

WSAPC Full Governing Body Meeting  
on Microsoft Teams (due to covid 19)  
Wednesday, 2<sup>nd</sup> September 2020 at 4.00pm

**FGB PRESENT: Bob Smytherman (BS), Doug Thomas (DT), Lucy Ivankovic (LI), Richard Anderson (RA), Liz Warne (LW), Fi Young (FY)**  
**Clerk to the Governing Body: Louisa Rydon (LR)**

MINUTES			
4pm	1)	<p><b>Welcome and Apologies</b> Apologies were received from Tim Yates. Lucy Ivankovic would join the meeting as soon as possible. Caroline Matthews and Lawrence Caughlin did not attend the meeting. Gina di Marino was invited to the meeting as a prospective LA governor and was sorry she was unable to attend. She sent apologies and confirmed she would be completing the paperwork to become the second LA governor on the Board. Governors were delighted to note her interest.</p>	
	2)	<p><b>Declaration of interests</b> BS: governor at St Mary's Catholic Primary School, Worthing</p>	
	3)	<p><b>Thank you to Nick Dowling and confirmation of Bob Smytherman as Chair</b> Governors noted Nick Dowling's enormous contribution to WSAPC during his time in office. The LA had acknowledged his role and DT would organise a thank you from governors.</p>	DT 7/9/20
	4)	<p><b>Election of vice chair. Nomination received for Fi Young</b> Fi Young was duly elected as vice chair and thanked for taking up the role.</p>	
	5)	<p><b>Notice of AOB</b> None.</p>	
4.10pm	6)	<p><b>Headteacher performance management process and appoint panel</b> Bob Smytherman, Fi Young and Liz Warne were elected onto the panel. Richard Anderson was appointed as the independent adjudicator. Governors noted the excellent training received from David Cole and were confident a robust process was in place. The Panel had been advised to take up the training and FY forwarded the NGA log in for the Headteacher appraisal capability process. <a href="https://nga.vc-enable.co.uk/">https://nga.vc-enable.co.uk/</a> DT had a meeting arranged with Dave Cole to discuss his targets which would be shared with governors. Governors noted the benefit of having targets in place at the beginning of term allowing for a robust and effective monitoring process. The appraisal had been confirmed for 9.30am on Wednesday, 16<sup>th</sup> September with a decision on venue or Teams being taken closer to the time. LR to share the Panel's email addresses with Dave Cole.</p>	LR 7/9/20
4.35pm	7)	<p><b>Process to set Governors' strategic vision for WSAPC</b> It was agreed governors should set up a separate meeting following the HTPM process. They agreed the Vision should be a collaboration with staff and pupils and asked that they were given the opportunity to review the current vision before governors met. Date to be found for governor vision and strategy meeting. Following the meeting, FY sent through the NGA's governor strategy document for governors to study before the meeting.</p>	DT/BS 21/10/20  All 21/10/20
4.50pm	8)	<p style="text-align: right;"><i>LI joined the meeting.</i></p> <p><b>Governor Roles.</b> a) <u>Review Instrument (Appendix A &amp; B) and Governor vacancies – note resignation of staff governor and confirmation of staff governor election process.</u> Governors had reviewed their Instrument in 2017/18 but it had not been signed by the LA. It was agreed the current number of governors was unwieldy but it would be sensible to carry vacancies until after the strategy/vision meeting. Governors asked that the SLA with the LA was added to the next FGB agenda. Governors were sorry to receive Shaun Jarvis's resignation and passed on their congratulations to him on his new post and thanks for all his work as a governor. LR to send staff election papers to Lee Imray.</p>	Agenda 21/10/20  LR 4/9/20

