



**Beetham Church of England (Aided) Primary School**

**Governing Body  
DRAFT**

**Minutes of the Meeting of the Governing Body held in Beetham Church of England (Aided) Primary School on Monday 9<sup>th</sup> September 2019**

Present: Mr John Lomax (Chair, Foundation Governor – JL)  
 Ms Wendy Nicholas (Headteacher - WN)  
 Mr Chris Christou (Parent Governor – CC)  
 Mr Dennis Wright (Foundation Governor – DW)  
 Mrs Vivien Stirrup (Foundation Governor – VS)  
 Mrs Tess Rowlands (Foundation Governor – TR)  
 Mrs Sarah Easton (Foundation Governor – SE)  
 Mrs Rachel Wray (Foundation Governor – RW)  
 Reverend Andrew Norman (Ex Officio Foundation Governor – AN)

Apologies: Mrs Kirsty Klijn (Staff Governor – KK)  
 Mr Brian Smalley (LA Governor – BS)

In attendance: Mrs Sally Coyle (Clerk to the Governing Body – SC)

1. Welcome and Apologies for absence	ACTION
<p>JL welcomed everyone to the meeting. Apologies for absence were received from KK and BS.</p> <p>JL highlighted that HG had resigned as a Parent Governor earlier that day. JM had also taken the decision not to stand again as a Foundation Governor for a further term of office and SE had instead taken over the Foundation Governor vacancy on the Governing Body.</p> <ul style="list-style-type: none"> <li><b>Action:- It was agreed that WN should make arrangements for a thank you card and voucher to be presented to JM in view of her significant contribution to the work of the Governing Body</b></li> </ul>	<p align="center">WN</p>
2. Governors' Declarations of Interest in Agenda Items	
<p>None declared.</p>	

<b>3. Notification of AOB and Confidential Items</b>	
<p>None raised.</p>	
<b>4. Election of Chair and Vice-Chair for the Academic Year 2019/2020</b>	
<p><b><i>JL was unanimously elected as Chair for a further year (Proposed: TR. Seconded: VS).</i></b></p> <p><b><i>It was highlighted that BS had indicated that he would stand as Vice Chair for a further year and he was unanimously elected (Proposed: JL. Seconded: DW).</i></b></p> <p>The need to consider succession planning was raised and it was highlighted that if JL was elected as Chair for the 2020/21 academic year a Vice Chair should be elected who would be prepared to take over from him as Chair from September 2021 onwards.</p>	
<b>5. Confirmation of Sub-Committee Membership</b>	
<p><b><u>Curriculum and Staffing</u></b> – VS, KK, TR, WN, JL</p> <p><b><u>Community and Welfare</u></b> – BS, RW, AN, WN, JL</p> <p><b><u>Finance and Resources</u></b> – CC, SE, DW, JL, WN</p> <p>JL highlighted that all governors were welcome to sit in on any of the 3 committee meetings.</p>	
<b>6. Headteacher's Update</b>	
<p>WN confirmed that term had commenced very well with 52 children plus 6 in nursery. An additional 3-4 children were due to start in nursery after Christmas.</p> <p><b><i>Key points highlighted:-</i></b></p> <ul style="list-style-type: none"> <li>• <b>SATS results</b> – 75% of pupils achieved the expected standard in Maths, 100% in Writing and SPAG and 50% in Reading. 100% was expected in Reading and the figure was disappointing as the pupils only missed out by 1-2 points. 25% of pupils achieved greater depth in Maths. The impact on the data of the small cohort size was discussed and WN confirmed that this would be included when the results were added to the school website</li> <li>• <b>Porch</b> - work on the porch to commence 2 weeks prior to the Easter holidays</li> <li>• <b>Child Protection policy</b> – updated in line with KCSIE 2019 guidance and to be presented to the FGB for approval</li> <li>• <b>Budget setting meeting</b> – to take place on Tuesday 15<sup>th</sup> October at 1pm</li> <li>• <b>Tree Removal</b> - Large tree on the field urgently needing to be removed. One quote received of £1500 for crane hire and £750 for labour costs.</li> </ul>	

<ul style="list-style-type: none"> <li>○ <b><i>Action:- WN to obtain additional quotes for removal of the tree</i></b></li> </ul>	WN
<b>7. Governor Self Declaration and Business Interests Forms</b>	
<ul style="list-style-type: none"> <li>• <b><i>Action:- All governors to complete the Self Declaration and Business Interests forms and forward them to SC</i></b></li> </ul>	ALL
<b>8. NGA Code of Conduct</b>	
<b><i>Governors unanimously agreed to abide by the NGA Code of Conduct (Proposed: JL. Seconded: VS)</i></b>	
<b>9. Governor Skills Audit</b>	
<ul style="list-style-type: none"> <li>• <b><i>Action:- All governors to complete the NGA 2019 Skills audit and forward copies to SC</i></b></li> </ul>	ALL
<b>10. Any Other Business</b>	
AN highlighted that Michael Mill was retiring at the end of the year and the post had been advertised.	
<b>11. Confidential Items</b>	
None.	
<b>12. Dates of Future Meetings for 2019/20 Academic Year</b>	
<ul style="list-style-type: none"> <li>• <b><i>Action:- Dates to be agreed at the FGB meeting. Please bring your diaries</i></b></li> </ul>	ALL

Signed: (Chair)	
Date:	