

BOUGHTON-UNDER-BLEAN & DUNKIRK METHODIST PRIMARY SCHOOL
MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD AT THE SCHOOL ON MONDAY, 10TH OCTOBER 2016 AT 1.00 p.m.

PRESENT:	Mr M Baybutt	Mrs K Bachelard
	Mr J Bennett	Dr. J Boyle (Chair)
	Mrs J Collett-White	Mr A Cummins
	Mrs J Dawes	Reverend H Letley
	Mrs T Mayne	Mr S Way

IN ATTENDANCE: **Mrs J Everingham (Foundation Governor Designate)**
 Mrs D Stryzyk (Clerk to the Governors)

1. Quorum

The meeting was confirmed quorate.

2. Apology for Absence

An apology for his absence was received from Mr R Kerrell when he was contacted during the meeting via the telephone. His apology was accepted.

3. Governing Body Membership

a) Staff Governor Vacancy

The Clerk advised that a letter had been sent to all staff members seeking nominations to the staff governor vacancy. Three members of staff had been nominated. The Clerk advised that as there were more nominations than there were vacancies, the process had moved to a ballot which would conclude on the 14th October 2016. The newly elected Staff Governor would be invited to join the next meeting.

b) Foundation Governors

On behalf of the governors, the Chair welcomed Mrs Joy Everingham who had agreed to be a Foundation Governor for the school. Her appointment would be confirmed at a meeting of the Methodist Circuit which was scheduled for the 18th October. Introductions were made.

4. Election of Vice Chair of Governors

Following Mrs Collett-White's decision to cede the Vice Chair, the governors wished to place on record their thanks to Mrs Collett-White who had held the position for more than six years.

The Chair invited the Clerk to lead the election for the Vice Chair. The Clerk advised that she had sought nominations for the position of Vice Chair in advance of the meeting. Mrs J Dawes and Mr M Baybutt had been nominated, therefore, an election would need to be undertaken. Mrs Dawes and Mr Baybutt were invited to leave the meeting whilst the election was conducted. The outcome of the vote resulted in a split decision. Governors were of the view that both candidates would be eminently suited to the role. It was agreed that the election should be deferred to the next meeting to allow Mr Baybutt and Mrs Dawes to write a brief statement which would be shared with all governors in advance of the next meeting when the election would be re-run, this would enable the absent and new governors to participate in the vote.

Initials:

Page 1 of 13

Action: JD and MB to write a short statement in support of their nominations to be the Vice Chair.

Action: Clerk to include the election of the Vice Chair on the agenda for the next meeting.

5. Declaration of Business/Pecuniary Interests

a) Business Interest Forms

Governors completed the annual update to their business interest forms.

Action: RK to complete the update to his business interest form and newly elected Staff Governor to also complete the form.

b) Opportunity to Declare Business/Pecuniary Interests

Governors were invited to declare business or pecuniary interests against any of the agenda items for the meeting. No declarations were forthcoming.

c) Governors' Roles, Responsibilities, Business and Pecuniary Interests

The Clerk had prepared a data collection sheet for governors to check information which would be published on the school's website detailing governors' roles, responsibilities, business and pecuniary interests.

Action: Clerk to update the form with governors' information and email to the Headteacher and arrange for the information to be uploaded to the school's website.

d) Educare Database

The Clerk explained that the DfE had requested information from all schools regarding their governing boards. This was a requirement from the 1st September 2016. She had produced a data collection sheet and asked governors to include their information which would be provided to the Headteacher to upload to the DfE's Educare database.

Action: Clerk to update the Educare data collection sheet to enable the Headteacher to upload the information to the DfE's Educare database.

6. Disclosure and Barring Service Checks for School Governors

Governors received confirmation that all governors have an Enhanced DBS check. The Safeguarding Governor advised that she had conducted an inspection of the Single Central Register and was able to confirm that all governors, and new staff member, were on the system.

