

THE GOVERNING BODY OF FLOCKTON CE (C) SCHOOL

Minutes of the Special Governing Body Meeting held at 6.30 pm, at the school on Monday, 11 November 2024 followed immediately by the rescheduled S & R Committee Meeting.

PRESENT

Ms J Lavery (Co-Chair), Mrs H Kerr (Co-Chair), Mrs F Brooks, Mrs S Hull, Mrs E Johnson, Mr R Michael, Miss E Taylor (Head Teacher),

IN ATTENDANCE

Rev J Anderson (Foundation Ex-Officio - awaiting DBS)
Mr G Dawkins (Minute Clerk)

21. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs E Hurst, Mrs A Kalinowski and Mrs S Latham.

There were no declarations of interest.

22. REPRESENTATION

22.1 The following matters of representation were reported:

<u>End of Term of Office Name</u>	<u>Category</u>	<u>With Effect From</u>
Josephine Lavery	Parent	18/11/2024
<u>Resignation Name</u>	<u>Category</u>	<u>With Effect From</u>
Helen Kerr	Co-opted	18/11/2024
<u>Appointment Name</u>	<u>Category</u>	<u>With Effect From</u>
Julie Anderson	Foundation Ex-officio	Awaiting DBS

The Reverend Julie Anderson was welcomed to the meeting and all the Governors introduced themselves.

22.2 To consider for appointment the LA nomination from Helen Kerr.

It was reported that Helen Kerr's application to fill the LA seat had been approved by the panel and now needed to be formally approved by the Governing Body to fill the vacant LA seat.

Mr Michael proposed that Helen Kerr's application to fill the vacant LA seat be approved. This was agreed unanimously.

RESOLVED: That Helen Kerr be formerly approved to fill the vacant LA seat.

22.3 Co-option of a Governor

It was reported that due to Helen Kerr resigning from her Co-opted Governor seat the Governing Body considered the appointment of Josephine Lavery to fill the vacant Co-opted seat.

Mr Michael proposed that Josephine Lavery be appointed as a Co-opted Governor to fill the vacant Co-opted Governor seat. This was approved unanimously.

RESOLVED: That Josephine Lavery be approved as a Co-opted Governor to fill the vacant Co-opted Governor seat.

Helen Kerr thanked Mrs A Sahota for organising the Governor re-shuffle.

23. TO APPROVE THE MINUTES OF THE MEETING HELD ON 8TH JULY 2024

RESOLVED: That the minutes of the Governing Body meeting held on 8th July 2024 be approved as a correct record.

24. MINUTES OF THE ANNUAL MEETING HELD ON 9TH SEPTEMBER 2024

RESOLVED: That the minutes of the annual meeting of the Governing Body held on 9th September 2024 be approved as a correct record.

25. MATTERS ARISING / ACTIONS

The following Matters Arising / Actions were reported:

(a) Formal Terms of Reference for the Co-chair arrangements (Minute 1 refers)

ACTION 1: Josephine Lavery and Helen Kerr are to bring their responsibilities and tasks as Co-Chairs to the meeting on 2 December 2024.

(b) Code of Conduct (Minute 2 refers)

It was noted that Emma Johnson and Aimee Tobin had yet to sign the register confirming they had read the code of conduct and agree to adhere to the contents of the code.

ACTION 2: Emma Johnson and Aimee Tobin are to sign the register confirming they have read the code of conduct and agree to adhere to the contents of the code as a matter of urgency.

It was also noted that one Governor had yet to complete the register of business interest form which was a breach of the code of conduct and needed to be rectified urgently.

ACTION 3: The Governor who has yet to complete the register of business interest form is to be contacted by the school to rectify this as a matter of urgency.

(c) LA Seat Vacancy re Mrs Kerr (Minute 4 refers)

As noted in Minute 22.2 this action has been completed.

(d) Amendments to the 8th July 2024 Meeting Minutes (Minute 9 refers)

It was reported that this action had been completed and the 8th July 2024 meeting minutes approved as noted in Minute 23.

