



‘Happiness Through Learning’



A meeting of the Governing Body of Brompton Community Primary School was held at the school on Monday 15th October 2018 @ 5.30pm

Minutes

Core Functions of GB:

- **Ensure clarity of vision, ethos and strategic direction**
- **Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff**
- **Overseeing the financial performance of the school and making sure its money well spent**

Present: Nigel Hebron, Chair (NB), Jane Byrne, HT (JB), Lorna Hazelwood (LH), Elizabeth Price (EP), Joolz Form (JF), Richard Lonsdale (RL).

Absent: David Manning

In attendance: Brian Alker (Clerk)

PART ‘A’ – PROCEDURAL

No.	Item	Actions
BCP/122 /18	<p>Apologies for absence and to determine whether any absences should be consented to.</p> <p>An apology was receive from David Manning due to attendance at the school parent evening. The absence was consented to.</p>	
BCP/123 /18	<p>Election of Chair and Vice Chair</p> <p>The Clerk took the Chair for the Chair’s election. NH was nominated and elected as Chair.</p> <p>JF was nominated and elected as Vice Chair.</p>	
BCP/124 /18	<p>Term of Office</p> <p>The term of office for both the Chair and Vice Chair posts were agreed as one year.</p>	
BCP/125 /18	<p>Governing Body Vacancies</p> <p>It was established that the school had two parent and one Local Authority (LA) governor vacancies.</p> <p>The Clerk advised that the school should hold a parent governor election and that he would arrange for the election advice document to be sent to the Head.</p> <p>Governors discussed the possibility of asking someone from the community to apply for the LA post. The Clerk will arrange for the application form to be sent to the Head.</p> <p>Action: Head/Clerk</p>	<p>Clerk</p> <p>Clerk</p> <p>Head/Chair</p>



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BCP/126 /18	To remind governors of the need to declare interests, pecuniary or non-pecuniary for any agenda item. No declarations were made.	
BCP/127 /18	Clerk housekeeping The Clerk received business interest forms from those governors present. The Clerk reminder governors to complete the hospitality register as necessary. Governors agreed to adopt the latest LA recommended standing orders. Governors agreed to adopt the NGA code of conduct. They will sign their acceptance of the code at the next meeting. Action: Clerk to include code of conduct acceptance on attendance form.	Clerk
BCP/128 /18	To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection. No item was deemed as confidential, minutes will be made available for public inspection.	
BCP/129 /18	Notification of urgent other business: There was no other business notified.	
BCP/130 /18	To approve as a correct record the Minutes of the meeting held on 19th July 2018. It was noted that BCP/121/18 should read ‘resignation of a teacher’ not a TA. Minutes approved, subject to the amendment above, signed and retained in school in a secure location.	
BCP/131 /18	To consider matters arising from the minutes and for which there is no separate agenda item. None.	
PART “B” – School Improvement		
BCP 132/18	Correspondence from the LA and DfE. The Chair shared a ‘welcome back’ letter received from the LA governor support team	
BCP 133/18	Skills Audit. It was agreed that the Head will send governors the NGA skills audit form. Governors are to complete and return the form to the Head by the date of the next meeting. Action: Head to send governors NGA skills audit form	All Governors Head
BCP134/	Agree Statutory committees.	



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18	<p>Governors agreed to appoint Judith Clapham (JC) as an associate member for a term of one year.</p> <p>Committees were agreed as follows:</p> <p>Headteacher performance: Chair and JC.</p> <p>Complaints/Pupil & Staff discipline: EP, JF, & LH.</p> <p>Appeals for above committees: Chair, RL, & JC.</p>	
BCP135/18	<p>Appointment of Governors with specific responsibilities</p> <p>The following governors were appointed:</p> <p>Safeguarding: LP Health & Safety: RL</p>	
BCP/136/18	<p>Governor training.</p> <p>JF will be attending the LA governors SINs meeting in Northallerton.</p> <p>Further training will be considered following the results of the skills audit.</p>	
BCP 137/18	<p>Health and Safety</p> <p>The Head reported that a new LA Health & safety adviser was due to visit the school. There were no outstanding issues from previous reports.</p>	
BCP 138/18	<p>To Review Safeguarding/Child Protection</p> <p>There was nothing to bring to governors attention.</p>	
PART ‘C’ – OTHER BUSINESS		
BCP 118/18	<p>To deal with any matters agreed for consideration under item 4 above.</p> <p>No matters to discuss.</p>	
BCP 119/18	<p>“What Impact have we made”</p> <p>Governors had set up committees, appointed link governors and set meeting dates for the coming year and will take action to fill governor post vacancies.</p>	
PART ‘D’ – PERSONNEL		
BCP 120/18	<p>Date and Time of meetings for the school year:</p> <p>Thursday 8th November 2018 Thursday 13th December 2018 Thursday 17th January 2019 Thursday 14th February 2019 Thursday 14th March 2019 Thursday 16th May 2019 Thursday 13th June 2019 Thursday 11th July 2019</p>	



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BCP 121/18	AOB: It was noted that the school will be taking part in a project to produce pictures of poppies for the Friarage Hospital dementia patients.	
Signed: Position: Date:		