



## Hollingworth Primary School Governing Body Meeting

### MINUTES

Autumn Term (1): Wednesday, 14<sup>th</sup> September 2016 at 5.30pm

**NB. With the exception of agenda items, any text in:-**

- ***Bold italics* represents Governor challenge or approval**
- ***Bold upright* represents an action point**

#### Present

Mrs Helen Bates	Staff Governor
Ms Jenny Bostock	Parent Governor
Mrs Judith Campbell	Associate Governor
Mrs Liz Diggle	Associate Governor
Mr Ian Ivens	Co-opted Governor
Mrs Karen Johnston	Co-opted Governor
Ms Louise Keogh	Associate Governor
Mr Chris Neale	LA Governor
Mrs Diane Newton	Co-opted Governor
Mrs Sue Tickle	Head Teacher

#### In attendance

Mrs Denise Hague	Clerk
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The meeting was quorate.

#### 1. **Welcome**

Mrs Karen Johnson (Chair) welcomed Governors to the first meeting of the new academic year.

#### 2. **Apologies for Absence**

Apologies were received from Revd. Hazel Cook and Mrs Rachel Douse.

- ***Accepted.***

#### 3. **Declaration of Business, Pecuniary and/or Non-pecuniary Interest**

There were no declarations of business, pecuniary or non-pecuniary interest.

#### 4. **Election of Chair & Vice-Chair**

Nominations for Chair and Vice-Chair of Governors were received as follows:-

Chair: Mrs Karen Johnson

Vice-Chair: Mrs Diane Newton

- ***There being no other candidates, Governors agreed unanimously to elect Mrs Johnson and Mrs Newton as Chair and Vice-Chair respectively, each with a tenure in post of twelvemonths.***

Chair invited other Governors to consider standing for the post of Chair and/or Vice-Chair next year. If anyone was interested in assuming responsibility they were welcome to shadow her



or Mrs Newton over the coming months and could also accompany them to Chairs' events. Mr Ian Ivens expressed an interest in exploring the possibility.

## 5. Minutes of the Last Meeting (14<sup>th</sup> July 2016)

- ***The minutes of the last meeting were accepted as a true and accurate record and signed accordingly by Mrs Karen Johnson (Chair).***

## 6. Matters Arising

### 6.1 School Crossing Patrol (Item 9.1 refers)

Mr Chris Neale reported that he had drafted a letter to Longdendale but had yet to despatch it.

### 6.2 Governor Training (Item 11.1 refers)

Chair confirmed that she had forwarded TMBC's training booklet to Governors.

### 6.3 Governor Resignation (Item 11.4 refers)

Mrs Liz Diggle, School Bursar, reported that the Parent Governor vacancy resulting from Mr Mike Shaw's resignation was now advertised on School's website; letters had also been sent to parents.

### 6.4 Statutory Website Information (Item 12.2)

Mrs Diggle said that she was in the process of reviewing information required and would update details as soon as possible. GB Clerk was to forward the Governors' attendance register for statutory website publication also.

**Action: Clerk**

On an associated governance matter, Chair reminded Governors that they needed to ensure that their DBS certificate remained valid; anyone unsure should make enquiries of the School.

**Action: All Governors**

## 7. Governing Body Matters

### 7.1 GB Instrument of Government – for annual approval (statutory)

- ***The Instrument of Government was approved.***
- ***Governors confirmed that all had been in receipt of copies of the document and were aware of its content and their respective governorship roles.***

### 7.2 Committee Terms of Reference – for annual approval (statutory)

Chair advised of no changes to any Committee terms of reference, a full and thorough review of them having been undertaken last year during GB reconstitution.

