



PLYMOUTH ASSOCIATION OF GOVERNORS
 Meeting at
Windsor House, Ground Floor Conference Rm 1
 on
Monday 26th January 2014 at 6.00 pm

Present: Pat Lopez (Chair), Ann McDonald, Allan Gavin, Mike Thomas, Linda Bell, Roger Galloway, Gordon Cryer, Pat Holwill, Lorraine Southcott, Nick Evans, Nick Rich (Clerk)

Apologies – Sara Orchard, Mary Aspinall, Pat Gould.

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| <p>1. Welcome - The Chair opened the meeting, welcoming back Ann McDonald to the Executive. Executive members all expressed their pleasure in seeing Ann return.</p> <p>2. Apologies –Clerk had received apologies from Cllr Mary Aspinall, Sara Orchard and Pat Gould and they were accepted.</p> <p>3. Minutes of last meeting 25/11/14 - All agreed the minutes as an accurate record and the chair signed and dated the minutes.</p> <p>4. Matters arising –</p> <p>Torbay proposal – members asked if there had been any advance. The Chair advised that it is currently being looked at also within the LA and is currently on hold. The Chair is to reply verbally at their next meeting to that effect.</p> <p>Local NGA Conference – The chair reported that the NGA had looked at Bristol as a possible alternative, although the next South West Conference was due to be held in Taunton on 14th March 2015. It was agreed that either the chair or Pat Holwill would represent PAG at the event.</p> <p>(Gordon Cryer arrived at 1810)</p> <p>Term of the Treasurer’s Office – There had been discussion around the term of the treasurer in the previous meeting. The Clerk agreed to check back through previous minutes to establish how long the term should be for, and when the current treasurer had been appointed.</p> <p>Finance Training – members asked about further training for governors. The Clerk advised that a further refresher session is planned through Governor</p> | <p>Chair to book place.</p> <p>Clerk</p> |

Development in the Summer Term.

5. **Finance Report** – In the absence of the treasurer, the only observation made was of the healthy balance. The chair added that there would be aspects that would need to be used for attendance at conferences, such as this year’s NGA National Conference in Manchester, together with Special School conferences also.

Members discussed the benefits of producing a budget plan and agreed that where possible, costings should be added to the Action Plan in addition to the budget plan, which may be of benefit in future, possibly in relation to auditing of accounts.

6. **Safer Recruitment Training** – The chair explained the background of the training proposal that had been submitted prior to the previous meeting by Karen Powell and Helen Donnellan regarding the provision of Safer Recruitment Training in the city. The proposal had been agreed by PAG and the chair had also shared the information with Carole Burgoyne and John Searson at their meeting before Christmas, who had endorsed the work.

The chair reported the first course had now taken place, and with those who had not attended it had meant a shortfall in the fee to be paid to the providers of the training.

Executive members agreed unanimously that the costs would need to be met by the delegate’s schools and that for future training, the schools would be billed in advance of the event.

The chair also informed members that there was sufficient demand for a third course to be run in March 2015 and that a date would be arranged shortly. Feedback for the first session had been very positive, and any negative comments had been limited.

Thanks were expressed to Lorraine Southcott and Austin Farm (who would be given 2 free places per course) for holding the event. With regard to any catering, executive members agreed that any expenses incurred should be claimed from PAG.

PAG members agreed that the billing should be carried out through the treasurer, following the final details from the clerk.

7. **Membership/Vacancies** – The chair talked through the current vacancies of the PAG Executive. The proposal that had been submitted by Dr Ruth Weaver from UTC Plymouth was discussed, and agreed that the suggestion could currently be covered within the Secondary School position

Clerk

Treasurer

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| <p>currently.</p> <p>PAG Members agreed to invite Dr Weaver to join PAG in this role. The Clerk is to extend the invitation for the next meeting.</p> <p>Members discussed the continuing absence of Church school representatives, and suggested that the dioceses be contacted to establish interest in future involvement. Details are to be obtained for each and the Chair agreed to contact representatives.</p> | <p>Clerk</p> <p>Chair</p> |
| <p>8. PAG Representative reports</p> <p>Schools Forum – Having read the report, Exec members asked if the minutes could be shared to provide greater clarity on the detail provided in the report. Representation on the Schools Forum from governors was questioned as the current Special School representative is also a headteacher. Gordon Cryer agreed to raise the issue with Jayne Gorton at the next meeting. (Action taken on by Mike Thomas, 27/01/2015)</p> <p>Members referred to the DSG underspend and asked what is being done with the funds, as well as the situation regarding the Early Years funding, as the report does not provide any further information and members agreed that the minutes may provide further insight into these aspects in particular.</p> <p>Early Years Report – Pat Holwill reported the date of the next meeting is 24th February, which Ann McDonald stated she would be able to attend. Members were informed that the meeting had been very positive in terms of the multi-agency representation.</p> <p>Members asked about the pupil premium funding, which is closely monitored by the Early Years service and it is also used to support children at home.</p> <p>9. PAG Spring Conference - The chair invited ideas for content that could be included within the Spring Conference.</p> <p>Topics</p> <p>Internet Safety & Safeguarding – Simon White</p> <p>SEN Funding – Sue Shelley (Longer Session than previous conference is required)</p> <p>Members also felt that either Judith Harwood or Carole Burgoyne should be invited to speak at the conference to open the event.</p> | <p>GC</p> |

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| <p>Date agreed – Saturday 9th May 2015 start 0930 – 1230 approx.</p> <p>Members gave consideration to future events and agreed that a short feedback sheet could be used to ask about any burning issues governors would like to hear about at future events.</p> <p>10. Action Plan – The Chair informed PAG members that the next meeting with TGA and DAG was planned for Tuesday 3rd February 2015 at Windsor House, starting at 1830 and PAG Members are free to attend.</p> <p>The Q & A session with Judith had taken place and detail of the questions raised is to be shared shortly.</p> <p>Regarding the e-magazine, the chair is to compile some detail to send to Governor Development for the next e-magazine before half term.</p> <p>PAG members discussed briefly the Long Service awards, with some present due for awards this year. The Clerk confirmed they would be added to this year's list.</p> <p>Governor Induction Training 25th February 2015 (Training – 12pm – 2.30pm)– Volunteers are required to attend the training to spend a short time (Approx 15minutes would be all that is needed, at about 1pm.) talking about the work of PAG in the city.</p> <p>For the Induction training in June (9th) Pat Lopez and Roger Galloway volunteered.</p> <p>11. Chair's urgent business –</p> <p>As an additional subject for Conferences, Gordon Cryer suggested adding Succession Planning.</p> <p>PAG Representatives at Conferences for 2015 –</p> <p>The Chair shared detail of this years conferences and asked for volunteers to represent PAG.</p> <p>14th March 2015 – Taunton – Pat Holwill or Pat Lopez.</p> <p>18th April 2015 – London (NGA Spring) 1 place it seems is available, although it is normally 3 and it maybe the case that individuals are required to book their own places. Attendees – Pat Lopez, Ann Mcdonald and Lorraine Southcott.</p> | <p>Clerk to arrange venue booking.</p> <p>Chair</p> <p>Clerk</p> <p>PAG Members</p> |
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16th May 2015 – Special Schools Conference (Birmingham). Attendees – Linda Bell, Ann McDonald and possibly Mike Thomas would attend.

27th June 2015 – NGA National Conference – Manchester. Attendees – Pat Lopez, Lorraine Soutchcott, and possibly Ann McDonald would attend.

14th November 2015 – Annual Conference and AGM (London) – Attendees – Pat Lopez, Ann McDonald and Roger Galloway.

On a separate note, members referred to the report following the Chair's meeting with Carol Burgoyne and Schools causing concern, asking if specifics had been discussed. The Chair confirmed they had not and it had been a situation they had been informed that PAG may be involved in in the future if any support had been needed.

Next meeting – Tuesday 10th March 2015 6.00pm

The meeting closed at 7:25pm

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| Signed by Chair of PAG | |
| Date | |