Mrs Everingham was asked to provide the school with either her DBS check secured by her employer or the required information so that a check may be completed within 21 days of her appointment.

Action: Mrs Everingham to liaise with the school office regarding a DBS check. Deadline for DBS check to be in place and recorded on the SCR is the 8th November 2017.

Initials:

Page 2 of 13

It was agreed that governors would conduct six inspections of the SCR during the year, not all inspections to be carried out by the Safeguarding Governor. The Safeguarding Governor would liaise with governor colleagues to arrange for inspections to be conducted termly.

Action: Safeguarding Governor to co-ordinate regular, termly inspections of the SCR.

7. Annual Review of Delegation of Functions – Terms of Reference and Standing Orders for the Procedural Working of the Governing Board and Agreement to Code of Conduct

a) Terms of Reference and Standing Orders for the Procedural Working of the Governing Board

Roles and responsibilities were agreed and delegated to individual or groups of governors, as follows:

➤ Safeguarding	-	Mrs T Mayne
➤ Sports Premium	-	Dr. J Boyle
➤ SEND	-	Mrs K Bachelard
➤ Pupil Premium	-	Mr J Bennett
➤ Health & Safety	-	Mr A Cummins
➤ Finance	-	Mr M Baybutt & Mr R Kerrell
➤ Early Years Foundation Stage	-	Mrs J Collett-White
➤ Headteacher’s Performance Appraisal	-	Reverend H Letley, Mrs T Mayne and Mrs J Collett-White (pro tem until Vice Chair appointed)
➤ Governor Training & Development	-	Dr. J Boyle
➤ Website Compliance	-	Newly elected staff governor
➤ Religious Character/SIAMS	-	Reverend H Letley

Governors also agreed to remove from the Terms of Reference for the Governing Board under the first section, Operational, bullet point 14 ‘to approve all school trips involving an overnight stay away from home’. The task would be included within functions delegated to the Headteacher.

Action: Clerk to revise the TORs and SOs document and upload the revised document to KLZ.

The Headteacher’s Performance Appraisal panel were advised that a meeting with the external advisor (the School Improvement Advisor) had been scheduled for the 17th November, 2016. The HT PA Group members were asked to attend the meeting.

Action: HL, TM & JC-W to attend meeting with SIA to discuss the Headteacher’s performance appraisal and set targets for the coming year. Clerk to include upon agenda for the next meeting for governors to receive confirmation that the process has been undertaken.

A discussion ensued as to whether an EYFS governor was needed. It was pointed out that the EYFS has its own judgement for Ofsted and whilst the role of an EYFS Governor may be a passive one (as other governors would be monitoring progress and attainment across the school including the Foundation Stage and the learning environment) in the event that there should be any matters of relevance which arise specific to Early Years or training linked to EYFS, it was felt that the role should be retained.

The Chair sought governors’ views as to whether specific areas of responsibility should have a clear outline, a job description detailing the expectations of the role. Governors welcomed the suggestion. It was agreed that the Chair would liaise with governors to prepare an outline of their roles and job descriptions.

Initials:

Page 3 of 13

Action: Chair and governors with delegated roles and responsibilities to meet to prepare a role description.

b) Annual Statement of Governance 2015-16

Governors agreed the Annual Statement of Governance for 2015-16 which would be published on the school's website. The Statement assessed the impact of the governing board on the school during the 2015/16 academic year.

8. Minutes of the Meeting held on the 11th July 2016

Governors agreed the minutes of the meeting held on the 11th July 2016 and were signed on behalf of the governors by the Chair.

9. Matters Arising

None, all matters were covered by the agenda for the meeting.

10. Headteacher's Report

a) Staffing

The Headteacher was pleased to report that staffing remained consistent. A new teaching assistant had been employed to work 1:1 with a Year R child.

b) Quality of Teaching, Learning & Assessment

The Headteacher was pleased to report that he had observed eight lessons, none had been less than good; many of the lessons were good with elements of outstanding. Teachers have been provided with areas for focus to ensure that the profile of teaching move towards consistently outstanding. The Headteacher advised that children were making good progress in the lessons he had observed.

