

Meeting 1406 Minutes							
Date and Time	10 December 2014 17:05	Location		Principal's Office			
Governors Present		Initials		Governors Present		Initials	
Kevin Wilson	KW	Co-opted Gov (Chair)		Alan Jones	AJ	Foundation Governor	
Helen Salmon	HS	Principal					

Apologies	Initials	Reason for Absence/ (Category of Governor)
Peter Rodgers	PR	Work commitment (Parent Gov)
Philip Sanders	PS	Prior commitment (LA Gov)

Absent without Apology	Initials	

In Attendance	Initials	Capacity	
Jay Hooper	JH	Clerk to Governors	

Minutes to
All Govs; Notice board; Website

	Agenda Item	Led by
1	Apologies	Clerk
2	Declarations of Interest and confidentiality	Chair
3	Minutes of previous meeting	Chair
4	Matters arising and not on the agenda	Chair
5	Principal's update	HS
6	ToR Resources Committee	Clerk
7	Applicant for Governor Role	Chair
8	Principal's appraisal process	Chair
9	What Difference?	Chair

Agenda Ref	Action or Decision	Owner	Date Raised	Date Due
1406.1	No apologies			
1406.2	None declared, reminder issued			
1406.3	Minutes agreed as true record of meeting 24 September 2014, and signed.			
1406.4	AJ still to contact DT Task & Finish groups not yet reconvened; skills audit still outstanding			
1406.5	HS provided brief outline of current issues, including: Staff investigation underway Appraisal process complete. Some challenge from a few members of staff, with potential for further action needed. Discussed changes to pay policy as agreed by Resources Committee 26.11.14			

Agenda Ref	Action or Decision	Owner	Date Raised	Date Due
1406.6	Discussed ToR and membership of Resources Committee. Agreed that the governing body should stay with custom and practice and ask governors who are also members of staff not to sit on Resources Committee due to sensitivities and potential for conflict of interest. <b>Action:</b> AJ to write to clarify issues	AJ	10.12.14	21.12.14
1406.7	Discussed current numbers of governors, and 3 vacancies. Discussed ways to attract and recruit new members, agreeing on a number of actions: <b>Action:</b> Contact Chair of Tavistock Chamber of Commerce <b>Action:</b> Contact MD Fairway Furniture <b>Action:</b> Email Community Readers <b>Action:</b> Compile small article for Tavistock Times	KW AJ KW AJ/JH	10.12.14	End December
1406.8	Discussed appraisal process for Headteacher. Data provided was not adequate, consistent or passed to governors in a timely manner. Discussed several potential courses of action, including: Raising awareness of gb of the process, and encouraging training Ways to raise concerns with/about SIP, including potential for future years PR to lead process in 2015 <b>Action:</b> Set date at the beginning of the year, this ensuring it is in governor diaries, and training arranged in good time <b>Action:</b> Encourage all appropriate members of gb to undertake training <b>Action:</b> Follow up with AW to establish better process <b>Action:</b> Locate and share process as described in training	HS/AJ AJ/KW KW AJ	10.12.14	End Jan 15 Every fgb End Jan 15 End Jan 15
1406.9	Pay policy issues clarified Recruitment of governors			
	Meeting ended 17:55 Next meeting: Wednesday 22 <sup>nd</sup> April 2015 17:00			