

**Minutes of the Full Governing Body Planning Meeting  
held via video link on  
Tuesday 3 November 2020 at 7.00pm**

**Present:**

Dr J Powell (Chair)	Dr B Naylor
Mr I Colling (Head Teacher)	Mr C Harte
Mr H Cooper	Mr D Garratt
Mr J Bilson	Dr M Pobjoy
Dr C Leitmeir	Miss H Pike
Mr G Ellis	Mr N Arnold

**Apologies:**

Mrs S Thomas  
Mr N Dixon  
Mrs S King  
Mr T Hollis (Deputy Head)

**In Attendance:**

Mrs H Tudor-Price (Deputy Head)  
Mrs W Willie (Clerk)

*The meeting was held via video link through Microsoft Teams due to Covid-19.*

**ACTIONS**

<b>1.</b>	<b>Discussion questions to be circulated with comments invited from all governors</b>	<b>Dr Powell/ ALL</b>
<b>2.</b>	<b>E&amp;W Committee members to review the TOR audit template and provide any comments to Mr Bilson</b>	<b>E&amp;W Committee Members</b>

**1. Welcome & Apologies**

Dr Powell welcomed everyone to the meeting. Apologies as noted above which were accepted. Mrs Aird was noted as absent.

**2. Declarations of interest in respect of any items on the agenda & notice of any amendments to the Register of Interests**

None.

**3. Governor Audit – discussion item to identify skill sets and gaps (7.15pm – 7.45pm)**

Dr Powell asked that governors form two discussion groups to reflect on how effective the governing body is. Dr Powell had drafted six questions for each discussion group to help ensure relevant areas are covered. It was confirmed that Dr Powell would lead Group 1 and Mr Colling would lead Group 2. The discussions looked at the following six key features:

Effective governance is based on six key features:

- **Strategic leadership** that sets and champions vision, ethos and strategy.
- **Accountability** that drives up educational standards and financial performance.
- **People** with the right skills, experience, qualities and capacity.
- **Structures** that reinforce clearly defined roles and responsibilities.
- **Compliance** with statutory and contractual requirements.
- **Evaluation** to monitor and improve the quality and impact of governance.

(At 7.45pm the FGB meeting resumed)

Dr Powell stated that she would circulate the questions and invited governors to comment further, with comments to be collated. **Action: Dr Powell**

#### 4. **Governor Visits – identification and protocols**

##### **Reports & Timescales**

Dr Powell clarified that visits could be undertaken through a virtual Teams meeting. **Dr Powell asked what the protocol is for governors interviewing pupils.** Mr Colling explained that meetings with pupils would be better face-to-face. However, due to the current situation with Covid-19, the school is looking at reducing the number of visitors coming into school. This can be reviewed again in December. Governors were asked to contact Mr Colling, Mr Hollis or Mrs Tudor-Price if they wish to meet with a member of staff.

Dr Powell asked that following a visit, that the governor visit report is produced in a timely manner. Mr Colling added that having the governor visit report sooner rather than later is beneficial in case there are any issues to be addressed. Staff are also keen to know the outcome of a visit. It was agreed that governor visit reports would be produced within two weeks of a visit.

#### 5. **Governor Expectations**

##### **Emails**

Dr Powell asked that governors use their school email for all school business. Mr Colling added that Mr Chris Davis, IT Manager, can assist with any problems relating to emails.

##### **Interviews/Panels**

Governors were asked if they could please respond to requests for assistance with interviews, etc, even if it is to clarify that they are unavailable. Dr Powell thanked governors for the recent involvement in dealing with two parental complaints.

##### **School Events**

Any school events which have taken place, such as the recent open evening, have been done remotely. Parents' evenings have been conducted through Teams or via telephone calls. Dr Powell asked about the annual carol service. Mr Colling said he would like to do something, as it would be a shame to break the tradition.

#### 6. **Any Other Business**

##### **a) Terms of Reference (TOR) Audits**

Each committee has been asked to audit its TOR, with a template available on GovernorHub for this purpose. It is hoped that the audit will identify any issues and 'fine-tune' the work of the committees. Mr Bilson asked that members of the E&W Committee send any comments to him in order for comments to be collated.

**Action: E&W Committee**

**7. Date of next meeting – Tuesday 1 December 2020 6.30pm**

- FGB & Auditors Presentation 6.00pm
- AGM 8.00pm

There being no further business the meeting closed at 8.00pm.

**Signed..... (Chair)**

**Dated.....**