

**UPLANDS COMMUNITY PRIMARY SCHOOL
FULL GOVERNORS MEETING
HELD AT SCHOOL ON MONDAY 9th OCTOBER 2017**

PRESENT: Richard Lucas Clare Le Vay
Andrea Cleaver Lauren Ponting
Richard Williams Mary Inder
Carol Wilkins Hayley Pownall
Suli Carter

IN ATTENDANCE: Ella Moore

APOLOGIES:

Ref	Agenda Item	Action/Date
1	Apologies for absence None	
2	Declaration of Interest Declaration of Interest forms -signed by all Governors. Clerk's husband carries out regular buildings maintenance on school property. Clerk also is SBM and minutes Resources meetings. AC's daughter employed by school as HLTA. Reminder about confidentiality that any discussions not to be spoken about outside of the meeting.	
3	Minutes of the previous meeting – 17.07.17 Minutes agreed and signed by Chair, MI. Reminder to all governors that what is discussed is confidential.	
4	Matters Arising Governor training has been completed. Item number 9 details the training.	
5	AOB LP's last meeting, Deputy will be taking over as staff governor from the next meeting. A vote was held and Deputy was elected and seconded. MI thanked LP for all her hard work as a staff governor. Discussed Headteacher's performance management.	
6	Welcome Back Welcome back to everyone and the new school year and welcome to HP, officially now a governor. Congratulations to SKC who has been elected unopposed as the new parent governor.	
7	Register of Pecuniary Interests This has been included within Declaration of Interest forms signed by governors.	
8	Adopt Link Governor, SEN Governor, Child Protection Governor, Governor with responsibility for looked after children Link Governor – no link governor as not compulsory. AC has agreed to receive correspondence from LA. SEN Governor – CLV Child Protection Governor – CW/MI Governor with responsibility for looked after children – MI Pupil Premium Governor – HP Data Governor – AC	
9	Discussion from the Governor training on 11/9/17 – attached although it has already been sent out. As a result of the discussion:	

	<p>a) Notice of visit and a proposed Work Plan attached Documentation training given to governors that did not attend the training. Head felt training very useful and interesting. Some suggestions following training felt worth discussing. C&S committee frequently visit school to monitor performance of each class as well as attending meetings. Possibility of reducing number of meetings by incorporating C&S meeting with Full Governor meetings. Head suggest working party meet to discuss in detail options – Head, TO, MI & AC to meet to discuss work plan and Headteacher’s report – Tuesday 14 November at 8.00am. Chair proposed keep with 3 meetings per term structure as it is, but try to avoid repetition and alter work plan to avoid repeating information. Brief overview of data to be discussed at Full Governors meeting. Chart of Accounts to be shared with full governors 3x per year. Discussed challenge and support and governors meeting with cluster schools regarding areas of expertise. Governor newsletters have been issued previously, need to ensure all governors are known to parents.</p> <p>b) Standing Orders to be agreed HP to be added to the Pay Panel. Terms of Reference to be reviewed. MI proposed SKC chair of C&S committee, CLV seconded.</p> <p>c) Governor meeting schedule 2017/18 EM to email 17/18 schedule to all governors.</p>	
10	<p>Agree Pay Panel and date Wednesday 1st November at 8.00am – RW/TO/HP.</p>	
11	<p>Head Teacher’s Report – attached MI felt SDP direct and more to the point than previous issues. Discussed data at length at C&S meeting.</p> <p>a) School Development Plan – attached To issue to parents this week. Governors happy with SDP.</p>	
12	<p>Governor Newsletter insert To add paragraph to newsletter – HP as new governor to add paragraph.</p>	HP
13	<p>Date & Time of next meeting – TBA 27/11/17 at 17:30 – C&S 30/11/17 at 17:30 – Resource 04/12/17 at 17:30 – Full Governors</p>	
	<p>Meeting Ended: 19:38</p>	

