



Minutes of Full Governing Body Meeting Monday 9th July 2018

1. Present

Mrs Sharon Whitelaw, Mrs Shelley Myles-Gardiner, Mrs Sue Sykes, Mrs Jody Howell, Mrs Jenny Stokes (Vice Chair), Mrs Sue Elvis and Mrs Bev Damant (Clerk).

Apologies

Received and accepted from Mrs Charlotte Wilkinson, Mr Adam Cornthwaite and Mr Scott Mackenzie. No apology received from Mr Ben Conway (Chair), Mrs Jan Howe (Vice Chair) or Mrs Lisa Milner.

2. Minutes of the Last Meeting

Minutes of the last FGB meeting were agreed and signed on behalf of the Chair of Governors, and subsequently by the Chair of Governors.

3. Pecuniary Interests

No pecuniary interests were declared.

4. Conflict of Interest Statements

No changes to Conflict of Interest Statements.

5. Correspondence

No correspondence received.

6. Head Teacher's Report

The Head Teacher's report was distributed prior to the meeting; no governors raised any questions regarding the report, via email, directly with the Head Teacher prior to the FGB meeting. Mrs Whitelaw informed the FGB that the ICT Department at the Trust will create a 'Cloud' account for members of the Governing Body, all relevant documents will be uploaded to reduce the amount of duplication currently distributed via email.

The Upwood School 'Complaints Policy' has been updated, approved and uploaded onto the School Website by Mrs Charlotte Wilkinson.



Mrs Sharon Whitelaw (Head Teacher) and Mrs Jenny Stokes (Vice Chair) attended a 'Leadership Conference' by Thomas Deacon Education Trust, copies of the presentations have been emailed to all members of the Governing Body. All questions to be emailed to Mrs Whitelaw who will forward on to TDET and request a FAQ sheet response. Mrs Jenny Stokes reported that TDET Managers had engaged positively with Upwood School Staff and Governors, and that Upwood School look forward to working with the Trust.

The FGB were informed that the Local Authority Budget would close on 31st July 2018 and the ESFA would commence on 1st August 2018. An Autumn Budget for academic year 2018/2019 has been set. Subsequent financial periods will run 1st September – 31st August rather than the traditional financial year period. Mr Ben Conway (Chair), Mrs Jenny Stokes (Vice Chair) and Mrs Sharon Whitelaw (Head Teacher) to look into the structure for the next academic year. All curriculum resources have been ordered and delivered currently; there are no further requirements for the Autumn Term 2018/2019.

The new Safeguarding 'Keeping Children Safe in Education' (KCSIE) regulations are currently being updated and processed. Miss Clarke, (Deputy Head) will update the Single Central Record (SCR) upon Academy Conversion. The annual Safeguarding Monitoring Report, collated by Miss Clarke, will be circulated to members of the Governing Body immediately after the FGB meeting. Governors to email any questions directly to Miss Clarke.

7. TDA Meeting: Academy Status

Mrs Sharon Whitelaw (Head Teacher) confirmed that everything is on track for the Academy Conversion on 1st August 2018. All Land Registry and Transfer Agreements had been processed and agreed by the Department for Education. TUPE correspondence has been processed and agreed.

The Full Governing Body agreed to the name change from 'Upwood Primary School' to 'Upwood Primary Academy'. Mr Mick Crossley, TDET, to process new signage, logo, letter head and the re-branding of School notice boards on school site and car park. The existing Local Authority signage will be removed.

8. Sub-Committee Structure

The sub-committee structure for 2018/2019 is to be agreed at the first meeting of each sub-committee.



9. Governor Involvement Forms

Governors were reminded to complete and return their Governor Involvement Forms for this term to the Clerk of the Governors. Copies of blank forms to be re-distributed to the Governing Body.

11. Any Other Business

Due to the forthcoming Academy Conversion on the 1st August 2018, the Governors agreed that an additional Full Governing Body meeting was required at the beginning of the academic year. The date of Tuesday 11th September 2018 at 7.00pm was set; this does not replace the November 2018 meeting. The current Governing constitution is to be discussed and amended at subsequent FGB meetings; this will be added to the additional Full Governing Body meeting Agenda scheduled for September 2018.

12. Date of Future Meeting

Minutes of the Full Governing Body Meeting held on Monday 9th July 2018 to be approved on Tuesday 11th September 2018 at 7.00pm.

Meeting Closed at 7.45pm.

Minutes approved by:

Mr B Conway (Chair of Governors)

Date: 11th September 2018