

**MINUTES OF THE MEETING OF THE
GEORGE TOMLINSON GOVERNING BODY
HELD ON THURSDAY 28 SEPTEMBER 2017
AT 6PM
AT THE SCHOOL**

Present: Mrs Debbie Stowbridge (Chair) Local Authority Governor

Staff HT (Voting)

Ms Verity Carter

Parent Governor

Ms Ellie Ross

Staff Governor

Ms Sadari Shakes

Co-opted Governors

Ms Gillian Barker

Mr Alun North

Mr Andrew Warren

Clerk to the Governors: Ella Coulson

Also, present: Ms Chloe Alder, Deputy Headteacher

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1/3.2	Election of Mrs Stowbridge as Chair and Ms Barker as Vice Chair of Governors	Governor Services	1 week
10.3	Sub committees to review their committees' Terms of Reference	Committee Chairs	Next GB
10.3	Ms Barker to arrange a date to review the committee's terms of reference.	GB	Next GB
10.3	Mr Warren agreed to join the resources committee.	Governor Services	5 days
10.4	Ms Barker to complete a link governor visit rota.	GB	ASAP
10.5	Ms Carter to update on attendance at the next meeting.	VC	Next GB
11.1	Key priorities Policy: AGREED Governors agreed and ratified the policy. SEF: AGREED Governors agreed and ratified the policy EYFS: AGREED Governors agreed and	GB	5 days

Chair's Initials:

	ratified the policy 2-year-old policy: AGREED Governors agreed and ratified the policy Safeguarding: AGREED Governors agreed and ratified the policy Code of conduct: AGREED Governors agreed Intimate care: AGREED Governors agreed and ratified the policy Anti-bullying: AGREED Governors agreed and ratified the policy Voting alternatives: AGREED Governors agreed Behaviour: AGREED Governors agreed and ratified the policy Pay policy: AGREED Governors agreed and ratified the policy Governors expenses: AGREED Governors agreed and ratified the policy Behaviour foundation stage: AGREED Governors agreed and ratified the policy Assessment: AGREED Governors agreed and ratified the policy		
12.1	Date of next meeting: Thursday 14 December 2017	All /GS	Immediate

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The clerk welcomed all those present to the meeting.
- 1.2 No apologies for absence were received.
- 1.3 The Clerk confirmed that the meeting was quorate with 7 governors present.
- 1.4 Ms Carter noted a confidential item to be discussed at the end of the meeting.

2. DECLARATIONS OF INTEREST

- 2.1 The clerk issued all present governors with copies of the personal and pecuniary interest form. All those governors present completed these forms and duly returned them to the clerk for processing.
- 2.2 There were no declarations made pertaining to any of the agenda items for this meeting.

3. APPOINTMENT OF OFFICERS

- 3.1 Election of Chair for the academic year 2017/2018
 The Clerk welcomed nominations for the position of Chair of Governors. Ms Carter proposed that Mrs Stowbridge be elected as Chair of Governors for the 2017/2018 academic year, this was seconded by Ms Barker. With no other nominations and no objections Mrs Stowbridge was duly elected as Chair.
- 3.2 Election of Vice-Chair for the academic year 2017/2018
 The Clerk welcomed nominations for the position of Vice Chair of Governors. Mrs Stowbridge proposed that Ms Barker be elected as Vice Chair of Governors for the

Chair's Initials:

2017/2018 academic year, this was seconded by Mr Warren and Ms Ross. With no other nominations and no objections Ms Barker was duly elected as Vice Chair.

4. GOVERNING BODY

- 4.1 The clerk confirmed that there was currently 1 parent governor vacancy and no governors are due to come to their end of term.
- 4.2 To consider disqualification due to non-attendance
The clerk advised that no governors were eligible for disqualification due to non-attendance.
- 4.3 The clerk confirmed that DBS checks have been completed by all governors and all details are held on file by Governor Services.

5. MINUTES

- 5.1 Governors received the minutes of the governing body meeting held on 29 June 2017 and agreed these to be an accurate record of the meeting. Mrs Stowbridge signed a copy of the minutes and these were retained by the school for filing.

6. CHAIR'S ACTION

- 6.1 Mrs Stowbridge confirmed that she had no chairs actions to report to the governing body.

7. ALTERNATIVE MEETING ATTENDANCE OPTIONS (Document enclosed)

- 7.1 Mrs Stowbridge proposed the proxy vote suggestion. Governors agreed where there is wording in advance and a yes or no answer is required. Mrs Stowbridge completed the enclosed form noting the governor's agreed options, the form was handed back to the clerk to post to Governor Services.

8. GOVERNING BODY ANNUAL CYCLE

- 8.1 Governors agreed the governing body annual cycle.

