



Company Registration No: 07729878

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## THE GOVERNING BODY OF SHELLEY COLLEGE

**Minutes of the Full Governors Annual Meeting of Shelley College Governing Body held at 6.00pm at the School on Tuesday 22 September 2015.**

### PRESENT

Mr N Wilson (Chair), Mrs A A Cooper, Mrs C Cooper-Smith, Mr G Davis, Ms T Dunkerley, Mrs P Gillespie, Mr J McNally, Mrs A Poppleton, Mr N Siraj, Mr B South

### In Attendance

Mrs H Tones, (Minute Clerk)  
Mrs J Carr, Vice Principal  
Mrs H Cuthill, Director of HR  
Mr A Hewitt, Vice Principal  
Mrs C Potterton, Director of Finance  
Mr D Wadsworth, Associate Principal

The meeting commenced at 6:05pm.

### 2591. APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST AND DELEGATION OF VOTING RIGHTS

- (a) Apologies received from Ms A Horsfall-Jones (consent)
- (b) Ms A Horsfall-Jones had delegated her voting rights to Mr N Siraj.
- (c) There were no declarations of interest.

### 2592. APPOINTMENT OF CHAIR

The Minute Clerk chaired this item.

Governors agreed that if more than one nomination was received and voting result was a draw a re-vote would apply. Voting would be by a show of hands.

Mrs A A Cooper proposed Mr N Wilson for Chair, seconded by Mr N Siraj. No other nominations were made.

**RESOLVED: That Mr N Wilson be appointed Chair of the Full Governing Body for a period of one year (Unanimous, 1 abstention)**

Mr Wilson chaired the rest of the meeting.

2593. APPOINTMENT OF VICE-CHAIR

Governors agreed that if more than one nomination was received and voting result was a draw a re-vote would apply. Voting would be by a show of hands.

Mr N Wilson proposed Mr N Siraj for Vice-Chair, seconded by Mr G Davis. No other nominations were made.

**RESOLVED: That Mr N Siraj be appointed Vice-Chair of the Full Governing Body for a period of one year (Unanimous, 1 abstention)**

2594. NOTIFICATION OF ANY ITEMS TO BE BOUGHT UP UNDER ANY OTHER BUSINESS

(a) NGA Regional Meeting – the Minute Clerk informed Governors of the Regional NGA meeting to be held on Monday 12th October which 2 Governors could register to attend for free. If no one was available to attend the Minute Clerk offered to represent Shelley College at the meeting and report back to Governors.

2595. REPRESENTATIONEND OF TERM

<u>Name</u>	<u>Category</u>	<u>Effective From</u>
Mrs A A Cooper	Trust	17 <sup>th</sup> November 2015

**RESOLVED: That Mrs A A Cooper be invited to continue as a Trust Governor effective from 18<sup>th</sup> November 2015 (Unanimous)**

APPOINTMENT

<u>Name</u>	<u>Category</u>	<u>Effective From</u>
Mrs A A Cooper	Trust	18 <sup>th</sup> November 2015

**ACTION: Minute Clerk to confirm to Mrs P Gillespie her Governor end of term date.**

**Q: Did school need to recruit another Governor due to a recent Governor resignation?**

**A: The Chair advised that the Governing Body had chosen in the past to reduce the number of appointed Governors and therefore had not recruited to the maximum number allowed. Recruitment was initially done via communication to parents and then if required externally.**

The Minute Clerk advised that Shelley College could appoint up to 15 Governors which included the ex-officio of Principal. Currently there was a maximum of 4 Trust Governor vacancies.

Governors suggested that after analysis of the annual Governor Skills Audit that any identified skill gaps be used to determine further Governor recruitment.

2596. APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

- RESOLVED:** (i) That Mr N Siraj be appointed as Governor with specific responsibility for Special Educational Needs (SEN) and Vulnerable Children (i.e. Looked After Children and Child Protection). (Unanimous)
- (ii) That Ms A Horsfall-Jones be invited to take specific responsibility for Governor Training. (Unanimous)
- (iii) That Ms A Horsfall-Jones continue as Link Governor for Science and MFL. (Unanimous)

The Principal informed Governors that he had a proposal regarding Link Governors that he wished to cover as part of his report. Governors agreed to this. (Minute 2602 (i) refers)

Ms T Dunkerley requested more information on the requirements of Governors' specific roles of responsibility. The Principal advised that the Governing Body was accountable for the specific roles.

2597. APPOINTMENT OF GOVERNORS TO THE HEALTH & SAFETY COMMITTEE

- RESOLVED:** That Mr N Wilson and Mr B South be the Governors appointed to the Health & Safety committee. (Unanimous)

2598. APPROVE THE CHAIRMAN'S DELEGATED POWERS

- RESOLVED:** That the Governing Body delegate powers to the Chairman as follows:
- (i) To change date of a scheduled meeting for good reason.
- (ii) To approve EV1A/EV1 form(s) on behalf of the Governing Body for all journeys
- (iii) To grant retrospective consent on the event that a Governor would become disqualified if the matter had to wait for the next governors' meeting.
- (iv) To determine in advance of a meeting whether any agenda items should be deleted from the copy made available to the school.
- (Unanimous, 1 abstention)

2599. APPROVE THE DELEGATION OF FINANCIAL POWERS TO THE PRINCIPAL

- RESOLVED:** That the Governing Body agree delegation of financial powers to the Principal as follows:
- (i) Planning and conducting affairs of the academy to remain solvent.
- (ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Education Funding Agency's (EFA) financial regulations