The Headteacher stated that he introduced release time on a Monday afternoons for subject leaders to enable them to focus on a particular area of development within their subject. This may involve visiting other schools, looking at resources, observing teaching etc; action plans will be written and followed. The Literacy Subject Leader was being released during term 1; she had been invited to join the meeting to discuss her Literacy action plan.

The Headteacher explained that rationale for varying lunchtimes so that all pupils have lunch at the same time thereby making sessions more manageable for KS2 teachers.

The Headteacher advised that the literacy had been taught for ten hours a week; it is now 7.5 hours a week. Teachers have been asked to broaden their coverage of other subject areas and incorporate English teaching. He explained the school needs to ensure a better balance of other subject areas e.g. the performing arts; the school was working closely with Kent College on this. The school will continue to offer a wide range of sports based activities and makes good use of the Sport Premium.

c) Leadership and Management

The Headteacher advised that he aimed to take more of a lead role in the Collaboration. He had been working with the Headteacher of Ethelbert Road Primary School to prepare a Collaboration Plan. The School

Initials:

Page 4 of 13

Improvement Plan includes spelling as a priority, which was also an area of focus across the Collaboration. Also raising the profile of Reading (also a Collaboration priority). The Faversham Schools' Collaboration had submitted a bid and hoped that funding will come through.

The Headteacher advised that the school had lost a number of children during the summer holidays as a result of moving home. A few new children had joined the school; a further two children would join the school the following day.

Governors were advised that the children who joined the school in September, a good number had high needs and some parents have requested a deferred start to next year for their child. The Local Authority had asked the school to accept a child with an Educational Health Care Plan. **A governor asked, if many of the new children coming into the school were high needs, could that affect the school's performance data in future years.** The Headteacher confirmed that was likely, but the school had no choice but to admit the children and would do everything it can to support them.

d) Achievement and Progress – Outcomes

The Headteacher explained that the school's attainment outcomes in 2016 had been disappointing. During the summer he had looked at the data. There had been a huge dichotomy of abilities in the 2016 Year 6 cohort, several children left at low levels not having achieved the age expected standard, but they had also entered at low levels. He referred governors to the data analysis he had circulated in advance of the meeting which illustrated the pupils' prior attainment at KS1 and how they performed in the end of KS2 tests. Those children who attained L2a and above at KS1 (28% of the cohort) had met the age related standard, which demonstrated that children attained in line with where they were expected to be (with the higher expectations of the tests).

Reading	KS1 prior attainment					
	W	L1	2c	2b	2a	L3
Number of pupils	1	3	4	6	6	5
Average KS2 point score	83	96	96	98	103	117
% now at expected level	0	0	25%	33%	50%	100%

Maths	KS1 prior attainment					
	W	L1	2c	2b	2a	L3
Number of pupils	1	2	7	6	6	4
Average KS2 point score	82	85	96	98	102	108
% now at expected level	0	0	14%	50%	67%	100%

Initials:

Page 5 of 13

Writing (SpaG)	KS1 prior attainment					
	W	L1	2c	2b	2a	L3
Number of pupils	1	5	9	5	5	3
Average KS2 point score	89	94	98	104	109	114
% now at expected level	0	40	33%	80%	100%	100%

Writing (TA)	KS1 prior attainment					
	W	L1	2c	2b	2a	L3
Number of pupils	1	5	9	5	5	3
% now at expected level	0	40%	55%	100%	100% (20% exc)	100% (100% exc)

The Headteacher referred to the attainment outcomes; the school had not met the floor standard for combined (Reading/Writing/Mathematics). For Reading and Maths the school was below the floor standard, but above for Writing.

