

**LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY**  
**Company number 7685652**

***Minutes for the Full Governors' meeting held on  
Thursday 2nd November at 7p.m. at school***

*Our duties as governors are:*

- *to encourage all governors to contribute to all items discussed and speak freely and openly*
- *to be accountable, think strategically and act as a critical friend*
- *to respect confidentiality*
- *to declare any conflict of interest related to any agenda item*
- *to ensure that previously circulated papers have been read prior to the meeting.*

**Supporting Papers**

Agenda

Looked After Children Governor Report March 2017

F&S Committee Members

F&S Terms of Reference

Letter re Link Governors Meeting

Link Governor Structure

Previous Minutes

**Attended by:**

Phil Ashdown PA (Chair)

Lisa Mayes (LM)

Kristina Mussgnug- Barrett (KM)

Alexia Davison (AD)

Laura Smith (LS)

Fiona Wall (FW)

Emily Longthorne EL (Clerk)

**By Invitation:**

Claire Harmer CHa

Caron Short CS

**Apologies received from:**

Terasa Beach (TB)

Nataley Maysey (NM)

Jon Dearlove (JD)

Christopher Hobson (CH)

Damien Mackman (DM)

**Absent:**

Simone Franklin (SF)

Arlene McLaughlin (AM)

*Staff governors were not required to attend*

**1) Apologies and declarations of Interest**

PA welcomed everyone to the meeting at 7.05pm.

**2) Notification of items for AOB**

LM- one item.

### 3) Minutes of Previous Meeting 28.09.17

PA decided that the minutes should be approved at the next meeting on the 29<sup>th</sup> November when staff governors are present.

### 4) Matters Arising

To be discussed at the next meeting.

### 5) Link Governors appointments

PA had circulated a letter to governors asking them to let himself or the clerk know if they have a preference for a link governor role. PA had also circulated a list of the link governor roles. FW asked how long governors keep their link role. PA replied that they generally keep the role for the duration of their term, as it can take time to get comfortable in the role and also for continuity, to review matters at further meetings. KM added that the roles are not set in stone though, if it was very unsuitable.

PA informed governors of the expectations of the role. He described it as a monitoring, fact-finding role, as a 'critical friend.' He said it is not operational or judgemental. PA recommended that new link governors look at previous visit reports on Governorhub. PA had previously circulated a good example of a visit report. PA will also circulate a list of suggested questions to ask, which have come from the School Improvement Partner, as a starting point. **ACTION PA.**

LM suggested combining the role of Most Able and Disadvantaged Pupils link governor in order to have a holistic approach as there is a vacancy for a Special Educational Needs and Looked After Children Governor once KM finishes her term in December. LM added that this is an important role as it is statutory. CH agreed, adding that she and TB (Most Able link governor) discussed Pupil Premium at their meetings. PA said that he would ask TB if she would be happy to take on the role of Special Educational Needs and Looked After Children, as she is an experienced governor. **ACTION PA.**

Some governors had emailed their preference prior to the meeting which were considered when allocating link governor roles. Following the discussion, the roles are:

Safeguarding- PA

Humanities- FW

Arts- AD

Sport- CH (Existing)

English- SF (Existing)

Modern Foreign Languages- JD

Disadvantaged Pupils- LS (Possibly Most Able Pupils also.)

Science, Technology, English and Maths- 2 governors required- AS, and PA proposed HJ.

Early Years- PA proposed PW, as he does not have a conflict of interest because he does not have a child in Reception.

SEN/LAC- PA to ask TB, unless another governor volunteers, which would allow Most Able and Disadvantaged Pupils to continue as two separate link governor roles.

**ACTION PA-** To write a note to governors asking if anyone else would take on a link governor role.

CS suggested that we read through the list of contact points for link governors, as for some link roles there will be several members of staff. CS suggested that they decide a first point of contact, who can then direct governors to the right person.

The first points of contact for each link role are:

Safeguarding/H&S – Claire Harner

Humanities- Lucy Pryke

Arts- Maria Rajska

Sports- David Tanner

English- Carly Chew

Modern Foreign Languages- Karen Kidd  
 Disadvantaged Pupils and Most Able Pupils– Claire Harmer  
 Early Years- Caroline Valderey  
 SEN/LAC- Emma Corp  
 Science, Technology, English and Maths- Tara Moran and Graham Ballard

FW asked how they should make contact with the subject leader. PA replied to simply introduce yourself in an email. LM asked EL to contact the subject leaders (above) with the name and email address of their link governor. **ACTION CLERK.**

AD asked how many visits they should make per year. PA suggested 2 meetings per year, the first link governor meeting should take place before February half term and the second before the end of the summer term. KM added that if there is a special event taking place within that subject, then it would be good to attend e.g Science week. KM also recommended attending training courses from Governor Suppor as she has found them very valuable.

**6) Finance and Staffing Committee Members**

PA had written a letter to governors asking them to consider joining the Finance and Staffing committee as they need four more members and also consider taking on the role of Chair. PA has spoken to DM who has agreed to take on the role of Chair of Finance and Staffing until the end of the school year. There had been no other replies and no one present at the meeting felt they had the time to give. PA said he write a note to all governors again, asking for people to join. **ACTION PA.**

**7) AOB**

LM asked EL to add ‘Consult on Admissions policy’ to the next agenda. **ACTION CLERK.**

**8) Date of next meeting:**

Finance and Staffing- Thursday 16<sup>th</sup> November at 6.30pm  
 Full Governing Body- Wednesday 29<sup>th</sup> November at 7.00pm

**9) Close of meeting:**

PA thanked everyone for attending and closed the meeting at 7.30pm.

*Matters Arising:*

<b>Detail</b>	<b>Allocated to</b>	<b>Action</b>
Minute 5	PA	Circulate questions from SIP Ask TB if she would consider the role of SEN/LAC link governor Write to governors asking if anyone else is interested in a link governor role
Minute 5	Clerk	Contact subject leaders with link governor name and email address
Minute 6	PA	Write to governors asking if anyone would consider joining the Finance and Staffing committee
Minute 7	Clerk	Add ‘Consult on Admissions policy’ to next FGB agenda

Minutes approved by ..... on .....