### 

### 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 |  |
|  | 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 | |
|  | 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 | |  |  |
| **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/ fortnightly  4.2 extend invite to appropriate school leaders through HT.  5.1 minutes within 48 hours  5.3 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 |  |  |  | | --- | --- | | **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………………………………………………………………..……