

**Minutes of the Full Governors Meeting of Downe Primary School
Held on 6 September 2022 at 6.30pm at the school**

Attendance

Becky Dolan Head Teacher (BD)
Kim Brown (KB) (Chair)

Rev. John Musson (JM)
Brett Clark (BC)

In attendance: Kathy Lewis, Clerk

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| <p>1. Election of Chair and Vice Chair</p> | <p>There was one nomination for Chair. Kim Brown was unanimously re-elected.</p> <p>There was one nomination for Vice Chair. Brett Clark was unanimously re-elected.</p> | | <p>✓</p> <p>✓</p> |
| <p>2. Apologies for absence</p> | <p>Apologies were received and accepted from Sarah Blundell, Karen Jermy and Ruth Irudayaraj.</p> <p>The meeting was quorate.</p> | | |
| <p>3. Declarations of interest</p> | <p>There were no declarations of interest. Completed annual declarations forms were handed to the Clerk and outstanding forms would be emailed.</p> | <p>Governors</p> | |
| <p>4. Governor Code of Conduct</p> | <p>The Code for 2022/23 was agreed and signed by the Chair on behalf of the GB.</p> | | <p>✓</p> |
| <p>5. Agree to proceed with becoming an academy and joining The Pioneer Trust (TPA)</p> | <p>A document had been circulated on the recommendation to approve the conversion of Downe Primary School to join TPA. If this was approved, then Governors were also recommended to:</p> <ul style="list-style-type: none"> • Note the approval of TPA and the Department for Education (pending) for DPS to join TPA; • Approve the publication of Annex 1 as a summary of the Academies Act consultation; • Endorse that the Governors on the date of conversion would form the School Board within TPA with Governors retaining the same terms of office, operating as a Standard School Board within the TPA Governance Framework; • Delegate authority to any Governor(s) to sign the Commercial Transfer Agreement and any other legal documents required to effect conversion on behalf of the Governing Body; • Delegate authority to the Headteacher to authorise information required to be provided in accordance with TUPE; • Note the anticipated ‘measures’ that TPA would declare as part of the TUPE process; • Delegate authority to the Headteacher to undertake the actions required to facilitate a smooth conversion and integration into TPA’s policies, processes and systems; and • Approve that conversion takes place on or after 1 December 2022. | | |

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| | <p><u>Consultation</u> It was reported that there had been no replies received in response to the consultation which had been issued. School and TPA sessions had been well attended.</p> <p>Queries received from parents were raised. It was confirmed that these were in relation to the school’s operation and about the issue of governing body minutes, and had been dealt with. It was confirmed that the consultation period had lasted four weeks and it and the meetings at the school had been publicised. It was agreed that BD would provide an update on the next steps for joining TPA in the newsletter.</p> <p>It was reported that there would shortly be a TUPE staff consultation.</p> <p><u>GB Discussion</u> A governor asked what the terms of the lease were in relation to what would happen to the land and buildings. This was discussed. It was noted that as foundation school there would already have been transfer of land to the school. The position would be clarified.</p> <p>Governors approved proceeding with converting to an academy and joining TPA together with the additional recommendations, subject to clarifying the position with the land and terms of the lease.</p> | <p>BD</p> <p>KB</p> | <p>✓</p> |
| <p>6. Chair’s action - report on any action taken by the chair or vice-chair on behalf of the Board since the last meeting</p> | <p>KB reported on discussions with the LA on admissions. She had also been contacted by the DfE with regard to providing information for the academy process.</p> <p>There was a Trust chair and vice chairs meeting taking place which KB and BC had been invited to attend.</p> | | |
| <p>7. Governance</p> | <p>1.1 <u>Arrangements looking forward</u> The GB was operating as normal until the academy process was complete and it would then be subject to the TPA governance framework.</p> <p>1.2 <u>Governing Body Membership</u> The position was discussed. Ben Courtney had stepped down as a co-opted governor at the end of the summer term. It was agreed that BC would be appointed to this co-opted governor position from his current role as a parent governor, which left two parent governor vacancies. As a maintained school an election would need to be held. It was agreed that BD would advise parents about the vacancies and the position would be reviewed at the next meeting.</p> | <p>BD</p> | <p>✓</p> |

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| | <p>1.3 <u>Current committee structure: Resources, Finance, Staffing, Premises & General Purposes (RFSPGP) and Curriculum, Achievement, Pupil, Parents & Community Committee (CAPPC)</u> It was agreed that in the interim period the GB would continue with the current committee structure with the following membership: CAPPC: KB, BD, RI, SB RFSPGP: BC, BD, JM, KJ</p> <p>1.4 <u>Individual Governor Responsibilities</u> It was agreed that in the interim period: KB – Safeguarding BC – H&S, Building and site</p> <p>Other areas would be discussed by the committees.</p> | | ✓ |
| <p>2. Confirm minutes of meeting:</p> <ul style="list-style-type: none"> - 20 June 2022 and actions/matters arising - Note of meeting held on 21 July 2022 | <p>2.1 <u>Minutes of 20 June 2022</u> The minutes were approved and signed by the Chair.</p> <p>2.2 <u>Matters arising</u> <u>Safeguarding audit</u> The LA audit had been received and placed on the shared governor Drive.</p> <p>2.3 <u>Note of 21 July 2022</u> The meeting had not been quorate and therefore no decisions could be made. The note was approved and signed by the Chair.</p> <p>The note recorded that there had been no responses received to the consultation as reported earlier. Ben Courtney had been thanked for his significant contribution to the governing body and the school during his time as a governor. Jodene Panteli was thanked for all she had done for the school and wished all the best for the future. Mark Dobson, who had left at the end of the summer term, was thanked for his 25 years of teaching the children in the village.</p> | | ✓ |
| <p>3. Safeguarding</p> | <p>3.1 <u>September 2022 Updated version of Keeping Children Safe in Education (KCSIE)</u> A link to this version had been provided together with a summary of the key changes</p> | | |
| <p>4. Policies</p> | <p>BD was working through polices.</p> | | |

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| <p>5. AOB</p> | <p><u>5.1 Fencing</u> It was reported that the fencing around the school had been completed and security gates installed.</p> | | |
| <p>6. Confidential Items</p> | <p>There were no items.</p> | | |
| <p>7. Dates of next meetings</p> | <p>Finance & Personnel Committee (RFSPGP): Tuesday 15 November 2022 6.00pm Curriculum Committee (CAPPC): Thursday 13 October 2022 6.00pm Full Governing Body: Thursday 1 December 2022 at 6.30pm</p> | | <p>✓</p> |

The meeting closed at 7.30pm.

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