

Please forward any matters relating to the Minutes below to: **THE CLERK TO THE GOVERNORS - ELIZABETH JAHN**

## **FULL GOVERNING BODY MEETING – TERM 5** **Held at the school on Wednesday 9 May 2012 at 2.30pm**

### **MINUTES**

**PRESENT:**

Annemieke Waite (Chair)	Alison Cossons
Darren McKimm (Vice Chair)	Lawayne Jefferson
Sarah Baker (Headteacher)	Judy Patterson
Claire Pick	Barry Trahar
Rod Symmons	Ian Campion-Smith
John Waldron	Elizabeth Jahn (Clerk)

*The meeting was noted to be quorate*

ITEM	MINUTE	ACTION
1	<p><b>Welcome &amp; Apologies for Absence</b></p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Tim Trout, Steph Ball, Dave Jackson Sylvia Townsend, Bharti Joshi, Emma Waldon, Penny Mooney, Kim Garland, Rupert Maule, Marian Curran, Anthony Ward and Astrid Kopmels.</p>	
2	<p><b>Attendance &amp; Business/Pecuniary Interest Register</b></p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p>	
3	<p><b>Approval of Service Review Plan (SRP)</b></p> <p>The Chair explained the background to the SRP which had previously been approved by the Staff Development Committee. Following the Local Authority's (LA) advice, the SRP was considered and agreed by the full Governing Body.</p> <p>The Headteacher advised that the school has now opted out of LA HR support and has instructed Education Personnel Management (EPM), a private provider. The Headteacher confirmed that part of the contract is a requirement for EPM to have indemnity insurance.</p>	
4	<p><b>Approval of Academy Conversion Steering Group Terms of Reference (TOR)</b></p> <p>The Governing Body considered and agreed the TOR that had previously been distributed. Decisions are likely to be mainly procedural with very few financial decisions. The Project Manager and Veale Wasbrough Vizards Solicitors will be funded from the £25k Department for Education (DfE) funding to support conversion, although there may be further financial implications due to the added complications of co-location with Claremont School. The Chair reiterated that the decision to convert to an Academy will be a full Governing Body decision informed from the work of the Academy Conversion Steering Group.</p>	
5	<p><b>AOB</b></p> <p>There was no other business to consider.</p>	
6	<p><b>Date &amp; Time of Next Full Governing Body Meeting</b></p> <p>Tuesday 22 May 2012 at 7.00pm</p>	

**Minutes agreed by the Governing Body and signed by the Chair of Governors:**

**SIGNED:** .....

**DATE:** 22 May 2012

Approval (Initials) .....

