



**MINUTES OF THE DISCOVERY SCHOOL FULL GOVERNING BODY
HOUSEKEEPING MEETING MONDAY 6TH SEPTEMBER 2021**

This meeting was held virtually via Teams

PRESENT

Miss Tina Gobell (Head Teacher)
Mrs Annabel Cornall (Chair and Co-opted Governor)
Mrs Catriona Stringer (Vice Chair and Co-opted Governor)
Mr Roland Parrott (Co-opted Governor)
Mrs June Budd (Co-opted Governor)
Mrs Louise Connelly (Parent Governor)

Apologies Mr David Waller, Kelly Dey. Miss Jennifer Baker (in her capacity as DHT)

Clerk - Mrs J Roe

ITEM NO	ITEM FOR DISCUSSION	ACTION POINT
PROCEDURAL		
1	<u>WELCOME AND APOLOGIES FOR ABSENCE</u> Apologies were received and accepted from David Wallker, Kelly Dey and Miss Baker in her role as DHT. The meeting was quorate.	
2	<u>Election of Chair/Vice Chair</u> The clerk informed the FGB that she had received one nomination for Chair, Mrs Annabel Cornall and one nomination for Vice Chair, Mrs Catriona Stringer. Mrs Cornall's nomination for Chair was proposed by Louise Connelly and seconded by Catriona Stringer. Governors agreed unanimously to the proposal and Mrs Cornall was elected as CoG for a one year term of office. Mrs Stringer's nomination for Vice Chair was proposed by Mrs A Cornall and seconded by Mrs L Connelly. Governors unanimously voted for Mrs Stringer to become Vice Chair for a one year term of office. Mrs Cornall continued to Chair the meeting.	

3	<p><u>REGISTER OF BUSINESS INTERESTS</u></p> <p>The Register of Business Interests was up to date. No business interests were declared. Governors were reminded that it was an annual requirement for them to update the Register and the CoG asked that this was completed by all members of the FGB prior to their first business meeting on 18.10.2021.</p>	<p>All governors to update Register of Business Interests on Governorhub</p>
4	<p><u>GOVERNOR TRAINING AND DEVELOPMENT.</u> The CoG thanked the FGB for completing their skills audit. The CoG provided the FGB with an overview of the analysis.</p> <ul style="list-style-type: none"> • Governors felt that they were secure in their knowledge of strategic planning. • Following the appointment of Mrs June Budd as Co-opted governor, there was evidence of stronger community links with increased confidence in working with the local community. • Governors felt that they were competent when questioning and challenging. <p><u>Areas of focus</u></p> <ul style="list-style-type: none"> • Moving forward the FGB needed to expand it's knowledge of HR policies and procedures. The CoG reminded governors that the annual skills audit enabled the FGB to find out where their strengths and weaknesses were enabling a focus on future vacancies to be filled with people with the correct skill set. It was agreed it was more important to have the right skills on the FGB rather than just filling the vacancies. . • As the last Ofsted inspection was in 2008 the FGB did not have experience of an Ofsted inspection and the skills audit had revealed that this was an area where all governors wanted to develop their knowledge. Governors had received Ofsted training at their last meeting, but everyone agreed that this still needed to remain a strong focus. <p><u>Training update.</u> The CoG informed governors that 'Governors For Schools' would be running free online seminars on a wide variety of topics related to school governance. Governors were reminded by the HT that the school would be using the National College for future training and that governors would shortly receive their passwords to access this. The Clerk highlighted the availability of 'The Key for Governors' on Governorhub as a further resource. Governors discussed the importance of training and how it added depth to their questioning and monitoring.</p> <p>The clerk reminded all governors of their statutory responsibility to complete the KCSIE training. The HT would send out the</p>	<p>Governors to receive log in for National College training</p> <p>HT to send to FGB KCSIE appendices. All governors to read and sign prior to 18.10 mtg.</p>

