

TWYDALL PRIMARY SCHOOL

**MINUTES OF THE EXTRAORDINARY  
LOCAL GOVERNING BOARD MEETING  
25<sup>th</sup> September 2019 6.00PM**

**Present:**

Catherine Logan	Headteacher (HT)
Mick Horton	Co-opted Governor (Vice-Chair & Acting Chair)
Mark Prenter	Co-opted Governor
Mike Green	Parent Governor
Gemma Simpson	Staff Governor
Terry Whittaker	Trustee

**In attendance:**

Ann Richardson	Previous Chair
Jack Allen	Deputy Headteacher (DHT)
Laura Bunting	Clerk

Item	Main discussions and agreed actions	Action by
<b>1</b>	<b>Welcome and apologies</b>	
1.1	Apologies had been received from C Lane and S Nathan and were accepted by the Governing Board.  A Richardson attended the first part of the meeting. Governors thanked Ann for her contribution as a Governor and Chair and wished her the best for the future.	
<b>2</b>	<b>Declarations of interest</b>	
2.1	There were no new declarations of interest.	
<b>3</b>	<b>Notification of any items to be discussed under AOB.</b>	
3.1	Governors had no items to raise under AOB.	
<b>4.</b>	<b>Appointment of new Chair</b>	
4.1	The Acting Chair informed Governors there had been one nomination for the position of Chair received from S Nathan <sup>1</sup> . Governors confirmed they did not wish to nominate themselves and M Horton confirmed he would be happy to continue as Vice-Chair supporting S Nathan. T Whittaker confirmed he would abstain from any vote to be taken at Trust level as he was voting as part of the LGB.  <i>6.06pm M Prenter arrives</i>  The Acting Chair welcomed M Prenter and summarised the previous	

<sup>1</sup> S Nathan was unable to attend the meeting. In line with the LGB terms of reference 'The Chair and Vice Chair of the LGB shall be appointed by the Trustees' S Nathan would therefore be asked to provide a written statement of his reasons for wanting to be appointed Chair to the Trust Board, subject to the LGB recommending his appointment.

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	<p>discussion.</p> <p><b>Governors voted unanimously to recommend to the Trust Board that S Nathan be appointed as Chair of the Local Governing Board.</b></p> <p>T Whittaker confirmed that a vote could be taken by Trustees by email. Hopefully S Nathan would then be confirmed as Chair prior to the LGB on 7<sup>th</sup> October. The Clerk added S Nathan would be asked to provide a written statement to the Trustees.</p> <p><b>Action: Clerk to ask S Nathan for written statement</b> <b>Action: Trust Clerk to send to Trustees for a vote</b></p>	<p>Clerk Trust Clerk</p>
5.	<p><b>Appointment of Safeguarding &amp; SEND (Inclusion) Named Governor</b></p>	
5.1	<p>The Acting Chair informed Governors that the HT had suggested G Simpson for this role. However there were some concerns over potential conflict of interest.</p> <p>The HT outlined her reasons for suggesting G Simpson. G Simpson had been trained in this area. Although based in school, G Simpson was very professional and would manage any potential conflicts of interest with the support of the Safeguarding Trustee as well as the Safeguarding Governor at Riverside Primary. The HT went on to explain that she had researched various websites with S Williams-King, who had experience as a Governor herself. The Key and DfE stated that this role could be fulfilled by any category of Governor. While it was not always considered best practice, because of her training and experience the HT would recommend G Simpson for this role.</p> <p>The Acting Chair circulated a paper with details of research he had done, which gave conflicting advice. The Clerk added she had contacted the NGA who had advised that it did not consider it best practice due to the potential conflict of interest and the need to remain impartial.</p> <p><b>Due to the conflicting advice received Governors agreed this decision should be referred to the Trustee with responsibility for Safeguarding.</b></p> <p>T Whittaker added that he was more comfortable with a Staff Governor taking this role now that there was a link with a Safeguarding Trustee and other schools within the Trust. G Simpson was asked to draft something about herself to send to the Trustee along with details of the research carried out to date. G Simpson</p>	

