



**Ash Cartwright and Kelsey C of E Primary School
Full Governing Board Meeting
Held on Wednesday 16th January 2019 at 6.00pm at the school**

Present: Mr Nick Hassall (Chair), Mrs F Crascall (Headteacher), Mr N Gault (NG), Mrs N Loveless (NL), Mrs P Miller (PM), Mrs E Parker (LP), Dr W Vennart (BV), Mr T Wachter (TW), Mr C Watson (CW).

In attendance: Mrs N Loveless (Clerk), Mrs K Ash (KA) and Mrs J Wilkinson (JW).

Apologies: Ms T Ferrus (Clerking Services Clerk)

		Action
	<p>The meeting opened with the school prayer led by the Chair.</p> <p><i>Dear God Thank you for the creation of all the wonderful things you have made May friends soften the road when it is bumpy and make you smile on rainy days Please help us to persevere even at time when it feels tricky or impossible May joy be spread around our school Help us to forgive when our feelings are hurt by others Remember community brings us all together Amen</i></p>	
1	<p><u>Pre Ofsted Preparation</u></p> <p>Due to the change of dates for this meeting, Mr Alan Norley (AN) was unable to attend but governors met on 15/01/19 for the training. See NOV (notes of visit) uploaded on KLZ.</p> <p>The Chair briefly recapped the training:</p> <ul style="list-style-type: none"> • We are a Good school and should be seen to be promoting this; • Governors are working with the NLG to further strengthen the finer details raised from the training; • The HT will set up an Ofsted Grab File on KLZ for all governors to obtain essential information for the inspection; • At the previous inspection, governors had met to write a SWOT Analysis and Strength & Weaknesses checklist which proved useful. The Chair will be organising this again. Item 1 Action 1 • Governor training and the Skills Audit to be uploaded onto KLZ. At the training session, governors agreed to upload training documents on the website but it was felt that KLZ was sufficient. LP has now been trained on uploading documents onto KLZ; • Ofsted Inspectors can be given access to KLZ showing transparency. <p>Question: Can Ofsted have access to confidential minutes? Answer: Yes, Inspectors cannot be restricted from these details.</p> <p>Question: Who will meet with the Inspectors as it is important to have the appropriate governors around the table? Answer: The Chair has thought about this and will be putting together details imminently. Item 1 Action 2</p>	<p>Item 1 Action 1 Chair</p> <p>Item 1 Action 2 Chair</p>

