PENWORTHAM GIRLS' HIGH SCHOOL

CHAIRS MEETING

TUESDAY 26th September 2023

Present: Lorimer Russell-Hayes (Chair of Governors), Karen Pomeroy (Headteacher), Jackie Lord, Geoff Fawthorp, Emma Lamb, Suzanne Ost, Julie Kenyon (Clerk)

Observing: Sharon Hall, Linda Burrows, Howard Jackson

1. Apologies, absences and declaration of any other urgent business:

1.1 Apologies received and accepted from Tony Stirland.

1.2 Congratulations to Sharon Hall in obtaining the Headteacher position from 1st January 2024.

2. Membership:

2.1 Lorimer referred to the Governor membership and Roles information that had been distributed to governors prior to the meeting. All governors are still within their dates of term.

2.2 Lorimer explained that the Governor Areas of Responsibility will be reviewed at the Focus Meeting.

2.3 Lorimer confirmed that there are currently 2 governor vacancies. These will potentially be advertised to parents in the coming weeks.

3. Main Governors Agenda:

3.1 The Main Governors agenda is not yet available from Governor Services.

3.2 Lorimer and the clerk will continue to check the portal for the Main Governors agenda and any updates. Once available, the clerk will send the information to the Chair and Vice-Chairs of each committee.

ACTION 1: Lorimer and clerk to continue to check the portal for updates. Draft agenda to be forwarded to the Chairs and Vice Chairs of each committee, once available.

4. Committee Agendas:

4.1 Governors discussed the draft agendas for the Curriculum & Standards Committee and Resources Committees. There were no changes to be made. Any policy updates had been requested to the relevant members of staff and the local authority policies would be checked and updated before the relevant committee meeting.

5 Policy Review:

5.1 The Governor Visits to School Policy was discussed and the Lorimer explained that this would be looked at.

ACTION 2: Lorimer to check the Governor Visits to School Policy.

6. Link Governor Visits/Frequency:

6.1 See item 7.

7 Focus Meeting:

7.1 The Focus meeting agenda was discussed. Lorimer confirmed that the Governor Areas of responsibility would be discussed. Ofsted information would be delivered by Karen and Safeguarding information would also be presented.

ACTION 3 Clerk to add Areas of Responsibility, Ofsted information, Safeguarding updates to the Focus Agenda.

8. Calendar for this term:

8.1 Open Evening and Year 11 Presentation Evening dates were discussed and governors invited.

9 Departmental Invitations:

9.1 A discussion took place agreeing that the CAT Faculty could be invited to meet the governors in the Spring term to update them on a number of changes in the department. Due to the increased number of EHCP students, it was also agreed to invite the SENDCo to the Summer meeting.

ITEMS FOR ACTION

Action No:	Agenda Number	Item for Action	**Person Responsible**	**Date to be Completed**
1	3	**Lorimer and clerk to continue to check the portal for updates. Draft agenda to be forwarded to the Chairs and Vice Chairs of each committee, once available.**	LRH/JKE	As soon as possible
2	5	**Lorimer to check the Governor Visits to School Policy.**	LRH	As soon as possible
3	7	**Clerk to add Areas of Responsibility, Ofsted information, Safeguarding updates to the Focus Agenda.**	JKE	Before the Focus Meeting