



HPFS extra-ordinary Governing Body Meeting Minutes
24 th January 2017 at 2pm
Heyford Park Free School, Officers Mess, Kings Cliffe Room
Attendees: Paul Silver, Adrian Lockwood, Steve Maltby, Elaine Robinson, Gale Law, Jan Maulden, Michael Loveland, Sarah McCready, Kate Akkerman, Karen Healey, Steve Gee
Apologies/Absent: Emily Boswell, Charlie-Morgan Harris,

	Agenda Item	Lead	Comments	Actions	Who	Timescale
1.	Apologies	PSI	Emily Boswell, Charlie Morgan-Harris			
2.	Election of new Parent Governor approval	PSI	PSI asked for a vote of confidence as to the election of Steve Gee as a newly elected Parent Governor. All Governors approved the election. PSI welcomed SGE to the Governing Body	Documents to be sent to SGE	KA	30.1.17
3.	Purpose of Governance and statutory responsibilities	KHE	KHE confirmed revised Governance Handbook had been circulated to Governors. KHE presented the 6 key features of effective Governance.			
4.	Calendar of activities	KHE	KHE presented the proposed calendar of activities. SMc requested an extra level of detail be added for the current year SMA enquired where the strategic capacity of the school would sit PSI requested any additions to be sent to him	Amendments to be made and document to be distributed	KHE	30.1.17

			SMc suggested an annual satisfaction survey of staff and parents be added			
5.	Possible structure	KHE	<p>KHE presented a proposed structure of Committees, as per attached sheet</p> <p>It was suggested that there also be working groups set up as follows: Nursery, 6th Form, Admissions, Principal's Performance Mgt, Strategic Plan, Pay committee</p> <p>PSI requested an OFSTED ready Governor</p> <p>PSI questioned how often committees should meet, KHE suggested once per half term</p> <p>ALO enquired what commitment there would be from staff for workng groups, KHE clarified this would be linked to senior staff roles</p> <p>PSI suggested the proposed Students committee be split. KHE agreed</p> <p>PSI recommended an annual OFSTED check be carried out. KHE suggested this be a 2 day using external resource.</p> <p>ALO suggested all Governors complete a skills audit with one other Governor for moderation</p> <p>ALO suggested using Doodlepoll for committee membership</p>	Produce list of Link Governors required	KHE	30.1.17
				Restructure committee remits and distribute to FGB	KHE	30.1.17
				Governors to complete NGA skills audit	ALL	30.1.17
				Propose committee membership using Doodlepoll	KAK	30.1.17
6.	Recommendations from Carolyn Unsted report	PSI	<p>PSI presented the findings and recommendations from Carolyn Unsted's November 2016 report:</p> <p>It was agreed all Governors would undertake safeguarding training</p>	Governors to complete Educare on-line safeguarding training	ALL	28.2.17

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			<p>It was agreed GLA, MLO, SMc, SGE and JMA would be trained in Safer Recruitment A governor action plan will be written and sourced by KHE responding to review. It was agreed to recruit an additional Governor with Senior Educator focus Discussion of the Clerk role identified a need for additional hours and training for clerk KHE suggested holding a strategic plan day using an external facilitator</p>	<p>Complete safer recruitment online using Educare</p> <p>Governor action plan to be written</p> <p>Advertisement to be produced for inclusion in TES, NGA OTSA</p> <p>Additional hours and training plan to be agreed with clerk</p> <p>Arrange date for discussion of Strategic plan</p>	<p>GLA, MLO, SMc, SGE and JMA</p> <p>KHE</p> <p>SMc</p> <p>KHE, KAK</p> <p>KHE, KAK</p>	<p>28.2.17</p> <p>28.2.17</p> <p>31.01.17</p> <p>8.3.17</p> <p>8.3.17</p>
7.	Governor approval of SIP		<p>Governors approved School Improvement Plan. This will be monitored through Governing Body ½ termly focusing on identified priorities. Link governors and committees to triangulate evidence.</p>			
8.	AOB					