

Bevendean Primary School and Nursery

Heath Hill Avenue

Full Governing Body Meeting

Minutes of the meeting on Thursday 7th January 2021
at 5.00pm. VIRTUAL MEETING (due to Covid-19 pandemic)

Present: Eugene Arnold, Helen Emerson, Hasan Kara, Lydia Majic, Andy Thomas (Clerk).

Apologies: Rachal Daniels, Martyn Giddens (Headteacher), Juliet McCaffery, Adrian Strange, Katharine Winks, Emily Winslade, Mark Dally (Associate Member), Sarah Miller (Associate Member).

Absent: Stuart Cager, Daniel Hewitt.

1. Opening remarks

The meeting was not quorate. It was therefore **agreed** that all items other than Item 7 would be deferred to the next FGB on 21st January.

2. Quoracy of meeting

See Item 1.

3. Apologies/ attendance list

See Item 1.

4. Consideration of apologies

See Item 1.

5. Declarations of interest

See Item 1.

6. Minutes of previous meeting(s)

a) Minutes of FGB meeting held on Thursday 12th November 2020

See Item 1.

b) Approval of minutes

See Item 1.

7. Terms of Reference

a) Introduction/ context

The context was set out. It had been determined that the TORs needed to be reviewed in order to amend provisions relating to a requirement for a member of the SLT to be present for a quorum; and the eligibility of staff members to stand as Committee chairs.

It was agreed that revised TORs would be presented to the FGB meeting on Thursday 21st January 2021.

ACTION 1 – EA/ AT

b) Governing Body TOR

The following amendments were agreed (see attached):

- *Update name of school.*

- *Delete requirement for SLT member to be present for a quorum.*
- *Add reference to Headteacher or deputy attending.*
- *Establish that current members of staff could not be Chair or Vice Chair.*
- *Add responsibility for appointing Committee Chairs, who again could not be current staff members.*

c) Committees TORs

Curriculum & Standards

The following amendments were agreed (see attached):

- *Update name of school.*
- *Delete requirement for SLT member to be present for a quorum.*
- *Add reference to representative of the school attending.*
- *Amend frequency of meetings to at least once per term.*
- *Remove responsibility for electing Committee chair.*

Finance, Personnel and Premises

The following amendments were agreed (see attached):

- *Update name of school.*
- *Delete requirement for SLT member to be present for a quorum.*
- *Add reference to representative of the school attending.*

Pay

There was some discussion on the role of the Committee; its relationship to the FPP; and associated processes. It was agreed that the Regulations and guidance would be checked to determine the requirement for such a Committee and its role.

ACTION 2 – AT

8. A.O.B:

a) Items notified in advance (5 days' notice required)

See Item 1.

b) Emergency items (requiring advance discussion with the Chair)

See Item 1.

9. Review of Action Points

See Item 1.

10. Date of Next Meeting

See Item 1.

11. Close of meeting

It was noted that HE, LM and AT were due to meet on Thursday 14th January at 3.45pm. It was **agreed** that EA would confirm availability.

There being no further business, the meeting was closed.

***** Please see Action Points from this meeting on the following page**

Action points from EFGB meeting held on 7th January 2021

Action	By	Person responsible
1. Discuss TOR proposals at FGB on 21st January [Item 7].	FGB 21 st January	EA/ AT
2. Check Regulations and guidance to confirm the requirement for, and role of, the Pay Committee [Item 7].	FGB 21 st January	AT