

**MINUTES OF THE FGB BUSINESS MEETING OF THE GOVERNING BODY OF
ST MICHAEL'S CHURCH OF ENGLAND INFANT SCHOOL MICKELHAM
HELD AT NEWDIGATE CofE INFANT SCHOOL ON MONDAY 24th SEPTEMBER 2018 at 7.00 pm**

Governance Role

Strategic – S

Accountability – A

Challenge and Support – C

Present

Mrs P Hand (PH) – Chair Mr T Ala (TA) Mr J Barfield (JB) Mrs P Bliss (PB) – Executive Head Mrs M Kearley (MK)	Mrs M Piggott (MP) Mrs Micheline Smith (MS) Mr B Tatham (BT) Mrs K Thomas (KT) Cannon J Harkin (JH) Mr S Ward (SW)
In attendance	

		Role	Resp	Time
1.	Apologies for absence were received from JB and LP. The meeting was quorate.			
2.	Declaration Of Interest a) Governors updated Register of Interest Forms. Note SW to complete Register of Interest Form on induction. b) There were no declarations of interest for this meeting. Actions 1. SW to complete Register of Interest Form.		BS, SW	Aut FGB
3.	APPOINTMENTS FOR THE EDUCATIONAL YEAR 2018-2019 <u>Statutory Appointments</u> Chair PH was nominated as chair, unanimously agreed. Vice-Chair BT was nominated as vice chair, unanimously agreed. Governor responsible for liaison with the LA in the event of allegation against Headteacher - PH <u>Highly recommended</u> Child Protection/Safeguarding - LP Special Education Needs and Disability (SEND) – KT Looked after Children (LAC) - KT HTPR - PH, AA and KT Honorary Treasurer (Aided schools only) - MS Diocese Link governor – LP Buildings and Premises governor – BT RE link governor – LP and JH Admissions – MP and MS Actions 2. BS to send Statutory Officers form to Babcock4S.		BS	September
4.	Constitution of the Governing Body The Governors noted: a) Governors whose term of office is due to expire before the next meeting or this academic year – JB's term as	S		

	<p>a Diocesan Foundation Governor ended on 31/8/2018. The Diocese had approved JB's re-application as governor.</p> <p>b) <u>Governors appointed since the last meeting</u> – Canon John Harkin had been appointed ex-officio governor by the diocese and Simon Ward had been approved as Foundation governor by the diocese.</p>			
	<p>Actions:</p> <p>3. BS to inform Babcock4S of Cannon John Harkin and Simon Ward's appointments as governors.</p>		BS	September
5.	Emergency Procedures			
	<p>BS to send the Emergency Procedures form to Surrey.</p> <p>Actions</p> <p>4. BS to send the Emergency Procedures form to Surrey.</p>		BS	September
6.	Governors' Details: contact information and publication of data	A		
	<p>Governors' Personal Data Governors present confirmed their contact details were correct and confirmed information would be circulated amongst all governors, the school, Diocese and Babcock 4S Governance Consultancy.</p> <p>DfE Statutory Guidance August 2017 The constitution of governing bodies of maintained schools Website to be checked for compliancy.</p> <p>National Governors' Database (Get Information about Schools) GIAS</p> <p>BS confirmed governor information on GIAS was correct.</p>			
7.	Procedural Matters			
	<p>a) Code of Conduct – Governors present signed to confirm they would abide by the Code of Conduct.</p> <p>b) Open or Closed Meetings – governors agreed meetings would be closed.</p> <p>c) Alternative Participation/Voting Arrangements – governors agreed alternative participation would be via GVO Discussions Group.</p> <p>d) Professional Negligence Statement – governors agreed the professional negligence statement would be recorded on all minutes.</p> <p>Confidentiality Statement – governors agreed the confidentiality statement would be recorded on all minutes.</p>			
8.	COMMITTEES			

	<p>a) agree and approve membership of committees (statutory) – F & R – JB (chair), BT, MS, PH, SW and Bursar. - L & T – MK (chair), KT, LP,MP</p> <p>b) agree Terms of Reference (statutory) and work programmes - to be agreed at committees for approval at FGB December 2018.</p> <p>Actions</p> <p>5. Terms of Reference and work programmes to be agreed at committees for approval at FGB December 2018.</p>		JB, MK	December
9.	Minutes of Previous Meeting	A		
	Minutes of the Summer Term 2018 FGB meeting would be approved at the Autumn 2018 FGB meeting.			
10.	Matters arising from the Minutes	S/A		
	Outstanding Actions from Summer 2018 meeting would be discussed at the Autumn 2018 FGB meeting.			
11.	Business from the Chair including any (emergency) Action taken			
	None			

The meeting closed at 7.30 pm.

Signed _____ Date _____

Chair of the Governing Body of St Michael's C of E (Aided) Infant School, Mickleham

The meeting closed at 7.30 pm.

Please note:

Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them.

Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.

SUMMARY OF ACTION POINTS FROM FGB Meeting held on 24.09.2018

Item	No	Action	Update
2	1	SW to complete Register of Interest Form	
3	2	BS to send Statutory Officers form to Babcock4S.	completed
4	3	BS to inform Babcock4S of Cannon John Harkin and Simon Ward's appointments as governors.	completed
5	4	BS to send the Emergency Procedures form to Surrey.	completed
8	5	Terms of Reference and work programmes to be agreed at committees for approval at FGB November 2018.	