

ST JOHN'S PRIMARY SCHOOL, NURSERY AND CHILDREN'S CENTRE, KENILWORTH

MINUTES OF THE EXTRAORDINARY MEETING OF THE FULL GOVERNING BODY

HELD ON THURSDAY 5TH SEPTEMBER 2013 AT 7PM

Present: Mr D Barrow, Mrs A Brough, Mr G Bucci (*left 7.55*), Mrs T Coopey, Mrs A Derrick, Mr W Harris, Mrs S Kettle, Mr T Martin, Mr C Rollason, and Mr J Whitehouse

In Attendance: Mrs C Weir (Clerk to Governors), Mrs M Baker (Deputy Headteacher)

Mrs C Weir (Clerk to Governors) took the Chair

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from the Rev A Attwood.

2. ELECTION OF CHAIR OF GOVERNORS

Mr Trevor Martin was elected as Chair of Governors (proposed Mr J Whitehouse, seconded Mr G Bucci). Mr Martin stated that he currently anticipated only holding the position of Chair for a single term of office. Governors agreed that succession planning should be given priority over the coming months, to facilitate a smooth transition should Mr Martin decide to stand down in twelve month's time.

3. ELECTION OF VICE-CHAIR OF GOVERNORS

Mr Wayne Harris was elected as Vice-Chair of Governors (proposed Mrs T Coopey, seconded Mr C Rollason).

Mr Martin took the chair

4. PATCH REPRESENTATIVES

The importance of having adequate representation at Patch meetings was discussed, given the number of broader strategic issues which are likely to impact the governing body over the coming months. Mr Craig Rollason and Mrs Trisha Coopey agreed to take on the role of Patch representatives. A further representative from those governors serving on the Finance committee may be sought depending on the subject matter to be covered at future Patch meetings.

5. TERMS OF REFERENCE OF SUBCOMMITTEES

The terms of reference for the subcommittees were reviewed in the light of the latest model terms of reference issued by Warwickshire Governor Services. It was agreed that the Finance and Personnel Subcommittee would in future be known as the Resources Subcommittee. Governors unanimously agreed that the Warwickshire Model Terms of Reference should be adopted, subject to any minor amendments required to make them applicable to St John's. In particular it was agreed that the delegation to the Resources Committee for the approval of contracts and orders should be for a sum up to the value of £5,000 and that the delegation to the Resources Committee for the transfer of funds between budget areas should remain at £2,000.

It was agreed that Mr Barrow and Mrs Weir would make the necessary amendments to the model Terms of Reference and present a final draft for ratification at the next meeting of the full Governing Body.

Action: amend the model subcommittee terms of reference to be specific to St John's (Mr Barrow and Mrs Weir)

6. MEMBERSHIP OF SUBCOMMITTEES

Headteacher's Performance Review Committee

As previously agreed at the last meeting of the full Governing Body, the Headteacher's Performance Review Committee would be made up of Mr Martin, Mr Harris and Mr Whitehouse. The committee will be chaired by Mrs Joyce James, independent consultant. Governors agreed that Mrs Mann, previous Chair of Governors, would be contacted for any input she might wish to provide.

Performance and Standards Committee

Membership of the Performance and Standards committee will remain unchanged, the members being Rev Attwood, Mr Barrow, Mrs Coopey, Mrs Derrick, Mr Harris, Mr Martin and Mr Rollason.

Resources Committee

Membership of the Resources committee will remain unchanged, the members being Mr Barrow, Mrs Brough, Mr Bucci, Mrs Kettle and Mr Whitehouse.

Hearings Committee

Membership of the Hearings Committee will be Mrs Derrick, Mr Harris and Mr Whitehouse.

Appeals Committee

Membership of the Appeals Committee will be Mr Bucci, Mrs Coopey and Mr Rollason.

Out of School Club Working Group

Membership of the Out of School Club Working Group will remain unchanged and is Mr Martin, Mr Barrow, Mr Bucci and Mr Rollason. Mr Martin agreed to continue to chair the working group.

Children's Centre Advisory Board

The Governor representative on the Children's Centre Advisory Board will be Mr Whitehouse.

7. Election of Chair of Performance and Standards Committee

Mrs Trisha Coopey was elected as Chair of the Performance and Standards Committee (proposed Mr W Harris, seconded Mrs A Derrick). It was agreed that the Performance and Standards Committee will meet twice termly, in the first week of each half term.

8. Election of Chair of Resources Committee

Mr Gio Bucci was elected as Chair of the Resources Committee (proposed Mrs T Coopey, seconded Mr W Harris). It was agreed that the Resources Committee will meet once a term with the exception of the spring term, when meetings will be held in February and April in order to set the school budget. Dates for both the Resources and Performance and Standards Committees will be set in advance for the full academic year.

Mr Bucci left the meeting at 7.55pm

9. GOVERNOR SELF-ASSESSMENT WORKSHOP

It was agreed that the Governor self-assessment workshop would be held on Thursday 10th October 2013, from 7pm to 9pm at the school. Mr Rollason, Mr Martin and Mr Barrow will work together to develop the workshop. Any pre-work required will be circulated to governors in advance of the workshop.

10. PROPOSED EXPENDITURE ON EARLY YEARS CANOPY

Mr Barrow explained that within the Children's Centre budget there is a sum of money which had previously been earmarked for the Children's Centre canopy. There is no longer any requirement to spend this money at the Children's Centre, and if it is not spent this year then it will be clawed back and therefore no longer available to the school. Mr Barrow sought Governor's support to spend the money on extending the canopy to the nursery and reception areas, as this is consistent with the original stated intention for the money and will benefit the early years cohort. Governors supported this proposal. Mr Barrow will obtain three quotes for the work and present these to the next meeting of the Resources Committee.

11. RUMOURS REGARDING TRAVELLERS

Mr Rollason asked Mr Barrow to clarify the situation regarding rumours that were circulating that St John's could be required to accept an influx of traveller children, so that Governors could respond to any queries appropriately. Mr Whitehouse explained that Warwick District Council had consulted on potential traveller sites in the county, as is their legal requirement. St John's was not specifically named in this consultation as a school which could be affected by the proposals, and no decision has yet been made on any traveller sites. However, a number of posters had been put up around St John's, and other schools in Kenilworth, which implied that St John's would be affected by the traveller proposals. These posters are bogus, and Mr Barrow went on to explain that he had been assured by the County Council that St John's would not be required to have a second reception class this year. No other communication has been received regarding taking extra children, other than families that have gone through admissions.

12. DATE AND TIME OF NEXT MEETING

The next meeting of the Full Governing Body will be held on Tuesday 24th September 2013, at 7pm at the school.