- ***The Terms of Reference of the Resources Committee and the Teaching & Learning Committee were approved.***

### 7.3 Committees – confirmation of membership

- ***It was agreed that Committee membership would remain the same as last year, with any new Governors being appointed according to preference, expertise or requirement.***

### 7.4 Annual declaration of Business or Pecuniary Interest / Register of Business or Pecuniary Interest form – for completion and submission

Declaration of Business or Non-Pecuniary Interest forms having been distributed previously, they were completed and submitted by the following Governors:-



Helen Bates	Jenny Bostock	Judith Campbell
Liz Diggle	Ian Ivens	Karen Johnson
Louise Keogh	Chris Neale	Diane Newton
Sue Tickle		

7.5 Code of Conduct – for annual approval

Prior to approval of the Code of Conduct, Chair drew colleagues' attention to their responsibilities in respect of confidentiality and decision making as detailed in the relevant section of the document.

- **Governors approved the Code of Practice, signed copies of which were received from the following:-**

Helen Bates	Jenny Bostock	Judith Campbell
Liz Diggle	Ian Ivens	Karen Johnson
Louise Keogh	Chris Neale	Diane Newton
Sue Tickle		

7.6 Confirmation of Eligibility – for completion and submission

Confirmation of Eligibility forms having been distributed previously, they were completed and submitted by the following Governors:-

Helen Bates	Jenny Bostock	Judith Campbell
Liz Diggle	Ian Ivens	Karen Johnson
Louise Keogh	Diane Newton	Sue Tickle

7.7 Governor Resignations/Vacancies – update

Chair advised that in addition to a Parent Governor vacancy (cf. Item 6.3 above) there was also a vacancy for a Co-opted Governor. She invited colleagues to suggest possible candidates to whom enquiries could be made. It was suggested that with the resignation of Mr Shaw someone with experience in construction, health and safety, or similar might prove a useful addition to the GB.

7.8 Schedule of Governor Visits

- **The following schedule of Governor visits was agreed:-**

*Autumn Term*

Reading	Tuesday, 8 <sup>th</sup> November 2016 at 1.45pm	Louise Keogh Jenny Bostock
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*Spring*

Learning Behaviour	Wednesday, 15 <sup>th</sup> February, 2017 at 9.30am	Karen Johnson Chris Neale
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*Summer*

Reading	Tuesday, 25 <sup>th</sup> April 2017 at 9.30am	Ian Ivens New Governor
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7.9 Governor Training

Chair reminded Governors that LA training was now purchased on a pay-as-you-go basis and that if anyone wished to attend a particular session they should speak with Head or Mrs Diggle



to make arrangements. Head would also advise of any imminent in-house training that might be of interest to Governors,

7.10 GB Schedule of Meetings 2016-17

- **Governors agreed the following GB meeting schedule for the remainder of the academic session:-**

*Autumn Term (all meetings to commence 6.00pm)*

Resources Committee	Wednesday, 19 <sup>th</sup> October 2016
Teaching & Learning	Thursday, 3 <sup>rd</sup> November 2016
FGB	Wednesday, 16 <sup>th</sup> November 2016

*Spring Term (all meetings to commence 6.00pm)*

Resources	Wednesday, 15 <sup>th</sup> February 2017
Teaching & Learning	Thursday, 2 <sup>nd</sup> March 2017
FGB	Thursday, 16 <sup>th</sup> March 2017

*Summer Term (all meetings to commence 6.00pm)*

Resources	Wednesday, 24 <sup>th</sup> May 2017 (with Premises tour at 5.00pm)
Teaching & Learning	Thursday, 6 <sup>th</sup> July 2017
FGB	Thursday, 13 <sup>th</sup> July 2017

**8. Any Other Business**

Mrs Diggle was pleased to report that the Music Service had offered to purchase the steel pans for the sum of £2,500 and sought Governors' approval to dispose of them.

- **Governors approved the sale of the pans as requested.**

**9. Confidential Item**

**10. Date of Next Meeting**

The date of the next meeting was confirmed as Wednesday, 16<sup>th</sup> November 2016 at 6.00pm

Chair thanked Governors for attending the meeting and for their input to it.

**The meeting concluded at 7.00pm**

Signed.....Date.....  
(Chair of Governing Body)

Minute	Action	Responsible
6.4	Governors' attendance registered to be forwarded for website.	Denise Hague
6.4	DBS statuses to be checked.	All Governors