

**MINUTES OF THE MEETING OF THE  
COPPERMILL PRIMARY SCHOOL GOVERNING BODY  
HELD ON 12 SEPTEMBER 2017 AT 6.30 PM AT THE SCHOOL**

Present: James Percival (Chair) (LA Governor)

**Co-opted Governors**

Jennifer Burr  
Katie Pomeroy  
Ben Rigby

**Co-opted Staff**

Enrique Bao-Nion

**Headteacher (voting)**

Figen Bektasoglu

**Parent Governors**

Kalonde Mutuna  
Tom Webster

**Staff Governor**

Nicolianna Petridou

Clerk to the Governors: Sue Gill

Also present: Will Power (Assistant Headteacher)

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
2.1	Declarations of Interest forms to be sent to governors absent from this meeting.	Governor Services/ Governors	1 week
3	Election of James Percival as Chair and Tom Webster as Vice Chair of Governors	Governor Services	1 week
4.1.2	Meeting with prospective governors	Chair and Headteacher	Ongoing
5.2.3	School term dates 2017-2018 to be sent to governors	GS	By 22-9-2017
6	Governing body Committee establishment	All / GS	1 week
6.2	Sub committees to review their committees' Terms of Reference Terms of Reference to be sent to governors	GS	Next GB meeting Before first committee meeting of term

Chair's Initials:

7	Link Governor visit report – Safeguarding to be presented	Katie Pomeroy	Next meeting
10	Inclusion Report to be discussed in detail	Curriculum and Achievement Committee	First meeting of term
12.2	Audit of school's website	Ben Rigby	Within two weeks
16	Governors to receive hard copies of the Training Programme	Governor Services	By 15-9-2017
17	Date of next meeting: 8-2-2018  Agenda items: <ul style="list-style-type: none"> <li>• Election of Chair and Vice-Chair</li> <li>• Teachers' Pay Policy</li> <li>• Future Plans</li> </ul> Possible Extraordinary GB meeting 23-11-2017	All /GS	Immediate
17.3	Katie Pomeroy to attend the Governors' Briefing	GS	Immediate

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 All those present were welcomed to the meeting.
- 1.2 No apologies received as all governors were present.
- 1.3 The Clerk confirmed that the meeting was quorate with nine governors present.
- 1.5 Notice of Any Other Business/Confidential items - none

**2. DECLARATIONS OF INTEREST**

- 2.1 The Clerk issued all present governors with copies of the personal and pecuniary interest form. All those governors present completed these forms and duly returned them to the clerk for processing.

**Action: Governor Services and Governors**

- 2.2 There were no declarations made pertaining to any of the agenda items for this meeting.

**3. APPOINTMENT OF OFFICERS**

**3.1 Election of Chair for the academic year 2017/2018**

- 3.1.1 The Clerk welcomed nominations for the position of Chair of Governors. James Percival informed governors that he would be stepping down as Chair, due to work commitments. He asked governors to consider taking on the role. Any interested governors to contact him outside of the meeting. Co-chairing was one option to be considered.

**Action: Governors.**

Chair's Initials:
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3.1.2 No governors indicated a wish to be elected at the meeting. James Percival stated that he was willing to continue until the next meeting. Tom Webster proposed that James Percival be elected as Chair until the next meeting; this was seconded by Figen Bektasoglu. With no other nominations and no objections James Percival was duly elected as Chair.

3.2 Election of Vice-Chair

The Chair welcomed nominations for the position of Vice-Chair of Governors. Tom Webster was willing to carry on in the role until his term ended on 10-11-2017. James Percival proposed that Tom Webster be elected as Vice-Chair until the next meeting; this was seconded by Ben Rigby.

Jennifer Burr joined the meeting at this point.

**4. GOVERNING BODY**

4.1 Clerk to confirm Governing Body membership

4.1.1 The clerk confirmed that there were currently two Co-opted Governor vacancies and as stated earlier in the meeting Tom Webster would be ending his term office on 10-11-2017.

4.1.2 Figen Bektasoglu informed the governors that she had received application forms from Governor Services and had read through their applications with James Percival. In total there were five applicants that they would like to meet.

**Action: James Percival and Figen Bektasoglu to meet prospective co-opted governors.**

4.2 To consider disqualification due to non-attendance

The clerk advised that no governors were eligible for disqualification due to non-attendance.

4.3 The Clerk confirmed that DBS checks had been completed by all governors and details were held on file by Governor Services.

**5. MINUTES**

5.1 Governors received the minutes of the governing body meeting held on 10 July 2017 and agreed these to be an accurate record of the meeting. James Percival signed a copy of the minutes and these were retained by the school for filing.

**5.2 Matters arising:**

5.2.1 Minute 3.1.1 Governing Body

The potential governor list was sent to Ben Rigby by the Headteacher and Chair.

5.2.2 Minute 3.2 – Governing Body

Ben Rigby's term of office was 13-2-2018.

- 5.2.3 Minute 13.2 – School Term dates 207/18  
Governor Services was asked to email this to governors.

**Action: Governor Services.**

## 6. GOVERNING BODY COMMITTEES

- 6.1 Governors considered the establishment of subcommittees and unanimously agreed to the following committee structures and memberships:

Governor Discipline – Governors agreed that all eligible governors form a pool for the purposes of Governor Discipline matters.

Governors agreed that all eligible governors form a pool for the purposes of **Staff Discipline, Staff Grievance and Dismissal Appeals**. It was duly noted that no staff members would be called upon to form a part of any of these panels.

