Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Full Governing Body Meeting
Thursday 11th April 2019 5.00 pm

Item	Topic	ACTIONS
01/19	**Present** Steph Marshall Power, Chair (SMP), Ian Johnson, Headteacher (IJ), Nicki Jenkins, Vice Chair (NJ), Colin Hinchley (CH), Jess Hawley (JH), Hannah Pearson (HP) **Clerk**: Billie Welford **Apologies for Absence –** Chris Mulvenney	
02/19	**Review of Membership** Ben Benn has resigned. Following Ben's departure, NJ has taken over the role of Finance Lead and SMP has taken the role of Data Governor. The Governing Board unanimously agreed to co-opt Colin Hinchley for his project management skills and management of premises. This has enabled the recruitment and appointment of 2 new Parent Governors who will attend their first meeting following their Induction Training on 1st May. SMP recognised that JH will end her term of office as Staff Governor in July 2019. SMP and IJ to begin Staff Governor recruitment process in May 2019.	**SMP, IJ**
03/19	**Declaration of Interests** Governors were asked if they had any interests to declare regarding the content of this meeting. None declared.	
04/19	**Review of minutes from FGB 7 February 2019** The minutes had been circulated to staff prior to this meeting. **The minutes were accepted by all governors as a true record of the meeting. They were signed and dated by the Chair.**	**Accepted**
05/19	**Matters arising from minutes FGB 7 February 2019** **Item 11** – SMP to circulate the updated Policy Schedule. No updates on the Safeguarding Policy, IJ and HP to meet to update. Online Safety Policy reviewed with JH and will be circulated to all once updated.	**SMP** **IJ/HP** **IJ/JH**
06/19	**Budget Plan** **Budget Guidance Notes** **Contracts and Terms 2019-20 including Sold Services**	

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	Best Value Statement **Value for Money Statement** *See separate confidential minute.*	
07/19	<u>**Policies/Documents for Ratification – Circulated**</u> **Statement of Internal Control** –updated and signed by the Chair. **Financial Management Competencies – Governors - March 2019** – SMP said that this document was out of date and needed to be completed individually. It was agreed that in order to achieve the most accurate record of competencies, all governors should complete their own assessment then they should be moderated. SMP to check where the document comes from and who completes it. **Financial Management Competencies – Staff - March 2019** – IJ to request that Sally distributes this to staff again for update. NJ said that there should be some introduction to staff where it is applicable. **Financial Management Policy** – accepted by governors and signed by the Chair. **Charging and Remissions Policy** – accepted by governors and signed by the Chair. **Procedure for handing over monies to the person responsible for banking** – accepted by governors and signed by the Chair. **Financial Delegations** – accepted by governors and signed by the Chair.	**ALL** **SMP** **IJ** **Accepted** **Accepted** **Accepted** **Accepted**
08/19	<u>**Exclusion (Ref:CK)**</u> *See separate confidential minute.*	
09/19	**Performance Management** The Headteacher's mid-point review is currently in progress. <u>**Appraisal/Capability**</u> – In progress <u>**Governor Health Check**</u> – In progress. The Self Assessment on Governorhub has been started. The Skills Audit will be linked with the tick boxes on Governorhub. There was some discussion regarding the roles that the new parent governors will adopt and whether the skills audit will identify strengths and weaknesses. This may result in a swap around of responsibilities. CH commented that he had looked through the DCC training courses for financial training but there appeared to be none available. Governors to email Jayne Hadfield to request financial training in the hope that it may be included. Governors also discussed the RR grant for emotional wellbeing and the Safespeak counselling service.	**ALL**
10/19	<u>**Determination of confidentiality of business**</u> Nothing identified.	
11/19	<u>**Date of next meeting and items to include**</u> **Curriculum 16 May 2019 at 5.00 pm** **FGB Business Meeting 18 July 2019 at 5.00 pm**	

Signed _____ Dated _____