

**Minutes of a FGB meeting held in School and via Internet
Full Governing Body – 6th September 2021 5.00 p.m.**

Minutes

Attendance	Governor	Type	Business interest
✓	Kate Ayres	Foundation (Crawley)	✓
Apologies	Revd. Sam Buck	Ex-Officio (Crawley)	Required
✓	Jean Cooper	Staff	✓
✓ Via Zoom	Mike Emery	Local Authority	Required
✓	Jill Hine	Ex-Officio (HT)	✓
✓	Stephen C Horsman	Foundation (Ifield)	Required
Absent	Jonathan Howell	Foundation (Ifield)	Required
✓	Lynn Laverty	Associate (SBM)	✓
Absent	Jo Lovell	Parent	Required
✓	Revd. Christine Spencer	Ex-Officio (Rector – Ifield)	✓
Apologies	Jeremy Walker	Foundation (Crawley)	Required
✓	Sam Winton	Associate (DHT)	✓
✓	Luke Sanders	Parent	✓

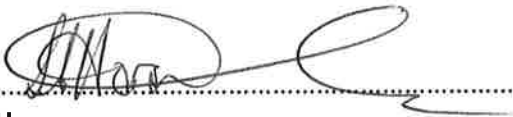
In Attendance: Mary Lamplough – Acting Clerk

		Person	Papers
1	Opening prayer SH opened the meeting with a prayer.	Stephen	
	Welcome SH welcomed governors to the meeting	Chair	
2	Apologies for absence. Apologies received from Revd. Sam Buck, and Jeremy Walker. Governors absent: Jonathan Howell and Jo Lovell. The apologies were accepted and with 9 governors present, the meeting was quorate. Mike Emery joined the meeting via internet connection.	Chair	
3	Election of Chair and Vice Chair The clerk addressed the governing body, Stephen Horsman self-nominated for the position of Chair of Governors, and Mike Emery self-nominated himself for the position of Vice Chair. SH left the room, and the Clerk held a vote by the show of hand, the Governing Body agreed unanimously that Stephen Horsman be elected Chair of Governors for another term. The clerk then addressed the governing body for the vote for Vice Chair. As ME was joining us via the	Clerk	

	<p>internet, his screen was moved, and sound muted whilst the vote took place.</p> <p>The Clerk held a vote by the show of hand, the Governing Body agreed unanimously that Mike Emery be elected Vice Chair another term.</p> <p><i>Decision:</i> The clerk then handed the meeting over to the newly elected chair, Stephen Horsman.</p>		
4	<p>Declaration of Pecuniary and/or Business Interests As per the Declaration of Pecuniary and Business Interest register. 7 governors have signed – 6 documents awaiting signature</p>	Chair	
5	<p>Minutes of the last meeting of 12th July 2021 The minutes were approved by the Governing Body, to be a true recorded of the meeting, and duly signed by the Chair of Governors.</p>	Chair	x
6	<p>Matters Arising from the minutes of the last meeting Apologies from SH for not forwarding information on the MAT. LS now has signatories for online banking for Friends of St Margaret’s bank account. Steve Chambers – for Friends of the school.</p>	Chair	
8	<p>Chair’s Action and Related Governor Business SH to forward details of MAT pros and cons to the Governing Body.</p>	Chair	
9	<p>Urgent matters Nothing to report currently.</p>	Chair	
10	<p>To agree Terms of Reference for committees. To be agreed at the beginning of the first committee meetings.</p>	Chair	x
11	<p>To agree and sign Governors’ Code of Conduct must be signed and stored at the school. SH to send copy to JC. Q: Do we need to agree this if we have already signed a Governors code of conduct? <i>Both pecuniary business interests and Code of conduct must be signed annually.</i></p>	Chair	x
12	<p>To approve educational visits. Y5 science museum, and Y4 to High Ashurst – 2 nights 3 days, this is prior to the Y6 residential. <i>Decision:</i> Approval for school visits agreed to by the Governing Body, this has been done prior to any visits taking place.</p>	HT	
14	<p>School Improvement Plan. SIP is nearly ready, going forward it will not differ too much, and the priorities will be the same. The impact the last 15 months has had is astonishing.</p>	HT	

	<p>Governors' subject categories: Stephen Horsman – More able Jo Lovell and Christine Spencer – Writing and reading Jonathan Howell – Maths Mike Emery – Pupil Premium Stephen Horsman - QFT Luke Sanders – Subject & middle leaders (ME is happy to help if required). Kate Ayers – Church, school values and SEN Jeremy Walker - Nursery and Reception. Sam Winton - RE</p>		
15	<p>Governor responsibilities and committee membership If a governor wishes to be on a particular committee, please let SH know as soon as possible. JC to be allocated to Standards Committee.</p>	Chair	
16	<p>Governor Visits. For governors to visit the school and this includes visits classes along with middle and subject leaders. Offer challenges to teachers and subject leaders, by visiting sooner and then again later in the year, you will see the improvements. Governors should come into the school three times a year. Always send your report to the head, and to complete the report within the 2 weeks of your visit. Visits should include the children as well as the staff.</p> <p>Ofsted inspectors will want to know that we are speaking to children as well and staff.</p> <p>Reports to be sent for review at the relevant committee meeting. JC to look at the Whole Child for teaching and learning. Ofsted will be a standing item on all agendas until we have the inspection.</p>	Govs	
17	<p>Governor Training – Learning and Development It is expected that Governors will undertake training. We are a member of the NGA who offer a wealth of information and advice. Please record if you have taken part in any form of training, be it in school, NGA or WSCC; this way, we will have the evidence for Ofsted inspectors. Mike Emery to still uphold the records but, this is also, available on the Governors online office. <i>NB: Governor Ofsted training to be logged.</i> When reporting of logging training, please include a note on subjects such as 'challenging the Head', add what you have learnt and feed this back to the governing body, so everyone can gain from the experience.</p>	Chair	
18	<p>Governor Skills Audit This should be moved to September annually, amend as needed for your skills audit and send to ME. ME will chase if he doesn't receive them by <i>24th September, is the deadline.</i></p>	Chair	
19	<p>School Complaints including incidents of bullying and racism: None to report currently.</p>	HT	

20	<p>Safeguarding: Accidents and risk assessment. All governors have are required to sign that they have read the Safeguarding, please email to Lynn Laverty. <i>Safeguarding training will take place half an hour before each FGB so we are kept up to date.</i> This was agreed to by the FGB. (Rev'd Christine) Every governor has a duty of care and safeguarding knowledge.</p>	HT	
21	<p>Diary dates The safeguarding training to be added to the meeting diary dates. Jill Hine is happy to meet with Governors, who have any queries or would like an update of Safeguarding or any other issue. Resources meeting 20th September Standards meeting 18th October. The results of each meeting to be fed back to FGB.</p>	HT	
22	<p>Date of next FGB: Monday, 15th November 2021</p> <p><i>Governors please at least have your meeting with staff diarised.</i></p> <p><i>Safeguarding training to start at 4.30.</i></p>	Chair	
23	<p>Closing Prayer Rev'd Christine closed the meeting with a prayer.</p>	Rev Christine	

Signed.....
Stephen Horsman
Chair of Governors

Date.....*05/14/22*.....