

Minutes of the Interim School Development Board Meeting held on Monday 20th November 2023 on Microsoft Teams

Present: Jane Exworthy (Chair), Kim Wilson (CEO), Alison Campbell-Black, Ayo Jimmy & Jo Roberts
In Attendance: Hannah Kelly (Clerk)
Apologies: Nicki Wadley

1. Welcome

JE thanked everyone for meeting with her and NW last week and agreeing to join the newly formed ISDB. It was explained that this is an introductory meeting with an update from Kim Wilson. All members introduced themselves.

2. Apologies

Apologies were received from NW. These were approved by all.

3. Declarations of Interest

HK to send out the Declaration of Interest forms to all ISDB members for completion.

- **Action (ISDB 01):** HK

4. Terms of Reference

The ToR had been circulated prior to the meeting. JE talked through the ToRs and items were discussed. HK to put the CBAT Scheme of Delegation on GovernorHub

- **Action (ISDB 02):** HK

Governors must read and be comfortable with the Scheme of Delegation before agreeing the ISDB ToRs.

- **Action (ISDB 03):** All

HK to circulate a copy of the CBAT Record of Chair's Action form.

- **Action (ISDB 04):** HK

Committee members to email any comments regarding the Marling ISDB ToRs to JE before the next meeting so that they can be formally agreed at the start of the next meeting.

- **Action (ISDB 05):** All

5. Code of Conduct

The CBAT Code of Conduct was circulated to all committee members prior to the meeting. This is the standard Code of Conduct for all adults across the Trust. Staff have signed up to it, therefore it is appropriate that governors and volunteers also understand and agree to it.

Q: 'Item 10: Social Media' states that Governors must not accept friend requests from pupils.' Some governors who are also parents of children in school have social media links with their children's friends for logistical and safety purposes.

A: It is understood that your first responsibility is being a parent, so in this situation it is acceptable.

6. The Rapid School Improvement Plan.

KW gave the CEO position statement of Marling School.

The full report from the External Review will be shared with Trustees on 23.11.23. With Trustees' approval, KW to share the full report with the ISDB after the meeting.

- **Action (ISDB 06):** KW

7. Agreement of Meeting Schedule

The role of Vice-Chair is to be agreed at the next ISDB meeting. This is to be an agenda item.

- **Action (ISDB 07):** HK

It was agreed that the next meeting should be held in approximately 2 weeks. HK to arrange a meeting. Governors also to provide a general outline of the best times / days for future meetings so that this can be used when drawing up a meeting schedule.

8. AOB

HK explained that there are some Marling 'business as usual' items such as policies and admissions decisions which need to be added to subsequent ISDB agendas as governor committee approval is required.

HK to put policies for review in the next meeting folder to allow governors plenty of time to read and comment prior to the meeting.

The meeting ended 19:35