(e) Safeguarding to be removed as a Standard Agenda Item (Minute 13 refers)

It was reported that this has not been actioned as it was felt that it was important that Safeguarding remained as a Standard Agenda Item.

RESOLVED: That Safeguarding remain as a Standard Agenda Item on future Governing Body agendas.

(f) Acceptable Use Policy (Minute 16 refers)

It was reported that Emma Johnson and Aimee Tobin had yet to download and save a copy of the Acceptable Use Policy, read the policy, sign it and then put it back in the yellow folder on SharePoint.

ACTION 4: Emma Johnson and Aimee Tobin are to download and save a copy of the Acceptable Use Policy, read the policy, sign it and then put it back in the yellow folder on SharePoint.

(g) The KEY Resource (Minute 17 refers)

It was noted that though the KEY Resource was recognised as a valuable asset for Governor Training in order to help the budget the school was unable to commit to this at the moment.

(h) OFSTED (Minute 18(c))

It was felt that OFSTED should be an agenda item at Full Governing Body Meetings.

26. ANY OTHER BUSINESS

(a) OFSTED

Q: Is OFSTED likely to be soon?

A: Yes.

Q: Who will attend when it occurs?

A: Any Governors who are available.

(b) Governor Visits

Q: Are we on track this term?

A: Mr Michael has a visit booked with Sarah Horwood on Science on 22 November 2024 and also plans to see Emily Hurst regarding SEND before Christmas. Emma Johnson is to review the Single Central Record w/c 18 November 2024.

It was noted that there was a book in school for Governors to record quick unscheduled visits and there was a calendar on Teams that could be used to record / schedule planned visits.

Faye Brooks requested to shadow a visit into school.

(c) Governor Training

Faye Brooks reported that she was undertaking the Governor Induction Training on Friday 15th November 2024 and had undertaken the Keeping Children Safe in Education training for which Miss Taylor confirmed having received the certificate.

Julie Anderson's Governor Induction Training had yet to be arranged.

Helen Kerr reported having undertaken the Safeguarding training.

The Co-Chairs reported that they intend to have regular Teams Governor Catch Up sessions for Governors to join when able and also to talk to each Governor.

Folders were to be set up on SharePoint for each Governor's role in order for information to be passed on in the future.

ACTION 5: A Governors' Skills Audit is to be emailed to all Governors to be completed asap.

(d) Governors' Input

It was intended that at each Governing Body Meeting there would be 5 minutes for Governors to share what they had done / news since the last meeting.

(e) Committee Membership

It was noted that Committee Membership was being reviewed to fill any gaps.

(f) Committee Terms of Reference

The Terms of Reference were ongoing for both the Children and Learning Committee and the Safety and Resources Committee.

(g) Head Teacher's Appraisal

It was reported that the Head Teacher's Appraisal was scheduled for 9 December 2024 in the afternoon and 3 Governors were required, Sarah Hull, Robert Michael and one other to be agreed.

27. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers is be excluded from the copy to be made available at the School in accordance with the Freedom of Information Act.

ACTION LOG:

Minute Number	Action	By Whom	Completed
25(a)	ACTION 1: Josephine Lavery and Helen Kerr are to bring their responsibilities and tasks as Co-Chairs to the meeting on 2 December 2024.	Ms Lavery / Mrs Kerr	
25(b)	ACTION 2: Emma Johnson and Aimee Tobin are to sign the register confirming they have read the code of conduct and agree to adhere to the contents of the code as a matter of urgency.	Mrs E Johnson & Mrs A Tobin	
25(b)	ACTION 3: The Governor who has yet to complete the register of business interest form is to be contacted by the school to rectify this as a matter of urgency.	Headteacher	
25(f)	ACTION 4: Emma Johnson and Aimee Tobin are to download and save a copy of the Acceptable Use Policy, read the policy, sign it and then put it back in the yellow folder on SharePoint	Mrs E Johnson & Mrs A Tobin	
26(c)	ACTION 5: A Governors' Skills Audit is to be emailed to all Governors to be completed asap.	All Governors	

The Chair closed the meeting at 7.21pm.