



## ATHELSTAN COMMUNITY PRIMARY SCHOOL

Minutes of the Governing Board meeting held at the School on  
Monday 9 October 2017 at 7.00pm

**Present:**

Andrew Parmenter (Chair), Karen O'Donnell (Headteacher), Stephanie Stewart (SS), Will Martin (WM), Caroline Hutton (CH), Adrian Wainwright (AW), Adam Palmer (AP), and Steve Morris (SM).

**In attendance:**

Sue Thompson (School Business Manager and Associate Governor), Kathy Barton (Inclusion Manager), and Mark Stephenson (Clerk), NYCC Clerking Service.

Ref no.	Minutes	Action by:
1763	<p><b>Tour of the School</b></p> <p>Deferred to the next meeting, at which time the expansion project is expected to be fully completed.</p>	
1764	<p><b><u>PROCEDURAL MATTERS</u></b></p> <p><b>Election of Chair and Vice Chair</b></p> <p>In accordance with the agreed election procedure, the Clerk invited nominations for the position of Chair of Governors; it was confirmed that the term of office for the position (and that of the Vice Chair) is 1 year, as set out in the approved Standing Orders.</p> <p>The current postholder, Andrew Parmenter, indicated his willingness to stand for a further term. There were no further nominations, and Governors duly appointed Andrew Parmenter as Chair for 1 year i.e. until the first meeting of the 2018/19 academic year.</p> <p>With regard to the Vice Chair, the Chair invited nominations; Stephanie Stewart, the current postholder, indicated her willingness to take the role for a further term. There were no further nominations, and Governors duly appointed Stephanie Stewart as Vice Chair for 1 year i.e. until the first meeting of the 2018/19 academic year.</p>	
1765	<p><b>Apologies for absence</b></p> <p>Apologies for absence had been received from Peter Woods; it is expected that Stacey Doherty (SD) will arrive late. Governors considered the reasons for and consented to the absence.</p>	
1766	<p><b>Declaration of interests</b></p> <p>Governors were reminded of the requirement to declare interests in accordance with DfE statutory requirements and guidance.</p>	

Ref no.	Minutes	Action by:
1766 cont.	<p>There were no new declarations of interest.</p> <p>Members received a copy of the Register of Business Interests pro-forma, which includes a statement agreeing to be bound by the approved Code of Conduct. Completed declarations were collected and passed to the School office for filing.</p> <p>Members were reminded of the need to declare gifts / hospitality for School records; further guidance is available from the Clerk should it be needed.</p>	
1767	<p><b>Confidential items</b></p> <p>One item is to be considered on a confidential basis.</p>	
1768	<p><b>Notification of urgent other business</b></p> <p>It was reported that, following the School's Ofsted inspection on 5 October 2017, the outcomes remain confidential until the resultant report is published.</p>	
1769	<p><b>Governing Board Constitution</b></p> <p>Members received and noted a copy of the most recent version of the Composition of the Governing Board, which highlights expected vacancies / Members' terms of office end dates. It was noted that the terms of office of three Co-opted Members (Chair, SS and SD) conclude on 26 November 2017 and similarly for Sue Thompson (Associate Governor). The Chair, SS, and Sue Thompson each expressed an interest in continuing their membership of the Governing Board and all three left the meeting to allow Governors to consider their reappointments.</p> <p>In consideration of their skills and key roles, Governors duly appointed both Andrew Parmenter and Stephanie Stewart as Co-opted Members for further 3 year terms, ending 26 November 2020; similarly, Sue Thompson was appointed as an Associate Governor for a further 3 year term ending 26 November 2020.</p> <p>The position relating to Stacey Doherty is unclear at this time.</p>	
1770	<p><b>Review of Governors' Committees / Delegation / Specific Responsibilities</b></p> <p>Members received a copy of the School's current Committee Summary, including a list of individual Members' specific responsibilities and the Terms of Reference for the Finance and Staffing and Standards Committees.</p> <p>It was noted that the Summary required little adjustment at this time, recognising that Peter Woods would pick up membership of one of the Committees. After some discussion, Governors approved three key safeguarding appointments:</p> <ul style="list-style-type: none"> <li>• Designated Safeguarding Officer (DSO): Karen O'Donnell;</li> <li>• Deputy DSOs: Caroline Hutton and Kathy Barton.</li> </ul>	

Ref no.	Minutes	Action by:
1770 cont.	The Committee Terms of Reference (TOR's) were approved by the Governing Board and referred for consideration at the first meetings of the respective committees.	SS / Clerk
1771	<p><b>Review of Standing Orders / Code of Practice</b></p> <p>Members received, noted, and approved the Code of Conduct for Governors (2017), which has recently been updated by the National Governors Association (NGA). There are no substantive changes.</p> <p>Additionally, Governors approved the Standing Orders, with no substantive changes.</p>	
1772	<p><b>Confirm scheme of delegation to the Headteacher</b></p> <p>Following some discussion, Governors agreed the Scheme of Delegation to the Headteacher, as set out in the Budget Management Policy.</p>	
1773	<p><b>Minutes of the previous meetings – 13 July 2017</b></p> <p>The minutes, including the confidential minutes, were agreed as a correct record, and signed by the Chair.</p>	
1774	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• <b>Item 1734: Peer Review</b> – it was confirmed that a proposal to establish a protocol for future peer reviews is to be considered at the forthcoming meeting of the STAR Headteachers.</li> </ul>	Head
1775	<p><b>Date of Next Meeting:</b></p> <p>The dates of the next Governing Board meetings were confirmed as Thursdays at 7.00pm on:</p> <ul style="list-style-type: none"> <li>• 7 December 2017;</li> <li>• 8 February 2018;</li> <li>• 22 March;</li> <li>• 17 May; and</li> <li>• 19 July.</li> </ul>	
1776	<p><b>Other business</b></p> <p><b>Parents Evenings</b> – it was confirmed that the next round of Parents Evenings are to take place on Tuesday / Wednesday 10 and 11 October 2017.</p> <p>In accordance with previously agreed strategies, the Chair invited Governors to participate; consequently, AP and WM would attend on the Tuesday, whilst SM agreed to participate on the Wednesday (the Chair would attend both evenings); Governors would mainly take parents on tours of the new School premises, whilst the PTA will run the book fair.</p>	

Ref no.	Minutes	Action by:
1777	<p><b><u>SCHOOL IMPROVEMENT</u></b></p> <p><b>Strategic Matters</b> Governors received an update on a confidential matter, the outcomes of which are recorded separately.</p>	

The meeting closed at 8.03pm.

Signed:  (Chair)

Date: 7.12.17