Chair Initials _____

Part 1

2	<p><u>Welcome and apologies for absence</u></p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received from the Clerk due to ill health. Governors thanked Mrs N Loveless for clerking the meeting.</p> <p>The meeting was quorate.</p>																			
3	<p><u>Declaration of Business Interests</u></p> <p>Governors were reminded to declare any interests that may arise during the meeting.</p> <p>Declaration received from Mr C Watson as PTFA Treasurer.</p>																			
4	<p><u>Governing Body Matters / Membership</u></p> <p><i>Agenda item 4.1 Governor Newsletter preparations</i></p> <p>The HT & Chair are meeting on Thursday 17th January 2019 to discuss the governor newsletter.</p> <p><i>Agenda item 4.2 Update on Parent Governor letter issued in Term 2</i></p> <p>The HT Mid-Year review will take place on Wednesday 13th March 2019 at 9.15am.</p> <p><i>Agenda item 4.3 Update on Parent Governor letter issued Term 2</i></p> <p>The last two school newsletters have advertised for a parent governor. As yet no one has stepped forward. The HT will place it in the next newsletter and include the advert on the Parent Council Agenda. A governor suggested approaching parents with the relevant skills set directly, as this had worked well in the past.</p> <p><i>Agenda Item 4.4 – Current Vacancies</i></p> <p>The Governing Board currently has 3 vacancies (not 5 as stated on the Agenda). KA has not received confirmation that the GAP have approved her appointment as LA governor. KA has just accepted a position in another school which would mean that she is employed by the Local Authority and could not be an LA governor. Clerk to check whether the GAP panel are meeting before the end of January when her employment with her current employer ends.</p>																			
5	<p><u>Approval of Minutes of the meeting held on Tuesday 6th November 2018</u></p> <p>The minutes of the last meeting held on Tuesday 6th November 2018 were approved and signed by the Chair of Governors as a true and accurate record with the following amendments:</p> <p>Not all action points had been transferred to the Agenda (2 from a previous meeting were missing on the Agenda but were in the minutes).</p>																			
6	<p><u>Matters arising and Actions arising from the last minutes</u></p> <p><i>Carried forward actions from 17th September 2018</i></p> <table border="1" data-bbox="225 1554 1294 1713"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Responsibility</th> </tr> </thead> <tbody> <tr> <td>Action 2</td> <td>New signatory should be Tom Wacher. BV will liaise with NatWest Bank. Completed</td> <td>BV</td> </tr> <tr> <td>Action 8</td> <td>It was agreed that the Decision Planner should be an item on either the January or March FGB agenda. Carry forward to March 2019 Agenda</td> <td>Clerk</td> </tr> </tbody> </table> <p><i>Actions arising from the last minutes</i></p> <table border="1" data-bbox="225 1789 1294 2069"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Responsibility</th> </tr> </thead> <tbody> <tr> <td>Item 4.2 Action 1</td> <td>The Circle Model Terms of Reference (TOR) 2018-2019 was agreed by governors and the clerk will update the TOR date of approval. Governors agreed for Mr T Wacher to be on the Pay Panel. Completed</td> <td>Clerk</td> </tr> <tr> <td>Item 4.2 Action 2</td> <td>HT informed of a Hub Head meeting on 12th November 2018 and will discuss the interest in joining a panel committee and observing other governor meetings. HT to update at the next meeting. If approved the TOR will be updated. HT discussed with HUB. All schools are keen to share governors. All governors agreed to this, the TOR will require amending and to c/f to the next meeting.</td> <td>HT Clerk</td> </tr> </tbody> </table>	Item	Description	Responsibility	Action 2	New signatory should be Tom Wacher. BV will liaise with NatWest Bank. Completed	BV	Action 8	It was agreed that the Decision Planner should be an item on either the January or March FGB agenda. Carry forward to March 2019 Agenda	Clerk	Item	Description	Responsibility	Item 4.2 Action 1	The Circle Model Terms of Reference (TOR) 2018-2019 was agreed by governors and the clerk will update the TOR date of approval. Governors agreed for Mr T Wacher to be on the Pay Panel. Completed	Clerk	Item 4.2 Action 2	HT informed of a Hub Head meeting on 12th November 2018 and will discuss the interest in joining a panel committee and observing other governor meetings. HT to update at the next meeting. If approved the TOR will be updated. HT discussed with HUB. All schools are keen to share governors. All governors agreed to this, the TOR will require amending and to c/f to the next meeting.	HT Clerk	
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Chair Initials _____

