

**St Mary & St John CE Primary School  
Full Governing Body Meeting – ‘Term 0’  
Tuesday, 18 September 2018, 7.00 pm, Meadow Lane**

This is the first meeting of the year (‘Term 0’ meeting), when we organize ourselves for the year ahead.

## AGENDA

<b>1.</b>	<b>Welcome, apologies, quorum</b>	
<b>2.</b>	<b>Declarations of any other urgent business</b>	
<b>3.</b>	<b>Declarations of business/pecuniary/personal interest in any agenda item</b>	
<b>4.</b>	<b>Appointment of Clerk</b> Jonathan Smith has agreed to be our Clerk this year (email: applegarth01@sky.com).	
<b>5.</b>	<b>Election of Chair and Vice-Chair</b> See note from Standing Order 2: 3.12/13 Election of Chair and Vice-Chair (Regulation 5) (i) The Chair and Vice-Chair will be elected for a term of office of one year. The election will be held at the first meeting of each school year. (ii) When a vacancy arises in the office of Chair or Vice-Chair, the governing body will, at the next meeting, elect a governor to fill that vacancy. (iii) The Clerk will manage the election procedures.  It will be helpful if nominations are notified to the Clerk before the meeting, but additional nominations may be received on the day. If either position is contested, then the elections will be by secret ballot.  Staff governors cannot be Chair or Vice-Chair of the governing body.  The present Chair is willing to stand again. Robin Morris is willing to stand as Vice-Chair. Further nominations can be made at the meeting, or beforehand by notifying the Clerk.	
<b>6.</b>	<b>Appointment of associate members of the Governing Body</b>	
<b>7.</b>	<b>Annual declarations of business/pecuniary interest</b> All Governors, Associate Members – please bring your completed form with you to the meeting. (Guidance notes and blank form to print are available in the dropbox.)	<b>All</b>
<b>8.</b>	<b>Governor Code of Conduct – review, approval, declaration of agreement</b>	<b>SF</b>
<b>9.</b>	<b>Governing Body and committees (structure and terms of reference) – review, approval</b>	<b>SF</b>
<b>10.</b>	<b>Appointment of governors/associate members to committees, working groups, etc.</b>	
<b>11.</b>	<b>Appointment of governors with special responsibilities</b>	
<b>12.</b>	<b>General update, new school year</b> <ul style="list-style-type: none"> <li>• School news</li> <li>• Summer building and refurbishment work</li> <li>• Homework letter to parents – review, approval</li> </ul>	<b>LB LB LB</b>
<b>13.</b>	<b>School improvement</b> <ul style="list-style-type: none"> <li>• School development plan, 2018/19 – outline draft, for discussion</li> <li>• Parent consultation (post-it boards), 2018 – discuss, agree points for action</li> </ul>	<b>LB/CCW SF, All</b>
<b>14.</b>	<b>Governor self-evaluation</b>	<b>SF/RMo</b>
	<b>Future agenda items</b> <ul style="list-style-type: none"> <li>• School Development Plan, 2017/18 – final review (Term 1)</li> <li>• School Development Plan, 2018/19 – discussion, approval (Term 1)</li> <li>• See also <i>Year plan of key Mary &amp; John Governing Body tasks and dates, 2018/19</i></li> </ul>	
	<b>Next Full Governing Body meeting (Term 1) Thursday 11 October 2018, 7.00 pm</b>	

**Meeting should be finished by 9.00 pm.**