

# Swimbridge Church of England Primary School Governing Body

FGB						
Date/Time	18.11.19 6pm	Location		Inventors Class		
Governor name	Initials/Signature	Category of Governor		In attendance	Absent With apology (sanctioned)	Absent without apology (not sanctioned)
Sandra Tibbles	STb	Head			Y	
Gemma Poland	GP	Staff		Y		
Dave Wyeth	DW	Parent	Chair	Y		
Emma Feaney	EF	Parent			Y	
Amy McLaughlin	AM	LA			Y	
Ed Bond	EB	Foundation			Y	
Julia Harvey	JH	Foundation		Y		
Claire Nickels	CN	Foundation		Y		
Sarah Smith	SS	Foundation		Y		
Colin Wadsworth	CW	Foundation		Y		
VACANT	-	Foundation		-	-	-
VACANT	-	Foundation (Ex-Officio)		-	-	-
In Attendance	Initials	(anyone who is not a governor/associate)		Minutes to		
Natalie Stanbury	NS	Clerk		Attendees, apologies, website		

Ref	Details of Discussion	Action
1.	<b>Welcome and Apologies</b> Apologies were sanctioned as above. The meeting was quorate.	
2.	<b>Declarations of interest</b> No new declarations.	
3.	<b>Matters Arising</b> ACTION – DW and NS to meet to discuss both governor and chair recruitment strategy. <b>Discussions have taken place - report below in item 12.</b> ACTION – NS to publish the Terms of Reference to the website. <b>Complete.</b> ACTION – STb to email Diocese to request changes to the list of preferences to be amended in the Admissions Policy. <b>Complete and followed up by NS.</b> ACTION – NS to forward the Audit report to Devon Audit Partnership. <b>Complete.</b> ACTION – NS to publish all those policies appropriate for the website. <b>Complete.</b>	
4	<b>Business brought forward by the Chair</b> <b>No business brought forward</b>	

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5.	<p><b>Agree the Part 1 minutes of the previous meeting held on 23.09.19</b> These were agreed as an accurate and true record.</p>	
6.	<p><b>Clerks Update</b> The DfE have produced an updated statutory policies list – NS will read and report on any changes to our policy list.</p>	
7.	<p><b>To receive the minutes of the Resources Committee and agree any recommendations or actions</b> Minutes were agreed as an accurate and true record.</p>	
8.	<p><b>To receive the minutes of the CSI Committee and agree any recommendations of actions</b> Draft minutes were not available at the meeting due to time constraints. These will be drafted and presented at the next CSI meeting.</p>	
9.	<p><b>To confirm the HT Appraisal Panel has taken place</b> The HT Appraisal Panel confirmed the formal appraisal had taken place with Mark Juby in attendance as the external adviser.</p>	
10	<p><b>To confirm the Pay and Performance Committee has taken place, receive headline report on any pay awards</b> <b>Pay and performance committee is due to take place on</b></p>	
11.0	<p><b>Safeguarding Lead Report and confirmation of submission of the annual Safeguarding Audit</b> The safeguarding audit is completed and submitted.</p>	
13.	<p><b>Succession Planning – Governor/Chair recruitment</b> DW reported he had made contact with a potential candidate with current experience of chairing a governing board, she would be happy to fulfil the role at Swimbridge. Governors agreed to the nomination of Sian Barten to the role of Foundation Governor, with a view to election as chair at a future meeting.</p> <p>ACTION – NS to ensure foundation governor nomination forms are submitted to the Diocese</p>	

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14.	<p><b>To discuss and make challenge on the HT report and agree any actions resulting from discussion.</b></p> <p>Governors thanked the Head for another detailed report. There were no questions asked.</p> <p>NS explained, for the benefit of EF as a new governor, the HT report gives contextual, information on a number of areas for Governors and provides commentary, data and details of current priorities for the school. Much of the challenge happens at a committee level and can be found in committee meeting minutes.</p>	
	<p><b>What have we done today to ensure and assure we are working to improve outcomes in our school under the 3 core roles of governance?</b></p> <ul style="list-style-type: none"> <li> <p><b>• Ensuring clarity of vision, ethos and strategic direction;</b></p> <p>Assured the board has a succession plan in place – with plans to nominate a new foundation governor, with the potential to become chair</p> </li> <li> <p><b>• Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;</b></p> <p>Confirmation the HT Appraisal has taken place, with plan for the Pay and Performance to take place in order to ratify decisions on pay</p> <p>Discussion of the HT report</p> <p>Plans in place for the monitoring of curriculum plans via the CSI committee</p> </li> <li> <p><b>• Overseeing the financial performance of the organisation and making sure its money is well spent</b></p> <p>Budget monitored via the Resources Committee</p> <p>Plans in place for the Pay &amp; Performance Committee to meet to ensure robust decisions are made regarding pay progression</p> </li> </ul>	