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### Governing Body EXECUTIVE COMMITTEE Minutes

**Committee: Executive Committee**

**Chair: Mr S Titchard**

**Clerk: Miss J Morris**

**Date of meeting: Monday 22nd June 2015**

**Venue: School Library**

**Time: 1pm**

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| **Governors:** Mr S Titchard (ST), Mrs C Findlay (CF), Mr M Grant (MG), Mrs L Hendry (LH), Mrs B Scott-Herron (BSH), Miss J Griffiths (JG), Mr P King (PK), Mrs R Agnew (RA) |  |  |  |  |
| **In attendance:** Mrs J Forster (JF) (LEA), Mrs B Dutton (BD) (LEA), Miss J Morris (JM) (Clerk) |  |  |  |  |

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| **1****2****3** | **Welcome and Opening Prayer**Mrs Forster opened meeting and thanked everyone for attending at short notice. Clarified remit of the meeting was to agree terms of reference for Executive Committee and meeting dates. **Election of Chair of Executive Committee**Mr Stuart Titchard nominated by Mr Matthew Grant. Seconded by Mrs Louise Hendry and Mrs C Findlay. LEA welcomed the nomination for continuity and link to full governing the body.**Agree Terms of Reference for recommendation to FGB**(refer to discussion document handout)Terms of Reference* Draft TOR based on IEB circulated for consideration
* Agreed with some amendments. See Actions.

Executive Committee* Executive Committee to consist of 7 governors, 4 from existing governing body and 3 new external governors.
* Role of Executive Committee to focus on what the school needs to do to get out of special measures
* Key leads within the Executive Committee agreed:
	+ Personnel : Mrs C Findlay
	+ Finance : Mrs L Hendry
	+ Standards : sub leads to be considered and allocated at next meeting
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|  | Lead Governor Roles* Role to look at issues which cannot be covered by Executive Committee.
* Outcome and impact must be clear.
* Suggested 4 Lead Roles Safeguarding, Ethos, Heath & Safety/ Buildings and Stakeholder (communication/parent engagement/transition/community links). Stakeholder leads to be present at key school functions.
* Governors to come in and meet with staff and pupils. Useful for some governors to do learning walks with head teacher.
* Meet with focus groups of pupils (every 6 weeks)

Panel Members* Headteacher Performance Panel agreed : Mr S Titchard, Mr P King and Miss J Griffiths
* Pay Award Panel : at last one member of Exec Committee plus 2 other governors
* Admissions Panel : as above
* Pupil Exclusion Panel: as above
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|  | Vacancies* Currently 5 vacancies on the full governing body
* Agreed to identify new skill requirements before rushing to recruit, except for staff governor position which will be advertised next term
* Cannot reduce below 14 governors without reconstituting again
* Re-constitution must take place by 1st September 2015
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| **4****5** | **Agree on-going role of Full Governing Body**(refer to discussion document handout)* Role of FGB to look at longer term sustainability of the school
* Focus on statutory functions as listed on discussion document
* Statutory Duties
* Delegation Approval
* LA Governing Body Papers
* Feedback on Wider School Development
* Sit on Admissions, Appeals, Pay and Pupil Discipline Panels as required

**Agree meeting schedule and focus for summer and autumn terms 2015*** Weekly 1 hourly meetings at 8am for next 3 weeks (Friday 26th June, Thursday 2nd July, Friday 10th July and Friday 17th July)
* Fortnightly hourly meetings every Friday at 8am as from Friday 4th September 2015.
* Review at half term.
* Standards to be key focus for September Term.
* Appraisals/ Pay Awards for October Term. Date needs to be agreed.
* Finance focus one meeting within autumn term. Date needs to be agreed.
* Focus of meeting for next 3 weeks to be based on the 3 key areas from School Development Plan and key areas from HMI report.
* High level strategic focus supported by more specific detail achieved through individual governor meetings/ school visits.
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| **Scrutiny** |
| * Clear focus required for the ‘Lead Governor Roles’
* Recognition programme currently being trialled. Vice Chair rings and congratulates staff on their contribution. Positive impact and a Recognition Register logs all calls made.
* Concerns that the majority of responsibility will continue to fall on the core members
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| **Actions** | **Owner** | **Timescale** |
| * Exec Committee minutes to be circulated to FGB and published on School Website Only on school website after approval at the following meeting
 | JM | After each meeting |
| * Consider and allocate Standards Sub Leads at next meeting
 | ALL | 26.6.15 |
| Amendments to TOR:3.2 amend frequency of meetings to weekly/ fortnightly4.2 extend invite to appropriate school leaders through HT.5.1 minutes within 48 hours5.3 Chair to take advice of respective Lead Governor. Decision making delegated to Vice Chair in absence. | RA | By 24.6.15 |
| * SDP Baseline for next meeting
 | BSH | By 24.6.15 |
| * Email SDP to PK
 | JM | ASAP |
| * Email Executive Committee TOR to CF
 | JM | ASAP |
| * Email HMI report to Executive Committee Members
 | JM | ASAP |
| * Submit request for BD to remain as LEA Performance Advisor for Head Teacher appraisal
 | ST | ASAP |
| * Allocate date for Pay Award Meeting in October 2015
 | ALL | 26.6.15 |
| * Allocate date for Finance Meeting in Autumn Term 2015
 | ALL | 26.6.15 |

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| **Date and time of next meeting:** | Friday 26th June 2015 at 8am |
| **Agenda items:** | * SDP Baseline
* HMI Action Plan
* Pupil Premium Review
* Identify key strands for Standards and agree sub leads
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Meeting ended at 14.40

Miss J Morris

Clerk to the Executive Committee

Signed……………………………………………………………….…(Chair/Vice Chair)

Date………………………………………………………………..……