

**UPLANDS COMMUNITY PRIMARY SCHOOL**  
**FULL GOVERNORS MEETING**  
**HELD AT SCHOOL AT 5:30 P.M. ON MONDAY 24<sup>th</sup> SEPTEMBER 2018**

**PRESENT:**                    Richard Lucas                    Andrea Cleaver  
                                       Mary Inder                        Wendy Collins  
                                       Clare Le Vay                     Hayley Pownall  
                                       Richard Williams                Carol Wilkins

<b>Ref</b>	<b>Agenda Item</b>	<b>Action/Date</b>
1	<b>Apologies for absence</b> None received. AC volunteered to minute the meeting in the absence of a clerk.	<b>AC</b>
2	<b>Declaration of Interest</b> Declaration of interest forms signed by all governors present. AC's daughter employed by school as HLTA.	<b>Brin Kelleher to complete dec. form.</b>
3	<b>Minutes of the previous meeting – 16.07.18</b> Minutes agreed and signed by MI (Chair).	
4	<b>Matters Arising</b> a) Future agendas to be set by chair of relevant committee. b) Policy schedule – HP to follow up on obtaining a word version for converting into an excel spreadsheet. c) Terms of Reference for Finance and Resources Committee - to be updated by committee in due course. (C & S already completed). Both needed to go on Governors' secure area of website.	<b>On-going. HP  RW</b>
5	<b>AOB</b> a) <b>Clare Le Vay</b> gave notice of her intention to resign from the governing body once a replacement had been found. Clare was reluctant to do this but for health/family reasons felt she had no choice. Governors were pleased that Clare would continue in post for the time being and recognised the great contribution she continued to make particularly in SEND matters. b) <b>Dowty Propellers – 17 Volunteers</b> – Governors noted the great work undertaken by the group of volunteers, organised by Steve Barrett, to clear, repair and renovate the area at the back of the school hall. This would enable the school to create a shaded area for pupils to work outside in warmer weather. Governors agreed that a letter of thanks should be sent to Steve Barrett for this marvellous work.	<b>MI</b>
6	<b>Welcome back and confidentiality reminder</b> Welcome to Wendy Collins, new Deputy Head. Reminder to all governors that matters discussed were confidential.	
7	<b>Register of pecuniary interests</b> Forms completed by all governors present.	<b>Brin Kelleher to complete.</b>
8	<b>Election of Chair &amp; Vice-Chair</b> <ul style="list-style-type: none"> <li>• Proposed by Andrea Cleaver, seconded by Carol Wilkins that Mary Inder be re-elected as <b>Chair of Governors</b>.</li> <li>• Proposed by Carol Wilkins, seconded by Mary Inder that Andrea Cleaver be elected <b>Vice-chair of Governors</b>.</li> <li>• Staff election took place, all governors elected Wendy Collins, Deputy Headteacher as staff governor.</li> </ul>	

9	<p><b>SEN Governor, Child Protection Governor(s), Governor with responsibility for looked after children.</b></p> <ul style="list-style-type: none"> <li>• Clare Le Vay agreed to continue as SEN governor for the time being.</li> <li>• Carol Wilkins and Mary Inder would continue to share the role of Child Protection Governor.</li> <li>• Mary Inder would continue as the LAC governor.</li> </ul>	
10	<p><b>SDP &amp; the year ahead</b></p> <p>a) An SDP overview had been circulated to all governors. Discussed.</p> <p>b) Presentation by RL on the analysis undertaken on issues for the school in 2017-18. Discussed in detail.</p>	
11	<p><b>Headteacher's Report (SEF)</b></p> <p>RL had circulated the School Self Evaluation Form for Term 1 2018/19 which included an appendix showing the unique issues for the school and Y6 cohort in 2017-2018 and actions. RL also set out the SATS target for 2019. See also item 10 above.</p>	
12	<p><b>Governor meeting timings and appointment of a clerk</b></p> <p>KV was no longer able to take on any of the clerk's role. EM was willing to be clerk, attending 8 a.m. meetings where necessary but would be unable to attend evening meetings. The difficulties around the timings of meetings for different governors were discussed.</p> <p>AGREED:</p> <ul style="list-style-type: none"> <li>• EM to become clerk on the basis set out, discussed salary.</li> <li>• Where evening meetings were held - e.g. full governors, a rota would be needed for a governor to write up the minutes.</li> <li>• Next week's committee meetings to remain as scheduled: <ul style="list-style-type: none"> <li>○ C &amp; S 5:30 p.m. Monday 1<sup>st</sup> October</li> <li>○ F &amp; R 5:30 p.m. Thursday 4<sup>th</sup> October.</li> </ul> </li> <li>• Future meetings to be decided once attendance possibilities were known.</li> <li>• MI to speak to prospective co-opted governor.</li> <li>• Governors to approach/canvass possible new parent governors. RL to prepare Governor interest forms for HP and RW to canvass.</li> </ul>	<p>EM</p> <p>ALL</p> <p>MI</p> <p>RL, HP, RW</p>
13	<p><b>Maternity leave decision</b></p> <p>Discussed, all governors in agreement.</p>	
14	<p><b>Members of committees, including pay panel and complaints committees (2x)</b></p> <ul style="list-style-type: none"> <li>• C &amp; S = MI, CLV, WC, AC</li> <li>• F &amp; R = MI, RW, CW, HP</li> </ul> <p>This membership was flexible due to possible governor changes.</p> <ul style="list-style-type: none"> <li>• <b>Pay Panel</b> = HP + RW. – to meet in November (- Ht's performance management = 4<sup>th</sup> December).</li> <li>• <b>Complaints panel</b> – An example of a complaints policy had been circulated. This gave a basis on which to work.</li> </ul> <p><b>CLV, AC and RW to meet and discuss policy and prepare a draft.</b></p>	<p>CLV, AC, RW</p>
15	<p><b>Term dates 2019-2020</b></p> <p>Agreed – to go on school website.</p>	<p>EM</p>
16	<p><b>Governor newsletter insert</b></p> <p>Deferred to next meeting in anticipation of new governors.</p>	<p>All</p>
17	<p><b>Date &amp; Time of next meeting</b></p> <p><b>Full Governors – 5:30 p.m. Monday 10<sup>th</sup> December</b></p> <p>The meeting closed at 7:10 p.m.</p>	<p>All</p>

**UPLANDS COMMUNITY PRIMARY SCHOOL  
FULL GOVERNORS MEETING  
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**Summary of Actions to be taken:**

<b>Ref</b>	<b>Action Needed</b>	<b>Name &amp; Date</b>	<b>Update/Date Completed</b>
1	Dec of Interest + Pecuniary Interest Forms	BK	
2	Thank you letter to Steve Barratt and volunteers	MI	
3	Chair to copy non-negotiables for HP	MI	
4	Chair to speak to potential new co-opted governor	MI	
5	Parent governor vacancy – RL to produce form for RW and HP to canvass parents.	RL HP RW	
6	Complaints Policy – working group to meet and discuss.	CLV RW AC	

**Matters Arising from Previous Minutes**

<b>Ref</b>	<b>Action Needed</b>	<b>Name &amp; Date</b>	<b>Update/Date Completed</b>
	Obtain word version of Policy Schedule and prepare excel spreadsheet version	HP	
	Terms of Reference to be updated for F & R Committee	RW	