**Minutes of the full governing board**

**Spaxton School CofE VC Primary School**

**Tuesday 27th November 2018 at 6.30pm**

**Present:** Andrew Watson, Luke Kelly (Head Teacher), Suzanne Traynor, Mike Hodson (Chair), Kerry Henderson, Eleanor King and Heidi Moule

**In attendance:** Claire Hudson (Bath and Wells Diocese) and Helen Roper (Clerk)

1. **Chair’s Update**
   1. The Chair explained that he had taken the opportunity to call a brief, unscheduled meeting before the scheduled training as there was an item, he wished to discuss that could not wait until the January meeting.
2. **Apologies and Declaration of Interests**
   1. Apologies for absence from the training were received and accepted from Chris Fairbrass, Dean Waghorn and Becky Skews.
   2. There were no declarations of interests re: agenda items
3. **Academy Conversion Grant**
   1. The Chair explained that Karen Canham, head of Haygrove Academy, had requested that the schools joining the Haygrove Academy Trust consider pooling their Academy Conversion Grant and that the monies should be held in the Haygrove bank account. It would be ring-fenced. A single pot would reduce the need for multiple administrative procedures around invoices as all the schools were using the same firm of solicitors Browne Jacobson.
   2. **A governor asked if the £25,000 could be used to support any other aspect of the school.** The Chair explained that it was solely for use in the academisation process.
   3. **Governors agreed to pool the funds with the other schools and for the money to be held in the Haygrove bank account**
4. **Academy Working Group**
   1. All the converting schools had been asked to form academy working groups. The groups would consist of the Chair and 2 other governors. **A governor asked what expertise would the group require.** The chair explained he would consult about this. **ACTION: Chair to email governors about the composition of the academy working group**
   2. The chair informed the meeting that the trust was now working for a conversion date of 1st August 2019.
5. **Date of next meeting**
   1. Wednesday, 9th January 2019 beginning at 6.30pm.

There being no other business the meeting closed at 6.40pm

These minutes were agreed as a true record

Signed Date

**Summary of Decisions**

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| **3.3** | **To pool the academy conversion grant with those of the other converting schools; for this money to be ring-fenced and held by Haygrove School** |
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**Summary of actions**

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| **Minute** | **Action** | **Responsibility and time line** |
| **4.1** | **email governors about the composition of the academy working group** | **Chair**  **ASAP** |
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