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

Clerk: Mrs M Tomsett

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<th>ITEM</th>
<th>SUBJECT</th>
<th>ACTION TO BE TAKEN</th>
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| 1    | APPOINTMENT OF CHAIR AND VICE CHAIR | The clerk invited nominations for Chair of the Governing Board.  
Mr Dixon was nominated by Mr South and seconded by Mr Wilson.  
No other nominations were received.  
Mr Dixon left the room and a vote was taken.  
Unanimously AGREED that Mr J Dixon be elected to serve as Chair of the Governing Board for 2019/2020.  
The Chair invited nominations for Vice Chair of the Governing Board.  
Mr Turner was absent due to lateness but had previously indicated that he was happy to accept the Vice Chair position, should he be nominated.  
Mr D Turner was nominated by Mr Dixon and seconded by Mrs Wilson.  
No other nominations were received.  
A vote was taken.  
Unanimously AGREED that Mr D Turner be elected as Vice Chair of the Governing Board for 2019/2020. |
| 2    | APOLOGIES FOR ABSENCE | Apologies for absence were received from Mr Turner for lateness.  
APPROVED |
3 DECLARATION OF INTEREST

None Declared.

The clerk informed governors that the annual declaration of business and personal interests would be circulated for completion at the end of the meeting.

4 MINUTES OF THE LAST MEETING

AGREED that the minutes of the meeting held on 16th July 2019 be approved as a true and accurate record.

5 MATTERS ARISING

a. The Chair reported that he had drafted a letter of thanks to the PSA as minuted at the last meeting.

b. The clerk reported that Mrs Bennett had been contacted with regard to continuing as a co-opted governor but, to date, had received no response. Further contact will be made.

Mr Turner joined the meeting at 6.50pm.

6 COMMITTEE MEMBERSHIP AND GOVERNOR AREAS OF RESPONSIBILITY

a. Committee Membership
Governors discussed the continued advantage of all governors being members of the three committees but noted that governors would attend as many meetings as possible.

AGREED

a. That all governors be appointed as members of the Resources, Buildings and Site and Assessment & Standards committees.

b. That Mr Turner continue his appointment as Chair of Resources and Buildings & Site Committee.

c. That Mrs Wilson continue her appointment as Chair of Assessment & Standards Committee.

b. Governor areas of responsibility
Governors discussed the re-assignment of areas of responsibility and the need to cover all areas of the curriculum in the light of not knowing if Mrs Bennett wishes to continue as a co-opted governor.

Following discussion:

AGREED
**i.** that Governors be assigned to specific areas for 2019/2020 as follows with further consideration given to governor areas of responsibility as new governors are appointed to the board.

**ii.** That a second governor should also be assigned to any area covered by Mrs Bennett.

**SEN/Pupil Premium/Inclusion** - Mrs Robinson  
**Safeguarding, Child Protection and Communication with Parents and Pupils** - Mr Dixon/Mrs Robinson  
**Link Governors** – Mrs Bennett/Mr Ganesan  
**School Strategy** - Mr Dixon/Mr Turner  
**Health & Safety** - Mr Turner  
**Head Teacher Performance** - Mr Dixon/Mr Turner  
**Appeals Panel Governor** - Mrs Bennett/Mr Turner  
**Personal Development** - Mrs Wilson  
**English** - Mrs Bennett/Mr Turner  
**Finance** - Mr Turner  
**Connected Curriculum (including IT and science)** - Mr South/Mrs Wilson  
**PE and Sport** - Mr South  
**Assessment and Data** - Mrs Wilson  
**Maths** - Mr South  
**EYFS** - Mrs Wilson  

Mr Turner indicated that he wished to attend the “Complaints training for governors” event on 10th October. The clerk agreed to book this.

Governors discussed the advantage of as many governors as possible undertaking the governor training on panels (the role of governors in the staff disciplinary process, the role of the panel chair, complaints training for governors).

Governors indicated that they would like to see a list of all training undertaken by each governor since their appointment.  
**AGREED that the clerk provide governors with details of all governor training undertaken.**

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**MEETING DATES 2019/2020**

A draft schedule of meetings for 2019/20 had been circulated to governors.

Following discussion:  
**AGREED that the following meeting dates and times be adopted as the Edgebury Governing Board meeting schedule for 2019/2020 subject to unavoidable changes and with additional meetings added as required.**

**Autumn Term 2019**
The Head informed governors that she would like approval to have a two week half term break in October from 2020. Many other primary and secondary schools now adopt this in the autumn term and as a foundation school, this is possible with governor approval.

