

St James's Church of England Infant School

Minutes of a meeting of the Governing Body held at the school on Thursday September 22 2015 at 7 pm		
	<p>Present: Mel Shackleton (Headteacher), Sarah Cota, Cedric Porter, Bridget Radley, Jane Penn, Jo Smith (in part). Jim Stewart (Vice Chairman), Ryland Atwood, Matthew Atkinson</p> <p>Apologies: Ed Peacock (Chairman) and Zoe Lund</p> <p>In Attendance: Amanda Barlow (Clerk)</p>	
	It was noted that the Chairman would be arriving later for the staff meeting and it was agreed that the Vice Chairman would take the meeting.	Action
1	<p>Welcome and apologies for absence</p> <p>The meeting opened at 7.00pm. The Rev. Stewart opened the meeting with a prayer.</p> <p>Apologies were received and accepted from Ed Peacock and Zoe Lund.</p> <p>The governors noted that the meeting was quorate.</p>	
2	<p>Declarations of Business Interests</p> <p>The Governors duly updated the Register of Business Interests and these were filed with the papers of the Governing Body (GB).</p> <p>There were no declarations of business interest relating to items on the agenda.</p>	
3	<p>Governing Body Matters</p>	
3.1	<p>SJIS Family Tree</p> <p>The SJIS Family Tree had been previously circulated and a copy is attached to these minutes.</p> <p>The Governors asked the Headteacher to amend the Governors' Family Tree to reflect the appointment of Matthew Atkinson.</p> <p>Action: Headteacher to amend Family Tree and Clerk to circulate.</p>	Headteacher Clerk

St James's Church of England Infant School

3.2	<p>Governors Terms of Office</p> <p>The Clerk had been previously circulated the Terms of Office and a copy is attached to these minutes.</p> <p>The Governors noted that Jane Penn's term of office is ending in November and as she is now a member of the staff she is not eligible to stand for re-election as a parent.</p> <p>The Headteacher on behalf of the Governing Body thanked the Jane for her excellent service to the school through her work as a parent Governor</p> <p>It was agreed that the Headteacher would advise the parent body at the school that there was a vacancy for a Parent Governor.</p>	Headteacher
4	<p>Election of Chair (with Clerk in the Chair)</p> <p>The Clerk advised the Governors that she had received one nomination for the position of Chairman, for Edward Peacock and informed the Governors that he was happy to stand for election despite not being present at the meeting.</p> <p>The Clerk asked the Governors if there were any other nominations. There were not.</p> <p>The Governors unanimously voted for Ed Peacock as Chairman of the FGB.</p> <p>Ed Peacock was duly elected as Chairman of the FGB.</p>	
5	<p>Election of Vice Chair</p> <p>The Clerk advised the Governors that she had received one nomination for the position of Vice Chairman, for Jim Stewart.</p> <p>The Clerk asked the Governors if there were any other nominations. There were not.</p> <p>The Governors unanimously voted for Jim Stewart as Vice Chairman of the FGB.</p> <p>Jim Stewart was duly elected as Vice Chairman of the FGB</p>	
6.	<p>Terms of Reference</p> <p>The Clerk had previously circulated the Terms of Reference and a signed copy is held on the school's Governing Body files.</p> <p>The Governors unanimously agreed to adopt the Terms of Reference for the Full Governing Body, the Finance, Staffing and Premises Committee and the Pupils and Curriculum Committee.</p>	
6	Minutes of the last meeting	

St James's Church of England Infant School

6.1	The minutes of the meeting held on 24 May 2016 were received and signed as a true record.	
6.2	<p>Matters arising</p> <p>Agenda item 8. - The Vice Chairman advised that the Chairman had written to the Chairman of the Governing Body of St James's Junior School, to invite the Junior School Governors to work with the group the Infant School Governors had set up to look at the options surrounding academisation.</p>	
7	<p>Chair's Actions/Correspondence</p> <ul style="list-style-type: none"> • The Headteacher advised that KCC had written to the school advising that there will be 3 visits from the School Improvement Partner. The Headteacher advised that due to the continuing success of the school they will be looking at using the school to support other schools. 	
8	<p>Finance</p> <p>A copy of KCC's response to the 3 year budget had been previously circulated and a copy is attached to these minutes. The Governors noted the response.</p>	
9	<p>Any other urgent business</p> <ul style="list-style-type: none"> • The Headteacher advised Governors that the Diocese of Rochester are running some training courses for Church Schools. • The Vice Chairman encouraged Governors to attend as much training as possible to meet the new Ofsted requirements. 	
10	<p>Confidentiality</p> <p>The governors agreed that there were no Items of Confidentiality.</p>	
11	<p>Date and time of next meetings</p> <p>FGB meetings all at 7pm at the school 23 /11/16 - Wednesday 23/02/2017 - Thursday 23/05/2017- Tuesday</p> <p>FSP Committee meetings held at 9.00am at the school 11/10/16 – Tuesday 10/01/17 – Tuesday 16/05/17 – Tuesday</p> <p>PC Committee meetings held at 9.00am at the school 10/11/16 – Thursday 26 /01/17 – Thursday 18/05/17 - Thursday</p> <p>There being no further business the meeting closed at 7.29pm</p>	

St James's Church of England Infant School

Signed.....

Date

Action List Minutes of a meeting of the Governing Body held at the school on Thursday September 22 2016 at 7 pm		
3.1	Headteacher to amend SJIS family tree and send to Clerk for circulation.	Headteacher Clerk
3.2	Headteacher to advise parent body of Governor vacancy.	Headteacher

3.1	Headteacher to amend SJIS family tree and send to Clerk for circulation.	Headteacher Clerk
3.2	Headteacher to advise parent body of Governor vacancy.	Headteacher