

The Short Stay School for Norfolk Academy

Full Governing Body Meeting

Minutes

2nd September 2015 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees			
Des Reynolds - Head (DR)	Sue Cooke (SC)	Dennis Freeman (DF)	
Phil Harris (PH)	Lynsay Barrett (LB)	Andy Lamb (AL)	
Stefan Rider (SR)	Kerry Harris (once accepted) (KH)	Sue Whitaker (once accepted) (SW)	
Andriana Sneddon- Clerk			

No	Item	Action
1.0	Apologies and Absences	
1.1	<p>Meeting opened at 16.35.</p> <p>Apologies were received and accepted from Jenny Bird, Trevor Cockburn and Clive Evans.</p> <p>Resignations had been received from Chris Spencer, Chris Herries and were accepted. Clerk to administer.</p> <p>Sue Summerfield, potential new governor, had advised Clerk of her inability to proceed with the role due to personal circumstances.</p> <p>DR advised that he would be conducting initial conversations with several more potential governors who had responded to the recruitment campaign. He hoped to invite any suitable candidates to the next FGB meeting.</p>	<p>CLERK</p> <p>DR</p>
2.0	Welcome and Introductions new Governors	
2.1	<p>PH introduced Kerry Harris as a potential new Governor and asked her for a short personal introduction. She outlined her background in working with adults with Learning Disabilities and with Social Services and had experience of dealing with staffing, recruitment, safeguarding, budgets and wider business/ management functions. Despite being asked to become a governor in a mainstream school, KH advised that she preferred to engage in this role where her past experience would be of use. KH left the room whilst the FGB considered her application.</p> <p>SC proposed that KH be accepted onto SSSfN FGB.</p> <p>Seconded by LB.</p> <p>Unanimously accepted.</p> <p>KH was invited back in and welcomed onto SSSfN FGB.</p>	<p>CLERK</p>

<p>2.2</p>	<p>PH introduced Sue Whitaker as a potential new Governor and asked her for a short personal introduction. SW explained that she was the current local County Councillor and had wide ranging previous experience as a school governor, having served most recently on GB of The Hewett School and had been involved with disciplinary matters ,PEX's and had served on both Curriculum and Personal and Finance Committees. SW did explain to FGB that this role had been removed recently following Ofsted at the Hewett School. SW was keen to become a governor at SSSfN as she was both familiar with the school and believes that as a local councilor, that she should play a full part in the local community and especially where her past experience would be of use. SW left the room whilst the FGB considered her application.</p> <p>AL proposed that SW be accepted onto SSSfN FGB.</p> <p>Seconded by DF.</p> <p>Unanimously accepted.</p> <p>SW was invited back in and welcomed onto SSSfN FGB.</p> <p>Clerk requested that the makeup of GB be checked against Scheme of Delegation for correct number of governors and categories. DR to revert at next FGB meeting.</p>	<p>CLERK</p> <p>DR</p>
<p>3.0 Governor biographies and photographs</p>		
<p>3.1</p>	<p>DR requested that all governors forward to him short personal biographies for inclusion on the website.</p> <p>DR requested photographs of governors for same.</p> <p>DR agreed to make up Governor photo boards for all bases to aid staff recognition and familiarity with governors.</p>	<p>FGB</p> <p>DR</p> <p>DR</p>
<p>4.0 Election of Officers</p>		
<p>4.1</p> <p>4.2</p>	<p>Vice Chair- as no previous nominations had been received, Clerk requested nominations at the meeting.</p> <p>PH nominated SC for the role and this was accepted by SC who left the room during the vote.</p> <p>Seconded by DF.</p> <p>Unanimously accepted and SC was congratulated.</p> <p>Chair- as no previous nominations had been received, Clerk requested nominations at the meeting.</p> <p>SC nominated PH for the role and this was accepted by PH who left the room during the vote.</p> <p>Seconded by DR.</p> <p>Unanimously accepted and PH was congratulated.</p>	

