

28/09/18

### Minutes

#### Windmill Hill Academy; Local Governing Advisory Board; Initial Meeting Thursday 27<sup>th</sup> September 2018 at 2pm at Windmill Hill Academy

1. **Welcome and Apologies**

**Present:** Emma Gilbert (Chair), Ruth Bawden, John Harris

**Apologies:** Jo Callow (EHT), Andrew Terry (HoS)

**In Attendance:** Clerk

2. **Pecuniary Interests**

All pecuniary interest registers completed at the end of last term. Clerk has updated the register and placed latest copy on the website.

3. **Chair and Vice Chair**

EG agreed to continue being the Chair and RB agreed to continue being the Vice Chair. All governors were in agreement.

4. **Annual Signature Sheet**

The governors signed the annual signature sheet confirming that they have seen the latest version of Keeping Children Safe in Education, that they will abide by the code of conduct and that nothing has changed since they signed the governor declaration.

5. **New ADMAT and WHA Governance Plan**

The new ADMAT local governance arrangements were discussed so that governors were clear on the plans going forward. The WHA governance plan was agreed and will be placed on the portal.

6. **Governor Roles**

The following governor roles were agreed and will be re-allocated once new governors are found:

Safeguarding Governor – JH

Stakeholder Governor – RB

Data/Improvement Governor – EG

Information Governor – JH

PPG/PE Governor – EG

SEND Governor – RB

Personnel matters will be dealt with by whichever governor is appropriate and available.

7. **Recruitment**

There are insufficient governors at WHA and the issue with recruitment was discussed. Some potential new governors were discussed and they will be invited to the next

meeting, with a view to co-opting on to the Board. An advert for a parent governor will be placed on the website and in the newsletter.

8. **DONM**

Date of Autumn term full Board meeting is Friday 23<sup>rd</sup> November at 9.15 am at Windmill Hill Academy.

Toni JH Martin  
Governance Officer

**Distribution List:**

|              |                              |                |                          |
|--------------|------------------------------|----------------|--------------------------|
| Emma Gilbert | Chair/Parent Governor        | Jo Callow      | Executive Head Teacher   |
| Ruth Bawden  | Vice-Chair/Co-opted Governor | Will Hermon    | CEO                      |
| John Harris  | Co-opted Governor            | Brian Jennings | Chair Board of Directors |
| Andrew Terry | Head of School               |                |                          |