

Meeting Notes - 24th April 2020

<p>In attendance:</p> <p>Nicki Wadley – DGAT Governance Lead Suzi Wingrove - Longney Lindsey McEwan - Clearwater Hazel Martindale - St James Clair Oxley - Coaley Sarah Duce - St Lawrence Ann Williams - Hardwicke Louise Mee - Dursley Rebecca Ball – Primrose Hill Kerry King – Field Court Infants Liz Warwick – Whiteshill Jo Lucas– Winchcombe Amy Bennett Bright – North Cerney and Bibury</p> <p>Apologies:</p> <p>Isabelle Overs – St Matthews</p> <p>Not attending:</p> <p>Clerk to governors – Lakefield Trudy Compton – Minchinhampton Anne Kirby – St Johns</p>	
<p>I.</p>	<p>Local Governing Body Meetings</p> <ul style="list-style-type: none"> - It was confirmed that due to the crisis all local governing board (LGB) meetings had been cancelled. - NW outlined the need for each school to have a LGB meeting in May and talked through the agenda that was circulated in advance of the meeting. NW confirmed that this draft agenda has been shared with all chairs of governors and that it had been accepted as a suitable agenda for essential business. It was noted that there is no requirement to have committee meetings until further notice. Clerks present welcomed the draft agenda and stated they would find it useful for DGAT to create an annual schedule of work and draft agendas for LGBs. NW agreed to look at providing this. - NW explained that the DGAT Zoom account could be used for LGB meetings. Clerks are to contact Nicki if this support is required. - NW reminded clerks that the Remote Meeting Policy had been shared prior to the meeting and clerks were asked to identify any concerns or challenges that may arise

	<p>from holding remote meetings. NW confirmed that all chairs of governors have received a copy of the policy.</p> <ul style="list-style-type: none"> - NW confirmed that decisions should not be made via email. - It was noted that during the current situation an appendix to the Safeguarding Policy is required however it is regularly updated due to the changing guidance. The most up-to-date version is circulated by Rachel Howie (RH) in the daily update to HTs. Clerks were advised to ensure they note all policy updates within the minutes of LGB meetings. - NW noted that all additional expenditure as a result of the crisis should be recorded clearly in LGB meeting minutes as it can be claimed back from the DfE. - NW noted that the DfE have made it clear that any complaints received should not be dealt with until schools reopen fully.
2.	<p>Foundation Governor Appointment process update</p> <ul style="list-style-type: none"> - For foundation governor re-appointment and appointments NW advised clerks to contact Linda Rolfe (LR) in the normal way. LR has adapted the process she has in place to ensure these appointments and reappointments can continue during the lockdown period. There is an updated foundation governor appointment process reflecting this in the clerks' area of the DGAT website.
3.	<p>Elected and co-opted governor appointments</p> <ul style="list-style-type: none"> - NW explained the process for dealing with governors whose term of office was ending or due to end in the coming months. For any role that the LGB appoint e.g. co-opted governors and Trust appointed foundation governors we recommend that you identify any terms of office which are due to end between now and the beginning of September and if all parties are willing re-appoint them at the next LGB meeting. - NW shared that she had updated all appointment letters for local governors which are all available on the DGAT website. NW explained that she had updated the appointment process to enable clerks to issue appointment letters to co-opted local governors and elected staff and parent governors. The DGAT appointment process guidance has been updated to reflect this. Clerks who issue the appointment letter must forward the appointment letter to NW within 14 days so that central records can be updated. Clerks present welcomed this change.
4.	<p>Clerks forum update (22nd June)</p> <ul style="list-style-type: none"> - It is anticipated that the clerk's forum will go ahead on 22nd June but via a remote meeting platform. NW explained that the likely focus will be writing effective minutes and recording confidential minutes. NW and Ellie Hully (EH) will be in touch with further details.
5.	<p>LGB minutes</p> <ul style="list-style-type: none"> - NW clarified that all agreed LGB minutes should now be sent to her for filing centrally.
6.	<p>Governance Briefing</p> <ul style="list-style-type: none"> - NW asked those clerks who hadn't received the DGAT Governance Briefing to check their spam/junk folders. NW asked that clerks forward the briefing to all members of the local governing board if the chair hasn't already done so. Clerks commented on how useful the briefing was, particularly the information covered, and links included for ease of access to further reading/information. The link to view the briefing on-line is: https://mailchi.mp/d088177a9ad5/a-warm-welcome-to-the-first-dgat-governance-briefing

4.	Questions/comments <ul style="list-style-type: none">- It was queried whether NW could develop an induction pack for new local governors – which she confirmed she would do.
5.	AOB <ul style="list-style-type: none">- There was no AOB
	Dates <p>Next meeting: 4 June 2020 6.30pm – the remote meeting link will be sent out prior to the meeting.</p>