EDGEBURY PRIMARY SCHOOL  
London Borough of Bromley

MEETING OF THE GOVERNING BOARD  
Tuesday 18th September 2018 at 6.30  
Edgebury Primary School, Belmont Lane, BR7 6BL.

Attendance: Mrs J Box, Mrs H D’Arcy, Mr S South, Mr J Dixon, Mrs S Bennett and Mrs Z Wilson.

Clerk: Mrs M Tomsett

AGENDA PART B

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUBJECT</th>
<th>ACTION TO BE TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MINUTES OF THE LAST MEETING/MATTERS ARISING</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. AGREED that the minutes of the meeting held on 5th July 2018 be approved as a true and accurate record.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. There were no matters arising which were not elsewhere on the agenda.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>COMMITTEE MEMBERSHIP AND GOVERNOR AREAS OF RESPONSIBILITY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Committee Membership</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Governors discussed the advantages of all governors being able to attend all three committee meetings.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mr Turner had indicated that he would be prepared to continue as Chair of Resources Committee and also Chair of Buildings &amp; Resources Committee.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Governors discussed the position of Chair of Assessment &amp; Standards Committee in the light of Mr Dixon being Chair of the Board.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AGREED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. that all governors be appointed as members of the Resources, Buildings and Site and Assessment &amp; Standards committees.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. That Mr Turner be appointed as Chair of Resources and Buildings &amp; Site Committee.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. That Mr South be appointed as Chair of Assessment &amp; Standards Committee.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Governor responsibility</td>
<td></td>
</tr>
</tbody>
</table>
Governors discussed the re-assignment of areas of responsibility in the light of the three governor vacancies, which it is hoped will be filled as soon as possible and the Chair asked governors if they would be willing to continue with the same focus areas as previously.

Mr Turner and Ms Robinson had indicated that they would be happy to continue with their previous areas of responsibility.

Following discussion:
**AGREED that Governors be assigned to specific areas for 2018/2019 as follows with further consideration given to areas of responsibility as new governors are appointed to the board:**

- **SEN and Pupil Premium -** Mrs Poulton/Ms Robinson
- **Safeguarding, Child Protection and Communication with Parents and Pupils -** Mr Dixon/Ms Robinson
- **Link Governor -** Mrs Bennett
- **School Strategy -** Mr Dixon/Mr Turner
- **Health & Safety -** Mr Turner
- **Head Teacher Performance -** Mr Dixon/Mr Turner
- **Appeals Panel Governor -** Mrs Bennett

**c. Governors assigned to curriculum areas**

The Chair asked governors if they would be willing to continue with the same focus areas in 2018/19.

Mr Turner and Ms Robinson had said that they would be happy to continue with previous areas of responsibility.

Following discussion:
**AGREED that Governors be assigned to specific areas for 2018/2019 as follows with further consideration given to curriculum areas of responsibility as new governors are appointed to the board:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Governor</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Ms S Bennett</td>
</tr>
<tr>
<td>Finance</td>
<td>Mr D Turner</td>
</tr>
<tr>
<td>IT</td>
<td>Ms S Bennett</td>
</tr>
<tr>
<td>PE and Sport</td>
<td>Mr S South</td>
</tr>
<tr>
<td>Assessment and Data</td>
<td>Mr S South</td>
</tr>
<tr>
<td>Maths</td>
<td>Mr S South</td>
</tr>
<tr>
<td>Science</td>
<td>Mr S South</td>
</tr>
<tr>
<td>EYFS</td>
<td>Mrs Wilson/Mrs Poulton</td>
</tr>
</tbody>
</table>

**MEETING DATES 2018/2019**
a. A draft schedule of meetings for 2018/19 was circulated to governors.

Following discussion:
**AGREED that the following meeting dates and times be adopted as the Edgebury Governing Board meeting schedule for 2018/2018 subject to unavoidable changes and with additional meetings added as required.**

**Autumn Term 2018**
- Thursday 15th November 2018 – 8.00am B & S Committee.
- 8.30am Resources Committee
- Wednesday 21st November 2018 – 6.30pm A & S Committee
- Wednesday 5th December 2018 – 6.30pm Full Governing Board Meeting

**Spring Term 2019**
- Thursday 28th March 2019 - Governors day at school incorporating three committees and full board meeting
  - 2.15pm Assessment & Standards Committee
  - 4.00pm Buildings & Site Committee
  - 4.30pm Resources Committee
  - 5.30pm Full Governing Board Meeting

**Summer Term 2019**
- Thursday 20th June 2019 – 8.00am B & S Committee.
- 8.30am Resources Committee
- Wednesday 3rd July 2019 – 6.30pm A & S Committee
- Wednesday 10th July 2019 – 6.30pm Full Governing Board Meeting

b. Governor attendance at meetings in 2017/18 had been circulated for governor information.

