

AGM Minutes

GOVERNING BODY OF SOUTH MOLTON COMMUNITY PRIMARY SCHOOL

Wednesday 25th September 2024 at 5.30pm at South Molton Community Primary School

MEETING					
Date/Time: Wednesday 25th September 2024 at 5.30pm			Location: SMCPSS		
Attendees	Initials	Category	Attendees	Initials	Category
Tom Parkin	TP	Ex-officio	Karen Humber	KH	Co-opted
Chris Brown	CB	Co-opted	Glenys Laws	GL	Co-opted
Rosie Warrington	RW	Staff (Deputy head)	Jenny King - new governor - to be voted at Dec FGB	JK	
Laura Tandy	LT	Parent			

Apologies	Initials	
Beverly Adams	BA	Local Authority
Alison OPope	AP	Co-opted
Toby Shaddick	TS	Parent
Liz Shaw	LS	clerk

	Item		Sub-item	Leader	Minutes
Procedural Items					
1	Welcome and Apologies			Chair	Welcome to Jenny King - attending FGB today with a view of being voted to the board at Dec FGB. Apologies: BA, AP, TS & LS
2	Update Business Interests		Business Interests – any updates and sign register of interests.	Clerk	All members present signed and updated Business Interest. ACTION: TS, BA & AP to sign at next in person meeting
3	Review of contact details of governors.		All governors review their contact details and email addresses to ensure we hold correct information.	Clerk	Check contact details - LS emailed FGB for contact details. ACTION: FGB to send current contact information to clerk.
4	Annual skills matrix		All governors should have returned audit to clerk before AGM	Clerk	Anonymous matrix in folder - based on returned skills audit, July 2024 Current FGB knowledge & skills meet required areas. No action required.

Governing Body					
5	Election of chair and vice chair		Follow election/re-election process.		Chair and vice chairs to remain for this academic year whilst we transition to academy status. Both BA & TS happy to remain vice chairs.
6	Agree membership, terms of reference & levels of delegation for committees/lead roles		Review/reaffirm committee structure, membership and roles. Lead roles required: personnel and community link. Possible behaviour & attendance lead	CB/All	Committees to remain: Finance & resources and Teaching & Learning. IS has now stepped down from the board, personnel lead now vacant. Community lead vacant - GL to become community lead. KH to become SEND/Inclusion lead along with Attendance and Behaviour. TS to remain finance and premises lead. Personnel lead - vacant ACTION: LS to inform governors of relevant training for new roles ACTION: CB to discuss roles with individual governors
7	Update & agree Code of Practice			All	Code of practice in folder - those present agreed policy
8	Agree attendance at:		In person & virtual meetings	CB/All	Discussion around new start times for meetings. TLP have meetings after school and offer childcare provision for governors (meetings 4-6) Well being of staff earlier starts to meetings were agreed: FGB - start at 6pm (in person) F&R - start at 5.30pm (online) T&L - able to accommodate during school day, next meeting starting at 2pm. Meeting dates set in advance - discussed at summer FGB.
		8.1	If not able to attend meeting to read policies in advance and inform the clerk		ACTION: Members to read policies even if not attending and report to clerk
		8.2	Attendance at training		Please inform clerk of any training requirements If booked onto training please attend, for some training there is a cost.
9	Housekeeping:		Remind governors:	Clerk	Housekeeping notes in folder
			How to put an item on the agenda.		
			Procedure for receiving correspondence		If correspondence is received - please forward to the chair and clerk.
			Of the need for meetings to be quorate and sending apologies in advance.		The quorum for Maintained school governing body meetings and for any vote at a meeting is one half (rounded to the nearest whole number) of the membership of the governing body not including any vacant positions. Currently 5 board members at an FGB
			Review the procedure for dealing with apologies and reminder the governors		See housekeeping info in folder - please read Attendance at meetings is recorded and appears on the school website

			attendance register appears on school website		See attendance information for 2023-24 year in the folder.
			Reminder of confidential business (Part 2) protocol		See housekeeping folder in folder - please read TP - reminder to those present that if they feel an issue should be discussed as part 2 to raise the concern.
10	Ensure all board members have read KCSiE			All	All present confirmed they have read KCSiE. ACTION: LS to chase BA, TS & AP.
FGB					
12	Review / Appoint First Committee panel and HT appraisal panel		At least two members required for HT panel	All	CB and LT to sit on the HT panel. Training booked for LT - HT appraisal 22nd Oct.
13	Ensure Headteacher's performance management is organised		Performance governors nominated External advisor appointed - David Chaplin <i>Date to be arranged</i>	CB/TP/ All	See above item ACTION: TP to arrange review date with David Chaplin
14	Agree SIP priorities for the academic year and governing monitoring points/objectives			TP/All	Discussion of SIP priorities: <ul style="list-style-type: none"> • Improving writing across the school to ensure good progress and raised standard of achievement in writing across all age groups, introducing new writing scheme and new subject lead (English Action Plan - Writing) • Developing SEND provision in school to ensure all children make good progress with needs met including the new children joining school with extreme high needs. Development of nurture room provision. Ensuring consistent use of relational approach across the school. (SEN Action Plan) • Enhance the quality of teaching throughout the school with a focus on pedagogy and through using the walkthrus principles consistently (Teaching Action plan) • Develop nursery provision at the school, likely to open in January 2025. Plan for financial model, staffing, curriculum, environment, admissions and parent engagement. • Develop strategy for vulnerable children to challenge low areas of data including attendance rates and improve parental engagement through building relationships, greater parent involvement and giving parents a voice. Raising standards across the school for the vulnerable group to ensure the gap in attainment is closing.

15	Attendance figures for the week. Number of pupils FSM Number of PP pupils % of pupils on SEND register (record of need)			TP/RW	September information in folder - number of pupils: PP, FSM, SEND & school attendance. In future for attendance to be broken into groups: PP, FSM, SEND - consider the impact of interventions to support attendance. ACTION: KH to meet with attendance champion - Jo Kingdon (date TBC).
16	Governor visits		Consider governor visits for the academic year - linked to SIP priorities	All	FGB to contact Mrs Charles-Jones to arrange a visit. Consider lead role and SIP priorities, what information are you seeking?
17	Review governor attendance for previous year (for website)			All	In folder - see item 9
18	MAT update			TP	TP - MAT consultation going before the region advisory board October 2024. Ventrus and Tarka both working together, trying to ensure operations are in place for the merger to go ahead. School likely to join newly formed MAT spring 2025. As the merger develops there will be opportunity for governors to meet with the MAT team. Staff at school will have further meetings too i.e. TUPE etc
Policies & Documents					
19	Governors Allowance/Expenses Policy			TS	TS confirmed policy 4/10/24
20	Governors Code of Conduct			All	see item 7 - all present agreed
21	Health & Safety Policy			TS	TS confirmed policy 4/10/24
22	Governor visits policy			BA/all	BA confirmed policy 4/10/24
23	KCSiE part 1			All	see item 10 - all present had read KCSiE. Clerk to check with those absent.
24	Privacy policy			LT	Reviewed and agreed at the meeting
25	Impact		What have we discussed today that has impacted upon children's learning?	Chair	

Next meetings: **Resources meeting** 16th October at 5.30pm via Teams
Next FGB: Wed 11th Dec at 6pm - at SMCPS

T&L meeting 12th Nov at 2pm at SMCPS/Teams