

**SUMMARY OF THE MEETING OF THE LOCAL GOVERNING BODY  
COLEHILL FIRST SCHOOL  
On 26<sup>th</sup> September 2017,  
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>
C	KR to thank RE for her service	KR	Done, and PO thanked also	Completed
D (I)	Clerk to share SEF with governors	LP	On shared space	Completed
E	AT to load Education Improvement Strategy on to the shared space; all governors to read	AT/ ALL	On shared space, all read	Completed
K	All governors to arrange a meeting with their specialist subject leader and write a meeting report	ALL	No meetings arranged, but this is to be actioned before November meeting	Ongoing
L	SR/Clerk to invite governors to the Science events  CM & PO to produce visit reports	SR/ LP CM/ PO	Invited and DT to produce joint visit report CM reports received; PO resigned, so reports will not be produced	Ongoing (DT) Completed
M	New governor to be appointed to the vacant Parent governor post	LP	Unanimously at 26/9 meeting	Completed
N	SR to update ICT policy; Clerk to add to next agenda	SR/ LP	On agenda and approved by governors	Completed

## ACTION SUMMARY

MINUTE	ACTION	BY	DATE
G(K) & J	All governors to arrange a meeting with their class or subject link before the November meeting	ALL	By 14 <sup>th</sup> November 2017
G(L)	DT to complete joint Science report and send to Clerk	DT	As soon as possible
H	Date to be set for the Head's performance review	ALL/ AT	As soon as possible
H	All governors to attend either the Trust data training or the in-house training; AT to arrange a date	AT/ ALL	13 <sup>th</sup> November 2017/ When data dashboard released
H	Clerk to arrange NSPCC training for LT with the Trust; LT to complete	LP/LT	As soon as possible
J	Clerk to invite one of the Trustees to give presentation at the next meeting	LP	By 14 <sup>th</sup> November 2017
J	AT to finalise SDP; Clerk to add schedule of visit reports to next agenda	AT/ LP	By next meeting
J	Clerk to update all documentation as required, including governor photos	LP	As soon as possible
K	Clerk to add English policy to next agenda	LP	By next meeting

### DECISIONS

MINUTE	DECISION
D	To appoint a parent governor in the absence of any candidates; to appoint a new co-opted governor to fill the vacancy left by this
	xx
	xx
	xx

### REFERRALS

MINUTE	REFERRAL	BY	TO
M	Please could meeting dates not be scheduled immediately after a holiday	LGB	Trustees
M	Do DSL's have to complete the NSPCC training, bearing in mind that they have already undertaken a more thorough training course, which has regular mandatory updates	LGB	Trustees
M	Will local governors still be known as 'governors' after the name change	LGB	Trustees
M	What is the term of office for the Chair of Trustees	LGB	Trustees

### RESPONSES TO PREVIOUS REFERRALS (TRUSTEES MEETING)

MINUTE	REFERRAL	BY	UPDATE	STATUS

**GOVERNOR DETAILS AND ATTENDENCE FOR CURRENT YEAR**

NAME	DOA	TERM		26/09/17	14/11/17		20/02/17		12/06/17
Katie Ramsden	01/09/17	1 year		YES					
Chris Minns	10/12/15	4 years		YES					
David Tarring	01/09/17	1 year		YES					
Juliet Gould	01/09/17	1 year		YES					
Leela Senior	26/09/17	4 year		YES					
Louise Twaits	26/09/17	1 year		YES					
Andrew Turrall (Head)	N/A	N/A		YES					
Helen Self	01/07/15	4 years		YES					
Debbie Bowring	30/03/17	4 years		YES					