**Darley & Summerbridge Community Primary School Federation**

**Minutes of the meeting of the Full Governing Board held on**

**Wednesday 19 October 2022**

**At 18.00 at Summerbridge Community Primary School**

**Present:**

Nick Coates (NC) - Headteacher

Stuart Mallender (SM) - Co-opted Governor (Chair)

Carol White (CW) - Co-opted Governor (Vice Chair)

Lynne Chapman (LC) - LA Governor (Formerly known at Lynne Bennion)

Andy Howarth (AH) - Staff Governor

Kate Milne (KM) - Co-opted Governor

Eddie Moore (EM) - Co-opted Governor

Lucy Martin (LM) - Parent Governor

Peter Massey (PM) - Co-opted Governor

**Core Functions of a Governing Body:-**

Ensuring clarity of vision, ethos and strategic direction.

Holding the Headteacher to account for the educational performance of the school and its pupils.

Overseeing the financial performance of the school and making sure its money is well spent.

**A Procedural**

1. No apologies

2. No pecuniary interests declared.

3. The FGB were reminded of the confidential nature of the meeting.

4. No urgent business matters to consider.

5. The minutes of the meeting held on 14 September 2022 were approved and signed.

6. No matters arising form the minutes of the meeting held on 14 September 2022.

**B Business**

7. All Governors completed the Register of Business Interests.

8. The FGB confirmed the publication of the Annual Governance Statement.

9. The FGB approved the appointment of Jim Dixon as a parent governor. **Action: NC to arrange completion of documentation.**

10. It was agreed that NC, CW and LC would meet to arrange completion of the Governors Action Plan. **Action: NC, CW and LC**

11. Following a presentation by the Chair, it was resolved by the FGB that the Federation should progress the process to become a MAT with a formal consultation with the teaching staff on Friday 21 October 2022.

On Wednesday 2 November 2022 there will be a further meeting before the close of the consultation period the following Friday.

12. All policies sent in advance of the meeting were adopted. **Action: NC to forward the redundancy policy**

13. Headteacher Report - a copy of the detailed headteacher’s report had been circulated in advance of the meeting.

The report updated the Governors on the following:-

Health and Well-being of staff

Federation Development Plan

School Self Evaluation

Safeguarding and Child Protection - no current concerns

Health and Safety

Premises

Personnel

MAT update

Policies

Confirmed Pupils/Class arrangement for September 2023

Pupil Performance

Curriculum

Parent Governor Vacancy

Clerk to Governors Vacancy

Personnel - the FGB agreed the recommendation of the HT of a salary increase to the School Business Manager’s salary.

It was also agree by the FGB that an admin assistance be employed one day per week on a Fixed Term Contract.

It was noted that the HT would arrange for a Lockdown Drill to be completed. **Action: NC**

**Date of next meeting: Wednesday 7 December 2022 at Darley at 18.00.**