

**DEBDEN PRIMARY ACADEMY**

**MEETING OF LOCAL GOVERNING BOARD**

**Minutes of the meeting held on 26 September 2019**

<b>Name</b>	<b>Type</b>	<b>Office</b>	<b>Term</b>
Tomas McCallion	Parent		23/02/2023
Sarah Belchambers	General Member		27/03/2022
* Catherine Gibson	General Member		23/02/2023
Sarah Mitchell	General Member	Executive HT	Ex officio
Lin Stephenson	General Member	Chair	01/01/2021
Liam Tobin	General Member		27/03/2022
Matt Hawley	Staff	HT	Ex officio
Sarah Bailey	Staff		01/01/2021
Rev. John Saxon	Foundation: Incumbent	Vice-Chair	Ex officio
Michael Adeleke	Foundation		07/08/2023
<b>In attendance</b>			
Tom Bennett		Clerk	
* indicates absence			

*The Rev. John Saxon opened the meeting with a psalm and prayer*

**42/19 Welcome and apologies for absence**

The Chair welcomed Matt Hawley, Sarah Bailey and Michael Adeleke to their first Local Governing Body meeting.

Apologies were received and accepted from Catherine Gibson.

**43/19 Chair**

The meeting noted the Board of Directors of the MAT had agreed, at their meeting on 17<sup>th</sup> July 2019, to re-appoint Lin Stephenson as Chair for the 2019-20 academic year

**44/19 Vice-Chair [LS]**

The Chair reported John Saxon had expressed an interest in being appointed the Vice-Chair for the 2019-20 academic year. The Clerk advised he had not received any other nominations for the post.

It was **agreed** to appoint John Saxon as the Vice-Chair for 2019-20.

It was **agreed** to include an item on the Summer Term meeting agenda to consider succession plans for the Chair and Vice-Chair for the following years

**45/19 Any Other Business**

None.

**46/19 Declaration of business interests**

**Notification of business interests**

- a) The governors present updated the governor and staff Business interest Register by completing new pecuniary and personal Interest forms.
- b) No governor declared a potential conflict of interest with any items to be discussed at the meeting or that they had received or given any gifts or hospitality that could or be perceived to compromise their impartiality when dealing with matters for the Academy.

**Action**

**Clerk**

<b>47/19</b>	<b>Code of Conduct</b>	<p>The meeting received and noted the LGB’s Code of Conduct setting out the roles of the LGB and individual governors, the requirements of governors to fulfil their role and responsibilities and how the LGB would conduct itself in meetings and the importance of confidentiality on the matters discussed.</p> <p>It was <b>agreed</b> to adopt the Code of Conduct.</p>	<b>All</b>
<b>48/19</b>	<b>Governance[LS]</b>	<p><b>a) Membership of the LGB</b></p> <p>The meeting noted the Board of Directors of the MAT had agreed, at their meeting on 17<sup>th</sup> July 2019, the membership of the LGB for 2019-20.</p> <p>It was noted Sarah Belchambers had been appointed following an election to appoint a parent governor, but she had been appointed as a General Member as only one parent governor vacancy existed at the time. It was <b>agreed</b> to ask the Board to appoint Sarah as a Parent Governor to meet the requirement to have two parent governors.</p>	<b>SM</b>
		<p><b>b) Scheme of delegation for the LGB</b></p> <p>The meeting received and noted the MAT’s Scheme of delegation setting out the roles and responsibilities of Board of Directors, the Executive Headteacher, the LGB and the Headteacher.</p>	
		<p><b>c) Annual programme of business</b></p> <p>The meeting received the LGB’s annual programme of business setting out the LGB’s responsibilities as set out in the Scheme of delegations and the meetings when they will be dealt with.</p>	
		<p><b>d) Membership of the committees</b></p> <p>The meeting reviewed and amended a draft schedule setting out the proposed membership of each committee. It was <b>agreed</b> to circulate the amended schedule with the minutes.</p>	<b>Clerk</b>
		<p><b>e) Committees’ Terms of Reference</b></p> <p>It was <b>agreed</b> to ask each committee to review its terms of reference and make any recommendations to amend them at the next meeting of the LGB</p>	<b>Committee Chairs</b>
		<p><b>f) Governor responsibilities</b></p> <p>The meeting considered and <b>agreed</b> the areas of responsibilities to be monitored by each governor and to circulate the agreed schedule with the minutes.</p>	<b>Clerk</b>
<b>49/19</b>	<b>Policies</b>	<p>The Head of School distributed a schedule detailing the policies that the MAT Board were responsible for and the LGB were responsible for monitoring and updating as necessary together with their review dates and which body, committee or individual was responsible for monitoring and reviewing them.</p> <p>The Head of School had already reviewed a number of polices that were reflected on the schedule.</p> <p>It was <b>agreed</b> the Chair and Head of School would identify those policies that needed to be reviewed and advise the LGB, committees and individuals respectively.</p> <p>It was <b>agreed</b> to set up a folder for the policies on a new Governor online drive.</p>	<b>LS/MT</b>
			<b>MT</b>

