

**West Hove Infant School Governing Body  
Minutes of the Full Governing Body Meeting  
Thursday 3<sup>rd</sup> October 2019 at 7:00pm**

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Present: Denise Morton – Co-Chair/Chair for this meeting  
Abby Hedger Jones – Co-Chair  
Wendy Harkness – Headteacher (HT)  
Louise Smith – Deputy Head Teacher (DHT)  
Ben Massey – Seconded Deputy Head Teacher (DHT)  
Sonia Turney (ST)  
Carole Kite (CK)  
Jason Smith (JS)

Clerk: Angela Whippy

In attendance:

Quorum: 7 out of 9 governors were present so the meeting was quorate (at least 50% of governors present)

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**1. Welcome / apologies for absence / declaration of interest.**

The Chair welcomed the GB. Apologies of absence from Clare Saul (CS) Ruth Wragg-Jones (RWJ), Clare Moonan (CM). No declarations of interest.

**2. Election of co-chairs**

CK proposed for Deputy Chair, DM and AHJ seconded. All FGB agreed and welcomed CK to the Deputy Chair Position.

**3. Re-election of governors**

Whilst Lorna Cummings (Deputy Head Teacher) term of office is paused and Ben Massey seconded into this position. The deadline for all applicants was Friday 6<sup>th</sup> September. There were no other nominations so Ben has been acknowledged and voted into the new (seconded) Staff Governor un-opposed. The FGB welcome BM to the GB.

ACTION: AW to advise Governor Support of this change and to provide BM with all the necessary information.
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**4. Declaration of Pecuniary Interest Equalities Monitoring Form**

Attending members signed these forms.

ACTION: AW to post the forms to the Governors that were not present
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**5. Terms of Reference**

Members present signed the TOR

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**ACTION:**

RWJ has completed the forms but has not signed them – AW to ask RWJ to sign the forms  
CS will need to send her signed copy to AW. AHJ to ask CS for TOR

**6. Recap on Governance Structure FGB meeting dates for this year to be agreed**

AHJ gave a brief overview to BM on the new structure and how the new format was developed.

JS comments that he will effectively be reporting to himself on the finance policies,

Q: Are the FGB agreed that JS can be responsible for Finance Policies as well as being Finance Lead?

A: The board agreed that this would be OK as JS is delegating some of his finance responsibilities.

DM explains where the information/policies has come from.

Q: Will the Head Teachers Report be sent before the meeting as before

A: Yes

Q: The Scheme of Delegation will need to be approved for finance, when will this happen?

A: Action for AW to find last years and send to JS to be approved at the next FGB, after it has been put forward at the next finance meeting.

**ACTION:**

AW to update schedule with corrected dates and upload to the One Drive.

AW to add “Know Your School Well” to the schedule for Autumn Term.

AW to send the Scheme of Delegation from last year to JS and add to the agenda for the next meeting.

**7. New System for updating and approving policies**

AHJ talked through the new process of updating and approving policies. Policies have been delegated to specific FGB members. A discussion was then held around what policies FGB members are responsible for and how that will work on the timeline.

**ACTION:**

AW to refine ‘approval of policies’ into date order and complete time line.

AW/WH: To go through ‘approval of policies’ and make sure more pressing policies are first on agendas.

**8. Approvals of policies for cancelled meeting on 18<sup>th</sup> June 2019.**

FGB approved the following policies

**Fire evacuation policy for both sites  
SMSC and British Values**

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**Smoking policy  
SEND  
Child Protection Policy**

**ACTION:**

AW: GDPR policy to be approved. Find policy and add to agenda for the next meeting

**9. Governor Training, visits, and induction policies**

Governor visits were approved and the outline of how they would work was also approved. A brief discussion was held about the Governor School visit on the 22<sup>nd</sup> Oct. It was decided that there will be 2 groups.

A free flow approach to visiting classrooms when they are not in a structured lesson was much more productive for curriculum based questions. Questions asked in a classroom environment are also better, as the children are more able to answer questions with the task in hand.

The FGB agreed that the report would be written directly after being in the classrooms.

The Induction Policy is to be approved

**ACTION:**

DM to bring Governor Induction Policy to next meeting for approval

**10. Governor Vacancies**

There are two co-opted Governor Vacancies.

DM has been on a Governor local search group for Governor Volunteers. There are 27 people that have registered an interest in being a governor within a 5 mile radius which is promising. DM and AHJ also looked on 'Linked In' but this was unsuccessful.

Q: Will there be a place on the board for a curriculum Governor

A: This has been tried in the past and hasn't been successful.

This question was then discussed with the FGB, and it was agreed it would be beneficial for the board. The chairs would look into how this would work and be obtained.

**ACTION:**

DM/AHJ to find out how to obtain a curriculum Governor

**11. Clerk Vacancy**

DM advised that an advert will be placed on the council web-site.

**12. Any other business**

No other business

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**Next Agenda:**

The chair asks if there is anything anyone would like to add to the agenda on top of what has been proposed. There were no further items other than those suggested in the minutes of this meeting.