



**PLYMOUTH ASSOCIATION OF GOVERNORS**  
 Meeting at  
**Windsor House, Upper Basement Conference Room 2**  
 on  
**Tuesday 17 November 2015 at 6.00 pm**

**Present:** Pat Lopez (Chair), Sara Orchard, Gordon Cryer, Roger Galloway, Lorraine Southcott, Nick Evans, Mike Thomas, Linda Bell, Pat Holwill, Mary Aspinall, Nick Rich (Clerk), Karen Powell (Effective School Governance)

**Apologies** – Pat Gould, Ruth Weaver.

	Action
<p>1. <b>Welcome</b> – The meeting commenced at 6.00 pm. The Chair opened the meeting welcoming all. A minute’s silence in memory of PAG member Ann McDonald MBE was held following her recent passing.</p> <p>2. <b>Apologies</b> – Apologies had been received from Pat Gould and Ruth Weaver.</p> <p>3. <b>Election of chair and vice chair of PAG</b> – The clerk asked for any nominations for the role of chair. Linda Bell proposed Pat Lopez, seconded by Lorraine Southcott, all PAG members agreed to the re-appointment.</p> <p>For the role of vice chair, Pat Lopez nominated Sara Orchard, seconded by Mike Thomas, all PAG members were in favour of the re-appointment.</p> <p>4. <b>Karen Powell</b> addressed the Executive explaining that the National College licences for Chair and Clerk training are now available and that the Best Practice Network (BPN) had approached her with a view to running the training, which to date had been run as close as Exeter.</p> <p>Karen outlined the training programme for both courses, as well as the cost Clerking - £199 for schools with under 100 pupils, otherwise a cost of £399, with the Charing Skills being a similar cost.</p> <p>Karen explained she felt that it could be an opportunity for PAG to look into and she had spoken to the BPN regarding delivery of the training.</p>	
<p>PAG members asked for detail of the programme to be sent out to them to look at. Karen is to forward to the clerk for distribution.</p>	<p>KP/Clerk</p>

PAG members asked if the training was aimed at existing clerks and chairs, or if could be used for those aspiring to either role. Karen replied that it is about evidencing work, so should work in some way.

PAG members also asked about Karen's service coverage of the Governor Development Service, which would be until March 2016, and may present PAG with an opportunity to be part of a new service for governors in the city.

PAG members felt strongly that PAG had not been informed of the changes in the service separately and agreed that some consultation should have taken place. After further discussion, all agreed that a meeting with either Judith Harwood or Carole Burgoyne would be sought prior to the next meeting in January 2016.

5. **Minutes of the last meeting** – All agreed to the content and the chair signed off the minutes.

6. **Matters arising** – The chair and all agreed how thankful they had been for the hard work on behalf of PAG that Ann had given in her time.

The chair asked all if they would be happy that PAG either send flowers or make a donation to a chosen charity, as Ann's family may request. All agreed with the proposal.

The chair informed PAG members that her family had arranged for a visit to be made by the Lord Lieutenant of Devon to present Ann with her MBE.

7. **Finance Report** – The new Treasurer had sent the report out to members prior to the meeting and informed members that a handover had taken place with Pat Gould. The proposal that the Business Saver account be closed due to the low interest earned, for one account to remain was yet to be actioned.

There had been some confusion with the Safer Recruitment invoicing which was being worked through. The treasurer broke down the amounts outstanding from the various courses that had been run. Members discussed methods of obtaining payment, and it was agreed a letter would be sent to the appropriate schools giving them 7 days to pay, and in addition, that no members would be able to attend until the debts were settled.

A new spread sheet regarding the accounts is to be set up following advice from the auditor.

Current balance is £8893.88 in the current account with £2024.24 in the business saver account.

Chair to  
contact.

Clerk to  
supply  
treasurer with  
details of  
Chair and  
Head teacher  
for the  
letters.

In returning to the Safer Recruitment non-payment issue, members decided that payment prior to the course is necessary, and that Karen Powell would need to check with the treasurer as to who has paid prior to the issue of joining instructions.

The chair thanked Linda Bell for her hard work so far.

8. **Safer Recruitment Training** – The chair reported that the December course was now full and that a course in January is yet to be confirmed. PAG members asked if the courses were breaking even. The chair replied that they were just about and that an increase in the fee to £60 in the new year would mean a small profit.

The treasurer mentioned they could provide figures for the income and expenditure on the training for members to scrutinise.

9. **PAG Membership** - There had been 3 expressions of interest following the conference. The clerk will invite each to the next meeting with a view to them joining the Executive.

10. **Member Reports** – Schools Forum – Members discussed the additional funds for deprivation and the letters sent from several schools which meant the proposal had been halted. Gordon Cryer mentioned the consultation referred to in the report and the lead time had been noticeably short.

Members also discussed the executive of the forum, and questioned what capacity David Maddisson had on the executive and his other potential roles. Members agreed to hold his invitation to the next meeting, and the clerk would ask him to send information regarding the role required from governors in the city.

11. **Autumn Conference Feedback** – Lorraine Southcott tabled a document containing feedback from the conference. The main aspect was that Emma Knights had been well received. There had only been 14 forms received, and members decided that next time, the feedback forms would be advertised more readily, and that they would be collected prior to the end of the conference within the break.

Other potential ideas had been that workshops following the main speech could be one area to pursue, and that the Plymouth Plan could have contained more about the effect on schools in the city.

Members agreed that a meeting would be set up in January to look at the next conference.

12. **Future of PAG** - The chair mentioned that looking forward, the

Treasurer.

Clerk

Clerk to request.

<p>promotion of PAG further would be important and they proposed a new role "Public Relations Officer" which would look at promotion and the website. The chair proposed Lorraine Southcott for the role, and all voted in favour of the appointment.</p> <p>The leaflet for PAG would also be reviewed and Governor Services asked to distribute to new governors when sending out new packs.</p> <p>The Action Plan also is in need of updating, which the clerk will undertake.</p> <p>Meeting closed at 7.45pm.</p> <p>Next Meeting – Monday 11<sup>th</sup> January 2016</p>	<p>NR &amp; LS to review website and Leaflet.</p> <p>Clerk to update Action Plan.</p>
---	---

<b>Signed by Chair of PAG</b>	
<b>Date</b>	