

**Minutes of the Meeting of the Governing Body**  
**Tuesday 4<sup>th</sup> December 2018 at 6.30pm**

<b><u>Present:</u></b>	Mrs Gloria Reed	GR	Chair of Governors
	Dr Valerie Ashton	VA	Parent Governor
	Mrs Ruth Holman	RH	Staff Governor
	Mrs Stephanie Lorence Kirwan	SLK	Parent Governor [7.05pm to 8.05pm]
	Mr Simon Sykes	SS	Co-opted Governor
	Ms Rikke Waldau	RW	Head of Centre
	Rev Dr Roger Williams	RWi	Co-opted Governor
	Mrs Dawn Willis	DW	Co-opted Governor
	Mrs Rebecca Wylie	RWy	Parent Governor
<b><u>In Attendance:</u></b>	Mrs Gwyneth Barton	GB	Clerk

1. **Welcome-** GR chaired the meeting. The meeting was quorate.
2. **Apologies-** Accepted from Ann Abineri, Florence Blagden, Caroline Hart, Rebecca Mack, Sarah Moynihan and Carmile Trancoso-Gordon.
3. **Declaration of Interests-** There were no declarations of interest based on the agenda items.
4. **Governor Appointments**
  - a) **Local authority governor-** It was noted that AA's term of office as the local authority governor would be ending shortly. AA had indicated her willingness to serve another term. It was agreed unanimously to reappoint AA as the local authority governor. Governors recorded their thanks to AA for continuing.
  - b) **New parent governor-** The recent round of parent governor elections had resulted in one parent governor being elected unopposed, Stephanie Lorence Kirwan. Governors welcomed SLK's appointment.
  - c) **Remaining parent governor vacancy-** There was one parent governor vacancy remaining, to which the Governing Body could now appoint. Luisa Pedro had expressed an interest in joining the Governing Body. GR proposed that she be invited to the February meeting.
5. **Minutes of the Meeting of 18<sup>th</sup> September 2018-** Confirmed as a correct record by those present at the meeting. Under matters arising, it was noted that Huntingdon Nursery was having greater success in recruiting new Governors, including a former Early Years adviser, meaning that no further action was needed from The Fields.
6. **Committee Reports/Policies**
  - a) **Curriculum and Equalities Committee 20<sup>th</sup> September 2018 and 12<sup>th</sup> October 2018-** Received and noted.
    - Accessibility and Equality Plan- Ratified by all.
    - Attendance Policy and Procedure- Ratified by all.

Signed.....

Date..... [ ]

- SEND Policy- Ratified by all. RH reported that the SEND Information Report had been updated and uploaded to the website, as required annually.
- Teaching and Learning (Curriculum) Policy- Ratified by all.

**b) Personnel Committee 19<sup>th</sup> October 2018-** Received and noted. In relation to GDPR, Governors noted that the Centre had commissioned Ian Hoare of the local authority to act as its Data Protection Officer. Governors also noted that there was still a staff vacancy to cover the after-school slot in Willow, from 4.00pm to 6.00pm Tuesday to Friday; this was a difficult post to fill.

**c) Safeguarding Meetings 17<sup>th</sup> October 2018 and 5<sup>th</sup> November 2018-** Received and noted. GR reported that CTG had attended both meetings and was planning to attend the local authority's Safeguarding training when this was run locally.

- Safeguarding Policy- Ratified by all.
- Whistleblowing Policy- Ratified by all.

**d) Finance Committee 19<sup>th</sup> November 2018**

- Pay Policy for Teachers- Ratified by all.
- Pay Policy for All Other Staff- Ratified by all.

**7. Head of Centre's Report-** RW shared her report with Governors and a number of options and proposals were discussed.

*[This item is covered in more detail in the confidential minutes.]*

**8. Remaining Agenda Items-** The remaining agenda items were not considered at this meeting.

**9. Date of Next Meeting-** The next meeting of the Governing Body would be held on Tuesday 8<sup>th</sup> January 2019 at 6.30pm at The Fields.

The meeting closed at 8.35pm.

Signed.....

Date..... [ ]