



**Minutes of the meeting of the Governing Board, Onslow Infant School
Wednesday 18th September 2019 - 19.30**

Present: Katy Peter KP
 Tony Lau-Walker TLW
 Jess Sinclair JS
 Sam Merchant SM
 Rosie Marsden-Farmer RMF
 Katherine Donlon KD
 Tim Bevan TB

In attendance: Amanda Pardoe AP
 Sarah Churchill Clerk

The Meeting was Quorate

1	<p>APOLOGIES FOR ABSENCE Apologies were received and accepted from Anna Coates and Steven Hill. KK continues with her maternity leave and KP will make contact with her at the appropriate time.</p>	
2	<p>DECLARATION OF INTEREST The Register of Interest Form was reviewed or completed by those present. The clerk confirmed that the remaining governors would be contacted by email to update their previous declarations if necessary. No governors declared any interest in specific agenda items at this meeting.</p>	
3	<p>Declaration of Confidentiality & Professional Negligence The following declarations of Confidentiality & Professional Negligence were read: “Governors must respect the confidence of those items of business which a governing body decides and not disclose what individual governors have said or how they have voted within a full Governing Body Meeting or Committee Meeting” . “Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity”.</p>	
4	<p>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2019-2020</p> <ul style="list-style-type: none"> • Katy Peters and Tony Lau-Walker were appointed as Co-Chairs for a 1 year period • Jess Sinclair was appointed as Vice-Chair for a one year period <p>The following responsibilities were agreed:</p> <ul style="list-style-type: none"> • Liaison with the LA in the event of allegation against Head teacher - KP/ TLW • Child Protection/Safeguarding/Looked After Children - TB • Special Education Needs and Disability (SEND) - AC <p>Link governor roles to reflect the current priorities and number of governors available will be discussed at the next meeting.</p>	
5	<p>CONSTITUTION OF THE GOVERNING BODY There are 3 co-opted governor vacancies and 1 LA governor vacancy. The clerk explained the process for nominating a LA Governor was skills based and it was not a political post. Governors</p>	



	<p>agreed that there was a skills gap regarding community links and knowledge of the local community and the LA post should try to reflect this.</p> <p>KP had approached a local councillor who had asked the Governing Body to provide a description of the role which he would circulate amongst those elected in the area to see if anyone was interested in being nominated. RMF agreed she would also speak to the councillor.</p> <p>Governors also discussed reducing the number of governors if admission numbers were permanently reduced. It was agreed that any reduction would have to consider the needs of committees and not over burdening individual governors with too much responsibility.</p> <p>Discussion moved onto the skills gap from the leaving governors and all present agreed that financial literacy in order to keep a working finance committee was the greatest area of need.</p>	RMF/KP
6	<p>EMERGENCY PROCEDURES</p> <p>The Clerk confirmed that the relevant governors were happy for Surrey County Council to contact them in an emergency. The Clerk would ensure that this information was submitted to Surrey County Council</p>	Clerk
7	<p>GOVERNORS' DETAILS: contact information and publication of data</p> <p>Governors confirmed their contact details were correct and understood the information would be circulated amongst all governors, the school, Strictly4Education and Cognus Governance Services.</p> <p>The Clerk confirmed the website is up-to-date and monitored regularly and that the GIAS system is kept up-to- date as those involved in governance change.</p>	
8	<p>PROCEDURAL MATTERS</p> <p>a) Governors confirmed that the existing Code of Conduct was suitable in terms of content. The Code of Conduct would be amended to include a statement that it had been reviewed in 2019.</p> <p>b) Governors agreed to keep the open meeting protocol as in previous years.</p> <p>c) Governors considered the Alternative Participation Protocol and agreed that it was difficult to have lengthy questions via telephone during meeting but that voting, having heard discussions, was acceptable.</p>	Clerk
9	<p>COMMITTEES</p> <p>Governors agreed that the committee membership would be as follows:</p> <ul style="list-style-type: none"> • Finance Committee – Steven Hill, Tony Lau-Walker, and Sam Merchant • Children and Learning Committee – Katy Peters, Anna Coates; Rosamund Marsden-Farmer; Jess Sinclair • Pay Committee – Tony Lau-Walker and Sam Merchant • Pay Appeals Panel – Katy Peters and Tim Bevan • Headteacher’s Appraisal Panel - Katy Peters and Tony Lau-Walker 	



	<p>Governors agreed to alter the Terms of Reference for the Finance, Staffing and Premises Committee. Membership of the committee would now be 3 Governors plus the head teacher. It was noted that with the shortage of members of the Finance Committee, a call would be made for other governors to attend the committee if apologies were received from SH, TLW and SM.</p> <p>The Committees would look at the existing Terms of Reference and programme of work during their first committee meeting of the year to see if any further changes needed to be made.</p>	Clerk
10	<p>CHAIR'S ACTIONS</p> <p>The Chair explained that she had written to Surrey County Council to support our application to reduce PAN. She had received a response which said that SCC did not support this application. The reason they gave was they were expecting a small surplus of children in 2021.</p> <p>The Chair has written a response to say that Onslow is disappointed with the decision, for greater information of the reasoning and an outline of the financial support. The Chair will place any updates regarding this on the GVO.</p>	KP
11.	<p>PART 2 BUSINESS</p> <p>Part 2 Minutes are recorded separately</p>	
12	<p>MEETING SCHEDULE FOR ACADEMIC YEAR/DATE OF NEXT MEETING</p> <p>All present agreed the following meeting dates. A number of meetings would move to Tuesdays to help with governor attendance.</p> <p>09.10 - Wednesday 9th October - Pay Committee Friday 18th October - H&S Safety Inspection 19.30 - Wednesday 20th November- Finance Committee 19.30 - Tuesday 26th November - Children & Learning Committee 19.30 - Tuesday 3rd December - Full Governing Body</p> <p>19.30 - Wednesday 5th February - Finance Committee 19.30 - Tuesday 10th March - Children and Learning Committee 19.30 - Tuesday 24th March Full Governing Body 19.30 - Wednesday 5th April - Finance Committee 19.30 - Wednesday 22nd April - Full Governing Body 19.30 - Wednesday 17th June - Finance Committee 19.30 - Tuesday 23 June - Children and Learning Committee 19.30 - Tuesday 7th July - Full Governing Body</p>	

Minutes agreed on

Signed (Chair of Governors)