

MINUTES

Full Governing Body

St David's C of E Primary School

10th November 2015 at 5pm

Members

Dr M Lewis (Chair) (ML)

Mrs F Brinicombe (Headteacher) (FB)

Miss T Tyerman (TT)

Mr P Lavers Mason (PLM)

Dr W Higbee (WH)

Mrs D Goodwin (clerk) (DG)

Mrs L Berry (LB)

Mrs K Todd-Jenett (KJ)

Rev T Honey (TH)

		Action
1	Welcome & Apologies ML welcomed Stephen Bright, Parent Observer, to the meeting. Apologies were accepted from R Sloman and D Cushing.	
2	Declaration of Pecuniary Interest in any agenda item – none declared	
3	Membership of Committees – carried forward	
4	Approval of the minutes of previous meeting on 22 nd September 2015 Agreed	
5	Matters arising not covered in agenda <ul style="list-style-type: none"> All Governors to confirm they have read Part 1 of Safeguarding Guidance – all confirmed they have read guidance and also attended Safeguarding Training PPG report – to be considered by T & L at next meeting Application to St Wilfrid's Trust. FB said an application was made in June but extra information was requested. She will resubmit next year for next round of applications TH has been in contact with ICE but they have yet to make contact with school. TH to follow up. Governor Profiles – TT said no alterations made but these may not be required if agree to join PAT. Governor Induction Pack – completed but PAT have their own Induction Pack Research Project – FB has made enquiries and has made an application for St David's to participate. Awaiting outcome of application. TH asked who provided funding for this. FB said it was the Education Endowment Fund Finance. TT said JB and Chris Hill had met to discuss Budget. 	FB TH
6	Correspondence and Action Required New copies of Governor magazine distributed. DG asked for names of those intending to attend PAT Networking Event on 17/11 at Tiverton.	
7	Consultation on Conversion to Academy Status and application to join PAT	
7.1.1	It was noted that the Governing Body had previously proposed to consult relevant stakeholders regarding St David's Church of England Primary School (the " School ") converting to become an Academy under the Academies Act 2010 (the " Conversion ").	
7.1.2	Governors considered the draft consultation report, which had been circulated prior to the meeting and placed on the school website. They discussed in detail the comments and queries raised by respondents and agreed these had all been addressed. A vote was taken to accept the report. This was accepted unanimously. The report will now be circulated to all parties involved in the consultation.	
7.1.3		
7.1.4	Following discussion of the Report a Vote was taken to proceed with the proposal. IT WAS FUTHER RESOLVED that Fran Brinicombe, Maureen Lewis, Will Higbee and Peter Lavers-Mason be appointed to form a working party (the "Working Party") and that the Working Party be authorised to take conversion matters forward:-	FB, ML, WH, PLM
7.2	Conversion Documents It was noted that following the Conversion:-	
7.2.1	the School would join The Primary Academies Trust, an existing Multi Academy Trust (the " Multi Academy Trust "), the target date for conversion being 1 January 2016. The Multi Academy Trust had previously been incorporated at Companies House for the purpose of running other academies and would also be responsible for running the School after the	

7.2.2	Conversion. The Academy Trust would be required to enter into an agreement with the Secretary of State relating to the funding and operation of the School as an academy (the “ Supplemental Funding Agreement ”).	
7.2.3	the Governing Body, the Academy Trust and Devon County Council would be required to enter into a commercial transfer agreement in order to transfer the assets, contracts and regulate the basis on how obligations in connection with the employees are to transfer to the Multi Academy Trust (the “ Commercial Transfer Agreement ”);	
7.2.4	the Multi Academy Trust would be required to enter into Property related documents (the “ Property Documents ”) in relation to the land aspects of the Conversion. <i>[NB: Browne Jacobson’s Property Department will send the relevant Property Documents in due course, and once the land arrangements are finalised];</i>	
7.2.5	the Multi Academy Trust, the Secretary of State, the Exeter Diocesan Board of Finance Limited and the Exeter Diocesan Board of Education would enter into a Church Supplemental Agreement regarding the Multi Academy Trust’s use and occupation of any Diocesan owned land (“the Church Supplemental Agreement ”). <i>[NB: this is subject to confirmation pending finalisation of the land arrangements].</i>	
7.3	The Governors delegated the working party to consider the terms of the Supplemental Funding Agreement, the Commercial Transfer Agreement, the Property Documentation and the Church Supplemental Agreement (together the “ Conversion Documentation ”) AND when satisfied RESOLVE THAT the current form of the Conversion Documentation be approved.	
7.4	IT WAS FUTHER RESOLVED that the Working Party be authorised to:-	
7.4.1	forward the Supplemental Funding Agreement and Church Supplemental Agreement to the DfE for their approval and, if necessary, negotiate its terms;	
7.4.2	forward the Commercial Transfer Agreement and Property Documentation to Devon County Council for their approval and, if necessary, negotiate its terms.	
8	Schools futures – TH thanked the Working Party for taking this matter forward. ML thanked all Governors for hard work and attendance at extra meetings to discuss the School Future during the last few years. TH added that the school might not have had a future if this work hadn’t been undertaken Following the earlier discussion on the consultation report and vote on Academy Conversion TH asked to be reminded what changes would be made to the Governing Body. ML said the existing Governing body would be dissolved. She explained that each school in PAT had its own Local Governing Body which comprised 7 Governors to include 2 Foundation, 2 Parents, 2 Staff (inc HT) and 1 Community. ML added that TT had decided to stand down and that she would also leave after the first LGB meeting. WH thanked ML and TT on behalf of all the governors for all hard work and wished them well for the future.	
9	Headteachers Report FB had circulated this earlier. She drew attention to the Inspection Report which on the summery page had outlined a number of strengths and had stated that “there were no weaknesses in this dataset” FB outlined how the new OFSTED Inspection process would work. ML asked FB to pass on congratulations to all the staff for their hard work.	
10	School Improvement Plan This will be presented to T & L	
11	Budget Update – carried forward	
12	Safeguarding – no issues to report	
13	Governor Visits and Training – WH has attended HT Appraisal, KT attended Primary Curriculum training session	
14	Policies Pay - agreed Admission Policy – FB highlighted proposed changes to entry for “Summer born” children. Policy Agreed	
15	Date of next meeting- Tuesday 15 th December 2015 Dates of LGB meeting to be confirmed Spring term w/c 1 st Feb or 8 th Feb or 22 nd Feb Summer term w/c 2 nd May or 9 th May or 16 th May	