- A governor asked if non-attendance was an issue and it was reported that should a governor not attend a board meeting for a period of six months from their last attendance and the board not accept their apologies, they can be asked to resign.

- A governor asked if attendance information was put onto the school website and it was reported that governor information regarding term of office, category of governor, business interest, meeting attendance over the previous year and area of responsibility is all recorded on the school website and updated termly.

**RECEIVED.**

### 4 TERMS OF REFERENCE 2018/2019
Copies of draft documents for consideration had previously been circulated to governors.

Governors discussed the need for terms of reference to be altered once the foundation trust is in place and it was reported that the board responsibilities will not change and there will be no joint decision making. The Head will keep the board informed of work being undertaken with other schools in the Trust.

Governors felt that the Buildings & Site terms of reference may need alteration to cover consideration of the land and asset transfer from the local authority to the Trust when this arises.

a. Governing Board

**AGREED that the Terms of Reference, Standing Orders and Meeting Charter for the Governing Board be approved and adopted for 2018/19.**

b. Resources Committee

**AGREED that the Terms of Reference for the Resources Committee be approved and adopted for 2018/19.**

c. Assessment & Standards Committee

**AGREED that the Terms of Reference for the Assessment & Standards Committee be approved and adopted for 2018/19.**

d. Buildings & Site Committee

**AGREED that the Terms of Reference for the Buildings & Site Committee be approved and adopted for 2018/19.**

---

5 **JOB DESCRIPTIONS**

Copies of draft job descriptions had previously been circulated to governors.

**AGREED that the job descriptions for Chair and Vice Chair of the Governing Board and Chair of Committees be approved and adopted for 2018/19.**

---

6 **CODE OF CONDUCT**

Copies of a draft Code of Conduct for 2018/19 had previously been
circulated to governors.

Following discussion:
AGREED that the Code of Conduct for the Governing Body for 2018/19 be approved and adopted.

Governors present were asked to sign the Code of Conduct and return it to the Clerk. Copies of the document will be sent to absent governors for signature.

7 ANY OTHER BUSINESS

a. Visits to school Protocol
The governor visits to school guidelines and visit report form had previously been circulated to governors.

Governors discussed the importance of visits to the school for their particular focus areas.
AGREED that the current suggestion of one visit per term for each area of responsibility be continued.

b. Governor Business Interests
The clerk reported that a new Business Interest form would be circulated for completion. Governors should note that their place of work should be included and the year group of any children attending the school should also be included.

c. Keeping Children Safe in Education
Governors were informed that a copy of the ‘Keeping Children Safe in Education Part 1’ will be circulated and all governors are required to confirm by email that they have read and understood the document. A signature sheet will be available at the next meeting for confirmation of this and will be kept in the school records.

d. Governor Training 2018/2019
Governor attention was drawn to the recent email from Octavo containing the governor training programme for 2018/19 and the previous agreement that all governors should attend at least one training event and as many governors as possible attend a course on attendance on a panel. Governors were informed that training continues to be purchased on an ad-hoc basis and governors who want to attend event can ask the clerk to arrange this.

9 DATE OF NEXT MEETING
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AGREED</strong> that the next meeting of the Governing Board be held on <strong>Wednesday 5th December 2018 at 6.30pm at the school.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>10</strong></td>
<td><strong>CONFIDENTIAL ITEMS</strong></td>
</tr>
<tr>
<td><strong>AGREED</strong> that the confidential minutes of the meeting held on <strong>5th July 2018</strong> be approved as a true and accurate record.</td>
<td></td>
</tr>
<tr>
<td>Signed:</td>
<td>Date:</td>
</tr>
</tbody>
</table>