	safeguarding appendices to governors along with a way to record that all governors had completed this.	
5	<p><u>Governor Vacancies</u></p> <ul style="list-style-type: none"> • One Co-opted Vacancy • Two parent governor vacancies. <p>Governors discussed the importance of ensuring that any new governors had the right skills set for the FGB and how as a governing body they needed to be more pro-active in recruiting. The Clerk and CoG had met to discuss possible strategies and suggested an informal coffee morning where parents/carers could come along and find out more about the positions. The CoG asked JB about the possibility of using the Cricket Club on Friday 17th September after the school drop off for this purpose. After a short discussion it was agreed that JB would speak to her contact at the Cricket club. The Clerk and CoG would attend the coffee morning but all members of the FGB were encouraged to attend where possible.</p> <p>Following further discussion governors were aware that the skills audit had not shown a focus on H&S and agreed that this was an area that needed to be developed. The Vice Chair commented that she would be happy to contact an ex member of the FGB who had the relevant experience within H&S to see if she would be willing to consider the role of Co-opted Governor. The FGB felt that this would be a positive step forward.</p>	<p>JB to speak to cricket club re hire for coffee morning 17.10.21 All members of FGB to attend where possible.</p> <p>CS to contact ex governor re Co-opted vacancy</p>
6	<p><u>Code of Conduct.</u> The clerk had reviewed the updated Code of Conduct and this would be sent to the HT to personalise to the School. All governors would be required to sign the Code of Conduct and keep a hard copy with their records. This action was to be completed by the next FGB meeting 18.10.21.</p>	<p>Clerk to send Code of Conduct to HT for review and then distribution to all members of FGB</p>
7	<p><u>Governor Responsibilities</u> The FGB reviewed the monitoring groups and discussed whether anyone wanted to change their monitoring focus. The CoG was mindful of the importance of fostering good relationships between governors and staff and having a consistent approach to monitoring.</p> <p>LC commented that with her other areas of monitoring and having joined the Finance Committee whether another governor would be able to take on the role of EYFS governor. The other areas of monitoring responsibilities were reviewed and the CoG would speak to DW about the EYFS role as he had previously expressed an interest in this area. Governors also took into consideration that once the 3 vacancies were filled it would enable new governors to take on some of the monitoring roles to ensure an equal balance amongst the FGB.</p> <p>The FGB then debated changing the role of the Finance Committee to include H&S monitoring. The HT commented that at her previous</p>	<p>CoG to speak to DW re EYFS monitoring role.</p>

	<p>school there had been a Finance, Premises and Personnel Committee. Although supportive of the idea, the finance committee were mindful of the amount of work that was already involved within financial monitoring and wanted reassurance as to what the additional monitoring would involve. The Clerk suggested that the H&S governor continued with the H&S monitoring and reported back to the finance committee at their meetings. The SBM already attended the Finance Committee meetings and by having the H&S governor report back this would ensure a more joined up approach to the monitoring. After some discussion it was agreed that the finance committee would include H&S and would now be referred to as the Finance, Premises and Personnel Committee. The TOR's would need to be updated accordingly. There would be a six month trial to see how the meetings and monitoring progressed and it would be reviewed after that time.</p>	<p>Finance, Personnel & Premises Committee to replace Finance Committee, TOR's to be updated to reflect change. Review 6/12</p>
8	<p><u>Calender of meetings.</u> The Clerk had contacted the CoG, HT and SBM to liaise on a meeting schedule for the academic year.</p> <p>The following dates were agreed;</p> <p><u>Finance, Personnel and Premises Committee</u></p> <p>Friday 15th October – time tbc Friday 14th January – time tbc Friday 11th March 2022 – time tbc Friday 15th July 2022 – time tbc.</p> <p>Governors were reminded by the clerk that there would need to be an additional 2 financial monitoring reports to meet the required statutory requirement of 6.</p> <p><u>Full Governing Body meetings</u></p> <p>Monday 18th October 2021 Monday 7th February 2022 Monday 28th March 2022 Monday 23rd May 2022 Monday 18th July 2022</p> <p>The CoG asked governors for their views on holding an additional meeting between the October and February meetings. She was conscious that there would be potentially 3 new governors appointed by that time and that having an additional cpd focussed meeting would enable the FGB to review their monitoring and receive an update on Ofsted to ensure that they were fully prepared. All agreed that this would be a good idea. Date to be confirmed.</p>	<p>Additional FGB meeting term 2 cpd focussed date tbc.</p>