Part 1

	Item 4.3 Action 3	LP said that she will email her review to the Clerk to upload to KLZ. Completed	LP
	Item 4.4 Action 4	Clerk to contact Mrs Eunice Thorpe of the Diocese and complete membership arrangements for Mr C Watson to extend his term of office. CW is a Foundation governor already. Completed by Clerk on 5/2/19. CW Term of Office has been extended.	Clerk
	Item 4.4 Action 5	HT informed that a Parent Governor vacancy letter will be issued in Term 2 2018. This has been done however the vacancy is still outstanding	HT
	Item 4.5 Action 6	Organisation will commence from January 2019 to be Ofsted ready and governors agreed for the Chair to invite Mr Alan Norley to arrange training in January 2019. Completed	Chair
	Item 4.5 Action 7	The Clerk suggested including SIP termly priorities to the FGB agenda. This was agreed. Clerk to add to next and subsequent FGB agendas. Completed and Ongoing	Clerk
	Item 6 Action 8	HT explained that changes to income is due to falling nursery income, the finance monitoring pair takes place mid November to follow up and HT hopes that the school will be out of deficit this year. HT to discuss with monitoring pairs. Meeting has been held.	HT
	Item 9 Action 9	In conclusion, it was agreed and a good compromise to publish to the website as a 'live' document to the next FGB meeting, the GB will monitor how it progresses and all previous minutes will be removed. Completed	HT
	Item 10 Action 10	Restorative Approaches - Clerk add to next FGB agenda. Completed	Clerk
	Item 11.3 Action 11	The Headteacher offered to email governors a copy of the external visit report in order to validate for evidence. EYFS report - Completed	HT
	Item 12 Action 12	CW, Chair and HT to meet in term 2 to discuss data required for FGB with a view to simplifying the process. Outstanding	CW, Chair and HT
	Item 15 Action 13	The Online policy will be updated to include that passwords are changed 'regularly'. Completed	HT
	Item 19 Action 14	Mr B Vennart (BV) to include in the Parish Magazine about the Coop. This will be in the February Publication	BV
	Item 20 Action 15	Governors agreed to add Health and Safety as a standing item. Completed	Clerk
	Item 22 Action 15	HT to invite Ryan Hayes to 12 th March for a presentation on Sports Premium and Grace Chatters 16 th May 2019 for a presentation on Science. Staff have confirmed they can attend	HT
7	<p>Headteacher's Report</p> <p><i>Challenging questions have been received and answered by HT, prior to the meeting, from the Chair and detailed below.</i></p> <p>Question: With reference to the safeguarding case. Thank you to you and your staff for all your efforts in supporting these children. This must have been hard work and not easy to deal with, is there anything as a governing body that we can do?</p> <p>Answer: It has been stressful for all staff dealing with this difficult case and HT has been very mindful of this. HT contacted the Local Education Officer and has received additional support. Governors to be aware that it has been a high profile, exceptional case. HT had support from the Diocese for 'time out' at their Nonrington Retreat for certain staff.</p> <p>Question: Peer review program. Is this for staff or pupils? If so, does this differ from the reviews held with hub schools?</p> <p>Answer: The peer review programme is part of research by the Education Endowment Foundation. It is still within the HUB but provides a very tight framework for our reviews - focusing in on specific areas rather than just learning walks and general book looks. There is a review template and a feedback session. After the feedback session, improvement champions from the other HUB schools provide an improvement workshop. HUB heads are now all trained peer reviewers (HUB heads had to attend sessions in Ashford). HT has found it very useful.</p> <p>Question: Local HT meeting, new OFSTED framework. What are the implications for the FGB of these new frameworks, is this something that we should be proactively looking into given the likelihood of an inspection this year?</p> <p>Answer: The new Ofsted framework will be from September 2019 and has not been finalised yet, but we are wise to focus on the wider curriculum.</p>		

