

Houghton Primary School Full Governing Body Meeting held on 5 June 2018 at 6.25pm

Governors Present:

Marina Hilton (MH)	Chair
Elizabeth Bligh (EB)	
Michael James (MJ)	
Gail Stapleford (GS)	
Georgina Young (GY)	Head teacher
Frances Smith (FS)	

Also Present:

Caroline Lewis (CL)	Clerk
Sonia Humby (SH)	
David Sweet (DS)	

The FGB meeting took place following a joint Governor/Staff training session.

	Agenda Item	Action
1.	<p>Apologies for absence: Apologies were accepted from:</p> <ul style="list-style-type: none"> a. Gary Doyle (GD) b. Vickie Graham (VG) 	
2.	<p>Declarations of pecuniary interest: There were no declarations of pecuniary interest.</p> <p><i>SH and DS left the meeting at 6.30pm.</i></p>	
3.	<p>Appointment of New Governors:</p> <ul style="list-style-type: none"> a. There were 2 x vacancies for Parent Governors. b. SH and DS had both volunteered. c. The Chair informed Governors that despite an extended advertising campaign, there had been no other volunteers and that the Governing Body was therefore able to appoint without the need for a formal election. d. SH and DS had previously been introduced to Governors at FGB on 1 May 2018. e. The Chair reminded Governors of the skills that SH and DS could bring to the Governing Body and proposed that they be appointed as Parent Governors. f. She also reminded them that the new School Business Manager had not yet been granted the relevant access and therefore DBS clearance was still pending. g. Following the Chair's proposal, Governors unanimously agreed to elect SH and DS as Parent Governors subject to DBS clearance being obtained. <p><i>SH and DS returned to the meeting at 6.35pm.</i></p> <ul style="list-style-type: none"> a. SH and DS were informed of the decision and welcomed to the Governing Body. 	

Signed by Chair:

Date:

	b. Their term of office would be for 4 years with effect from 5 June 2018. c. DBS clearance would be completed as soon as the new School Business Manager had been granted the relevant access. Action: Head to inform Chair, SH and DS when School Business Manager was able to assist in completing DBS checks.	Head
4.	Any other business: There was no other business.	
5.	Date of next FGB meeting: Tuesday 3 July 2018 at 6.30pm	

The meeting ended at 6.40pm

Signed by Chair:

Date: