

THE FEDERATED GOVERNING BODY OF SAVILE TOWN CE (VC) INFANT AND NURSERY SCHOOL & THORNHILL LEES CE (VC) INFANT AND NURSERY SCHOOL

Minutes of the inaugural meeting of the Governing Body held at 6.00pm at Savile Town School on Monday, 8 October 2018.

PRESENT

Miss K Allen (Chair), Miss K Asquith, Mr G Billing, Mrs G Brooke, Ms S Cavanagh, Mrs D Douglas (Head), Ms S Dudding, Miss K Fry, Mrs S Patel, Reverend A Pollard, Miss D Roberts, Miss M Sharif.

In Attendance

Mrs F Beevers (Diocese)
Ms K Quinn
Mr L A Longstaff (Designate)
Mrs J Lord (Observer)
Mrs S Morley (Minute Clerk)

1. ELECTION OF A TEMPORARY CHAIR

RESOLVED: That Miss K Allen would act as temporary chair.

2. REPRESENTATION

- a) Governors received the Instrument of Government.
- b) To report the composition of the Governing body at the time of preparing the Agenda

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Miss K Allen	LA Governor	01.10.18
Miss K Asquith	Elected Staff	01.10.18
Mrs S Patel	Parent	01.10.18
Rev A Pollard	Foundation	01.10.18
Mrs G Brooke	Foundation	01.10.18

- c) 10 Co-opted vacancies

RESOLVED: That the following governors be invited to serve as Co-opted Governors:

Mr G Billing	Co-opted Staff	08.10.18
Ms S Cavanagh	Co-opted Staff	08.10.18
Ms S Dudding	Co-opted	08.10.18
Miss K Fry	Co-opted	08.10.18
Mr L A Longstaff	Co-opted (Designate)	
Miss D Roberts	Co-opted Staff	08.10.18
Miss M Sharif	Co-opted	08.10.18
Mrs D Douglas	Head Teacher	01.10.18

RESOLVED: That Miss K Quinn be appointed as an Associate Member.

3. ELECTION OF CHAIR

The minute clerk took the chair for this item.

RESOLVED: The Governing Body agreed that nominations would not be accepted from governors not present at the meeting as all governors were present.

RESOLVED: The term of office would last for 12 months from this date.

RESOLVED: A tie would be decided by the toss of a coin.

Nominations were received from Mr L A Longstaff and Miss K Allen. A vote took place.

RESOLVED: That Miss K Allen was voted to be chair.

4. ELECTION OF VICE-CHAIR

The Governing Body agreed that nominations would not be accepted from governors not present at the meeting as all governors were present.

The term of office would last for 12 months from this date.

Miss M Sharif was nominated for the position of Vice-Chair.

RESOLVED: That Miss M Sharif be unanimously elected as Vice-Chair.

5. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence or declarations of interest.

RESOLVED: That the Governing Body will decide on whether to grant consent on an individual basis depending on the circumstances.

RESOLVED: That the Governing Body approve the Governor's Code of Conduct.

All governors completed their registration of business interest which will be published on the school website and retained by the head teacher.

6. REVIEW OF COMMITTEES

RESOLVED: That the Governing Body will be supported by the following Committees:

Standards and Effectiveness

Miss K Allen
Mr G Billing
Ms S Cavanagh
Miss D Roberts
Miss M Sharif

Resources

Miss K Allen
Miss K Asquith
Mr G Billing
Mrs S Patel
Rev A Pollard

Head Teacher Performance Management

Miss K Allen
 Ms S Cavanagh
 Miss M Sharif

Staff Dismissal

Mrs S Dudding
 Rev A Pollard
 1x Parent Governor TBC

Authority Note: The quorum for a committee is 3 members

Staff Dismissal Appeals

Mrs G Brooke
 Mrs S Patel
 1x Governor TBC

Authority Note: The quorum for a committee is 3 members

RESOLVED: That the Terms of reference be discussed and agreed at the first meeting of each committee.

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following governors were appointed with specific responsibilities:

Special Educational Needs – Mrs S Dudding
 Governor Training Contact – Mrs D Douglas
 Early Years – Miss K Allen
 Premium Link Governor – Ms S Cavanagh
 Safeguarding / Looked After Children / Child Protection – Rev A Pollard

8. CHAIRPERSONS DELEGATED POWERS

RESOLVED: That the Chair is granted the delegated powers to:

- a) Change the date of a scheduled meeting with good reason
- b) Grant retrospective consent to absence in the event that a governor would become disqualified if the matter had to wait to the next governors meeting
- c) Determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the school.

9. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- a) Planning and conducting the affairs of the school to remain solvent.
- b) Establishing proper financial management arrangement and accounting procedures, which comply with Local Authority's

financial regulations and standing orders and maintaining a sound system of internal controls.

- c) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- d) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified by it.

Financial limits of the delegated authority are as follows:

Savile Town School - £5,000
Thornhill Lees School - £10,000

10. MINUTES OF PREVIOUS MEETINGS

RESOLVED: That the Chair sign the following minutes as true records of the meetings they reflect:

Thornhill Lees:
Full Governing Body (20 July 2018) Part 2
Standards and Effectiveness Committee (21 March 2018)
Standards and Effectiveness Committee (4 July 2018)

Savile town & Thornhill Lees Joint Meetings:
Full Governing Body (20 July 2018) Part 1
Full Governing Body (20 July 2018) Part 3

11. MATTERS ARISING

There were no matters arising.

12. SAFEGUARDING

Both schools use CPOMS to log incidents and the Safeguarding Policy and Child Protection Policies have been updated. The information sharing policy will be finalised by half term.

The Head Teacher, Fiona Lee, and Kirsty Quinn have completed their DSL updates.

13. FINANCIAL MANAGEMENT AND MONITORING

Both schools have draft budgets and have been profiled similarly for the next 6 months.

Both are halfway through profile in terms of staffing and this will change due to the Head Teachers' salary.

Both schools are waiting for DFC money for project work done, the LA have been invoiced.

Money in Thornhill Lees learning and resources category needs to be linked with the school priorities and this will be discussed at the next SLT.

Thornhill Lees are reviewing ICT and licences to see if anything additional is required.

Budgets will be discussed in more detail at the Resources Committee. The Head Teacher stated that the budget is on target at this point.

Mrs Lord stated that the school fund needs to be audited. The report will be signed at the next meeting.

14. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

The Teacher Appraisal Policy and the Teacher Pay Policy will be agreed at the next meeting as they are not yet available.

RESOLVED: That this be an item for the next Full governors meeting.

15. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The Whistleblowing Policy was circulated to all Governors. The Head Teacher agreed that she would amend “assistant director” to more relevant terminology.

RESOLVED: That subject to the above amendment, Governors agree the Whistleblowing Policy.

16. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2020/21

The consultation is not yet open. The Governors agreed that the PAN's for both schools would remain as:

Savile Town: 60
Thornhill Lees: 90

Staff members left the meeting at this point.

17. DELETED SEE MINUTE NUMBER 20.

18. ANY OTHER BUSINESS

DELETED SEE MINUTE NUMBER 20.

19. DATES OF FUTURE ITEMS AND POSSIBLE AGENDA ITEMS

Mr Billing noted that 6pm was an inconvenient time for many staff governors to attend meetings.

RESOLVED: That Full Governing Body meetings would take place on the following dates at 5.15pm, at a location to be confirmed:

Monday 26 November 2018

Monday 11 February 2019

Monday 8 April 2019

RESOLVED: That the Resources Committee meetings would take place on the following dates at 5.00pm at a location to be confirmed:

Tuesday 23 October 2018

Tuesday 29 January 2019

Tuesday 26 March 2019

RESOLVED: That the Standards and Effectiveness Committee meetings would take place on the following dates at 5.15pm at a location to be confirmed:

Monday 12 November 2018

Monday 4 February 2019

Monday 20 May 2019

20. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That minutes 17 and 18, be excluded from the copy to be made available at the school in accordance with the Freedom of Information Act.