5.0	Committee Structure and Membership	
5.1	DR gave a brief outline of the roles of each committee and frequency of meetings. After some discussion, Governors joined committees that suited their skills, experience and interest- see attached Committee Structure Chart.	CLERK
5.1	Dates of meetings to be circulated by Clerk and put on to GovernorHub. PH to liaise with Gill Wardlow to arrange dates for Finance and Personnel and forward to Clerk. Dates: <ul style="list-style-type: none"> • Finance and Personnel 16/11/15- others tba. • Standards meeting plan attached.SC advised all governors that they were warmly invited to any meeting in which they may have a particular interest. H&S and Premises- <ul style="list-style-type: none"> Lingwood Wednesday 23rd September 2015 Locksley Wednesday 21st October 2015 Belton Wednesday 18th November 2015 Earthsea Wednesday 20th January 2016 Pinetree Wednesday 16th March 2016 Roseberry Wednesday 20th April 2016 Douglas Bader Wednesday 18th May 2016 Pott Row Wednesday 22nd June 2016 Brooklands Wednesday 13th July 2016 -all start 16.30.	CLERK/PH
5.3	Committees were reminded to check and revise if necessary their ToR for next FGB Meeting.	FGB
6.0	Link and Nominated Governors	
6.1	See attached Committee Structure Chart for definitive list.	
7.0	Governor Handbook, Training and GSEF	
7.1	Handbook and Training Programme were distributed to new governors; Clerk encouraged governors to access training courses and advised Governors of free training session by NGLS per FGB. Governors to consider which course would be of most use for next FGB meeting.	FGB
7.2	DR confirmed that he will be conducting in house training on Safeguarding and Safer Recruitment. DR to advise dates.	DR
7.3	GBSEF-after some discussion it was felt to be best compiled at the next Governor Away Day, a very successful activity. Potential dates of end October 2015 tbc once full complement of governors achieved.	DR/PH
8.0	GovernorHub	
8.1	Clerk reminded Governors of this very useful tool and urged that it be used more	

8.2	comprehensively for document storage and as a general resource. Clerk to set up new governors.	CLERK
8.3	Clerk to update GovernorHub calendar and upload past documentation.	CLERK
8.4	DR reminded Governors of their access to The Key, another useful database for governors.	
9.0	Governor Code of Conduct and Annual Governance Statement	
9.1	The Code of Conduct for the Governing Board had been previously circulated to governors and with full agreement, all governors will abide by its code. A master copy has been signed by all governors. Clerk to follow up missing governors.	CLERK
9.2	The Annual Governance Statement is recommended to be published by DfE in relation to the School Procedures Regulations 2013 . Clerk circulated a template and explained that Academies were required to complete this as part of the Accounts Direction report. Governors agreed to c/f to Away Day.	PH
10.0	Declarations of Business and Pecuniary Interests.	
10.1	Clerk explained to new governors this requirement. All governors present completed forms and passed to Clerk for filing. Clerk to follow up missing governors as well as SBM, Dep HT and Resources Manager.	CLERK
11.0	Vision, Values and Ethos	
11.1	Clerk explained to new governors that this was one of the fundamental requirements of a GB.	
11.2	DR advised that the Engage MAT Board had completed this for the MAT and that there was an existing statement for SSSfN due to be reviewed this term. DR to circulate for Agenda point at next FGB meeting.	DR/CLERK
12.0	Ofsted Update	
12.1	DR advised governors of the strong possibility of an Ofsted inspection this term in line with their guidelines that converter academies should be inspected in the fourth term after conversion. As SSSfN converted in April 2014, this was now due. DR did point out that as the Academy was currently 'Good' this could be delayed but governors should be prepared for an inspection due to the high risk nature of SSSfN pupils. He advised that Inspectors would want to talk to governors in order to assess their robustness of challenging and holding school leaders to account.	
12.2	SC provided governors with a document outlining the types of questions that could be asked of governors and where the relevant information could be found as well as evidence.	
12.3	Clerk provided a postcard of information to Governors should inspectors telephone Governors. SC to review for incorporation and bring comments to next FGB meeting.	SC
13.0	Visits to bases	
13.1	All governors were urged to visit the bases of SSSfN to aid familiarity.LB confirmed that staff do appreciate these visits. Governors should contact DR for contacts at each site.	
13.2	SC reminded governors to complete monitoring forms after each visit as this is useful evidence for Ofsted and to complete any outstanding. Clerk will circulate	CLERK

	Monitoring Forms.	
14.0	AOB	
	None	
15.0	This year meeting dates	
15.1	<ul style="list-style-type: none"> • 28/9/15 at 16.30 • 25/1/16 at 16.30 • 25/4/16 at 16.30 <p>Meeting closed at 17.45</p>	

Signed.....

Date.....