



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Matthew Whatford

Compassion
Achievement
Respect
Endeavour

*The cornerstones of our
learning community*

12th September 2024

Dear Governor

I have pleasure in inviting you to a Full Governors Meeting to be held on:
Thursday 19th September 2024 at 5.30pm in the Conference Room, Imberhorne Lane.

N.B. There will be a Safeguarding Training session before the meeting, starting at 5.00pm.

If you are unable to attend the meeting, please inform me as soon as possible.

Yours sincerely
Andy Yule

AGENDA

1. **Welcome**
 - o AY to welcome all, including guest: Emma Best (DSL)
2. **Apologies**
3. **Declarations of Interest**
4. **Urgent Matters**
5. **To approve minutes:**
 - o Full Governing Body Meeting held on 11th July 2024
6. **Chair's Actions**
 - o Chair to report any actions taken on GB's behalf
7. **Election of Chair and Vice Chair**
 - o Clerk in the chair.
8. **Appointment of Governors**
 - o GB to decide whether to appoint:
 - o Deborah Allen as Local Authority Governor wef 30/9/24
 - o Claire Marsden as co-opted governor wef 30/9/24
 - o Andy Yule as co-opted governor wef 30/9/24
 - o GB to note the ongoing election for parent governors
9. **School Update**
 - o MWH to present general update
 - o KMA to summarise summer results
 - o MWH to present SDP/SIP to GB for approval
10. **Safeguarding**
 - o EBE to update governors of key priorities
 - o JM to provide any further updates

Imberhorne Lane
East Grinstead
West Sussex
RH19 1QY

Tel: 01342 323562

E-Mail: info@imberhorne.co.uk

www.imberhorne.co.uk





11. Premises/Health and Safety

- o LA to provide any updates
- o MWH & AY to report on visits by Mimms Davies MP and meeting with Leigh Hunnikin
- o GB to decide on a formal position with regard to single/split site that can be shared with WSCC

12. Communication Improvements

- o GB to discuss recommendations on communication from Stage 4 Complaint Panel

13. Policies

- o Complaints Policy

14. Governors

- o Stakeholder Working Group
- o Visit reports
- o Training reports
- o Terms of office due to end in next 6 months – AY (29/09, co-opted), CM (29/09, parent), SP (29/09, parent), PC (19/10, parent)
- o Roles for 24/25

15. Matters Arising

- o Present a list of major school trips for approval - **MWH/GCR**
- o Report on school website compliance with DfE requirements - **JH**
- o Ensure Link Governors get timely responses from staff to meeting requests - **KMA/MWH**
- o Provide an overview for LoLs of how Triads should work – **AY/KMA/MWH**
- o Governors to ensure the submit reports on visits to GovernorHub – **All Govs**
- o Provide evidence of curriculum mapping impact and alignment with SLT processes - **KMA/MWH**
- o Governors' strategic priorities document to be reviewed termly - **AY**
- o Disability Discrimination Tribunal actions to be reported to plaintiff – **AY**
- o Revise Complaints policy to base it of DfE model – **AY/KMA/MWH**
- o Vice-chairs to propose (re)appointment of co-opted governors – **MB/JH**
- o Governors to contact Chair regarding roles for 24/25 – **All**
- o Email all staff to express gratitude for efforts in 23/24 – **AY**

16. Impact

- o FGB to review Impact Statement and to consider what impact they have had on the students since last meeting

17. Items to be added to the next Agenda

18. Summary of Actions Agreed

Next Meeting: 24th October 2024

Papers for the meeting on GovernorHub –

<https://app.governorhub.com/g/imberhorne/school/docs/66d98a6fbf6cc2f50b72d014>