

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL

**FULL LOCAL BOARD STRATEGY AND OVERSIGHT MEETING FINAL MINUTES
WEDNESDAY 18TH SEPTEMBER 2019 AT 5:00PM**

PART 1

Present: Mrs I Hooper, Mrs E Adie, Mrs S Roberts, Mrs R Walker, Mrs V Cook,
Also present: Mrs K Davis (Minutes) ,Mrs S Rix
Apologies: Mr C Mackman (Chair), Rev. G Atha

Meeting started at 5:10pm

Agenda item	Issues	Agreed Action	Responsible
1. Appointment of Chair		Governors present agreed for Mr C Mackman to be appointed as Chair for the academic year 2019/20.	
2. Election of Vice Chair		Governors present agreed for Mrs I Hooper to be appointed as Vice Chair for the academic year 2019/20. Governors discussed the vacancies on the Local Board and the requirement for additional governors.	Clerk to send out parent governor vacancy letter.
3. Apologies for Absence		Apologies received and accepted Mrs A Flack, Mr C Mackman and Revd G Atha.	
4. Declarations of Interest		Annual Declaration Forms, LAAT Code of Conduct and Pecuniary Interest forms completed by governors present. There were no declarations of interest in any item on the agenda.	Clerk to collate forms and send to LAAT Governance Officer
5. Minutes from the Previous Interim Local Board Meeting on 15 th July 2019		Minutes were approved and signed as a true record by Mrs I Hooper.	
6. Matters Arising from pervious minutes and follow up of allocated actions		In a follow up from a comment made from JWD at the previous meeting, VC has spoken with staff and has confirmed that the schools collaborating and working together approach is being received positively. EA and RW informed Governors that working parties are being set up across subject areas involving teachers and teaching assistants (TA). Governors present	

		<p>expressed that this approach is the correct way forward and that from experiences this has worked well.</p> <p>RW explained that the senior leadership and curriculum party members are the driving force behind the working parties and will lead in their monitoring and development.</p> <p>VC stated that while the teachers and TA's are working together it would also be beneficial for the admin and site teams to do the same. VC requested staff structure and class set up for the academic year for both schools.</p>	<p>Clerk to send VC staff structure and class set up.</p>
7. Organisation of Local Board, Responsibilities and Monitoring.		<p>EA explained that in the link governor guide sent out previously, the areas that require responsibilities and monitoring are detailed. Governors discussed and approved areas of monitoring for the academic year. IH – Safeguarding and SEN, VC – Health and Safety, CM – Pupil Premium and Sports Premium which will include attending pupil progress meetings and supplying feedback, GA – SIAMS and SR – EYFS.</p> <p>Governors agreed more Governors are required but need to determine CM's position with the LAAT. Once this has been established, Governors will then know the type of Governor to be appointed.</p> <p>IH expressed that once all Governors are allocated a monitoring timetable can be set.</p> <p>Q. Would it be beneficial to do a Safeguarding audit now and then one at the end of the year to ensure the schools are on track? (IH)</p> <p>VC and EA agreed this was a good idea.</p>	<p>Clerk to contact Fran Brown to find out what the outcome of CM application is.</p> <p>Clerk to inform CM and RGA of their responsibilities.</p>
8. AOB		<p>IH commented that there were parts on the Safeguarding policy that should have information input by the School.</p> <p>Q. Are the School Development Plans ready? (VC)</p> <p>These are currently being worked on and will be sent out to Governors once complete.</p>	<p>Clerk to look into this, amend and re-send to IH and upload to website if needed.</p>
9. Date & Time of Next Meeting		<p>Future meetings as follows:</p> <p>1st October – Pupils & Provision – 5.00pm at WSM</p> <p>30th October – Finance, Buildings and Personnel – 5.00pm at WHA</p> <p>26th November – Strategy & Oversight – 5.00pm at WSM</p>	

The meeting closed at 5.35pm

Signed: _____ Chair of Committee Date: _____