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		<p>confirmed she was also happy to meet with the Safeguarding Trustee.</p> <p>T Whittaker confirmed in the interim the Safeguarding Trustee would take this responsibility.</p> <p><b>Action: M Horton to email details of research to Clerk</b>  <b>Action: G Simpson to email statement to Clerk</b>  <b>Action: Clerk to contact the named Trustee for Safeguarding.</b></p>	<p><b>M Horton</b>  <b>G Simpson</b>  <b>Clerk</b></p>
<b>6</b>	<b>Appointment of Pay Committee and HT Review Panel</b>		
	<b>6.1</b>	<p>The Acting Chair highlighted the need for a pay committee. This should consist of three Governors and include either the Chair or Vice Chair (but not both to allow for any appeals).</p> <p><b>Governors agreed to appoint S Nathan (once appointed Chair), M Green and M Prenter to the Pay Committee.</b></p> <p>The Clerk advised that the Pay Committee needed to meet prior to the LGB on 7<sup>th</sup> October unless Governors were happy to delegate responsibility to the Pay Committee to report directly to the Trust Board on 16<sup>th</sup> October.</p> <p><b>Governors agreed that due to time constraints they were happy to delegate responsibility to the Pay Committee to report directly to the Trust Board for this academic year.</b></p>	
<b>7</b>	<b>Governing Board Membership</b>		
	<b>7.1</b>	<p>Governors discussed current vacancies following the resignation of 3 of its Governors. There were currently 2 Parent Governor vacancies, 2 Co-opted Governor vacancies and 1 Staff Governor vacancy.</p> <p>The HT highlighted that she would like to continue the link with the church once a new Vicar was in place. T Whittaker confirmed the timeline for this appointment was likely to be 6 - 9 months.</p> <p>Governors discussed whether to reduce the number of Parent Governors and increase the number of Co-opted Governors in order to attract Governors with certain skills sets needed by the Governing Board. Governors noted the Trust could increase the number of Co-opted Governors in addition to having 3 Parent Governors and this could be considered once a new Vicar was in place.</p> <p><b>Governors agreed to recruit to the 2 current Co-opted Governor vacancies. They were happy to keep the number of Parent Governors at 3 and would like to start the parent election process</b></p>	

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	<p>to fill the 2 vacancies. Governors agreed they were happy to keep 1 Staff Governor.</p> <p>It was noted that the HT, Acting Chair and Clerk were meeting a Co-opted Governor candidate on Monday. T Whittaker also knew someone with a primary background who may be interested in a Co-opted Governor role and would pursue this.</p> <p><b>Action: Clerk to start organising Parent Governor elections.</b> <b>Action: T Whittaker to speak to his contact further about joining as a Co-opted Governor.</b></p>	Clerk T Whittaker
8	<b>AOB</b>	
	There was nothing to discuss under AOB.	
9	<b>Confidentiality</b>	
	There were no confidential items. T Whittaker informed Governors that S Decker was not present due to a family bereavement and Governors expressed their condolences.	
10	<b>Date of next meeting: 7 October 2019</b>	
	10.1 The Acting Chair highlighted the need for Governors to consider their preference for which monitoring pair to join prior to the next meeting. The HT pointed out that monitoring pairs may not be complete until more Governors were appointed. It was agreed this was something to be considered further and Governors may have to link with Trustees in the interim.	
	10.2 The Clerk reminded Governors to update GovernorHub with their Declaration of Interests, confirmation they had read KCSIE and to complete their Code of Conduct and Skills Audit.	
	10.3 The DHT requested the Safeguarding Audit be on the next LGB agenda. The Clerk confirmed it was on there but said she would double check.	
	There being no further business the meeting closed at 6.39pm.	

**Actions**

Item	Action	By/who
4.1	Clerk to ask S Nathan for written statement	Clerk
4.1	Trust Clerk to send to Trustees for a vote	Trust Clerk
5.1	M Horton to email details of research to Clerk	M Horton
5.1	G Simpson to email statement to Clerk	G Simpson
5.1	Clerk to contact the named Trustee for Safeguarding.	Clerk
7.1	Clerk to start organising Parent Governor elections.	Clerk
7.1	T Whittaker to speak to his contact further about joining as a Co-opted Governor.	T Whittaker