**50/19 Minutes of the previous meeting**

The minutes of the previous meeting held on 4 July 2019 were approved as an accurate and true record of the meeting.

**51/19 Matters arising**

**Minute 28/19 Pre-school provision**

The Chair provided an update on setting up a pre-school nursery and discussions with a person who had expressed an interest in managing. In light of the difficulties in recruiting staff for the nursery, it had been agreed to put the proposal on hold.

All other actions had been completed or were included on the agenda for discussion at the meeting.

**52/19 Head of School**

The new Head of School provided an overview of what had been achieved since his arrival at the school.

The Chair commended the Head of School for all he had achieved in the short time since starting at the school.

**53/19 Academy Development Plan/ Self Evaluation [MH]**

The Head of School reported the School Development Plan 2019-20 [SDP] had been completed and circulated to all governors and there had already been strong progress in each of the four key objectives.

- The curriculum had been reviewed and new links and a scheme of work had been incorporated to strengthen its provision across the school.
- All teachers had signed up to an updated marking and feedback policy.
- Staff workloads had been reviewed.
- New middle leaders had been created to carry out “learning walks” and lead collective worship.
- Subject leaders’ action plans had been written up.
- Increasing the number of pupils was a key objective of the academy.
- Plans were in place to increase the opportunities for parents to meet teachers and gain a better awareness and interest of the school and what it offers the community.
- There were currently 88 pupils at the school and plans were in place for an open day including marketing the event through the local press.
- The school’s vision and values and behaviour policy had been reviewed and updated.

**54/19 Chair’s action**

The Chair reported she had responded positively to a planning application notice to build a number of new houses in the village.

**55/19 Correspondence**

None.

<b>56/19</b>	<p><b>Safeguarding children</b></p> <p>The Head of School reported there had been no safeguarding issues or that there were any children at risk of being excluded.</p> <p>Governors and staff had attended the Safeguarding Training Course at the St Thomas More Catholic Primary School. Those governors who had not attended should undertake the NGA online Safeguarding Course and forward the Certificate confirming that they have successfully completed it to the Sarah Mitchell, the new Link governor.</p>	<b>All</b>
<b>57/19</b>	<p><b>Church Matters</b></p> <p>John Saxon reported he had increased the number visits to the school to lead the daily collective worship.</p> <p>He had supported pupils in Year 6 to carry out and lead a collective worship.</p> <p>He was working on plans to introducing and developing a Worship Council.</p>	
<b>58/19</b>	<p><b>Any other business</b></p> <p>All governors were asked to help distribute leaflets and posters for the upcoming open day.</p> <p>The Head of School asked for any volunteers or contacts who could help improve the school's appearance before the open day, particularly the green space at the front of the school.</p> <p>It was <b>agreed</b> all governors should be using their new school email addresses and to contact the administration team if they had encountered difficulties in doing so.</p> <p>It was <b>agreed</b> to circulate the meeting dates of each committee with the minutes</p>	<p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>Clerk</b></p>
<b>59/19</b>	<p><b>Date/time of future meetings [LS]</b></p> <p>Thursday 21 November 2019</p> <p><b>Thursday 26 March 2020 [TBC]</b></p> <p>Thursday 2 July 2020</p>	

**Signed by Lin Stephenson on 21 November 2019**