	<p>A governor asked whether the time of the meetings could be made slightly earlier. It was agreed that FGB meetings would move from 6.30 pm to 6.00 pm with any training commencing at 5.30 pm.</p> <p>The CoG talked to governors about keeping a blended model for meetings and all felt that this would work well in terms of work/life balance for both governors and staff attending the meetings. However, all agreed that face to face monitoring and being visible in school was important.</p> <p>The HT informed governors that the Inclusion Manager had delivered excellent high quality training to staff on racial awareness and asked whether the FGB would like Mrs Pullen to deliver this at a future FGB meeting. It was agreed to ask Mrs Pullen to the additional meeting between terms 2 & 3. The clerk reminded governors that at the last FGB meeting it had been recorded that Paul Robinson, IT Network Manager would be invited to the October FGB meeting to update governors on cyber security. The HT confirmed that he had been made aware of the meeting and would be attending.</p> <p>The pay committee set their first meeting for Friday 15th October, time tbc. The date for the meeting in Spring will be confirmed at the October meeting.</p> <p>The CoG will liaise with the HT to arrange the HT PM review meeting and to agree an external advisor. The HT PM review committee would remain the same.</p>	<p>FGB mtg new start time 6.00 pm</p> <p>HT to invite HP to additional FGB meeting term 2 to deliver racial awareness training.</p> <p>CoG to liaise with HT re HT PM review mtg</p>
9	<p><u>Governing Body Publication Requests.</u> After discussion it was agreed that the CoG and HT would use one of their meetings to focus on the school website to ensure all statutory requirements were being met.</p>	
10	<p><u>School Improvement Plan</u> The HT & SLT were in the process of finalising the new School Improvement Plan. Governors were informed that due to the pandemic many targets from would be carried forward. Changes within the EYFS framework necessitated some updates within the plan. Targets that were completed were to be closed down allowing for there to be a focus on fewer targets completed to a higher standard. Governors supported this rationale. The HT would send a summary of the new plan to the FGB in order that they could agree and ratify this at their October FGB meeting. The CoG reiterated the importance of governors knowing the targets in order to formulate an effective monitoring visit schedule.</p>	<p>HT to send summary of new SIP to FGB FGB to agree and ratify new SIP 18.10.21 FGB mtg</p>
11	<p><u>Impact of meeting</u></p> <ul style="list-style-type: none"> Election of Mrs Annabel Cornall as Chair of Governors 	

	<ul style="list-style-type: none"> • Election of Mrs Catriona Stringer as Vice Chair of Governors • Discussion around governor training – importance of completing KCSIE. Governors to use the National College as an additional training tool. • Skills audit reviewed and areas for improvement noted. • Discussion on recruitment strategies for attracting new governors to the FGB. • Coffee morning arranged to attract new parent governors • Review of monitoring pairs/committees. • Change of Finance Committee to Finance, Premises and Personnel Committee • Code of Conduct discussed with Governors to sign once HT has personalised to The Discovery School. • Calender of meetings for FGB, Pay Committee & Finance, Premises and Personnel committee agreed. • New School Improvement Plan discussed with governors to ratify and agree targets at FGB meeting 18.10.2021. 	
12	<u>Any other business</u> Nil	
13	<p><u>Date and time of next meeting.</u> Monday 18th October 5.30 pm for presentation from Paul Robinson, IT Network Manager, 6.00 pm FGB meeting.</p> <p>Having attended school on the first day of re-opening after the summer holidays, the CoG thanked the HT and staff on behalf of the FGB for all their hard work in ensuring that this was a success with everything having run very smoothly.</p> <p>Meeting concluded at 7.30 pm.</p>	

Signed..... Dated