

# MONKLEIGH PRIMARY SCHOOL

EXTRAORDINARY MEETING OF THE FULL GOVERNING BODY: Tuesday 6<sup>th</sup> June 2017 – 08:30

## MINUTES

date produced: 06/06/2017

### Attendance:

Name	Gov Type	Term of office exp	Present (P) Apologies (Ap) Absent (A)	Name	Gov Type	Term of office exp	Present (P) Apologies (Ap) Absent (A)		
Mrs Marci Baxter ( <i>v-chair</i> )	MB	Parent	19/11/18	P	Mrs Bethany O'Donoghue	BO'D	Staff	30/09/20	P
Mr David Butler	DB	Co-opted	16/06/19	A	Mrs Leah Paiano ( <i>Chair</i> )	LP	LA	24/11/19	P
Mr Brian Evans	BE	Parent	24/11/19	P	Mrs Karen Reeves	KR	Head	ongoing	P
Mrs Jess Gierke	JG	Parent	11/02/20	P	VAC (Rev. Lynne Burgon)	LB	Co-opted	05/06/21	P
Mrs Marie Jones	MJ	Co-opted	25/03/19	P	VAC (Mr James Hogan)	JH	Co-opted	05/06/21	P
Mrs Martha Kingdon	MK	Co-opted	18/04/21	P	VACANCY		Co-opted		

### Also present:

Mrs Di Beer	LDB	Clerk (& Administrator)			
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### Agenda

1	Welcome and Apologies
2	Declarations of Interest
3	Formal appointment of new Co-opted Governors (LB / JH)
4	Update Terms of Reference (First / Hearings & Second / Appeals)
5	Time & Date of First / Hearings Committee meeting
6	Time & Date of next FGB meeting

## MINUTES

Ref:	Item:	Action & Completion Date										
<b>1</b>	<b><u>WELCOME AND APOLOGIES</u></b>											
	Chair welcomed all to the emergency meeting. No apologies had been received, however very little notice had been given. KR welcomed Rev. Lynne Burgon & Mr James Hogan.											
<b>2</b>	<b><u>DECLARATIONS OF INTEREST</u></b>											
	None declared											
<b>3</b>	<b><u>APPOINTMENT OF NEW CO-OPTED GOVERNORS</u></b>											
	MJ proposed, MB seconded that Rev. Burgon & Mr Hogan be appointed. Unanimously approved. All governors formally introduced themselves.											
	<i>08:40 – Mr Evans arrived</i>											
<b>4</b>	<b><u>UPDATE TERMS OF REFERENCE (FIRST / HEARINGS &amp; SECOND / APPEALS)</u></b>											
	Clerk read out the terms of reference for each committee. Governors discussed membership. MB proposed, and JG seconded that Rev. Burgon & Mr Hogan both serve on 1 <sup>st</sup> Hearings committee. 2 <sup>nd</sup> Appeals committee to remain unchanged (with one vacancy – an independent chair from Babcock to be appointed if required) – unanimously approved:											
	<table border="1" style="width: 100%;"> <thead> <tr> <th><u>First / Hearings Committee</u></th> <th><u>Second / Appeals Committee</u></th> </tr> </thead> <tbody> <tr> <td>Rev. Lynne Burgon</td> <td>Mrs Marci Baxter</td> </tr> <tr> <td>Mrs Jess Gierke</td> <td>Mr David Butler</td> </tr> <tr> <td>Mr James Hogan</td> <td>Mr Brian Evans</td> </tr> <tr> <td>Mrs Leah Paiano* (*Chair of FGB)</td> <td>VACANCY* (*Babcock independent chair if req'd)</td> </tr> </tbody> </table>	<u>First / Hearings Committee</u>	<u>Second / Appeals Committee</u>	Rev. Lynne Burgon	Mrs Marci Baxter	Mrs Jess Gierke	Mr David Butler	Mr James Hogan	Mr Brian Evans	Mrs Leah Paiano* (*Chair of FGB)	VACANCY* (*Babcock independent chair if req'd)	
<u>First / Hearings Committee</u>	<u>Second / Appeals Committee</u>											
Rev. Lynne Burgon	Mrs Marci Baxter											
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Mrs Leah Paiano* (*Chair of FGB)	VACANCY* (*Babcock independent chair if req'd)											
<b>5</b>	<b><u>TIME &amp; DATE OF FIRST / HEARINGS COMMITTEE MEETING</u></b>											
	Thursday 15 <sup>th</sup> June – 9:30am, with hearing at 10:00am. Committee to receive relevant documentation	<b>KR + First committee</b>										

### Governing bodies' core functions:

- A. Ensuring clarity of vision, ethos and strategic direction;
- B. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- C. Overseeing the financial performance of the school and making sure its money is well spent.

<b>6</b>	<b><u>TIME &amp; DATE OF NEXT FGB MEETING</u></b>	
	12 <sup>th</sup> July 2017 – 15:45	

There being no further business, the meeting was declared closed at 08:50.

Signed as true: \_\_\_\_\_  
(Chair of Governing Body)

Date: \_\_\_\_\_

## **ACTION PLAN**

<b><u>Ref:</u></b>	<b><u>Action:</u></b>	<b><u>Who:</u></b>	<b><u>By When:</u></b>	<b><u>Date completed:</u></b>
5	Committee to receive documentation	First committee*	06/06/2017	06/06/2017
5	First / Hearings meeting	First committee*	15/06/2017	

\* to consist of 'untainted' governors only.

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