

**SUMMARY OF THE MEETING OF THE ACADEMY COMMITTEE OF
COLEHILL FIRST SCHOOL
(Joint meeting held with Hayeswood First School)
On 17th September 2019,
6.00pm at the Hayeswood First School**

MATTERS ARISING FROM PREVIOUS MEETING

MINUTE	ACTION	BY	UPDATE	STATUS
D(I)	AT to follow up 'google translate' and amend accessibility plan if required	AT	Website wording amended so other formats can be requested from school office	Completed
E	ACM's to inform KR of any issues to raise with the CEO	ACM's	Done	Completed
F	LP to start a shared acronym document on the drive AT to share rewritten SEF	LP AT	Shared SEF is not completed yet	Completed Ongoing
G	CM to review parental comments on surveys	CM	Done but not shared with clerk	Ongoing
H	AT to share CP report	AT	Done	Completed
I	KR/CM to produce visit reports AT/LP to set up shared 'Ofsted' file on the drive and populate with relevant documents; members to read the template agenda	CM/ KR AT/ LP	CM report still outstanding Shared file set up; AT to add latest CP report	Ongoing Ongoing
J	LP to amend Lettings policy wording	LP	Wording amended	Completed

ACTION SUMMARY

MINUTE	ACTION	BY	DATE
F	AT to share SEF when finalised	AT	ASAP
F	CM to send parental survey review to clerk; clerk to share	CM LP	ASAP
F	AT to upload CP training notes to Ofsted file	AT	ASAP
F	JG/CM to produce visit reports	JG CM	ASAP
G	Clerk to circulate draft SOD; members to provide feedback	LP ALL	26/09/19
G	Clerk to circulate new Articles; members to sign declaration	LP ALL	25/10/19
G	Aims, Values & Mission statement to next agenda	LP	NEXT MEETING
G	Recruitment information to Reception parents	LP	ASAP
G	Member specialisms/links to next agenda	LP	NEXT MEETING
G	Clerk to re-circulate NGA training link; members to complete the core modules	LP ALL	END OF AUTUMN TERM
G	Safer Recruitment Training link for KR, AT & HS	LP KR AT HS	ASAP
G	Clerk to add Learning Walk to next agenda	LP	NEXT MEETING

DECISIONS

MINUTE	DECISION
F/G	To try and recruit new Trust members from the Reception parents

REFERRALS

MINUTE	REFERRAL	BY	TO
	NONE		

RESPONSES TO PREVIOUS REFERRALS (TRUSTEES MEETING)

MINUTE	REFERRAL	BY	UPDATE	STATUS
	NONE			

ACADEMY COMMITTEE MEMBER DETAILS AND ATTENDANCE FOR CURRENT YEAR

NAME	DOA	TERM		17/09/19	12/11/19		17/03/20		09/06/20
Katie Ramsden	01/09/18	4 years		YES					
Chris Minns	10/12/15	4 years		YES					
Juliet Gould	01/09/18	4 years		YES					
Andrew Turrall (Head)	N/A	N/A		YES					
Helen Self	01/07/15	4 years		YES					
Debbie Bowring	30/03/17	4 years		APOLOGIES					