



Park Primary PRU

Be the Best You Can Be

**Minutes of the Extraordinary Management Committee Meeting
Held on Tuesday 12th October 2021 at 6 pm**

Virtual Meeting

Present: Sue Mawson (SM Chair) Kirsty Ratcliffe (KRa Head), Cathrine Robinson (CR Staff), Karen Roper (KRo LA), Louise Whiteley-Guest (LWG), Kabir Hameed (KH), Marianne Clarke (MC)
In Attendance: Sue Lockyer (SL Clerk from School Governor Service).

ACTIONS

21/21 Welcome to the meeting and Apologies for Absence and their Acceptance:

SM – Welcomed the Management Committee to the Meeting.
There were no apologies for absence.

Appointments of Chair and Vice Chair:

Ratification of the Chair – Sue Mawson:

The Clerk asked for Ratification of the Chair from the Management Committee, this was agreed unanimously.

The Clerk asked for Ratification of the Vice Chair as Karen Roper. The Management Committee agreed this unanimously.

Marianne Clarke agreed to remain on the Management Committee until the end of 2021. Her tenure expired on 10th October 2021. The 3.00pm timing of the meeting was an issue as her children had to be collected from school. It was decided to start the meetings at 3.30pm.

This was agreed by the Management Committee unanimously.

The Committee consists of 9 Governors:

Parent Governor – Samantha Bland

LA Governor – Karen Roper

Staff Governors (2) – Cathrine Robinson, Staff

Kirsty Ratcliffe, Headteacher

Community Governors (5) - Sue Mawson

Kabir Hameed

Marianne Clarke

Sara Burgess

Louise Whiteley-Guest

<p>SL, the Clerk will contact Sara Burgess and Samantha Bland to ensure they are still committed to joining the Governing Board. Louise Whiteley Guest will continue as Deputy Safeguarding Lead.</p>	Clerk to contact
<p>22/21 Any other business and requests for Order Variations:</p>	
<p>23/21 Declarations of Interest for Items on this Agenda:</p> <p>There were no Declarations of Interest for Items on this Agenda.</p>	
<p>24/21 Governor Matters:</p> <p>SM - The Code of Conduct document issued by the National Governance Association was issued at the last meeting. At the next meeting it is expected that Governor will have read, understood and accepted the outlined models of good practice for the way in which we should conduct our business and ourselves.</p> <p>A Self-Evaluation form was also distributed for Governors. A short discussion will be required on this form at the next meeting.</p> <p>KRa – The School Development Plan from last year which has been reviewed - now requires a response from each Governor on the issues which apply individually to the School Development.</p> <p>This year's School Development Plan will be issued to Governors shortly and KRa would appreciate comments from each Governor at the next meeting.</p> <p>SM – Could all comments be forwarded to SM in order to collate them and forward to KRa.</p> <p>SM Lead Governors will need to be appointed at the next meeting.</p>	<p>Agenda all</p> <p>Governor's Note</p> <p>Agenda (half hour)</p>
<p>25/21 Any other business from 22/21:</p> <p>KRa asked KH if he had a role in the Safeguarding Team at his school?</p> <p>KH – explained that he was not directly on the Safeguarding Team, but shared an office with the Senior Safeguarding Lead and they worked closely together.</p> <p>KH made a point on Governance and the importance of being Ofsted ready. He advised that when Ofsted arrive at a school their first port of call is with the Governing Body. What we are doing now needs to be in place.</p> <p>KRa Felt it would be beneficial for KH to come into the school.</p>	
<p>26/21 Date of Next Meeting:</p> <p>Wednesday 1st December 2021 – Details to follow.</p>	
<p>The chair thanked the Management Committee for attending the meeting.</p>	