



St Ebbe's
C of E (Aided) Primary School

Headteacher: Mrs Susie Bagnall MEd

Minutes of the Full Governing Body Meeting
held on Thursday 21st September 2017 at the School

Present

Janet Rayment (Foundation Governor) (JR) – Chair
Susie Bagnall (Headteacher) (SB)
Pete Wilkinson (Foundation Governor)
Step Gilroy Lowe (SGL) (Staff Governor)
Hugh Starkey (LA Governor) (HS)
Steve Hellyer (Foundation Governor)
Simon Bridson-Jones (Parent Governor) (SBJ)

Apologies

Andrew Godley (Foundation Governor) (AG)
Malcolm Cubitt [Parent Governor]
Clare Whyles (Associate member) (CW)
Jo Horn (Associate member) (JH)

Absent

Joyce Francois (Foundation Governor) (JF)
Tony Lee [Foundation Governor] (TL)

MINUTE	ACTION
<p>Procedural Matters</p> <p>The meeting started at 5.30pm & was opened with prayer. The meeting was quorate. SGL was thanked for offering to take minutes.</p>	
<p>1. Welcome and Apologies</p> <p>The Chair welcomed governors to the meeting and apologised for arriving late due to traffic gridlock in Oxford. Apologies were received and accepted from AG, CW, JH.</p>	

Signed.....Date.....

All documents had been circulated before the meeting.	
2. Declaration of any business interests. There were no declarations of interest.	
3. Notice of Any Other Urgent Business One item.	
4. Election of Chair and Vice-Chair Janet Rayment was proposed, seconded and elected as Chair Steve Hellyer was proposed, seconded and elected as Vice-Chair	
5a. Standing Orders Minor changes were made. Admissions and Academy Working Group added as GB committees. Standing Orders agreed. 5b. Scheme of Delegation. The requirement for a Home School Agreement is no longer required so deleted. Scheme of Delegation agreed.	Amended Standing Orders and Sof D to be sent out with papers for next FGB SB to ask ZT re. Associate Membership
6. Governor Code of Conduct The Chair highlighted additions that had been made to the Code and the reasons for these. One area was that more information about governors is required by the DfE to be published on the school website. Code of Conduct agreed by all present. Those absent to agree at next FGB.	Agreement required from all governors at next FGB
7. DBS check and Disqualification by Association Required for all governors. Certificates and forms to be signed off by Susanne Addis.	All governors to ensure they have DBS clearance and have signed DbyA declaration
8. The School Vision Important to revisit at the beginning of the school year.	
9. Joining Oxford Diocesan Schools Trust The Chair updated governors on actions taken since meeting on 14 th September. Key personnel at ODST had been contacted and the formal letter registering interest in joining the Trust had been sent.	It was agreed that parents would be offered a second open meeting

<p>It was hoped that a contact from the Trust would soon be assigned to the school to enable the working party to agree a plan for conversion to academy status.</p> <p>New parents would be given the opportunity to ask questions at an open meeting in the autumn.</p>	<p>at which to ask questions</p>
<p>10. Allocation to Committees</p> <p>The existing committee structure was retained with some changes.</p> <p>Finance: SB, TL, MC</p> <p>Personnel & Welfare: SB, SGL, SH, JF</p> <p>Health & Safety: SB, SGL, Mohammed Nasser [Caretaker]</p> <p>Parent Council: SBJ, MC</p> <p>Subject Links</p> <p>MFL: HS</p> <p>Music: SH</p> <p>Academy Working Group: SBJ [Chair], SB, JR, SGL, TL</p> <p>Following his resignation, governors expressed their thanks to Graeme Godby for his work as school caretaker.</p>	<p>Updated list to be sent out with next FGB papers</p> <p>Website to be updated with Governors' committee links</p>
<p>11. Website Compliance</p> <p>The DfE required more information about governors to be published on the school website.</p> <p>Edubase had been replaced by Get Information About Schools.</p>	<p>JR and SB to work on website compliance.</p> <p>JR would draw up a document for governors to populate with information</p> <p>All governors to update personal information for website</p>
<p>12. Health & Safety Report</p> <p>SB reported that the Sensory Room had been completed. Swan & Amazon classes had been repainted. A new boiler was being fitted.</p> <p>The Playground had been repaired and a company was being sought to apply markings to the surface.</p>	

<p>13. Training</p> <p>The Chair reported that the school had been signed up for membership of the National Governors Association who would send out a weekly email and provide documents to enable the GB keep up with changes in education policy & governance.</p>	
<p>14. Committee Dates</p> <p>Agreed as follows:</p> <p>FGB: 10th October, 16th January, 8th March @ 5.00pm</p> <p>Personnel & Welfare: 31st October @ 4.30pm</p> <p>Foundation: 7th November @ 5.00pm</p> <p>Curriculum & Standards: 6th December @ 5.00pm</p>	
<p>There being no other AOUB the meeting ended at 6.30pm</p>	