

28/09/18

Minutes

St Stephens Community Academy; Local Governing Advisory Board; Initial Meeting Thursday 27th September 2018 at 12.45pm at St Stephens Community Academy

1. **Welcome and Apologies**

Present: Laura Osborne, Peter Jones, Ann Nicholson, Kelly Moore, Maura Furber (HoS)

Not Present: Teresa Folland

In Attendance: Clerk

2. **Pecuniary Interests**

All pecuniary interest registers completed at the end of last term. Clerk has updated the register and placed latest copy on the website.

3. **Chair and Vice Chair**

After discussion and nominations, AN agreed to take over as Chair and PJ agreed to be Vice Chair. All governors were in agreement.

4. **Annual Signature Sheet**

The governors signed the annual signature sheet confirming that they have seen the latest version of Keeping Children Safe in Education, that they will abide by the code of conduct and that nothing has changed since they signed the governor declaration.

5. **New ADMAT and WHA Governance Plan**

The new ADMAT local governance arrangements were discussed so that governors were clear on the plans going forward. The SSCA governance plan was agreed and will be placed on the portal.

6. **Governor Roles**

The following governor roles were agreed and will be re-allocated once new governors are found:

Safeguarding Governor – AN

Strategy Governor - PJ

Stakeholder Governor – LO

Data/Improvement Governor – AN (including PPG/PE)

Information Governor – LO

SEND Governor – PJ

Curriculum Governor – KM

Whistleblowing Governor - AN

Personnel matters will be dealt with by whichever governor is appropriate and available.

7. **Recruitment**

There are insufficient governors at SSCA and the issue with recruitment was discussed. An advert for a parent governor will be placed on the website and in the newsletter.

8. **DONM**

Date of Autumn term full Board meeting is Thursday 15th November 18 at 12.45pm at SSCA.

Toni JH Martin
Governance Officer

Distribution List:

A. Nicholson – Co-opted Governor (Chair)	M. Furber – Head of School
P. Jones - Co-opted Governor (Vice Chair)	W. Hermon – Executive Head/CEO
L. Osborne - Parent Governor	
T. Folland – Co-opted Governor	B. Jennings – ADMAT Board of Directors Chair
K. Moore – Staff Governor	