

# RAVENSWOOD SCHOOL



## MINUTES OF THE FULL GOVERNORS MEETING 4.30 p.m Wednesday 9<sup>th</sup> September 2015

Ref	Agenda Item	Action by
1	<p><b>ATTENDANCE</b></p> <p>Philippa Clark (PC) (Head Teacher) Neil Brooksbank (NB) Pam Pollard (PP) Andy Thatcher (AT) Mike Evans (ME) (Chair) Sally Crook (SC) Sarah Wilson (SW) Stuart Iles (SI)</p> <p><b>N.B.</b> Jill Iles arrived at meeting at 16.50</p> <p><b>School Officers</b> Mark Senior (MS) Katie Barnes (KB)</p> <p>Minutes and also present: <b>Jamie Ferris</b></p>	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies received and accepted from</p> <p>Cate Hill Jill Iles (<b>NB</b> see point 5 below) Graham Shrubsole</p> <p>Niki Matyjasik has said that due to work and family commitments, she will not be able to continue as Clerk. She has, however, agreed to continue as Clerk until we find a replacement but only until the end of term 2.</p>	
3	<p><b>MATTERS FOR INCLUSION UNDER AOB</b></p> <p>Clerk to the Governors</p>	ME
4	<p><b>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</b></p> <p>None declared.</p>	
5	<p><b>ACCEPTANCE OF MINUTES OF MEETING 15th July 2015</b></p> <p>Minutes agreed and accepted as a true record. There were minor amendments to be made which will be made by ME and then Minutes made available to NS Governor Services.</p>	
6	<p><b>MATTERS ARISING:</b></p> <p><b>From the meeting on 15<sup>th</sup> July 2015</b></p> <ul style="list-style-type: none"> <li>• <b>Attendance audit still awaited.</b></li> <li>• ME advised that we were not able to successfully complete one section of the Safeguarding Audit, as not all Governors had attended Safeguarding Training and so::             <ol style="list-style-type: none"> <li>a. All Governors should take safeguarding training this year.</li> </ol> </li> </ul>	

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	<p>The following dates for safeguarding training are as follows:</p> <p>5<sup>th</sup> October at Clevedon  20<sup>th</sup> October at Clevedon  8<sup>th</sup> February at Clevedon</p> <p>ME advised that these are normally 2 hour training sessions but that there was also the possibility of Educare (on-line) training. Any interested Governors should contact Andy Pester for log-in details.</p> <ul style="list-style-type: none"> <li>• Safer recruitment training needed for all Governors who wished to be on an interview Panel. The following dates are available for safer recruitment training</li> </ul> <p>9<sup>th</sup> and 10<sup>th</sup> November at Castlewood</p> <p>As for the safeguarding training, these are normally 2 hour training sessions but that there was also the possibility of Educare (on-line) training. Any interested Governors should contact Andy Pester for log-in details.</p> <ul style="list-style-type: none"> <li>• Governor training records on NSESP website – ME has accessed. Seek clarification on new requirements for NGA re Declaration of Pecuniary Interests - Achieved</li> </ul>	
7	<p><b>WELCOME TO POTENTIAL NEW GOVERNORS</b></p> <p>Andy Thatcher (Project Manager for the Mercury Makeover) spoke briefly about himself. He was proposed, seconded and accepted unanimously as a new Governor.</p> <p>Nathan Boyd from Waitrose (Personnel Manager) was not at the meeting but NB noted that we had already heard from him. He was also proposed, seconded and accepted unanimously as a new Governor.</p>	
8	<p><b>CONFIRMATION OF CHAIR AND VICE-CHAIR APPOINTMENTS</b></p> <p>Chair confirmed as Mike Evans. Vice chair not confirmed yet and this would be an agenda item for the next FGB</p>	ME – Election of Vice Chair as agenda item next meeting
9	<p><b>INSTRUMENT OF GOVERNMENT</b></p> <p>Agreed</p>	
10	<p><b>TERMS OF REFERENCE FOR F.G.B.</b></p> <p>Accepted with minor changes</p>	
11	<p><b>CODE OF CONDUCT FOR F.G.B.</b></p> <p>PP asks for confirmation that all confidential notes should be on red paper.</p>	Signed Code of conduct

