

Chaddesley Corbett Endowed Primary School  
Governing Body Meeting Minutes

**Full Governing Body - AGM**

10<sup>th</sup> September 2018

The meeting opened at 18.30 hrs

Present: J Attwood (JA), Lisa Campbell (LC), Steve Challoner (SC), Julie Cooper (JC), Matt Kirk (MK), Katie Limm (KL), Polly McMeeking (PM), Jan Pugh (JP)

Apologies: Emma James (EJ), Lisa Spurgeon (LS), Matthew Tunicliffe (MT)

Agenda Item	Discussion	Action
	<p>PM welcomed everyone to the meeting, the Clerk to the Governors has been uncontactable over the last 2 weeks and PM volunteered to lead this meeting in her absence. JC to minute meeting. All in agreement.</p> <p>Apologies: LS is hoping to rejoin the FGB after half term. PM to contact MT and see if he still intends to resign. Jackie Griffiths to join Governing Body next meeting. She is replacing Andrew Hipkiss who resigned at the end of last term after many years of service to the FGB. He is willing to stay on as an associate governor. His company is still willing to host the school website and he is happy to continue as administrator and offer any staff training that is required.</p> <p>Governors expressed concern that all of their documentation has been stored on a google drive account for which the Clerk had administrator access. The last issued password is no longer valid and the FGB is unable to access documents stored there.</p> <p>MK stated that his company run and sell software called govotechDRIVE. His company are willing to set this up and host all files as the governor share for CCEPS FGB free of charge. To activate he needs the school email addresses of all current Governors.</p> <p>JC to supply list for next meeting. All new governors were requested to ensure they have school email addresses set up before next meeting (17/9/2018)</p>	<p>PM</p> <p>MT</p> <p>JC</p>
1	<b>Election of Chair and Vice Chair</b>	

	<p>JC spoke to the board and stated that she does not wish to stand as Chair this year. After 5 years she now feels that she does not have the time to devote to the role that is now needed.</p> <p>No other nominations from the board. PM volunteered to stand as Chair and left the room; after a brief discussion was nominated by JC and seconded by JA. Unanimous vote in favour of appointment.</p> <p>JP volunteered to stand as Vice Chair. Nominated by PM and seconded by JA. Unanimous vote in favour of appointment. PM took Chair of meeting and all governors thanked JC for the long service given to the school and her remarkable work during its difficult history.</p>	
2	<p><b>Adopt GB Code of Conduct</b> A personalised version of the NGAs Code of Conduct which was circulated before the meeting was unanimously adopted. MK agreed to make the document available on the new governor share</p>	MK
3	<p><b>Review and update Register of Business Interests</b> All governors present completed the standard form. PM to ensure that absent governors also complete the form and then collate information and publish.</p>	PM
4	<p><b>Governor Skills Audit</b> Previously collated information was also on the Google drive and is not currently available. All Governors asked to complete individual forms for the next meeting (17/09/2018).</p>	All
5	<p><b>Approve GB scheme of delegation</b> Unanimously adopted. To be made available on the governor share</p>	MK
6	<p><b>New Proposed Committee Structure</b> Proposal was circulated prior to the meeting. Structure adopted with a change to the Data Panel. Will be a subsidiary of FGB not of Resources. See appendix A. Two main committees: Resources and Teaching and Learning. Sub committees: Data Panel, Complaints Panel, Appeals Panel, Admissions Committee, Exclusions Panel, Head Teachers Performance management Panel. Link governors for SEND, PPG, Governance development, safeguarding appointed.</p>	
7	<p><b>Approve terms of reference and membership of delegated committees.</b></p>	