9. GOVERNORS' TRAINING

- 9.1 Governors confirmed receipt of the Governor Services training programme.
- 9.2 Mrs Stowbridge requested to attend the 'Looked after children and Exclusion' training.
- 9.3 Ms Baker, Ms Ross and Mr North would like to attend the Fisher Family Trust training on Friday 13 October 2017.

10. GOVERNING BODY COMMITTEES

- 10.1 Governors considered the establishment of subcommittees and unanimously agreed to the following committee structures and memberships:
Governor Discipline – Governors agreed that all eligible governors form a pool for the purposes of Governor Discipline matters.
- 10.2 Governors agreed that all eligible governors form a pool for the purposes of Staff Discipline, Staff Grievance and Dismissal Appeals. It was noted that no staff members would be called upon to form a part of any of these panels.
- 10.3 Governors to review committees' Terms of Reference (1st half of term)
Subcommittees were asked to review their Terms of Reference and bring these to the second meeting of this term for consideration and adoption as necessary. Governors noted that all committee meetings held in the interim period would be conducted in line with the previously agreed terms of reference.

Action: Ms Barker to arrange a date to review the committee's terms of reference.

AGREED Mr Andrew Warren agreed to join the resources committee.

10.4 Link Governors

Governors agreed to the following link governor appointments for the academic year:

Safeguarding: Mrs Stowbridge and Ms Barker

SEND: Mrs Stowbridge

Health & Safety and pupil premium: Ms Ross

Health & Safety, Numeracy and Literacy: Mr North

School website: Ms Barker and Ms Ross

Behaviour & Attendance: Mrs Stowbridge

Q: How many link visits should be carried out each term?

A: One link visit should be completed per term.

Action: Ms Barker to complete a link governor visit rota.

- 10.5 Ms Carter informed governors that she was concerned about attendance at school, it was understood that many other headteacher's in Waltham Forest feel the same. The Local Authority had confirmed that schools cannot remove children off the list when they are not in the school so it affects the figure. It was highlighted that the school's Census was coming up and there are 12 children on the roll that are no longer in the school. The Education Welfare Officer has confirmed that two of the children have not been attending school since September 2016, however they cannot be removed from the roll. The attendance at George Tomlinson is 95% against the national average which is 96%.

Action: Ms Carter to update on attendance at the next meeting.

11. SCHOOL POLICIES

11.1 Policy review cycle

Key priorities Policy: **AGREED Governors agreed and ratified the policy.**

SEF: **AGREED Governors agreed and ratified the policy**

EYFS: **AGREED Governors agreed and ratified the policy**

2-year-old policy: **AGREED Governors agreed and ratified the policy**

Safeguarding: **AGREED Governors agreed and ratified the policy**

Code of conduct: **AGREED Governors agreed**

Intimate care: **AGREED Governors agreed and ratified the policy**

Anti-bullying: **AGREED Governors agreed and ratified the policy**

Voting alternatives: **AGREED Governors agreed**

Behaviour: **AGREED Governors agreed and ratified the policy**

Pay policy: **AGREED Governors agreed and ratified the policy**

Governors expenses: **AGREED Governors agreed and ratified the policy**

Behaviour foundation stage: **AGREED Governors agreed and ratified the policy**

Assessment: **AGREED Governors agreed and ratified the policy**

12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

12.1 Date of next meeting

Thursday 14 December 2017

- 12.2 Agenda items:
Pupil Premium Feedback from Link Governors
Governors to review committee's terms of Reference
Link Governors
Complaints Policy
Appraisals Policy
Equality Policy
Debt Recovery policy
Extended Schools Policy
H&S Policy
Exclusions Policy
Marking and Feedback Policy
Positive Handling Policy
Whistleblowing Policy
Equal opportunity Policy
Volunteers Policy
Data Feedback
Associate Governors
School Development Plan

13. ANY OTHER BUSINESS

- 13.1 Mrs Stowbridge confirmed that George Tomlinson was a group 4 school. This has been confirmed by the Local Authority.

Q: Is the school fully staffed?

A: Yes, and there are no agency employees.

- 12.2 Ms Ross congratulated the school on opening of the library. Ms Ross stated that the library was a beautiful space and a great achievement which is extremely inspiring for all the children at George Tomlinson. Mrs Helen Munden has visited the school to validate the reading assessments and noted that the new library space was very encouraging for children.

- 12.3 Ms Carter was waiting on an update from the Local Authority on whether George Tomlinson was still a red rated school. The Local Authority have agreed to pay for three sessions for the school improvement consultant to visit the school before the end of the second term.

- 12.4 There are 14 new starters across the school, 25 children left throughout the summer. The total number of children on roll is 558. There are 2 nurseries shutting down in Leytonstone, both whom have waiting lists. The school has capacity for 45 nursery places.

Q: Are the 25 throughout the school?

A: Yes, they are.

The meeting closed at 20:15PM.

Chair: (print)

Chair's Initials:

..... (sign)

Date:

Chair's Initials:
