

**SUMMARY OF THE MEETING OF THE LOCAL GOVERNING BODY
COLEHILL FIRST SCHOOL
On 14th November 2017,
6.00pm at the school**

MATTERS ARISING FROM PREVIOUS MEETING

MINUTE	ACTION	BY	UPDATE	STATUS
G(K) & J	All governors to arrange a meeting with their class or subject link before the November meeting	ALL	By 14th November 2017	CM/JG O/S
G(L)	DT to complete joint Science report and send to Clerk	DT	As soon as possible	Completed
H	Date to be set for the Head's performance review	ALL/ AT	As soon as possible	Completed
H	All governors to attend either the Trust data training or the in-house training; AT to arrange a date	AT/ ALL	13th November 2017/	CM/JG O/S
H	Clerk to arrange NSPCC training for LT with the Trust; LT to complete	LP/L T	As soon as possible	Completed
J	Clerk to invite one of the Trustees to give presentation at the next meeting	LP	By 14th November 2017	Ongoing
J	AT to finalise SDP; Clerk to add schedule of visit reports to next agenda	AT/ LP	By next meeting	J
J	Clerk to update all documentation as required, including governor photos	LP	As soon as possible	J
K	Clerk to add English policy to next agenda	LP	By next meeting	Completed

ACTION SUMMARY

MINUTE	ACTION	BY	DATE
D	Head/Clerk to share change of title with wider school community	AT/LP	ASAP
H	Head/Clerk/Office Staff to implement recommendations in Judicium report	AT/LP/ DB/VB	WHEN REPORT RECEIVED
	Head to rewrite SEF; ACM'S to arrange learning walks	AT/ ACM'S	ASAP
	Head to arrange doodle poll to decide date of SAP meeting	AT/ ACM'S	ASAP
I	Head to arrange data meeting for ACM'S	AT/ ACM'S	ASAP
K	Clerk to request Safer Recruitment training link from RB; LS & DB to complete	LP/LS/ DB	ASAP
L	Clerk to add SAP and related learning walks to Spring agenda	LP	20/02/18
	ACM's to complete new skills audit and personal statement and return to clerk	ACM	BY 15/12/17
	Chair/Head to organise plaque for Gordon's chair	AT/KR	ASAP
M	Clerk to share EMP with Colehill Nursery	LP	ASAP
	Clerk to add Physical Activity Policy to next meeting agenda	LP	20/02/18
N	AT to investigate lunch timings	AT	ASAP
P	AT/LT to arrange H&S visit and fine tune the report for future use, (also action under 'H')	AT/LT	BY 15/12/17
	AT/JG to arrange an ISDR session asap	AT/JG	ASAP

DECISIONS

MINUTE	DECISION
	NONE

REFERRALS

MINUTE	REFERRAL	BY	TO
O	Please could meeting dates not be scheduled immediately after a holiday	ACM	Trustees
O	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	ACM	Trustees
O	What is the term of office for the Chair of Trustees	ACM	Trustees
O	Do the Academy Committees recommend their candidate for Chair to the Trustees each year?	ACM	Trustees
O	Will the NGA membership be renewed for all Trust schools?	ACM	Trustees
O	ACM's would still like a Trustee to attend a meeting to give a 30 minute presentation on the Trust	ACM	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	YES				
Chris Minns	10/12/15	4 years		YES	YES				
David Tarring	01/09/17	1 year		YES	YES				
Juliet Gould	01/09/17	1 year		YES	YES				
Leela Senior	26/09/17	4 year		YES	YES				
Louise Twaits	26/09/17	1 year		YES	YES				
Andrew Turrall (Head)	N/A	N/A		YES	YES				
Helen Self	01/07/15	4 years		YES	YES				
Debbie Bowring	30/03/17	4 years		YES	YES				