received and accepted from Chris Howden and John Summers

There were no Pecuniary Interests Declared

Papers had been on Governor Hub for seven days prior to the meeting.
The meeting opened in prayer.

David welcomed everyone to the meeting, particularly Suzanne Lane who is the School Improvement Officer and Harriet Gierlicki who is attending her first meeting as an appointed Foundation Governor.

1. Approval of and Matters Arising from the Minutes of the Last Meeting (04/02/2016)

- The minutes of the last meeting were approved and signed without amendment as an accurate record.
Staff present reported that the letter to staff was much appreciated.
Allan reported back regarding the request for payment of £450 to cover the cost of electricity at Ducklington School who support the provision of lunches to St Mary's. The cost of electricity was not in the original contract. John and Allan met with the School Lunch Company and established that the costs had been worked out by them prior to the request being made. John and Allan have a further meeting next week at which they will suggest that an agreement is put in place for the new academic year. Governors asked that prior to the meeting next week some enquiries be made regarding the amount that other schools in similar positions (e.g. Finstock) are paying to cover electricity costs.
The induction pack has not yet been drawn together – the actions is therefore carried forward.

2. Notification for items to be discussed under Any Other Business

The clerk had not been notified of any items for discussion under this item, but it was agreed to clarify future meeting dates.

3. Governing Body Business

Committee Matters

- Neither of the committees have met since the last FGB meeting. Neither of the committee chairs had any matters they wished to raise.

Committee re-structure

- David circulated a paper document listing the delegations within the committee Terms of Reference and from the ODST Scheme of Delegation. Governors were asked to consider the list and consider whether all delegations are appropriate or whether any need to be moved and to forward their comments to David.
The document will be discussed further at the next FGB meeting.

- Governors were reminded that they can attend any meetings that they wish to, even if they are not part of the committee.

#### PREVENT training

The two new governors have not yet completed this training and a certificate is awaited from Louisa.

#### **4. Governor RAP Monitoring**

- Governors discussed the RAP monitoring that had been completed by David and circulated.
- Sam advised that RE will be more of a focus next year and that she has already had a meeting with Becky Forest who is returning from maternity leave in Term 6.
- There was a discussion regarding the children's involvement in prayer; it was suggested that moving forward greater variety of involvement could be considered.
- Governors were reminded to carry out a monitoring visit in connection with their RAP area. A copy of the monitoring schedule for the summer term will be circulated following the meeting.
- It was agreed that David should ask Chris if she would be willing to take on the role of SEN Governor.
- Sam thanked David for his very interesting and helpful monitoring report.

#### **5. Policies for Review**

##### New Governor Induction

- Governors discussed the policy and the role of a governor mentor.
- Minor amendments were made to the policy prior to it being approved. It will be reviewed again in April 2018.

##### Equality Objectives

- Governors noted that there are a number of characteristics that are protected by the equality legislation.
- A minor amendment was made to the objectives, prior to them being approved.
- The objectives will be placed on the website and will be reviewed in April 2017.

#### **6. Any Other Business**

##### Clarification of meetings and dates

FPP committee – Thursday 21<sup>st</sup> April at 11am  
FGB (School Mission statement) – Wednesday 4<sup>th</sup> May at 3.30pm  
C and P committee – Monday 16<sup>th</sup> May at 6.30pm  
FPP committee – Wednesday 22<sup>nd</sup> June at 9am  
C and P committee – Thursday 30<sup>th</sup> June at 6.30pm  
FGB (RAP review) – Thursday 7<sup>th</sup> July at 6pm

The meeting closed at 7.30pm

#### **ACTIONS**

David	Ask Chris if she would be willing to take on the role of SEN Governor
Allan	c/f Provide an induction pack/checklist for new governors