

<p align="center">MINUTES OF THE GOVERNORS' GOVERNANCE MEETING HELD ON MONDAY 18th November 2024 AT 6:00PM</p>
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Present: Annie Thomson, Jane Walker-Smith, Simon Walsh and Emma Smith

Apologies: Michael Smethers, Richard Sullivan

In attendance: Jo Wiles (Governance Professional)

1. Apologies	Apologies received and approved for Michael Smethers and Richard Sullivan.	
2. Conflict of interest	Simon Walsh declared a conflict of interest.	
3. Confidentiality	Colleagues are reminded the minutes remain in draft until they are signed off at the next meeting and should therefore not be shared before signing off, nor the content discussed outside of the meeting.	ALL
4. To receive any other business	Ms Thomson declared that she had an item for any other business.	
5. To receive any correspondence	No correspondence received.	
6. To receive and approve previous minutes	<p>The minutes of the meeting held on Monday 11th June 2024 had been previously circulated, were agreed and signed as a true record.</p> <p>The signed copies of the minutes will be placed in the school file.</p>	
7. Matters arising from the minutes	<p>Governorhub Health Check Survey to be circulated to all governors. Action: Governance Professional</p> <p>This action has now been completed and results were presented at the FGB meeting on 29th September.</p>	

	It was agreed that all governors should have pen portraits. Action: Mr Sullivan to collate	
8. Staffing	<p>Ms Thomson provided an update on staffing and reported that there will be future vacancies for a history teacher, food teacher and informed that an engineering teacher will be taking secondment from Easter returning in September.</p> <p>There are upcoming interviews for the new position of Second in the SENCO Department.</p> <p>Ms Thomson advised there are a number of staff approaching retirement age and succession planning is underway, a discussion also took place around leadership succession planning.</p> <p>Ms Thomson informed that there will be a renewed focus on behaviour to develop students understanding in the way they interact with their peers and advised that staff will be reimplementing the three strike consequence for students from January. SLT are in the process of reviewing lunch time duties and supervision. A suggestion was made for behaviour descriptors behind the values to support in raising standards and supporting resilience.</p>	
9. Budget	<p>The budget continues to be closely monitored and Mrs Dean is waiting to receive an update on the impact of the proposed employer increased national insurance contribution and whether the school will receive any additional funding to support with the increased spend.</p>	
10. Governing Body Update	<p>Mrs Walker-Smith informed that three new parent governors have now been elected and advised that once DBS clearance and reference have been received, they will be invited to attend all three committee meetings, but will</p>	

	automatically become a member of the Curriculum Meeting.	
11. To agree a draft agenda for the next Full Governing Body Meeting	<p>The following items will be reviewed/ discussed at the FGB Meeting on Thursday 5th December 2024:</p> <ul style="list-style-type: none"> • School Leaders • SEND update • Equality and Diversity Update • End of Term report • Committee updates <p>A discussion took place around policies and allowing more time for governors to review. A discussion took place whether prior to meetings governors should complete a form with any questions that they would like to ask and for this to be submitted prior to the meeting. This will then allow leaders time to prepare answers and can be presented at the meeting to ensure effective use of meeting time. Action: to be reviewed at the FGB meeting/ GP for agenda</p>	
12. To receive any other business	No other items to be discussed.	
13. Date and time of next meeting	Monday 24th February 2025	
14. End of meeting	The meeting ended at 7.20pm	