

MINUTES
CHART WOOD SCHOOL LOCAL GOVERNING BODY (LGB) MEETING
14th NOVEMBER 2019 AT 5.30 PM

Present: Kathrine Everett, Chair (KE)
Graham Payne, Principal (GP)
Ian Bowers, Governor (IB)
Shirley Bryant, Parent Governor (SB)
Stephanie Hill, Governor (SH)
Neesha Sohun, Governor (NS)
Geoff Tanner, Governor (GT)
David Thomas, Governor (DT)

In attendance: Brenda Scott, Management Accountant (BS)
Kelly Collett, Clerk

1. Welcome and Introductions

The Chair welcomed all present

2. Apologies for Absence

There were no apologies.

3. Declarations of Interest

- i All annual Declaration of Interest forms have been completed.
- ii KE declared her employment at Surrey County Council.

4. Skills Audit Analysis

KE undertook to complete the skills audit form.

5. Constitution and Appointments

- a Governors agreed to recommend that the OHCAT Board appoint Kathrine Everett and David Thomas as Chair and Vice-Chair of the LGB until the Autumn term 2020.
- b Governors noted the resignation of Ryan Sullivan from the LGB with effect from 03.09.19.

6. Minutes of last meeting

The minutes were agreed an accurate record and signed by the Chair.

7. Matters Arising

- i KE to complete a skills audit form
- ii Governors noted a letter was sent to all staff on their behalf on 17.07.19.
- iii KE to share information with the Deputy CEO about the forthcoming Surrey

Health & Wellbeing Strategy for MH and PHSE and particularly about the plans to have 'accelerator' schools. **Action carried forward.**

- iv Management accountant to confirm that the costs for the summer works were built into the budget. **Action carried forward.**

8a. Principals Report

GP presented the Principals report to governors and advised that the H&S report would be included in his next Principal's report. See Part 2 confidential part of the minutes.

8b. External Review of Governance

Governors received the report. GP and KE undertook to meet to discuss a review of the governance.

8c. Dashboard

Governors received the Dashboard data and agreed that any questions they may have had, were covered by GP in the Principals report.

8d. PPG Action Plan

Received.

9 Finance and Funding

Governors received a presentation on the school finances from BS and the discussion is covered in a confidential minute.

10 Governor Visits

Portfolio Governor Reports

- a **Ethos, Vision & Strategy**- KE deferred report to next meeting.
- b **Teaching and Learning**- NS deferred report to next meeting.
- c **Health & Safety, Child Protection and Safeguarding**- SH/DT deferred to next meeting.
- d **Finance and Resources**- To recruit new governor for this portfolio
- e **HR and Organisational Development**- IB
- f **Business Development and Marketing**- GT/SB

GT presented governors with several documents regarding ideas for marketing Chart Wood School. GT advised governors that Chart Wood has many marketable qualities and shared many positive attributes that the school has. GT proposed a direction of aligning the school with variable charities and organisations, in order to raise the school's profile within the community. GT expressed that this needs to be done in a sustained manner in order to have the maximum impact. GT also talked about therapeutic considerations for Chart Wood School and that they need to be tailored to the needs of the students. GT has also signed up to a charity called 'CALM' and will be performing in a band at a charity event in Jan 2020, again GT is hoping to raise the profile of Chart wood School at this event.

Other Visit Reports

There were no other visits noted.

11. Governor Training and Development

Before tonight's LGB, all governors received Safeguarding Training from Jackie Van West. Several governors were also able to attend the OHC&AT Governors Conference in October 2019 where they received the latest OFSTED Framework updates.

12. Policies and Procedures

- a Governors noted the OHC&AT policies and procedures that had been approved by the Board.
- b The LGB delegated responsibility to GP and KE to complete and approve the admissions procedure.

13. OFSTED Report

Governors noted they had received the report and undertook to send any questions through the Chair.

14. Keeping Children Safe in Education

Governors received training from JWV before LGB regarding updates to the KCSIE guidance. Governors noted that all relevant OHC&AT policies had been amended to reflect the changes and that Safeguarding governors have received a summary of changes.

15. Revised Portfolio Governor Guidance

Governors confirmed they had received and read the guidance.

16. Any Other Business

None.

17. Dates of Next Meetings

5th March 2020
18th June 2020

18. Confidentiality

Governors agreed that the discussion around the budget should remain confidential.

The meeting closed at 8.10 pm

Signed: _____ (Chair, LGB)

Item	Action	Allocated to
4	KE to complete Skills Audit Form.	KE
7 iii.	KE to share information with the Deputy CEO about the forthcoming Surrey Health & Wellbeing Strategy for MH and PHSE and particularly about the plans to have 'accelerator' schools	KE
7 iv.	Management accountant to confirm that the costs for the summer's works were built into the budget.	BS
8 a	H &S report to be included in next Principals report.	GP
8 b	KE & GP to meet to discuss review of governance.	KE/GP
10	Governors to conduct termly Portfolio visits.	ALL
12 b	Admissions Procedure to be completed by GP and KE.	GP/KE
13	Governors to contact KE with any OFSTED inspection questions.	ALL