Chair Initials _____

Part 1

	<p>Question: Operation Compass Training, does the school have existing policies /procedures to deal with this and will they need to be reviewed as a result? Answer: Domestic abuse is covered under the safeguarding policy. It is hoped, Operation Compass will provide us with timely information so that we can swiftly follow up in school and offer EHT to families where required.</p> <p>Question: Forest school. How many members of staff are forest school trained, would this save the cost of external providers and allow us to use the facilities more often? Answer: The cost to train a Forest School practitioner is around £16,000 plus set up costs. The school has insufficient funds in the budget at this time and it is hoped that the school may be in a position in subsequent years or may be able to tap into a local charity for support.</p> <p>Question: EYFS, what is the current expected rating for the unit? Answer: The current EYFS Ofsted grade from Ruth Swailes is securely good, with elements of outstanding practice and HT agrees with this judgement.</p> <p>Question: Can governors see the progress scores for the individual classes? Answer: Below are progress measures for classes. Governors need to take into account the number of children in the class, SEN including HNF and late starters:</p> <p>Progress – Average points progress on Target Tracker (2 points would be good progress for end of term) – December 2018</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Average</th> <th>Reading</th> <th>Writing</th> <th>Maths</th> </tr> </thead> <tbody> <tr> <td>Year 1</td> <td>2.3</td> <td>2</td> <td>2.3</td> <td>2.8</td> </tr> <tr> <td>Year 2</td> <td>2.2</td> <td>2.2</td> <td>2.1</td> <td>2.1</td> </tr> <tr> <td>Year 3</td> <td>2.0</td> <td>2</td> <td>2.1</td> <td>2.0</td> </tr> <tr> <td>Year 4</td> <td>1.8</td> <td>1.9</td> <td>1.5</td> <td>2.0</td> </tr> <tr> <td>Year 5</td> <td>2.1</td> <td>2.3</td> <td>1.8</td> <td>2.0</td> </tr> <tr> <td>Year 6</td> <td>1.9</td> <td>2</td> <td>1.8</td> <td>1.9</td> </tr> <tr> <td>W Sch</td> <td>2.06</td> <td>2.06</td> <td>1.93</td> <td>2.13</td> </tr> </tbody> </table> <p>Question: Within the SIP there are some EGPS values missing, it looks like the target is there but the value in () is missing? Answer: HT will add in all the EGPS parts. HT is aware that writing is the area of focus this year and staff are busy plugging gaps in spelling. Item 7 Action 3</p> <p>Question: Could we have an idea of the quality of teaching? (E.g. 20% outstanding 80% good etc.) and have this included in the report in future? Answer: The school had a visit from Jenny Jones last week - all our triangulated provision (teaching, learning and assessment) is at least good. 25% of teachers had elements of outstanding.</p> <p>Question: How many sessions were missed on the first Friday back (term 3) as this was a 1-day week? Answer: On the INSET day attendance was good and there were only 7 children off across the school.</p> <p>Question: Is there an update on the mini-bus? Answer: The HT has emailed the Chair of the Jack Foat Trust concerning the funding but had received no reply. BV to follow up. HT will also email the Cartwright & Kelsey Educational Trust. Money has been raised via a sponsored event (over £1000) and Mr C Watson (CW), on behalf of the PTFA, offered to help financially. As the vehicle cannot be purchased via leasehold due to the budget implications, the school needs to raise £22,000. It is a priority for the school as it will assist with the wider curriculum (school trips & visits) and raising the profile of the school. The HT also mentioned that the school is limited to the number of children able to fit in a member of staff's car. With a mini bus, more children could be taken to conferences/competitions etc.</p> <p>Governors thanked the Chair for his robust questions and HT for providing strong evidence.</p>	Class	Average	Reading	Writing	Maths	Year 1	2.3	2	2.3	2.8	Year 2	2.2	2.2	2.1	2.1	Year 3	2.0	2	2.1	2.0	Year 4	1.8	1.9	1.5	2.0	Year 5	2.1	2.3	1.8	2.0	Year 6	1.9	2	1.8	1.9	W Sch	2.06	2.06	1.93	2.13	<p>Item 7 Action 3 HT</p>
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8	Review SIP / SEF																																									