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	<p>PC confirmed this All governors agreed to sign the amended code of conduct form</p>	<p>forms to be returned to ME</p>
12	<p><b>POLICY ON PAYING ALLOWANCES TO SCHOOL GOVERNORS</b></p> <p>PC – asked Governors to please keep any receipts for lunches and travel etc. The current rate for fuel is 40p per mile.</p> <p><b>Mileage Rate</b> 45p was proposed by PC and was agreed by Governors.</p> <p>As far as Childcare arrangements were concerned, PC. asked “What is the living wage?”</p> <p>KB - The living wage is £7.20, and the minimum wage is £6.70.</p> <p>The Governors agreed to amend the rate from £6 per hour to £7 for childcare arrangements.</p>	
13	<p><b>MERCURY SUMMER MAKEOVER</b></p> <p>PC A lot of thanks to all that helped with the makeover.</p> <p>Simon Dyer, the barbeque champion from the TV show will be coming to school on Friday 18<sup>th</sup> to do a barbeque with the pupils, combined with a balloon launch.</p> <p>Gilly’s Cafe are to donate a barbeque commencing at 4.30 for all volunteers and contractors that helped out.</p>	
14	<p><b>COMMITTEE STRUCTURE, MEMBERSHIP, TERMS OF REFERENCE.</b></p> <p>ME proposed that the existing structure of three Committees should remain and this was unanimously agreed by the Governors.</p> <ul style="list-style-type: none"> <li>a. <b>Business Committee</b> : PC, GS, AT, SC, ME, SI, CH (tbc)</li> <li>b. <b>Pupil Committee</b> : PC, ME, NB, PP, JI, SW, SC</li> <li>c. <b>Headteacher PM</b>: PP, ME (Nathan Boyd – tbc)</li> <li>d. <b>Pay Committee</b>: PP, NB, SI</li> </ul>	
15	<p><b>APPOINTED GOVERNORS</b></p> <p><b>Pupil Voice</b>: JI  <b>Safeguarding and Anti-Bullying</b>:PP  <b>Children who are looked after</b>:PP  <b>Health and Safety</b>:AT  <b>E.Safety</b>:NB  <b>SEN Governor</b>: ME  <b>SWLC</b>: CH  <b>CPD</b>: ME</p>	
16	<p><b>DECLARATION OF PECUNIARY INTERESTS</b></p>	

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	The majority of Governors signed forms and passed to ME. Remainder to be encouraged to complete as soon as possible.	ME/Clerk to chase
17	<b>FREEDOM OF INFORMATION REQUESTS</b>  <b>Nil return for 2014-15</b>	
18	<b>POLICIES FOR APPROVAL BY FGB</b>  ME proposed that we accept the following NS policies and that if those policies are updated by NS during the year, we would accept the updated version. <b>Seconded by PP and agreed by all Governors.</b>  <b>NSC Human Resources policies; including .</b> <ol style="list-style-type: none"> <li>1. Appraisal and Capability Policy</li> <li>3. Discipline Policy and Procedure</li> <li>4. Flexible Working Policy and Procedure</li> <li>5. Grievance Procedure for all school based employees</li> <li>6. Reference Policy</li> <li>7. Managing Staff Attendance</li> <li>8. Leave of Absence Policy</li> <li>9. Pay Policy</li> </ol> <b>NSC Premises policies</b> <ol style="list-style-type: none"> <li>1. Health and Safety Policy</li> </ol>	
19	<b>CORRESPONDENCE</b>  None received	
20	<b>AOB</b>  Tour of Primary Department and grounds to see what has been achieved in the Mercury Summer Makeover.  Niki Matyjasik has said that due to work and family commitments, she will not be able to continue as Clerk. She has, however, agreed to continue as Clerk until we find a replacement but only until the end of term 2  ME our vehicle is just waiting for the logos to be applied and will then be delivered to the school. It was just over the £15,000 (£15,027.82) which had been approved.  ME proposed Governors approve the transfer of £15,000 from F345 to Devolved Capital to pay for the vehicle. All Governors approved.	
	<b>DATE OF THE NEXT MEETING - 4.45pm Wednesday 21<sup>st</sup> October 2015</b>	
	<b>MEETING CLOSED AT 5.45pm</b>	

**SIGNED..... DATED .....**