



PART I MINUTES OF THE FGB MEETING

Date	Monday 3rd October 2022 at 6pm	
Venue	School	
Present	Lynda Newton (LN) Gavin Shortall (GS) * Yana Anderton (YA) ** Debs Coey (DC) Andrew Gait (AG) Joanna Gait (JG) Hilary Jones (HJo) *** Jo Westhead (JWe) ****	Foundation governor/Chair Headteacher Foundation governor Parent governor DBE governor Foundation governor (ex-officio) Foundation governor Staff governor (Head of School)
In attendance	Jess Kippen (JK) Rob Jones (RJ) ***** Ruth Bradbury ***** Kim Spooner	Associate member Associate member School Governance Lead, Manchester Local Authority Clerk

- * present for all items apart from Item 13
- ** present for part of Item 7 onwards
- *** present for all items apart from 15 and 16.
- **** present for all items apart from Item 13 and 17
- ***** present for part of Item 5 to Item 9 and Item 17 only
- ***** present for Item 17 only.

Documents circulated with papers or tabled:
 4a - St James Declarations - annual autumn 2022.doc
 4b - St James GIAS extract.pdf
 6 - Governor attendance 2021-22.pdf
 10 - DRAFT Part I St James FGB 11.07.22 Minutes.pdf
 13.1 - St James HT update Oct 2022.docx
 13.2 - SEF Pen Portrait - 2022-23 - St James.docx
 13.3 - St James' C of E SDP Priorities - Sep 2022.docx

The meeting met its quorum and started at 6.02pm.

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion	The Headteacher welcomed everyone to the meeting. Apologies had been received from RK and SN. PB was noted as absent.
RESOLVED:	That the apologies of the above-named governors be accepted.

AGENDA ITEM 2	APPOINTMENT OF CLERK FOR 2022-2023 (Statutory)
RESOLVED:	That Second2None be appointed as the clerking service for the 2022-23 academic year (named Clerk: Kim Spooner)

AGENDA ITEM 3	APPOINTMENT OF CHAIR & VICE CHAIR FOR 2022-2023 (Statutory)
Discussion	DC nominated Lynda Newton as Chair of Governors. Seconded: HJ. JG nominated Hilary Jones as Vice Chair of Governors. Seconded: LN.
RESOLVED:	That Lynda Newton be appointed as the Chair of Governors for the 2022-2023 academic year (until the decision is taken about Federation). That Hilary Jones be appointed as the Vice Chair of Governors for the 2022-2023 academic year (until the decision is taken about Federation).

AGENDA ITEM 4	ANNUAL DECLARATIONS / INFORMATION FOR GOVERNORS
Discussion	a) Governors were asked to read, complete, sign and return the following: - Register of Business, Personal and Pecuniary interests

	<ul style="list-style-type: none"> - Governor Code of Conduct - Confirmation of Eligibility - A declaration to confirm having read and understood Keeping Children Safe in Education (September 2022). <p>b) Governors were asked to check their details on GIAS were correct.</p>
Actions:	<p>YA, PB, RJ, JK and JW to complete and return declarations form to the Clerk.</p> <p>Clerk to return updated register of interests to GS.</p> <p>Clerk to send any GIAS amendments to GS.</p>

AGENDA ITEM 5	GOVERNING BODY MEMBERSHIP
Discussion	<p>a) Ex-officio Foundation Governor appointment Joanna Gait had been re-appointed as the ex-officio Foundation Governor.</p> <p>b) Expiring term of office The term of office for Parent Governor, Jess Kippen, expired on 18 September 2022. The Headteacher explained that, if the Federation proposal was agreed, new elections for parent governor positions would need to take place fairly soon this Term. Given the short timescale involved, he proposed that the Parent Governor vacancy remain open and that JK was appointed as an Associate Member to retain her knowledge, skills and experience within the existing governing body and because of her heavy involvement in the Federation process to-date.</p> <p>Governors agreed this was a sensible suggestion.</p> <p><i>[RJ joined the meeting.]</i></p>
RESOLVED:	That Jess Kippen be appointed as an Associate Member.

AGENDA ITEM 6	GOVERNOR ATTENDANCE 2021-2022
Discussion	Governors noted the attendance log for 2021-2022.
RESOLVED:	That the attendance log would be published on the school website.

AGENDA ITEM 7	COMMITTEE STRUCTURE & MEMBERSHIP 2022-2023
Discussion	<p>a) To agree committee structure and memberships: Finance & Personnel Committee (HT plus Jess Kippen (Committee Chair – Associate); Pete Baylis (Vice Committee Chair); Yana Anderton; Rita Kumar; Sue Neesham; Joanne Westhead; Rob Jones – Associate) Teaching & Learning Committee (HT plus Lynda Newton (Committee Chair); Debs Coey; Andrew Gait (Vice Committee Chair); Yana Anderton; Joanna Gait; Rita Kumar; Hilary Jones) Pay Committee (HT plus Lynda Newton (Committee Chair); Andy Gait; Hilary Jones) Pay Appeals Committee (to be decided at point of need) HT Performance Management panel (Lynda Newton; Joanna Gait; external advisor) Pupil discipline and exclusion panel (Joanna Gait; Lynda Newton; Jess Kippen - Associate) Staff discipline and dismissal panel (Peter Baylis; Yana Anderton; Sue Neesham) Staff discipline and dismissal appeals panel (Andrew Gait; Joanna Gait; Lynda Newton) Complaints panel (Andrew Gait; Joanna Gait; Rita Kumar).</p> <p><i>[YA joined the meeting.]</i></p> <p>b) The Chair proposed that the Governing Body delegate approval of the Committee Terms of Reference to each Committee for ratification at the subsequent FGB meeting.</p>

	c) The Headteacher recommended that the School Improvement Partner (QA Professional) and External Advisor for the Headteacher's Performance Management Committee should remain the same as last year.
RESOLVED:	That the committee structure and memberships were agreed as noted. That Associate Member, Jess Kippen, be allowed to Chair the F&P Committee and be given voting rights for that Committee. That review of the Committee Terms of Reference was delegated to each Committee for ratification at the subsequent FGB meeting. That Graeme Hollinshead was agreed as the External Advisor for the 2022-23 academic year. That Mary Arnold was agreed as the School Improvement Partner (QA Professional) for the 2022-23 academic year.

