

**SUMMARY OF THE MEETING OF THE LOCAL GOVERNING BODY  
COLEHILL FIRST SCHOOL  
On 8<sup>th</sup> November 2016,  
6.00pm at the school**

**MATTERS ARISING FROM PREVIOUS MEETING**

<b>MINUTE</b>	<b>ACTION</b>	<b>BY</b>	<b>UPDATE</b>	<b>STATUS</b>
D	PO to write up '20 questions'; AT to host on Google – to wait until MGC attends next Chairs' meeting and feeds back	PO/ MGC	Trust internal review system in place, so no need to self-review	Completed
D	LP to add 'Equality Objectives' policy to agenda when finalised by the Trust	MGC	Added to February meeting agenda	Completed
D	Clerk to refer to 'governors' in future minutes; MGC to advise Trustees of this	LP	Format will be used in future	Completed
I	LP to update co-opted governors terms of office	LP MGC	Actioned	Completed
I	MGC to email the unsuccessful vice-chair candidate to advise of the result;	LP	Actioned	Completed
I	MGC to email JG re Nursery Trustee vacancy	MGC	Actioned	Completed
I	MGC/AT to arrange meeting and inform DT & JG MGC to clarify with Liz West	AT MGC	Actioned – meeting took place	Completed
J	LP to update the policy as indicated and put on next meeting agenda MGC to check position with RB	LP MGC	Policy updated and on meeting agenda	Completed

## ACTION SUMMARY

MINUTE	ACTION	BY	DATE
D	Clerk to upload Trust meeting summary to the school website in future	LP	As required
E	All governors to complete on-line safeguarding training Clerk to find out whether the Safer Recruitment governor needs to repeat the training	ALL LP	By 31/12/16 24/11/16
F	AT to share External Challenge Partner report with governors Clerk to produce a 'no parking' sign for the emergency access gates AT/Clerk to start a shared document for acronyms	AT LP AT/L P	Asap Asap Asap
H	AT to set up doodle poll for working party dates All governors to vote	AT ALL	Asap Before end of term
K	Clerk to raise Terms of Reference at the Trust Clerk's briefing	LP	24/11/16
M	AT to arrange data presentation session for governors to attend	AT	Asap

### DECISIONS

MINUTE	DECISION
	xx
	xx
	xx
	xx

### REFERRALS

MINUTE	REFERRAL	BY	TO
O	The need for one or more additional co-opted members on the local governing body	LP	

### RESPONSES TO PREVIOUS REFERRALS

MINUTE	REFERRAL	BY	UPDATE	STATUS
	xx	xx		xx
	xx	xx		xx
	xx	xx		xx
	Xx	xx		xx

**GOVERNOR DETAILS AND ATTENDANCE FOR CURRENT YEAR**

NAME	DOA	TERM		08/11/16		28/02/17		06/06/17
Katie Ramsden	01/09/16	1 year		YES				
Chris Minns	10/12/15	4 years		YES				
David Topping	01/09/16	1 year		YES				
Juliet Gould	01/09/16	1 year		YES				
Phil O'Connor	29/01/13	4 years		YES				
Leela Senior	01/09/16	1 year		YES				
Andrew Turrall (Head)	N/A	N/A		YES				
Helen Self	01/07/15	4 years		YES				
Ruth Everton	30/09/14	4 years		YES				