

TETHERDOWN PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING
15th January 2013– 7.30pm at the School

Representative Governors (3)	Staff Governor (2)	Parent Governors (5)
Sandeep Mehat 11.03.13	*Richard Evans 31.01.13	*Keren Darmon 15.06.14 (Vice Chair)
*Jill Boswell 08.09.16	*Marie Barber 4.10.15	*Luke Collier 04.02.14 (Chair)
*Joseph Ejiofor 31.05.14		*Jane Garrard 04.02.14
	Head Teacher Governor (1)	*Daniel Lewis 04.10.16
Community Governors (3)	*Evelyn Pittman	*Matthew Robb 15.06.14
*Rupert Lancaster 17.01.15		
*Nick Cooke 23.11.15	Also Present	Associate Member
Vacant	Mike Woods (clerk)	*Annie Ashraf 23.11.15
	<i>+denotes apologies accepted</i>	<i>*denotes governor present</i>

Part 1

1 Apologies for absence and consent for apologies received

1.1 No apologies were received in advance of the meeting.

2 Membership – action to fill Community Governor vacancies

2.1 Discussion re actions to fill the Community Governor vacancy was deferred to the next meeting.

2.2 Governors welcomed Daniel Lewis, Parent Governor, to the meeting – he is a teacher at the North London Collegiate School. He has responsibility for marketing and development and has been responsible for setting up a school in Korea.

3 Declarations of interest in agenda items

3.1 No specific interests were declared.

4 Minutes of the meeting held on 22nd November 2012 for agreement

4.1 Governors noted the following revisions:

4.1.1 Item 7.4.1 – the SFVS questionnaire will go to the **full GB** once compiled.

4.1.2 Item 9.13 –the item was about the African Village and not the audit.

4.1.3 Item 3.7 – noted “three” not “the”.

4.2 The minutes were then agreed as an accurate record, signed by the Chair and returned to the Headteacher for filing.

5 Matters arising from the minutes, not on the agenda

5.1 Item 5.5 - planned development will not be considered until May (there have been a number of objections).

5.2 Item 6.14 – the Headteacher gave an update re the letters sent to the DfE re funding and advised that there is a meeting of the Schools Forum tomorrow where there will be significant discussions re de-delegation.

6 Headteacher’s report

6.1 There was a brief oral report as there has not been a lot of time between the last meeting and this.

6.2 No response yet received from Auditors; the school is hopeful of “substantial assurance”.

6.3 There is a new Yr 1 teacher.

6.4 Sadly a member of staff’s husband died today.

6.5 E safety talk went well but could have been better attended; there were issues over too little notice. The school will run another session with perhaps a different format and focus.

7 Chair’s items

7.1 Governors noted EPs intention to leave at the end of the summer term. She explained some of her reasons. Governors expressed their regret but understanding at her decision.

- 7.2 Governors considered the recruitment process. The LA (Liz Reid) will charge £900 for assistance with the specification etc. Ideally an advertisement needs to go out in first/second week of February.
- 7.3 The Chair suggested that the GB set up a panel with responsibility for preparing the paperwork and processes. Governors will all have an opportunity to contribute to the selection process.
- 7.4 Governors **agreed** the Group would constitute: Daniel Lewis, Luke Collier, Keren Darmon, Joseph Ejiofor and Matthew Robb.
- 7.5 EP will meet with staff tomorrow lunch time to advise them and a letter will go to parents after the close of the school day. A draft letter was circulated for comment and governors agreed its content.

8 Committees - Reports if appropriate

8.1 None of the Committees have met yet this term.

9 Link Governors Review of responsibilities and reports if appropriate

9.1.1 Deferred to the next meeting.

10 Any other business

10.1 There was no other business.

11 Future meetings

Meeting		Agenda despatch		Papers received by Clerk
Tuesday	19/03/2013	Tuesday	12/03/2013	Friday 08/03/2013
Thursday	02/05/2013	Thursday	25/04/2013	Friday 19/04/2013
Wednesday	26/06/2013	Wednesday	19/06/2013	Friday 14/06/2013

Parts 1 & 2 of the meeting ended 10.10pm

Signed: Chair _____ **Dated:** 19th March 2013