Chair Initials _____

Part 1

	<p>Item 8.1 Overview of progress and impact of 2018/19 SIP The HT confirmed that the SIP was on KLZ and it was also available on the interactive whiteboard during the meeting. HT emphasised the importance for governors to familiarise themselves with the milestones and the evaluations at the end of the document.</p> <p>Subject Leaders attended the HUB humanities leadership meeting at St Richards early term 3 to scrutinise books and discuss assessment with other subject leaders.</p> <p>Restorative Justice training has taken place and this has proven useful. A visit to an RJ school is the next step. This training has enabled HT to plan and book the workshop for parents.</p> <p>Literacy leader and HT to carry out Phonics monitoring.</p> <p>All staff are invited to visit the EYFS Unit in order to experience the new unit as per the SIP.</p> <p>Behaviour for Learning is very good, as quoted by the IA in her visit. Expectations had really improved from what had been evidenced in past visits.</p> <p>Item 8.2 Current Summary SEF inc School Evaluation (Data) The SEF grading has not changed. HT informed governors that the SEF will be updated to include the Improvement Adviser’s (IA) Notes of Visit (NOV) and quoting from the IA report “Leaders judge the quality of teaching, learning and assessment to be good and the IA agrees this judgement”.</p> <p>The census is being carried out on 17th January 2019. Currently 174 on roll which includes 12 in reception, 24 SEN and 5 out of 6 HNF are PP.</p> <p>Governors agreed that the SIP and SEF are good workable documents. Governors said that they will focus on books and liaise with the Foundation Stage leaders during their monitoring visits. It was suggested that the Teaching and Learning monitoring pair could attend the Book Look.</p> <p>A governor highlighted that a PTFA member commented that the children were polite. During the Yr6 Harry Potter Trip at the Warner Brother Studio, a parent commented to the teacher that AC&K children were very well behaved. This demonstrates impact of the school’s ethos and values as a result from their learning.</p> <p>HT updated that targets for statutory assessments were on track and HT will provide greater depth figures for governors to evidence impact of the more able children. Item 8.3 Action 4</p>	<p>Item 8.3 Action 4 HT</p>
9	<p><u>Current School Data</u> Refer to discussion under agenda item 8 and SIP.</p>	
10	<p><u>Finance and Resources</u> A confidential item of discussion was recorded in Part 2 Confidential Minutes.</p> <p>Next Finance dates – 06/05/19 – Draft budget in advance of FGB approval 15/07/19 – Quarter 1 2019/20.</p>	
11	<p><u>Safeguarding</u> Mrs P Miller (PM) Safeguarding monitoring visit report was uploaded to KLZ prior to the meeting.</p> <p>A confidential item of discussion was recorded in Part 2 Confidential Minutes</p>	
12	<p><u>Health and Safety</u> There has been an ongoing problem with the kitchen roof. Upon further investigation it was established that trays had been placed under the joists to collect rain water from a leak. This in turn has caused the joists to rot and consequently a new roof is required.</p> <p>The Diocese and a Contract Roofer have visited the school and the Diocese have agreed to use LCVAP (LA Co-ordinated Voluntary Aided Programme) funding and place tenders for a new roof. The work will be carried out in the summer holidays 2019. The school will pay 10% of the total. LCVAP will cease to continue next year and it is hoped that the school will additionally receive funding for new fencing around the playground and fix the under floor heating which has not been working in certain areas for about 7 years. Electric</p>	

Chair Initials _____

Part 1

	<p>heaters are being used but are extremely expensive. The school pay a maintenance fee for an annual inspection where “no issues” have been reported. The HT will look into this further.</p>	
13	<p><u>Website</u> The Sports premium has been published on the school website and TW & CW reference pupil premium in their report.</p>	
14	<p><u>Monitoring Pair Visits</u> Governors noticed that not all reports were on KLZ and in the same location. It was agreed for all reports to be uploaded to the appropriate folder with the meeting date. There is nothing in the folder for this meeting and Mrs N Loveless (NL) & CW reported that they could not find their reports on KLZ.</p> <p>Going forward, all reports being presented at the meeting should be listed on the agenda. Follow up points can also be listed so that these can be actioned at meetings. This is an area for improvement for governors which was mentioned in the training with AN.</p> <p>It was also felt that the agenda was unwieldy and there was more information than necessary on it. This in turn is taking longer to read at meetings.</p> <p>The Pupil Premium meeting date is to be confirmed.</p> <p>External Notes of Visit will be uploaded to the School Improvement Document section on KLZ.</p>	
15	<p><u>Policies</u> There were no policies for ratification.</p>	
16	<p><u>Governor Training (LP)</u> The T & D governor has been unsuccessful booking TW on the Induction course and TW has been added to the reserve list.</p> <p>All governors to inform the T & D governor when they have attended a course and print off their certificate if booked through CPD Online.</p> <p>Question: Is it possible to book a course and then be charged? Answer: No. The booking form will state whether the course is part of the SLA package or not. Any courses that are chargeable require approval from the HT.</p> <p>Due to the number of new governors it may be possible to ask the NLG to carry out the Induction training. The HT said that there are new governors at another school within the HUB and the school may be able to bring both together for the training. HT will look into this further. Item 16 Action 5</p> <p>TW has emailed his Prevent certificate to the School Office but will do so again.</p> <p>The Chair updated governors that he will contact the Area Governance Officer (Tina Gimber) regarding New Chair’s training. Item 16 Action 6</p> <p>The T & D governor is unable to attend the District Meeting this time and has asked the Chair to go in her place.</p>	<p>Item 16 Action 5 HT</p> <p>Item 16 Action 6 Chair</p>
17	<p><u>Canterbury Diocese</u> SG has been working on the SIAM’s SEF and Nikki Patterson from the Diocese is visiting in March to review progress against the new framework. All stakeholders are required to be involved in producing the SIAMS document. Staff had participated at a recent staff meeting. Governors were invited to put their thoughts against each strand which were circulated. The HT thanked governors for their participation.</p>	
19	<p><u>Good News from the Community</u> Mrs Foat from the Heritage Group had donated £250 towards the Spiritual Garden and the HT and RE Lead have bought a range of sensory plants. A bird table and some outdoor bean bags are also being purchased with a further donation.</p>	

Chair Initials _____

Part 1

	<p>The WI (Women’s Institute) have offered the school their Appliqué skills. Children will design a banner representing each school value and present to the WI in February. This provides strong links in with SIAMs and the community. The banners will be treated with fire retardant spray.</p> <p>Before he retires, Bishop Trevor will visit to bless the Spiritual Garden, the new play equipment and the Welcome signs. At the moment we have two unconfirmed dates of Monday 4th February at 9am or Wednesday 6th February 2.45pm.</p> <p>The Chair is organising a quiz night to raise funds for the RSBC, as he is running the London marathon this year. The Chair is very keen to involve the wider community and is hoping that the children can be involved in sports events and fundraising too.</p>	
20	<p><u>Any Other Business</u> LP is carrying out a Key Stage Collective Worship visit this term 3.</p> <p>Dr W Vennart (BV) reported to governors that the COIF requires two new signatories as the current names are out of date. TW & NH were proposed and all governors agreed.</p> <p>BV will look into details of the COIF i.e. why we have it and whether the Capital can be used? Item 20 Action 7</p> <p>It was suggested that the HT meets annually with the Chair from the C&K Education Trust, which was felt had been done previously.</p> <p>All governors agreed to the following proposed change to the School’s admission arrangements for the September 2020 pupil intake - <i>Children Previously in State Care Outside of England – Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. (We have since received an email stating that 78% of schools were against this – KCC have not adopted this criteria – this has now been agreed by governors</i></p> <p>Question: Do the Diocese need to be consulted. Answer: No. The diocese has already consulted on the change.</p> <p>The HT thanked governors for the new Values sign which has replaced the bottle top collage.</p> <p>Governors have also purchased the new prospectus folders which are currently being distributed.</p>	<p>Item 20 Action 7 BV</p>
21	<p><u>Confidentiality</u> Agenda item 10 and 11 are recorded in Part 2, Confidential Minutes.</p>	
22	<p><u>Dates of next FGB Meetings</u> 12th March 2019 16th May 2019 17th July 2019 – Note, this has changed from 11th July</p>	
	<p>The meeting closed at 8.10 pm</p>	

Chair signature: _____ Date: _____

Chair Initials _____

**Full Governing Board Meeting
Held on Monday 17th September 2018**

ACTIONS C/F

Item	Description	Responsibility
Action 8	It was agreed that the Decision Planner should be an item on the March FGB agenda.	Clerk

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ACTIONS C/F

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Item 12 Action 12	CW, Chair and HT to meet in term 2 to discuss data required for FGB with a view to simplifying the process. Ongoing	CW, Chair and HT

**Full Governing Board Meeting
Held on Wednesday 16th January 2019 at 6.00 pm at the school**

ACTIONS

Item	Description	Responsibility
Item 1 Action 1	Chair to organise and distribute SWOT Analysis and Strength & Weaknesses checklist	Chair
Item 1 Action 2	Chair to arrange who will meet with the Inspectors	Chair
Item 7 Action 3	To add in all the EGPS parts on SIP	HT
Item 8.3 Action 4	To provide greater depth figures for governors to evidence impact of the more able children.	HT
Item 16 Action 5	To ask the NLG to carry out the Induction training. There are new governors at another school within the HUB and the school may be able to bring both together for the training.	HT
Item 16 Action 6	To contact the Area Governance Officer (Tina Gimber) regarding New Chair's training.	Chair
Item 20 Action 7	To look into details of the COIF i.e. why we have it and whether the Capital can be used?	BV

Chair Initials _____