

St Mary & St John CE Primary School

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Headteacher: Elizabeth Burton



Full Governing Body Meeting – ‘Term 0’

Monday, 23 September 2019, 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

1.	Welcome, apologies, quorum	
2.	Declarations of any other urgent business	
3.	Declarations of business/pecuniary/personal interest <ul style="list-style-type: none"> • Declarations of business/pecuniary/personal interest in any agenda item • Annual return All Governors, Associates – please bring your completed form with you to the meeting. (Guidance notes and blank form to print are available in the dropbox.) 	All
4.	Appointment of Clerk Judy East (Governor Services, Oxfordshire County Council) has agreed to be our temporary Clerk for this meeting (email: judy.east@hotmail.co.uk).	
5.	Election of Chair and Vice-Chair 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 procedure for Chair. (iv) The Chair will manage the election procedure for Vice-Chair. 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. Sarah Franklin is willing to stand again as Chair. Robin Morris is willing to stand again as Vice-Chair. Further nominations can be made at the meeting, or beforehand by notifying the Clerk.	
6.	Appointment of associate members of the Governing Body	
7.	Safeguarding <ul style="list-style-type: none"> • DBS checks for all members of the GB – report • Keeping Children Safe in Education, Part I – review, confirmation read by all All Governors, Associates – please read through the latest update of this important document (available in the dropbox), ahead of the meeting. The Clerk will ask for confirmation in the meeting that this has been done.	LB All
8.	Governor Code of Conduct – review, declaration of agreement	All
9.	Governing Body and committees (structure and terms of reference) – review, approval	
10.	Appointment of governors/associate members to committees, working groups, etc.	
11.	Appointment of governors with special responsibilities	
12.	General update, new school year <ul style="list-style-type: none"> • School news • Summer building and refurbishment work • Homework letter to parents – review, approval 	LB LB LB

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13.	School improvement <ul style="list-style-type: none"> School development plan, 2019/20 – outline, for discussion 	LB/CCW
14.	Policies, procedures <ul style="list-style-type: none"> Supporting Pupils with Medical Conditions policy – annual review, approval Procedure for administering medicines to children in school – report Whistleblowing policy – confirm in line with current guidance and available to all in school 	LB LB LB
15.	Governing Body self-evaluation <ul style="list-style-type: none"> Meeting effectiveness audit <p>All Governors, Associates – you are invited to complete a short <i>Meeting effectiveness audit</i> form, prepared by <i>The Key for School Governors</i>. (Blank form available in the dropbox. Forms can be completed anonymously and will be collected at the meeting in envelopes, via post-box. Blank forms and envelopes will also be supplied at the meeting.)</p>	All
16.	Dates of meetings for governors, 2019/20	
	Future agenda items <ul style="list-style-type: none"> Child Protection & Safeguarding policy – approval (Term 1) School development plan, 2018/19 – final review (Term 1) School development plan, 2019/20 – discussion, approval (Term 1) Governor training needs – review, plans for 2019/20 (Term 1) Annual Safeguarding report to Governing Body (Term 2) <i>Year plan of key Mary & John Governing Body tasks and dates, 2019/20</i> 	
Next Full Governing Body meeting (Term 1) Monday 14 October 2019, 7.00 pm		

Meeting should be finished by 8.45 pm.