The Headteacher referred to the progress measures, value added scores and shared details of how the school compared nationally (100 being the norm):

Reading	=	100.4
Writing	=	101.3
Maths	=	97.4

The Headteacher stated that although the school was below the national average for progress in Maths, it was above for Writing and Reading indicating that despite the school's disappointment with attainment, the children achieved beyond expectations. Progress in all subjects was comfortably within the DfE floor standards.

The Headteacher had also shared with governors the prior KS1 attainment of the current (2016/17) Year 6 cohort; which illustrated that the current Year 6 pupils were generally a more able cohort. The school was aware that children need to build up their independence.

The Headteacher reminded governors that as the school had been preparing for Ofsted early in 2015/16 it had prepared its evidence based on the old system of levels. This year the teachers were more prepared and confident in the way the new national curriculum is delivered and the assessment system; staff continue to look at ways to monitor progress through seasonal testing.

The Headteacher advised governors that the Pupil Premium Grant (PPG) was used to subsidize the cost of school uniform and school trips for PP eligible pupils. However, the Senior Leadership Team will be more rigorous in the tracking of PP pupils' progress and monitoring the impact of interventions and support. A governor referred to Year 6 PP pupils who left the school in line and where predicted, however, the school had received four years'

Initials:

Page 6 of 13

of PPG for those pupils; the hard truth was that the school did not have much impact on accelerating the PP pupils' progress and attainment. The Headteacher advised that there had been seven pupils in the class eligible for PPG, one had been assessed at KS1 as 'age appropriate' and at the end of KS2 had attained the age expected standard. The remaining six pupils did not. Many of the PP pupils were also SEN. The Headteacher acknowledged that the school did not do enough for the PP pupils, mainly because of the change in the system of tracking progress which did not pick up those pupils. This year PP children have been flagged up to class teachers who are aware that their progress needs to be accelerated.

A governor enquired whether the school's expectations had been too high. The Headteacher responded that they had not, the tests had reflected increased expectations which had been harder.

A governor enquired what the school's predictions (targets) were for 2016/17. The Headteacher advised that the target was for 66% of Year 6 pupils to reach the age expected standard in combined Reading, Writing and Maths.

Miss Charlotte Holmes (Year 2 class teacher/Literacy Leader) was invited to join the meeting.

Miss Holmes (CH) advised that subject leaders had been encouraged to bid for time out of the classroom on a Monday afternoon to enable them to focus on their subject area. Work had already been completed on English, the action plan had been reviewed from last year and she had systematically worked through the plan to check that actions have been completed. Displays around the school have been linked spelling, punctuation and grammar. The profile of Writing had increased and there were more Writing opportunities.

CH advised that she had started to look at some of the issues which arose from the school's results and identify what needs to be done. The Literacy Action Plan includes the following:

- i) The development of the school Library
- ii) Collating whole school plans for English
- iii) Handwriting – to develop cursive script
- iv) Spelling (part of the School Plan)
- v) Reading – the school's Reading results for Year 6 had identified that Reading also needs to be a focus

CH explained that as areas detailed within the Action Plan are achieved they are marked off so there is a systematic approach to the subject of English. The biggest focus would be the school library and the stock of guided reading materials. She wished to create the library in a corner of the central area and display reading materials. A sum of money had been allocated to establish a library from the school's budget. The children have been consulted to gain their views on what the library should look like. The feedback from the children was a) more books, b) more space, c) it should look better and d) children should be able to take books home; the ideas from the children will be used to drive the project forward. The theme will be 'Reading takes us to some amazing places'. The library area will be created to provide children with a special space to go into. New furniture and carpeting will also be purchased. CH advised that the library will be worked on during the next Inset day and, once completed, children will be able to use it as a library. They will have a library card and be able to take books home. Children will be encouraged to write book reviews and make recommendations.

A governor enquired whether the school had considered contacting Kent Library Service to see if it may offer help with the furniture. CH agreed it was something worth investigating. She continued, generally parents are supportive, the school planned to ask for donations of books. A child had suggested a book drop box.

Governors thanked CH for taking the time to meet and discuss her Literacy Action Plan with them. She left the meeting at 2.25 p.m.

Initials:

Page 7 of 13

The Headteacher advised that he was encouraging teachers to see if anyone wants time next term to focus on their area of the curriculum.

The Chair invited governors' questions arising from the data and the Headteacher's report.

A governor referred to the numbers of pupils in the Year 6 class (32 pupils) and Year 4 (31 pupils) and asked whether the larger class sizes have an impact on the quality of teaching. The Headteacher confirmed that it does. He advised that the school had lost an appeal over the summer. The school had a waiting list of children wishing to join the school in Years 4 and 6 which were both already oversubscribed. He continued the parents of a Year 6 child had appealed and it was felt likely that the appeal would be upheld. However, as another child had recently moved to Durham, the new child was given this space and so the class remained at 32. A child would be joining the school in Year 2 which would take the class size up to 30.

A governor asked if the larger class sizes may be mitigated by the deployment of teaching assistants. The Headteacher advised that larger classes have less of an impact at the upper end of the school because children work independently. In KS1 the class sizes were 30.

11. School Plan 2016-17

a) School Plan Approval

The School Plan had been available for governors to view on KLZ. The Chair sought governors' questions arising from the School Plan.

A governor referred to page 11, 2.3 and asked the Headteacher to explain the Chilli Challenge. The Headteacher explained that children may choose their level of work and their learning differentiated 'mild', 'spicy', 'very hot' and then the 'chilli challenge'. He explained, children were very good at differentiating their levels of work. An example, if a child were to complete six or seven sums and they get them all right and they are comfortable with them they jump to the next level.

A governor referred to the targets for end of July 2017. The Headteacher advised that the school's target/aim will be to be at least in line with the national average. The SATs this year were assessed under an interim assessment framework. The School Improvement Advisor will review the targets which may change, at the moment the target is 66%.

A governor referred to the section on Personal Development, Behaviour and Well-being; the governor noted that attendance last year had been good. The governor asked what this year's attendance targets were based on. The Headteacher advised that the aim was to improve upon the previous year's attendance figures. The governor enquired whether the school was expecting the persistent absenteeism to continue. The Headteacher advised that he did expect persistent absence to continue. He explained that one child's attendance was circa 28% and he outlined the reasons for this. Governors recognised the impact of the child's non-attendance was having on the school's overall attendance figures. The Headteacher advised that one or two children whose attendance had influenced the school's attendance figures for last year had now left the school. Governors urged the school to maintain a separate record of attendance with the persistent absenteeism removed.

The Chair advised governors that the School Plan will evolve and be updated regularly.

The Chair sought governors' formal approval to the 2016/17 School Plan. Governors unanimously agreed the Plan, including associated costings of £6,800.

Initials:

Page 8 of 13

b) Governors' Monitoring

Governors' monitoring of the School Plan had been assigned to governors in advance of the meeting following consultation with governors. The following was agreed:

Mrs J Dawes and Reverend H Letley		
Monitor the Effectiveness of Strategic Leadership and Management through evidence of implementation of robust systems		
Plan Areas	Description	Monitoring Visit Dates – Week Commencing:
1.4	Effectiveness of systems to ensure review, development and improvement	5 th December 2016
1.8, 1.9	Senior Leadership Team – communication and whole school approach to improvement (TA and KS meetings)	6 th February 2017
1.5, 1.3	Whole school approach to strategic leadership	12 th June 2017
Mrs J Collett-White and Mr A Cummins		
Monitor the Quality of Teaching, Learning and Assessment to ensure progress of all children		
2.1	Development of outstanding teaching practice across the school	12 th December 2016
2.3	Impact of greater independence of all pupils	12 th December 2016
2.8	A more diverse curriculum	12 th December 2016
2.8	Wide writing opportunities across the curriculum	27 th February 2017
2.9	Impact on spellings from class focus and homework	27 th February 2017
2.1	Quality of maths teaching	22 nd May 2017
2.11	Quality of provision for groups (SEN, PP and G&T)	22 nd May 2017
Mr J Bennett, Mrs J Everingham and Mrs T Mayne		
Monitor the Effectiveness of Provision for Pupils' Personal Development, Behaviour and Welfare		
3.7	Robust Safeguarding procedures	Term 1
3.10	Raise pupils' awareness of cultural diversity (British Values)	Term 3
	Robust E-Safety procedures	Term 5
Mrs K Bachelard and Dr. J Boyle		
Monitor School Outcomes – Data Tracking		
4.5	Combined data and tracking procedures	16 th January 2017
4.3	In-year assessment procedures	22 nd May 2017
4.7	Closing the gap provision for Pupil Premium children	3 rd July 2017
Mr R Kerrell and Mr M Baybutt		
Monitor the School's Finances		
	Work with the Headteacher and Finance Leader to fulfil the requirements of the Finance Pair as described in the Governing Body's Finance Pair Terms of Reference	4 th October 2016 21 st November 2016 9 th January 2017
	Monitor spending of the PE and Sports Premium	30 th March 2017
	Monitoring spending of the Pupil Premium	1 st May 2017 26 th June 2017
Newly elected Vice Chair (Mrs J Collett-White initially) Reverend H Letley and Mrs T Mayne		
Ensure Effective Headteacher Appraisal		
	Goal setting meeting with External Advisor	17 th November 2016
	Mid-year review of progress against goals	May 2017

Initials:

Page 9 of 13

c) Receive Governors' Monitoring Visit Reports

None this term.

12. Finance Report

a) Six Month Budget Monitoring Report

The Finance Governor referred to the five and six month budget monitoring reports on KLZ. He wished to place on record his appreciation to the Finance Officer from KCC Finance Department for producing the six month budget monitoring report promptly.

The Finance Governor advised that there were no significant variances to income. The school had received higher income than anticipated, but this was due to contributions to school visits and donations from the Parent Teacher Friends Association for playground equipment. The school had recruited an additional teaching assistant to support a child. The school had also purchased resources, expenditure linked to the residential visit and agency staff, however, expenditure was in line with the original budget forecast.

The Finance Governor advised that one of the school's minibuses has had a significant amount of repairs. It was expected that the vehicle may need replacing during the next financial year. The school will look at either purchasing a replacement minibus or leasing. The LA's Finance Officer had been asked to seek advice from the LA. The Headteacher advised that more schools were leasing vehicles. The Finance Governor explained that if the vehicle were to be leased, it would take it off the school's asset register. A governor suggested exploring alternative options e.g. sponsorship.

The Finance Governor sought governors' questions arising from the six month budget monitoring report. A governor referred to E06, Catering Staff and asked why there had been no expenditure. The Headteacher explained it was because the school does not employ catering staff, meals are prepared at another school's kitchen through Nourish Catering and are transported to the school. The school does, however, employ midday meals supervisors (detailed under E07, Cost of Other Staff).

The current predicted rollover = £37,323.

Governors unanimously agreed the six month budget monitoring report.

A governor asked how the role sharing (between a member of the school's administrative team and the SFS finance officer) of finance administration was going. The Headteacher advised that there was still a period of transition. The school's Finance Assistant was taking on more of the financial role. The Finance Governor advised that the member of staff had good systems in place.

b) Review of Asset Register

The Finance Governor referred to his report dated the 4th October. The Asset register had been reviewed and was up to date. The interactive white boards needed to be recorded on the register once the unique identifiers are provided for each piece of equipment by IT support.

c) Benchmarking

The Benchmarking report 2015/16 (available on KLZ) compared the school's income and expenditure with other similar schools. The Finance Governor drew governors' attention to E01, Teaching Staff costs, the cost per pupil

Initials:

Page 10 of 13

was marginally lower than that for other schools. However, E03, Education Support staff was significantly higher. The cost per pupil for Caretaking and Cleaning was lower per pupil.

13. Five Year Strategic Plan

The reviewed Five Year Strategic Plan was agreed by governors.

14. Safeguarding and Health & Safety

a) Issues or Concerns

The Headteacher and governors were afforded an opportunity to raise any safeguarding or health and safety issues or concerns. None were raised.

b) Keeping Children Safe in Education Guidance – September 2016

Governors signed to confirm that they have received and read the KCSIE Guidance September 2016.

A governor asked the Headteacher if he felt that the school was receiving sufficient support from Social Services in respect of Looked After Children. The Headteacher confirmed it was, the school was proficient in securing what support it can given the external resources available.

A governor asked if staff receive regular updates in respect of safeguarding and how were staff receiving the information. The Headteacher advised that the school maintains a record of Child Protection training and the Family Liaison Officer keeps track of any changes to safeguarding procedures as informed by the Local Authority and she cascades this information to staff. The governor asked if there is a regular item on staff meeting agenda for staff to receive the updates. The Headteacher advised that the school receives monthly newsletters from KCC which are shared with staff during staff meetings.

A governor asked if all staff had received their annual update to child protection training. The Headteacher advised that this would be done at the beginning of term 2. In addition, staff receive regular updates regarding pupils and families.

The Safeguarding Governor advised that the Annual Safeguarding Report would be shared with governors at the next meeting during term 2.

A governor noted from the Guidance that the governing body is responsible for checking the content of the school's website.

c) Safeguarding Policy

The Clerk advised that a new Safeguarding Exemplar Policy was available. She undertook to email the Policy template to the Headteacher.

Action: Safeguarding Governor to present the Annual Safeguarding Report to governors at the next term 2 meeting. Clerk to agenda.

Acton: Clerk to email the HT the new Safeguarding Exemplar Policy template. Safeguarding Policy to be included upon the agenda for the next meeting.

Initials:

Page 11 of 13

d) Single Central Register

As previously minuted, the SCR had been inspected by the Safeguarding Governor.

15. Policies for Review

Upon the recommendation of the Lead Reviewer, the following policies and documents were unanimously agreed by governors:

- Pay & Reward Policy (MB)
- Behaviour Policy (JD)
- Home Learning Policy (HL)
- Admissions Policy (JEB)
- Equality Scheme (JB)
- Feedback Policy (JCW)
- Governor Visits Policy (KB)
- Medical Policy (TM) – governors were advised that 11 members of staff will receive updated first aid training on the Inset day.
- Mobile Telephone Usage Policy (JD)

16. Governor Training and Development

a) Reports of Training Undertaken

- JCW had attended the District Governors' Briefing on the 29th September. Her report was available for governors to view on KLZ.

b) Identified Training and Development Priorities to Reflect Gaps in Governors' Collective Skills and Expertise and School Priorities

- KB and JB were due to attend Assessment Without Levels training.

The Chair/T&D Governor asked governors to let her know of any training events they have attended.

Action: Governors to advise T&D Governor of any training events attended.

The Safeguarding Governor advised that she had completed training courses through her employer which were relevant to her Safeguarding role, the training courses included Child Exploitation, Online Safety, Prevent training. She undertook to obtain copies of her certificates of training and give them to the Clerk for filing in the governors' training folder.

Action: TM to provide Clerk with copies of training certificates.

17. Any Other Urgent Business

None.

18. Confidentiality

No items were deemed to be of a confidential nature.

Initials:

Page **12** of **13**

19. Dates and Times of Future Meetings

The dates and times of future meetings were confirmed as follows (all with 1 p.m. start time):

- Term 2 - Monday, 21st November 2016
- Term 3 - Monday, 16th January 2017
- Term 4 - Monday, 13th March 2017
- Term 5 - Monday, 15th May 2017
- Term 6 - Monday, 10th July 2017

The meeting concluded at 3.05 p.m.

Signature: (Chair)
21st November 2016

Initials:
Page 13 of 13