A governor asked how the extra five days would be made up and the board was informed that two days would be recouped by returning to school one day earlier at the beginning of the autumn and summer terms and the other three from the three training days which the school currently has in place and when pupils do not attend. It is not intended that the summer holiday will be shortened by five days.

A governor asked how the inset undertaken on the three training days would be covered and it was reported that twilight sessions for training after school would be undertaken throughout the year to cover the total hours covered within the three days.

A governor asked if staff had been consulted about this and it was reported that the whole staff team welcome this change. The autumn term is traditionally a very long term and staff and pupils experience illness and tiredness over the long period. A two week half term break will benefit both pupils and staff.

Governors were informed that the parent forum representatives had asked if all the staff training days could be put together enabling a block of time off for pupils. Parents will be asked for comments when details of any holiday date changes are circulated. It is proposed that the two week break for 2010/21 will take place 19th
to 30th October 2020.

The Head informed the board that in order to provide sufficient notice for parents of school holidays dates, the earliest any change can be implemented is 2020/21. It will also be pointed out to all parents that the two week holiday dates could alter slightly in future years due to dates when bank holidays etc. fall.

Governors felt that this change would be beneficial on all levels and AGREED unanimously that the school adopt a two week half term holiday in the autumn term with effect from October 2020.

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<th>9</th>
<th>TERMS OF REFERENCE 2019/2020</th>
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<td>Copies of draft documents for consideration had previously been circulated to governors.</td>
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<td>b. Resources Committee</td>
<td>AGREED that the Terms of Reference for the Resources Committee be approved and adopted for 2019/2020.</td>
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<td>c. Assessment &amp; Standards Committee</td>
<td>AGREED that the Terms of Reference for the Assessment &amp; Standards Committee be approved and adopted for 2019/2020.</td>
</tr>
<tr>
<td>d. Buildings &amp; Site Committee</td>
<td>AGREED that the Terms of Reference for the Buildings &amp; Site Committee be approved and adopted for 2019/20.</td>
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<th>10</th>
<th>JOB DESCRIPTIONS</th>
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<td>Copies of draft job descriptions had previously been circulated to governors.</td>
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<td>A governor pointed out that the committee chair description mentions agendas should be drawn up in conjunction with the Head and clerk and it was reported that this was traditionally undertaken with a short meeting but had lapsed since changes on the governing board.</td>
<td>AGREED</td>
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<td>a. that a suggested agenda will, in future be sent to the Head and Chair of the Committee for joint discussion/approval.</td>
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<td>b. that the job descriptions for Chair and Vice Chair of the Governing Board and Chair of Committees be approved and adopted for 2019/2020.</td>
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11 CODE OF CONDUCT
Copies of a draft Code of Conduct for 2019/20 had previously been circulated to governors.

Following discussion:
AGREED that the Code of Conduct for the Governing Body for 2019/2020 be approved and adopted.

The clerk informed governors that they would be asked to sign the Code of Conduct at the end of the meeting.

12 GOVERNING BOARD MEMBERSHIP
The clerk reported updates regarding governing board membership.

a. It was reported that information had been received from Octavo on 27.8.19 that the request to the local authority for the alteration to the Instrument of Government is still being processed.

b. It was reported that Mrs Bennett will end her term of office on 14.9.19 but she has not yet responded to emails asking if she wishes to continue on the board. Further contact will be made.

c. It was reported that confirmation had been received from Octavo that the local authority has approved Mr Ganesan to be their representative on the board with effect from 9.9.19.

d. Governors were informed that the process of a parent governor election will begin in the near future. Mr South confirmed that he will submit a nomination to become a parent governor.

13 CHAIR’S ACTION
None taken.

14 ANY OTHER BUSINESS

a. A governor asked about the work to the garden area which is being funded by the PSA and it was reported that there are currently a lot of bees and wasps in the garden area but the caretaker will begin to cut down foliage, taking care not to disturb any bees.

b. The clerk informed governors that a governor skills audit will shortly be
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<th>EXCELLENCE - RESPECT - OPPORTUNITY - CREATIVITY - CHALLENGE</th>
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<td>circulated based on governor competencies.</td>
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<tr>
<td>15</td>
<td><strong>DATE OF NEXT MEETING</strong></td>
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<td>AGREED that the next meeting of the Governing Board be held on Wednesday 4th December 2019 at 6.30pm at the school.</td>
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<tr>
<td>16</td>
<td><strong>CONFIDENTIAL ITEMS</strong></td>
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<td>AGREED that the confidential minutes of the meeting held on 16th July 2019 be approved as a true and accurate record.</td>
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Signed:  
Date: