



WEST SUSSEX COUNTY COUNCIL

# IMBERHORNE SCHOOL

Headteacher: Mr Matthew Whatford

Compassion  
Achievement  
Respect  
Endeavour

*The cornerstones of our  
learning community*

28<sup>th</sup> November 2024

Dear Governor

I have pleasure in inviting you to a Full Governors Meeting to be held on:  
**Thursday 5<sup>th</sup> December 2024 at 5.30pm in the Conference Room, Imberhorne Lane.**

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 Michelle Sullivan for her first meeting and Penny Batty who will be clerking the meeting.
- 2. Apologies**
- 3. Declarations of Interest**
  - o Annual declaration update
- 4. Urgent Matters**
- 5. To approve minutes:**
  - o Full Governing Body Meeting held 24<sup>th</sup> October 2024.
- 6. Chair's Actions**
  - o Chair to report any actions taken on FGB's behalf
- 7. School Update**
  - o MWH to take questions on his termly report to Governors
- 8. Federation Update**
  - o AY to provide summary of recent meeting (13/11/24)
  - o FGB to discuss future of the Federation
- 9. Safeguarding**
  - o JM to provide any updates
- 10. SIP Monitoring Update**
  - o Monitoring teams to provide brief report, as appropriate
- 11. Finance & Pay Committees**
  - o JH to report on both Finance & Pay Committee Meetings of 25/11/24
  - o FGB to approve Terms of Reference of Finance & Pay Committees
- 12. Premises / H&S**
  - o LA to provide any updates.



Imberhorne Lane  
East Grinstead  
West Sussex  
RH19 1QY

Tel: 01342 323562

E-Mail: [info@imberhorne.co.uk](mailto:info@imberhorne.co.uk)

[www.imberhorne.co.uk](http://www.imberhorne.co.uk)



### 13. Policies

- FGB to approve:
  - Admissions
  - Behaviour for Learning
  - Children with Health Needs Who Cannot Attend School
- FGB to note:
  - Statement of Procedures for Dealing with Allegations of Abuse Against Staff

### 14. Governors

- To agree changes to Governor Roles
- To note & discuss governor reports on:
  - School Visits (7)
  - Training (3)
- Clerk Recruitment
  - AY to provide update
- Terms of office due to end in the next 6 months
  - None (next is 26/5/25)

### 15. Matters Arising

- **CFA/DA** to meet to look at GP perspective on student mental health and agreeing consistent language and correct rigour
- **MWH** - Information for trips planned for the remainder of the academic year to be provided for review by January 2025
- **JH** to confirm compliance of school website
- **JM** to decide on appropriate safeguarding questions for governors to use during school visits
- **AY** to update visits policy to reflect asking the agreed questions
- **DA** to submit confirmation to CM of Safeguarding training completed
- **All** to record future compliance training on the Governing Body section of Governor Hub
- **AY** to upload the Federation MOU to Governor Hub
- **AY** to upload the Parent Governor Digital Election guidance document to Governor Hub for future reference
- **All** to email AY if interested in attending a new governor meeting in November
- **AY** to schedule further discussion, at a future meeting, on shared arrangements for Filtering and Monitoring and Cyber Security

### 16. Impact

- 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: 16<sup>th</sup> January 2025

**Papers for the meeting on GovernorHub -**

**<https://app.governorhub.com/g/imberhorne/school/docs/672c9433debe311037d28801>**