PENWORTHAM GIRLS' HIGH SCHOOL

CHAIRS MEETING

TUESDAY 30th April 2024

Present: Lorimer Russell-Hayes (Chair of Governors), Sharon Hall (Headteacher), Geoff Fawthorp, Jackie Lord, Suzanne Ost, Julie Kenyon (Clerk)

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

1.1 Apologies received from Emma Lamb and Howard Jackson.

2. Membership:

2.1 Lorimer referred to the Governing Board Responsibilities 2023/24 document that had been distributed to governors prior to the meeting.

2.2 A discussion took place about which governor would be suitable for the PPG link role. Sharon will speak to new staff governor, Deborah Snowdon about taking this on from a Curriculum aspect and Geoff agreed to carry this out from a financial aspect.

2.3 Samantha Jackson, new governor will become the link governor for Community Links.

2.4 Emma Lamb has expressed an interest to be on the Resources Committee instead of Curriculum and Lorimer will discuss this further with Emma at the next Resources meeting. If agreed, Emma will move to the Resources Committee but will keep the SMSC and PD link roles.

2.5 Lorimer confirmed that the second document with the list of governors and their term dates is no longer required as the term dates are now on the Governor Hub and the Governing Board Responsibilities 2023/24 will now be used instead.

2.6 Governors decided to advertise for two parent governors in September to allow parents of new Year 7 students the opportunity to volunteer.

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, Resources and Focus committees. 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.

4.2 *Curriculum & Standards Agenda:* Sharon suggested inviting Emma Mitchell, the new Assistant Curriculum Leader and Lead Teacher of Art to the Curriculum and Standards meeting on 4th June.

Sharon agreed to invite Emma and will and will arrange the possibility of showing all governors the students' art work before the Focus or Main meeting.

ACTION 2: Sharon to invite Emma Mitchell to the Curriculum meeting and to arrange for governors to view artwork at the Focus/FGB.

4.3 *Focus*–Link governor questions and answers to be added to the Focus agenda.

ACTION 3: Link governor questions and answers to be added to the Focus agenda.

4.4 Resources – No amendments.

5. Proposed Governor Meeting Dates 2024/25:

5.1 Governors viewed the proposed meeting dates for 2024/25. Clerk will send to all governors and add to the Governor Hub.

ACTION 4: Clerk to email meeting dates for 2024/25 to all governors and put on the Governor Hub.

6. Department Presentations

6.1 See Action 2.

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.	JKE/LRH	As soon as possible
2	4	Sharon to invite Emma Mitchell to the Curriculum meeting and to arrange for governors to view artwork at the Focus/FGB.	SHA	As soon as possible
3	4	Link governor questions to be added to the Focus agenda.	JKE	As soon as possible
4	5	Clerk to email meeting dates for 2024/25 to all governors and put on the Governor Hub.	JKE	As soon as possible