### **Headteacher’s Performance Management**

Ben Rigby, Katie Pomeroy and Kalonde Mutuna (James Percival – reserve)

### **Resources**

James Percival, Nicoliana Petridou, Figen Bektasoglu, Tom Webster, Kalonde Mutuna and Jennifer Burr

### **Curriculum and Achievement**

Enrique Bao-Nion, James Percival, Figen Bektasoglu, Ben Rigby and Katie Pomeroy.

- 6.2 Governors to review committees’ Terms of Reference  
The committees were asked to review their Terms of Reference and bring these to the second meeting of this term for consideration and adoption as necessary.

**Action: Committees.  
Agenda item  
Governor Services to send model Terms of Reference to governors.**

- 6.3 Link Governors  
Governors agreed to the following link governor appointments for the academic year:

SEND	–	Enrique Bao-Nion
Safeguarding/Looked After Children	–	Katie Pomeroy
Health and Safety	–	Tom Webster
Early Years	–	James Percival
Behaviour and Attendance	–	Jennifer Burr
Training	–	Kalonde Mutuna
Literacy	–	Katie Pomeroy
Maths	–	Ben Rigby

## 7. LINK GOVERNOR REPORTS - SAFEGUARDING

Katie Pomeroy reported that she will be arranging a link visit and will present a report to the appropriate meeting.

**Action: Katie Pomeroy.**

**8. GOVERNING BODY CODE OF CONDUCT**

Governors were reminded to complete the document and hand back to the Clerk at the end of the meeting.

**Action: Governors.**

**9. ALTERNATIVE MEETING ATTENDANCE**

This was agreed by governors, completed and signed by the Chair. The completed template will be attached to the minutes for future reference.

Participation method	Applicable circumstances	
Telephone conference calls	Governing Body meetings	Yes
Video/conference calling	Governing Body meetings	Yes
Proxy voting	Are governors allowed to vote via proxy?	Yes
Voting in advance of the meeting	Where there is a specifically worded proposal in advance of the meeting, requiring a Yes/No vote, or a choice between options and the absent governor would provide their signed vote to the Clerk via email/letter.  <b>Notice required – one week before the meeting</b>	Yes

**10. INCLUSION REPORT**

10.1 Governors received the positive report. It was agreed that the Curriculum and Achievement Committee will discuss it in more detail.

**Action: Curriculum and Achievement Committee.**

10.2 It was noted that the SEN data was quite difficult to analyse, as the data set was small. There was nothing previous to compare to, but it was noted that all the children had made improvement. The effectiveness of the speech and learning intervention was questioned. Those children who were successful last year would not need intervention in this academic year, but as there were varying degrees of special needs, they could not be measured.

10.3 It was noted that each child had an Education Health Care Plan (EHCP). The school used the services of a Speech and Language Therapist on a fortnightly basis. The Headteacher stressed that the school provided a lot of intervention for SEN pupils through the SEN budget. There was additional top up funding through the EHCPs. Most interventions in the report were not attached to the additional SEN funding.

**11. CHAIR'S ACTION**

This was recorded as a confidential item.

Chair's Initials:
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**12. SCHOOL ITEMS**

12.1 School Term dates 2018-2019

This was discussed earlier in the meeting.

12.2 Audit of the school's website and statutory documents

Ben Rigby will undertake the review of the school's website.

**Action: Ben Rigby.**

**13. SKILLS AUDIT**

The Clerk asked all governors to complete the online template and return to Governor Services.

**Action: Governors.**

**14. GOVERNING BODY ANNUAL CYCLE OF BUSINESS**

14.1 This was sent to governors prior to the meeting. The cycle of business included governor visit dates, school events, policy review dates, as well as agenda items for the committee and governing body meetings.

14.2 Residential trips

The school had planned a Year 5 (two classes) residential trip to Gilwell Park week commencing 9-7-2018. The total cost will be £120.00 per pupil. Governors formally approved the trip.

**15. SCHOOL POLICIES**

15.1. The Teachers' Pay Policy was in the process of being agreed by the unions. It should be ratified at the next governing body meeting, once received from the local authority.

**Action; Agenda item.**

15.2 School Development Plan (SDP)

The revised version was sent to governors. It was shared with staff at start of the academic year. It was noted that there had been some tweaks on who was leading on certain actions. All staff had a stake in the actions. Contextual information had been added. This will tie into performance management targets for staff. Governors formally ratified the SDP.

**16. GOVERNORS' TRAINING**

Governors asked for copies of the Training Programme 2017-2018.

**Action: Governor Services.**

**17. DATE AND TIME OF NEXT MEETING**

17.1 Dates of future meetings:

Resources Committee	12-10-2017	6.30pm
Possible extraordinary Governing Body to discuss 'Future Plans'	23-11-2017	6.30pm
Curriculum and Achievement	14-12-2017	6.30pm
Resources Committee	18-1-2018	6.30pm
Governing Body	8-2-2018	6.30pm
Curriculum and Achievement	28-3-2018	6.30pm
Resources	3-5-2017	6.30pm
Governing Body	10-5-2018	6.30pm
Curriculum and Achievement	28-6-2018	6.30pm
Governing Body	12-7-2018	6.30pm

17.2 Agenda items:

- Election of Chair and Vice-Chair (5 minutes)
- Future plans (30 minutes)

17.3 Governors noted that the next Governors' Briefing will be held on 1-11-2017 at 6.30-8.00pm in the Council Chamber, Waltham Forest Town Hall. Katie Pomeroy agreed to attend.

**Action: Governor Services to note.**

**18. ANY OTHER BUSINESS**

18.1 Pauline Dorney

Appreciation was extended to Pauline Dorney for her hard work and commitment as the Clerk.

The meeting closed at 9.10pm.

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:
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