



**ST JOHN'S CHURCH
OF ENGLAND (VA)
FIRST SCHOOL**

"LEARNING TOGETHER – AIMING HIGH"

The Governing Body

Minutes of the Full Governing Board held on the 13th November 2018 at 6.00pm

Governors present Fiona Puleston (FP) – Acting Chair
Claire Marsland (CM) - Headteacher

Colin Alsbury (CA)
Beth Coates (BC)
David Daniels (DD)
Louise Jenkins (LJ)
Alexia Loundras (AL),
Sarah Priddle (SP)

Attendees Rosemary Conway (RC) Business Manager and Clerk to the Governing Body

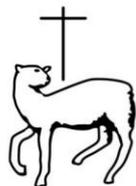
Apologies Reasons accepted for: Brian Noctor (BN)
No reasons given for: Neil McCormick (NM)

Agenda Item	Discussion, decisions and actions	
1	Opening Prayer	
2	Apologies Apologies were received as detailed above.	
3	Governor Business FP stated that this extraordinary meeting has been called following the resignation of Hugh Haines as Chair of the Governing Body and as Local Authority governor. As Vice Chair, FP will act as Chair until a new Chair is elected at the next meeting of the Full Governing Body. Governors noted that Hugh had stepped up to the role of Chair whilst still new in post at a time when other governors were not in a position to do so. Governors indicated that he had made a significant contribution to the Governing Body and to the school. Governors noted their thanks to Hugh for his contribution as governor and as Chair of the Governing Body. It was agreed to send a formal note of thanks to Hugh from the Governing Body	



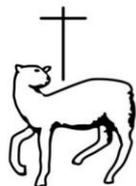
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<p>Action: Send note of thanks to Hugh Haines</p> <p>It was also noted that Brian Noctor has sent an email of resignation to the Clerk. He has offered to remain in post until the end of school term in December. Governors discussed Brian's offer and agreed to ask him to remain in post until December as he is a long standing governor with significant skills and knowledge to offer.</p> <p>Board Effectiveness</p> <p>RC informed governors of some concerns with the Board's current effectiveness and how it is currently discharging its three core functions;</p> <ul style="list-style-type: none">• Conflicts of interest – one item discussed at the last meeting of the Full Governing Body directly affected the work conditions of two governors, both of whom were present at the meeting.• Supporting data – one item discussed at the last meeting of the Full Governing Body resulted in a decision being made without reference to any supporting data.• Effective challenge of the Headteacher – RC has not noted in minutes any significant challenge of the Headteacher at meetings for at least the last 6 months. In addition, no monitoring visits have taken place to the school for a significant period of time.• Governor skills / knowledge – governors have not undertaken any training within the last year aside from one recent Governor Services session attended by one governor. Governors have not attended the last three Governor Services Chairs' briefings• There is currently no yearly planner or calendar of meetings in place to assist with strategic planning. <p>Governors discussed these concerns with the following of note;</p> <ul style="list-style-type: none">• CM highlighted that she feels she needs more challenge from governors. She indicated that she feels uncertain whether meeting papers are read in advance and understood. An example given was that governors did not ask about the School Development Plan priorities at the July meeting.• A governor indicated that they feel uncertain what training would be useful.• A governor expressed frustration that no training takes place in the local area and that many training venues can be difficult to reach on public transport.• A governor indicated that two outgoing members of the Board earlier in the year left quite a gap in terms of knowledge, experience and skills.• A number of governors are still relatively new to the Board and therefore only just settling in to the role.• A governor expressed concern with the number of governors on the Board who are also members of staff in school.• CM expressed concern at the length of some meetings. A recent meeting was 3 hours in length, which she felt is unreasonable for members of staff after a full day at work.	<p>FP</p>
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	<p>Governors considered two options;</p> <ul style="list-style-type: none">• Commission an external review of the Board's effectiveness by Governor Services. A governor indicated that they felt a review that involved conversations rather than just a paper review would be more beneficial. Another governor expressed concern that commissioning an external review could result in an external body putting in their choice of person to the vacancies.• Look to recruit effectively to the current vacancies and undertake some whole Board training. Governors felt that whole Board training could be very beneficial and could be tailored to the Board's needs. CM highlighted that she could deliver some training around data, to help governors understand what they are looking at. RC informed governors of some useful reading that suggests possible questions that can aid with offering challenge to the Headteacher. <p>Governors agreed to consider a governor recruitment strategy and undertake some whole Board training. It was agreed that the option of an external review could be revisited in the future if things were not improving.</p> <p>Action: contact Governor Services to find out about training options for whole Governing Body training</p> <p>Action: send details of useful reading to governors.</p> <p>Governor Recruitment Strategy</p> <p>Governors noted the following vacancies;</p> <ul style="list-style-type: none">• Local Authority – currently vacant• Foundation – currently vacant• Foundation – vacant from 21st December 2018• Foundation – vacant from April 2019 <p>Governors discussed the Governing Body's skills audit, updated prior to the meeting. It was noted that many skills are currently scored at 2 or 3 out of 5. Governors discussed what skills the Governing Body should look for when recruiting new governors and agreed to look for the following experience, skills or knowledge;</p> <ul style="list-style-type: none">• Experience in governance• Experience in education senior management• Risk management• Property• HR• Data, monitoring and challenging <p>Governors considered where to look for possible candidates. The ex-officio governor</p>	<p>Clerk</p> <p>Clerk</p>
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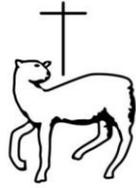


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	<p>noted that a number of attempts to recruit to the foundation vacancy have been unsuccessful.</p> <p>RC informed governors about a government provided website called Inspiring Governance where schools can advertise vacancies and individuals looking for governance roles can post profiles. Governors agreed to advertise through Inspiring Governance. Governors agreed that the advert should include all the skills identified but to state that applicants should have at least two from the list. Governors asked RC to place an advert on behalf of the Governing Body. CA will be the contact for potential foundation governors.</p> <p>Action: Place an advert for current governor vacancies on Inspiring Governance website.</p> <p>CM informed governors that she is aware of a recently retired Headteacher who may be interested in a governance role. Governors agreed that CM should approach that person.</p> <p>Action: Approach known contact about governor vacancies</p>	<p>Clerk</p> <p>CM</p>
<p>4</p>	<p>Meeting calendar and Yearly Planner</p> <p><i>Children and Learning committee</i> Governors set a date for the Children and Learning committee to meet, to replace the meeting that was cancelled on 13th November 2018.</p> <p>The meeting will be held at 4.45pm on Monday 19th November 2018.</p> <p>Governors discussed a confidential matter, which is minuted separately. RC left the room whilst the item was discussed.</p> <p><i>Calendar of meetings and yearly planner</i> Governors agreed that FP, CM and RC would meet to draft a yearly planner and calendar of meetings for the remainder of the academic year. The planner and calendar will be agreed at the meeting of the Full Governing Body on 3rd December 2018.</p>	

Meeting finished at: 1945

Date of next meeting: 3rd December 2018



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Summary of actions agreed

Action: Send note of thanks to Hugh Haines	FP
Action: contact Governor Services to find out about training options for whole Governing Body training	Clerk
Action: send details of useful reading to governors.	Clerk
Action: Place an advert for current governor vacancies on Inspiring Governance website.	Clerk
Action: Approach known contact about governor vacancies	CM