

**SUMMARY OF THE MEETING OF THE ACADEMY COMMITTEE OF  
COLEHILL FIRST SCHOOL  
(Joint meeting held with Hayeswood First School)  
On 18<sup>th</sup> June 2019,  
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 (D/E (F (H))	KR to discuss benchmarking member visits at the next chairs' meeting	KR	When the next meeting takes place, this will be actioned, therefore being removed from the minutes.	Removed
D (J/H)	AT to produce doodle poll for LW dates	AT	Learning Walk completed	Completed
F	AT to share safeguarding report when received	AT	Shared	Completed
H/K	Clerk to refer member category to Trustees for approval	LP	Category changed to 'trust'	Completed
H	CM to produce visit report for Year 4 JPM visit	CM	Before next meeting	Ongoing
I	AT to follow up 'google translate' and amend accessibility plan if required	AT	After Education Group	Ongoing

## ACTION SUMMARY

MINUTE	ACTION	BY	DATE
D(I)	AT to follow up 'google translate' and amend accessibility plan if required	AT	ASAP
E	ACM's to inform KR of any issues to raise with the CEO	ACM's	Before phone call
F	LP to start a shared acronym document on the drive	LP	ASAP
F	AT to share rewritten SEF	AT	ASAP
G	CM to review parental comments on surveys	CM	ASAP
H	AT to share CP report	AT	ASAP
I	CM/KR to produce visit reports	CM/KR	Before the end of the year
I	AT/LP to set up shared 'Ofsted' file on the drive and populate with relevant documents; members to read the template agenda	AT/LP/ ACM's	ASAP
J	LP to amend Lettings policy wording	LP	ASAP

**DECISIONS**

MINUTE	DECISION
	NONE

**REFERRALS**

MINUTE	REFERRAL	BY	TO
	NONE		

**RESPONSES TO PREVIOUS REFERRALS (TRUSTEES MEETING)**

MINUTE	REFERRAL	BY	UPDATE	STATUS
	NONE			

**GOVERNOR DETAILS AND ATTENDENCE FOR CURRENT YEAR**

NAME	DOA	TERM		25/09/18	13/11/18		26/02/19		18/06/19
Katie Ramsden	01/09/18	1 year		YES	YES		YES		YES
Chris Minns	10/12/15	4 years		YES	YES		YES		YES
Juliet Gould	01/09/18	1 year		YES	YES		YES		YES
Leela Senior	26/09/17	4 year		YES	YES		APOLOGIES		YES
Louise Twaits	01/09/18	1 year		YES	YES		YES		RESIGNED 26/02/19
Andrew Turrall (Head)	N/A	N/A		YES	YES		YES		YES
Helen Self	01/07/15	4 years		YES	YES		APOLOGIES		YES
Debbie Bowring	30/03/17	4 years		YES	YES		YES		YES