

Minutes from the Full Governing Body Meeting

Held on 29th September 2021

At 19:00 virtually via Zoom

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| Present | Kate Barlow (KB) – Parent Governor and Chair David Quick (DQ) – Co-opted Governor and Vice Chair Helen Ruff (HR) – Headteacher Peter Cosgrove (PG) – Co-opted Governor Alexia (Lexy) Tuckwell (LT) – Staff Governor Mike Cahill (MC) – Local Authority Governor Cat Hemmings (CH) – Co-opted Governor Teresa Morenes (TM) – Parent Governor |
| Absent | |
| Apologies | Eve Coles (EC) – Associate Member |
| In attendance | Maria Ortin (MO) – Associate Member Caroline Reid - Clerk |

The meeting started at 19:00 and was quorate

| No | Item | Action |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1 | Welcome and apologies KB welcomed everyone to the meeting. Apologies were received and accepted from Eve Coles. | |
| 2 | Declarations of interest None declared for this meeting | |
| 3 | Notification of Urgent Business None received. | |
| 4 | Election of Chair and Vice Chair Nominations for these roles had been invited: <ul style="list-style-type: none"> KB was nominated to stand as Chair and was elected unanimously DQ was nominated to stand as Vice Chair and was elected unanimously | |
| 5 | Minutes from the last meeting The minutes of the last meeting (30 June 2021) were approved. There were no matters arising not already listed in the agenda for discussion. | |
| 6 | Finance Committee update No information | |
| 7 | Headteacher update HR introduced the 2020-21 School Development Plan (SDP) which had been updated to show the progress achieved by the end of the 2020/21 academic year. The proposed outline of the SDP for 2021/22 had been shared in advance via GovernorHub. There was a discussion about the proposed focus for 2021/22 and the priorities for the year were agreed. Progress will be reviewed at each FGB. | |
| 8 | Governing Body Strategy Update No information | |
| 9 | Policies for ratification The following policies were approved; signed copies are held on file. | |

Signed (by Chair):



Date: 20/06/2022

| | <ul style="list-style-type: none">• Understanding and Supporting Behaviour Policy• Child Collection and Uncollected Child Policy• Staff Code of Conduct• Complaints Policy and procedures• Dignity at Work Policy• Resolving Grievances Policy• One to One Working Policy• Child Protection and Safeguarding Policy• COVID-19 Arrangements for Safeguarding and Child Protection• Smoking, Alcohol and Drugs Policy• Suitable Person Policy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 10 | Safeguarding Update No information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Health and Safety update, including premises No information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Governor business <ul style="list-style-type: none">• Skills audit – Guidance from The Key on conducting a Governor skills audit had been shared via GovernorHub.• Headteacher appraisal process – the School Improvement Partner will be invited to participate as the external advisor.• Review of teacher pay recommendations – HR will complete the performance review of the Lead and Second Teacher. LT will complete the performance reviews on the remaining teaching staff. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Training <p>Governors were reminded of the following requirements and asked to forward certificates of completion to Leigh Roscoe Styler upon completion:</p> <ul style="list-style-type: none">• Safer recruitment training – MC, PC, CH and DQ• Prevent – MC, PC and CH <p>Governors were reminded to ensure the following declarations are up to date on GovernorHub:</p> <ul style="list-style-type: none">• Declarations of interest• Staff Code of Conduct for The ACE Centre Nursery School• Part one of Keeping Children Safe in Education September 2021 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | AOB <table border="1"><thead><tr><th colspan="4">MEETING DATES 2021/22</th></tr><tr><th>Day</th><th>Date</th><th>Time</th><th>Focus</th></tr></thead><tbody><tr><td>Wednesday</td><td>1st December 2021</td><td>7.00pm</td><td>tba</td></tr><tr><td>Wednesday</td><td>19th January 2022</td><td>7.00pm</td><td>tba</td></tr><tr><td>Wednesday</td><td>23rd March 2022</td><td>7.00pm</td><td>tba</td></tr><tr><td>Wednesday</td><td>11th May 2022</td><td>7.00pm</td><td>tba</td></tr><tr><td>Wednesday</td><td>29th June 2022</td><td>7.00pm</td><td>tba</td></tr></tbody></table> | MEETING DATES 2021/22 | | | | Day | Date | Time | Focus | Wednesday | 1 st December 2021 | 7.00pm | tba | Wednesday | 19 th January 2022 | 7.00pm | tba | Wednesday | 23 rd March 2022 | 7.00pm | tba | Wednesday | 11 th May 2022 | 7.00pm | tba | Wednesday | 29 th June 2022 | 7.00pm | tba | |
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The meeting ended at 20:30

Signed (by Chair):



Date: 29/06/2022

Note of meeting drafted 30 June 2022, drawing on sources including GovernorHub and The Ace Nursery School website.

APPROVED

Signed (by Chair):



Date: 20/06/2022