	<p>Membership of Committees agreed. See Appendix B  Terms of Reference will be discussed and adopted at the inaugural meetings of the two main committees. Chair of committees also to be elected at first meeting.  Resources meeting 11.15am 5/10/2018  Teaching and Learning 3.45pm 10/10/2018</p>	All
8	<p><b>Appoint committee and External Advisor to conduct the Headteachers Appraisal in 2018/2018</b>  Committee agreed as PM (Chair), JR and SC.  PM to assess training required  Danielle Bamburger has been the external advisor utilised in the last two years. JC to contact her and establish if she is able to assist the Panel again this year.</p>	<p>PM    JC</p>
9	<p><b>GB development and training priorities 2018/2019</b>  ESGA to be completed by next summer</p> <p>All new governors to complete on-line induction learning modules by the end of September 2018</p> <p>Training requested for this academic year:  JA – Safer Recruitment Training  JR – Chair/Vice Chair Training  SC &amp; JR – HTPM Training</p>	<p>PM    SC, JR  KL, JG</p>
10	<p><b>Agree 2018/2019 meeting schedule and monitoring cycle</b>  Annual Work Planner distributed. Some amendments made after discussion. Updated planner to be issued by PM</p>	PM
11	<p><b>Correspondence</b>  Andrew Hipkiss resignation email</p>	
12	<p><b>Any Other Business</b>  <u>New Clerk to be appointed asap.</u> JC instigated adverts to appear on Edulink and Parish Magazine.  Also to complete request on NGA website, advert to appear on school website. Wendy Burgess to be asked if she would be willing/able to minute next FGB on 17/9/2018</p>	JC
12	<p>Date of next meeting:  <b>Tuesday 18<sup>th</sup> September 2018</b></p>	

The meeting closed at 19:50 hrs

Julie Cooper 11/09/2018

Appendix A



## Appendix B

CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOLGOVERNOR RESPONSIBILITIES 2018-2019

GOVERNOR	PRIMARY COMMITTEE	SECONDARY COMMITTEE	LINK GOVERNORSHIP	OTHER
JOANNA ATTWOOD	TEACHING AND LEARNING	RESOURCES DATA	SAFEGUARDING	AVAILABLE FOR ALL AD HOC PANELS
LISA CAMPBELL	TEACHING AND LEARNING	DATA		
STEVE CHALLONER	RESOURCES	DATA		HT PM PANEL AVAILABLE FOR AD HOC PANELS
JULIE COOPER	RESOURCES	DATA		ADMISSIONS PANEL
JACKIE GRIFFITHS	RESOURCES	DATA		
EMMA JAMES	RESOURCES	TEACHING AND LEARNING DATA		ADMISSIONS PANEL
MATT KIRK	RESOURCES	DATA		ICT FOR GOVS AD HOC PANELS
KATIE LIMM	TEACHING AND LEARNING	DATA	PPG/SPG/LAC	
POLLY MCMEEKING	TEACHING AND LEARNING	DATA	SEND GOVERNANCE DEVELOPMENT	CHAIR FBG HT PM PANEL
JAN PUGH	TEACHING AND LEARNING	DATA		HT PM PANEL AD HOC PANELS
LISA SPURGEON	RESOURCES	DATA		
MATT TUNNICLIFFE	TEACHING AND LEARNING	DATA		

Correspondence

From: **Julie Cooper** <[jc.cceps@gmail.com](mailto:jc.cceps@gmail.com)>  
Date: Wed, 15 Aug 2018 at 13:17  
Subject: Re: CC School  
To: Andrew Hipkiss <[ah@waltonandhipkiss.co.uk](mailto:ah@waltonandhipkiss.co.uk)>

Andrew, I confirm receipt of your resignation.  
Thank you so much for all your hard work over the years; more than several, I estimate closer to 10 years.  
You have contributed so much and have been integral to the development of the school website and IT. We would have struggled without your guidance.  
Thank you for agreeing to help in the future and we will take you up on your kind offer.  
Again, many thanks for your contribution to our School, it has always been appreciated.  
Best Wishes for the future

Julie

On Wed, 15 Aug 2018 at 13:01, Andrew Hipkiss <[ah@waltonandhipkiss.co.uk](mailto:ah@waltonandhipkiss.co.uk)> wrote:  
Hi Julie

Following our telephone call today, I confirm in writing that I would like to resign from governors after several years, to give someone else an opportunity.

I am happy to be co-opted when needed for any website training work and I'm happy to support the school with the current website.

Please confirm receipt of this email.  
Regards

Andrew Hipkiss MARLA FNAEA  
Managing Director

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Walton and Hipkiss  
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(M) [07973 152586](tel:07973152586)  
(DDI) [01562 881440](tel:01562881440)  
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Office Virtual Tour: <http://goo.gl/maps/rMUV9>

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