		<p>Other vacancies on the Board were representatives from the secondary and SEN sector and parents. DT/BS to consider potential candidates.</p> <p>b) <u>Governor committee membership &amp; allocation (Appendix C). Governors to consider effective structure and interaction through virtual meetings/meetings and school visits</u></p> <p>Governors went through the current committee roles and made relevant amendments. They could not make decisions for those not at the meeting and asked that LR forwarded the amended document and asked for input from governors not at the meeting. RA commented on his increased work load and asked for understanding but he would do all he could to ensure he was able to continue on Resources and Chalkhill committees. The value of Lawrence Caughlin's input into Inclusion was discussed and they asked LR to clarify whether he was able to continue as a governor and monitor inclusion.</p> <p>All meetings would continue on Teams in the shortterm. Further decisions on how governors would carry out monitoring to be made at the strategy/vision meeting.</p> <p>c) <u>Renew Associate membership for SJC and HE</u></p> <p>Governors unanimously reappointed HE and SJC as associate members of the FGB for a further four years.</p> <p>d) <u>Consider appointing governor mentor to attract governors and support new governors</u></p> <p>FY commented on the value of an effective induction process and it was agreed a system had to be implemented before new governors began.</p>	<p>DT 21/10/20</p> <p>LR 12/10/20</p> <p>LR 21/10/20</p> <p>BS/FY</p>
5.10pm	9)	<p><b>Governor training</b></p> <p>a) <u>Governors to send clerk list of their up to date training</u></p> <p>All training undertaken to be kept on central record. LR to set up new list FY to keep as link governor. Following the training survey, FY agreed to book the Ofsted Course which would be carried out virtually.</p> <p>b) <u>Governors to attend Safeguarding training – Helen Ellis to set date</u></p> <p>BS had completed the refresher training as a governor at St Mary's. Helen Ellis had agreed to set a date for governors to complete the training online.</p> <p>c) <u>Redo skills audit</u></p> <p>5 governors had completed the survey. LR to chase the remaining four.</p>	<p>LR 21/10/20</p> <p>FY 21/10/20</p> <p>HE 21/10/20</p> <p>LR 21/10/20</p>
5.20pm	10)	<p><b>Set meeting dates to fit with school calendar</b> (Appendix D &amp; E)</p> <p>LR had highlighted meeting clashes with the school calendar. DT felt the governor meetings should remain as they were with the June Learning and Standards meeting moving from 16<sup>th</sup> to 14<sup>th</sup>.</p>	
	11)	<p><b>Approval of last FGB minutes: 7<sup>th</sup> July 2020</b> (Appendix F)</p> <p>The minutes were approved and electronically signed as a true record. Outstanding actions would be moved to the next FGB meeting.</p>	
	12)	<p><b>Approve INSET days</b></p> <p>The September Inset days had been approved and governors asked to approve the remaining dates at their October meeting.</p> <p>BS and FY volunteered to join the Welcome at the Inset day to introduce themselves to the staff team.</p>	<p>Agenda 21/10/20</p>
	13)	<b>AOB</b>	
	14)	<p><b>Note housekeeping items to be sent to governors for recommendations/approval at next meeting</b></p> <p>a) <u>Sign declaration of interests</u></p> <p>b) <u>Sign code of conduct</u></p> <p>c) <u>Agree governors' details for the website</u></p> <p>d) <u>Review and approve committee terms of reference</u></p> <p>LR to send these documents with the minutes to give governors time to consider/complete before the October meeting.</p>	<p>LR 11/9/20</p>
	15)	<p><b>Key Themes of Meeting/Impact on pupils</b>  <b>HTPM arranged.</b>  <b>Plans for review of Vision and governor strategy</b>  <b>Governor presence at Inset day welcome</b></p>	
5.45pm	16)	<p><b>Dates of next meetings</b></p> <p>Meeting dates confirmed and distributed with minutes.</p>	

SIGNED.....Bob Smytherman..... DATE.....21<sup>st</sup> October 2020.....

ACTION GRID SEPTEMBER 2020		
3	Thank you to Nick Dowling	✓ DT
6	HTPM panel details to Dave Cole.	✓ LR
7	Staff/pupils to review school vision.	In hand
7	Organise governor meeting to set vision and strategy.	Agreed
7	Governors to study NGA strategy paper	Strategy meeting
8a	WSCC SLA on FGB agenda	✓
8a	Staff governor election Consider representatives to approach from secondary and SEN sector.	✓ In hand
8b	Amend governor roles and distribute to governors for comment and confirmation of roles	✓
8d	Establish induction process for new governors.	✓
9a	Send details of training completed to clerk. Arrange date for Ofsted governor training.	✓
9b	Helen Ellis to organise date for governor safeguarding training.	✓
9c	Complete and compile skills audit.	✓
12	Inset day approval at FGB	✓

OUTSTANDING ACTION GRID JULY 2020		
5ai	Monitoring report on impact of DfE funding for keeping year 11s on role.	✓
5ai	Consider allocating budget for year 11 support in 2021	Resources Spring