

## SIDESTRAND HALL SCHOOL



### Minutes of Full Governing Body Meeting held on Tuesday 17th September 2019 at 3.45pm

Present: Angela Wrighton, Joanne Callender, Fiona Hall, Roger Billings, Rachel Middleton, Dianne Davis, Paddy Bennett, Vivian Harrington, Liam Davies, Sarah Young (Head), Shelley Taylor (Deputy Head) and Paul Hinson (potential new Governor).

***Governors' questions and comments are in bold and italics.***

Safeguarding training was undertaken by all present prior to the commencement of the meeting [except Paddy Bennett and Paul Hinson].

A meet and greet presentation session between staff and Governors was held from 3.15 to 3.45. Governors explained their roles and responsibilities to staff.

#### **1. Welcome**

#### **2. Consideration of apologies for absence**

Received and accepted from Gill Leah (Clerk) and Peter Godfrey (potential new Governor).

#### **3. Election of Officers:**

Angela Wrighton was nominated, seconded and elected as Chair.  
Roger Billings was nominated, seconded and elected as Vice-Chair.

***Governors felt that succession planning should be discussed again in the Summer term.***

#### **4. Committees:**

All documents had been available to Governors on Governor Hub.

- i. Review of Delegation Planner**  
This was reviewed and agreed without amendment.
- ii. Review of Committee Structure and Membership**  
This was reviewed and agreed without amendment with the addition of the two new Governors.
- iii. Confirm Terms of Reference**  
These were confirmed by those present at the meeting.

All the above documents to be uploaded to Governor Hub.

**ACTION: Clerk**

## **5. Review of monitoring strategy and delegated responsibilities**

The link Governor roles were agreed with some minor amendments.

## **6. Agree and sign Code of Conduct**

This was signed by all those present, new Governors to be asked to sign at the next meeting.

**Action: Clerk**

## **7. Completion of Register of Interests**

These were completed. Absent Governors would be asked to complete / update at the next meeting.

**Action: Clerk**

## **8. Check Governor details**

Governors were asked to check their details as they appeared on Governor Hub, amends were noted on the print out. The Clerk would update the records accordingly.

**Action: Clerk**

## **9. Confirm renewal of the terms of office of any Governors whose terms end in 2018/19**

All those whose term of office runs out in 19/20 confirmed agreement to renew their term of office.

## **10. Consider appointment to Governor vacancies**

The Chair proposed two new Governor's Paul Hinson and Peter Godfrey, both have previous school Governor experience.

***Governors agreed the appointments unanimously.***

## **11. Headteacher's Report (verbal)**

Pupil numbers: The Head reported that there were now 184 pupils and there were four tribunals pending. The Head updated the Governors on the situation with the long-term sick leave of the School Caretaker, who had been declined early retirement on medical grounds but had decided to leave anyway. The Link roles were confirmed, amends made regarding staff and the document was to be updated.

**ACTION: Clerk.**

The sixth form skills pod had been erected during the summer holidays, with funding from a 'Wooden Spoon' grant, who had been very supportive of the opportunity and in addition encouraged use by pupils outside SHS.

The SIDP was currently in draft form and was being finalised, this would be shared as soon as possible.

Three documents were shared SLT roles, Calendar of teaching events and the Academic Calendar were shared, specific amends were to be made and the documents forwarded to Gill for uploading to Gov Hub.

**ACTION: Head/ Dep Head/ Clerk.**

***The Head was thanked for her report and for her hard work.***

## **12. Arrangements for Headteacher's Performance Management**

It was agreed Angie Wrighton, Roger Billings, Paddy Bennett and Paul Hinson would undertake this this year. It was also agreed the use of the external consultant had been very helpful and would be approached again to participate.

**ACTION: Chair.**

## **13. Decide Governors for this term's Standard 20 Residential Inspection**

It was agreed this would be undertaken this half term by Roger Billings and Fiona Hall with Jo Callender shadowing. This would be undertaken on 10<sup>th</sup> October at 1.30pm

**ACTION: Fiona Hall.**

**It was also agreed, the Chair would forward the Residential Statement of Purpose to Gill Leah to upload to Gov Hub for review by Governors. Due to the importance of this document it was requested this be completed by 5.00pm 19<sup>th</sup> September with feedback to Mark Fincham.**

## **14. Any other business**

A governor noted there were increasing numbers of parents transporting their child to school due to mental health issues including anxiety. This was causing problems with congestion, parking and the children's mental state. There were a number of solutions considered and it was agreed the Head would make arrangements for the most appropriate to be implemented.

**ACTION: Head**

A Governor asked when the new cashless system would be made available to parents, Wendy Forster joined the meeting to explain there would be a phased roll out with the first phase being school dinner money, going live from Monday 23<sup>rd</sup> September with materials and trips being added after half-term.

Wendy asked for any attractive empty wine bottles and tiny condiment jars to be collected for adaptation by pupils to produce items for sale at Christmas Fayre

It was agreed that volunteers would be asked to help prepare the ground for the Thrive Garden. It was agreed this should be undertaken over a weekend when there were no pupils in school. Wendy Forster to circulate date and also contact the probation service for potential community service and ongoing support.

**ACTION: Viv Harrington/ Wendy Forster**

## **Date of next Full Governing Body meeting**

Wednesday 4th December 2019 at 3.30pm.

The meeting closed at 5.15pm.



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held on Tuesday 17th September 2019 at 3.45pm**

<b>Action</b>	<b>By whom?</b>	<b>By when?</b>
4. Amended Terms of Reference to be agreed at the next meeting.	Clerk add new governor	Next meeting
6. Code of Conduct to be signed at the next meeting (if not already done).	Clerk / new governor	4 December 2019
7. Register of Interests to be signed at the next meeting (if not already done).	Clerk / new governor	4 December 2019
8. Governor details to be updated on Governor Hub and website.	Clerk	ASAP
11. Amended documents to be uploaded to Gov Hub	Clerk	ASAP
12. Performance Management for Headteacher to be arranged.	Chair	
13. Standard 20 Residential monitoring to be completed by FH, RB & JC	Fiona Hall	10/10/19
13. Residential Statement of Purpose to be uploaded to Gov Hub for review by Governors by 5.00pm 19/9 – with feedback to M Fincham	Chair/ All Governors	19/9/19 5.00pm
14. Suitable arrangements to be made for parents transporting children to and from school.	Head	ASAP
14. Thrive Garden groundwork preparations date to be circulated to all Governor's for volunteers	Wendy Forster	ASAP