

**SUMMARY OF THE MEETING OF THE ACADEMY COMMITTEE OF
COLEHILL FIRST SCHOOL
On 12th November 2019,
6.00pm at the School**

MATTERS ARISING FROM PREVIOUS MEETING

MINUTE	ACTION	BY	UPDATE	STATUS
F	AT to share SEF when finalised	AT	On the shared drive	Completed
F	CM to send parental survey review to clerk; clerk to share	CM LP	Report outstanding	Ongoing
F	AT to upload CP training notes to Ofsted file	AT	On the shared drive	Completed
F	JG/CM to produce visit reports	JG CM	JG's report received CM's still outstanding	Completed Ongoing
G	Clerk to circulate draft SOD; members to provide feedback	LP ALL	SOD finalised and shared	Completed
G	Clerk to circulate new Articles; members to sign declaration	LP ALL	All signed and passed to Trust clerk	Completed
G	Aims, Values & Mission statement to next agenda	LP	On agenda	Completed
G	Recruitment information to Reception parents	LP	Circulated at the parents' information evening	Completed
G	Member specialisms/links to next agenda	LP	On agenda	Completed
G	Clerk to re-circulate NGA training link; members to complete the core modules	LP ALL	Circulated but members now have the academic year to complete modules	Completed
G	Safer Recruitment Training link for KR, AT & HS	LP KR AT HS	Training completed by all	Completed
G	Clerk to add Learning Walk to next agenda	LP	On agenda	Completed

ACTION SUMMARY

MINUTE	ACTION	BY	DATE
D (F,G)	CM to send parental survey review to clerk	CM	End of term
D (F,I)	CM to produce visit report	CM	End of term
H	AT to arrange doodle poll for learning walks	AT	ASAP
I	AT/HS to share Maths FFT report with CM	AT/HS	ASAP
J	ACM's to arrange class visits	ALL	ASAP
J	LP to allocate class links for members	LP	ASAP
J	LP to feed back to Trust clerk re skills audit	LP	ASAP
K	LP to add English policy to next agenda	LP	Next Meeting

DECISIONS

MINUTE	DECISION

REFERRALS

MINUTE	REFERRAL	BY	TO
M	Is the time of members of the SLT who are also staff academy committee members best spent completing the NGA training?	ALL	TRUSTEES

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	YES				
Chris Minns	10/12/15	4 years		YES	YES				
Juliet Gould	01/09/18	4 years		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		APOLOGIES	YES				