

AUTUMN TERM 2017

BUCKINGHAMSHIRE COUNTY COUNCIL

MINUTES of the Extraordinary meeting of the Governing Board of the Buckingham School held at the School on 7 September 2017 at 5.30 p.m.

PRESENT: Mr Philip Blowfield Ms Alex Simmons
Ms Julie Branch Mrs Sally Smith
Mr Tim Dugher Mr Matthew Watkins (Chairman)
Mr Keith Harvey Miss Angela Wells (Headteacher)
Mr Crispin Robinson Mr Paul Wildman

IN ATTENDANCE: Mrs Penny Parkin Clerk

1 NOTIFICATION OF ANY OTHER BUSINESS

It was agreed that the following items would be discussed as part of Any Other Business:

- Working Groups & Additional Meetings for 2017/2018
- Safer Recruitment Training
- Recruitment of Parent Governors Vacancies

2 DECLARATIONS OF INTEREST

Standing Declarations

Mr Keith Harvey has declared that he is a Governor at Grenville Academy.

There were no other declarations of interest.

3 HEADTEACHER RECRUITMENT

Miss Wells advised the Governing Board that she had resigned to take up a new Headship at a school in South Yorkshire from 1 January 2018.

The board congratulated Miss Wells on this appointment and wished her much success on this appointment.

The board agreed a letter from the Chair which will be communicated to parents/carers tomorrow and agreed that that they will keep them fully informed of progress for recruiting a new Headteacher.

The board agreed that Mr Watkins and Mr Blowfield will attend a full staff meeting tomorrow morning to advise the staff that Miss Wells has resigned and reassure them that they will be kept fully informed of progress.

The board agreed that Miss Wells will communicate to the wider community early next week and she will liaise with Mrs Sherwood to give a press release for the Buckingham Advertiser.

ACTION

Chair

Mr Watkins/
Mr Blowfield

Miss Wells

	ACTION
Miss Wells left the meeting to enable further recruitment discussions by the board.	
Further discussion by the board is recorded in Confidential Part II Minutes and Restricted Confidential Minutes Part III. The Staff Governors left the meeting for Part III.	
3.1 TERMS OF REFERENCE FOR THE RECRUITMENT OF HEADTEACHER	
The clerk had previously circulated a model terms of reference for the Recruitment of the Headteacher which was adopted by the board and a final copy circulated with the minutes.	Clerk
The clerk had previously circulated guidance on recruiting a Headteacher and advised that a working group should be formed to plan the process. The board confirmed that a working group would be formed and the date for the first meeting was agreed was Monday 18 September 2017 at 5.30 p.m. and the clerk will confirm to all Governors tomorrow by email.	Clerk
4 ANY OTHER BUSINESS	
There was no other business.	
4.1 WORKING GROUPS AND ADDITIONAL MEETINGS FOR 2017/2018	
The Chair advised that the following working groups would be formed and he will advise dates and further details shortly. All Governors are invited to join the working groups	All to note/ Chair
1. Sixth Form – Mr Robinson agreed to lead this working group. Mr Harvey & Ms Simmons offered to attend.	Mr Robinson
2. Data Quality of Reports to the board – Mr Blowfield agreed to lead this working group.	Mr Blowfield
Mr Watkins advised that a Strategic Review evening will also be arranged.	
The clerk had previously confirmed a date for the EBacc Curriculum Reviews on Friday 24 November 2017	All to note
The Performance Management of the Headteacher had been confirmed with the three governors (Mr Dugher, Mr Robinson & Mrs Smith) and is scheduled with Kevin Moloney for Thursday 28th September at 4pm.	PM Governors
4.2 SAFER RECRUITMENT TRAINING	
The clerk advised that Governor Services have notified Safer Recruitment Training courses this week and advised that it would be useful if more Governors could be trained. Currently Mr Harvey & Mrs Smith are trained in Safer Recruitment.	All to note

4.3 RECRUITMENT OF PARENT GOVERNOR VACANCIES

ACTION

The clerk advised that there are currently 3 Parent Governor vacancies and 2 Co-opted vacancies.

The board agreed to ask the Headteacher to arrange an election for the three Parent Governor Vacancies.

Chairman/
Headteacher

The clerk had sent Mr Dugher a website link for recruitment of School Governors which had registered with.

CONDUCT OF MEETING

Governors confirmed that the meeting was conducted in an open manner and that all Governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes.

The meeting closed at 7.40 p.m.

Signed Date
CHAIRMAN