AGENDA ITEM 8	GOVERNOR SUBJECT LINKS & LEAD GOVERNOR ROLES 2022-2023
Discussion	a) Lead Governor roles were confirmed as follows: SEND – Lynda Newton Safeguarding/Prevent – Hilary Jones Pupil Premium – Sue Neesham Data Protection – Joanna Gait. Subject Links would be carried out by the Committees. b) Governor monitoring process for this academic year The Chair proposed that each Committee should discuss which members would become Subject Links and that the list was confirmed at the next FGB meeting.
RESOLVED:	That the Lead Governor roles for the 2022-2023 academic year were agreed as noted. That Committees would agree Subject Links.

AGENDA ITEM 9	GOVERNOR TRAINING (STANDING ITEM)
Discussion	JG had participated in the recent Ex-officio Diocesan Foundation Governors' meeting. Governors were reminded that any relevant training or CPD undertaken in their roles as part of their job or any other means could be included in their governor training record.

[Governors agreed to take Item 17 out of order. Ruth Bradbury joined the meeting. JWe left the meeting.]

AGENDA ITEM 17	CONFIDENTIAL MATTERS
RESOLVED:	That there was one item of confidential business recorded in the Part II confidential section of the minutes.

[Ruth Bradbury and RJ left the meeting. JWe joined the meeting.]

AGENDA ITEM 10a	MINUTES OF THE FGB MEETING 11th JULY 2022
RESOLVED:	That the minutes of the meeting be accepted as a true and accurate record.

AGENDA ITEM 10b	PREVIOUS ACTIONS/MATTERS ARISING
Discussion	<u>Previous Actions</u> Item 4.1 (c/f) Clerk to circulate training record and remind governors (Termly) to report training – Complete Item 8 JK to ask RJ to provide governor training on budget monitoring – Complete . RJ had agreed. Item 13 DC to send thank you card to staff for their attendance at the fayre – Complete . Item 15 Clerk to circulate amended meeting schedule – Complete . <u>Matters Arising</u>

	There were none.
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AGENDA ITEM 11	CHAIR'S ACTION (STANDING ITEM)
RESOLVED:	There was none.

AGENDA ITEM 12	HEADTEACHER'S VERBAL UPDATE
Discussion	<p>Governors had received an overview of the School Development Plan and Self Evaluation Form (SEF) in advance of the meeting. The full documents would be shared at the next meeting.</p> <p>Governors also received a 'pen portrait' of the school, which provided a useful summary of the school's priorities, strengths and areas of development, for governors to prepare for the imminent Ofsted inspection. The Chair praised the idea and felt the concise format of the document was helpful.</p>

[GS and JWe left the meeting.]

AGENDA ITEM 13	PAY COMMITTEE VERBAL REPORT
Discussion	<p>The Chair reported that the Pay Committee had met and agreed all the recommendations put forward by the Headteacher in relation to teachers' pay.</p> <p>The Headteacher's Performance Management Committee had met beforehand and were impressed with the amount of work the Headteacher had achieved, particularly in relation to the Federation and taking swift action to improve the EYFS. The Chair explained the decision taken in relation to the Headteacher's salary.</p>
RESOLVED:	That the Pay Committee report was noted.

[GS and JWe re-joined the meeting.]

AGENDA ITEM 14	POLICIES FOR REVIEW/APPROVAL
RESOLVED:	That there were none.

[HJ left the meeting.]

AGENDA ITEM 15	ANY OTHER BUSINESS / ITEMS FOR THE NEXT MEETING
RESOLVED:	That there were none.

AGENDA ITEM 16	2022-23 MEETING SCHEDULE
Discussion	<p>FGB – 7th December 2022 at 6pm at School T&L Committee – 12th October 2022 at 4pm at School F&P Committee – 20th October 2022 at 4pm at School.</p> <p>The Headteacher proposed that the date of the November F&P Committee meeting was changed from 23rd November to either Wednesday 9th or Tuesday 15th as the Joint Governors' Meeting considering the Federation proposal was due to take place on 23rd.</p>
RESOLVED:	That the November F&P Committee meeting date would be changed from 23rd November 2022 (date to be confirmed at the next F&P Committee meeting).

There being no further business, the meeting closed at 7.30pm.

..... (Signed) (Date)

ACTIONS FROM THE FGB MEETING HELD 3rd OCTOBER 2022

Min. No	Action	By Whom	By When
5a	to complete and return declarations form to the Clerk	YA, PB, RJ, JK & JW	07.12.22
5a	to return updated register of interests to GS	Clerk	ASAP (pending above)
5b	to send any GIAS amendments to GS	Clerk	ASAP

Future Agenda Items

FGB 07.12.22

- SDP / SEF
- Ratification of Committee Terms of Reference
- Confirmation of Subject Links (decided by Committees)

T&L Committee Meeting 12.10.22

- Terms of Reference (for ratification at 7th December FGB meeting)
- Subject Links discussion (to report at 7th December FGB meeting)

F&P Committee Meeting 20.10.22

- Terms of Reference (for ratification at 7th December FGB meeting)
- Subject Links discussion (to report at 7th December FGB meeting)
- Confirmation of 23rd November meeting date change (to either 9th or 15th).