



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657

Minutes of the Meeting of the Full Governing Body Held On Wednesday 12th October 2016 at 5pm at the School

Present :	E Steele (HT) P Bleckly(PB) A Williams (AW) N Williams (NW) C Roast (CR) S Hall (SH) C Collins (CC) K Ashman (KA) D Stevenson (DS)	Head Teacher Authority Governor Chair , Co-opted Governor Co-opted Governor Co-opted Governor Parent Governor Co-opted Governor Staff Governor Parent Governor
In attendance :	J Dunn (Clerk) M Leask (ML)	Local Authority Clerk School Business Manager left 5.25pm
Apologies:	None	
Quorum:	Present	

Agenda Number		Action Points
1.	Welcome and Apologies for Absence: The chair opened the meeting at 5.13pm and welcomed everyone. A quorum was declared.	
2.	Welcome and Introductions for New Parent Governor Mrs D Stevenson: The chair welcomed Mrs Stevenson (DS) to the Governing Body (GB) and explained that she was the only application for parent governor, however she has many skills and a wealth of experience around special educational needs and safeguarding and other matters pertaining to school governance. The chair confirmed that DS had met with her and been provided with the Governor Induction pack. The clerk confirmed that an application form has been completed, identification seen and an enhanced data barring service (DBS) check has been applied for. DS confirmed that she had been introduced to everyone.	
3.	Declarations and Sign Annual Pecuniary Interest: The governors signed individual annual declaration forms and no additional declarations were made.	
4.	Agree Any Urgent Business: None.	
5.	Resource and Premises Committee Minutes 26th September 2016: The minutes had been previously circulated. CR drew the governors attention to the review of service level agreements (SLAs) which have been allocated to governors and committees and will be brought to the December FGB meeting for approval. The reviews are on track. There were no questions from the governors. Budgets Update: ML explained the various budget reports and itemised spreadsheet that had been	

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	previously circulated. ML asked the governors to ensure the figures match. This was confirmed. ML explained that the reports show the month on month spend with an explanation for any variances, which ties into the midyear budget revision which will be presented to the Resources and Premises committee in November. The budgets are linked to the School Development Plan. ML confirmed that the balance of the Devolved Budget is £16,492 (sixteen thousand, four hundred and ninety two pounds) and said that the gardening project may use some of this money. The HT said that some plaster boards are required for improving the classrooms and some of the cost may come out of this budget as well. ML confirmed that the Resources and Finance Committee has gone through the budget in detail (see minutes) and she will be looking at particular GL codes for any variances. An additional code line will be created to record any fundraising income and expenditure for 2016/17. Five twelfths of the sports premium has been received with another allocation due on the 29th October 2016. ML explained that the Children Centre will be closing on Monday 17th October 2016 and the final income from them has been received. A further amount is due from the Nursery. ML asked for any questions. Governor question to ML: Are the budget figures the same as seen at resources and recorded in the minutes? Yes. There were no further questions. The chair thanked ML for her update and ML left the meeting at 5.25pm.	
6.	Adopt Manual of Personnel practice (MOPP) and any in year revisions issued: The Governing Body confirmed adoption of the Manual of Personnel Practice for 2016-2017 including any subsequent in year amendments, having reviewed all of the policies contained within the Manual and having previously localised policies where required.	
7.	Adopt Hampshire Governors' Good Practice Guide: Previously circulated. The governors spent some discussing the guide. Governor questions sent in advance: On page 2/3 it seems to be suggesting that it might be advantageous to have some younger input under the umbrella of Associate Members. Have we considered approaching the Year 11's at Bay House, or anyone at St Vincent or Fareham College? The governors discussed the idea and agreed that due to the nature of a Primary School it may not be advisable to have non-voting members who would not be able to be present during many discussions (due to	

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	confidentiality) at the time. On page 8 it refers to meetings not to be rolled out as a matter of course. Since we are very productive, should we consider reducing the number of FGBs by one or two (perhaps Christmas and around SATs time)? The chair explained that this had been discussed within SPEC and the budgets are reviewed at Christmas, spring term is for schools financial value standard (SFVS) and budgets and the committees have already been streamlined. At this point in time it would not be appropriate to reduce the number of FGB meetings, however it is a good idea to be mindful. The governors discussed and agreed that a termly review of meetings and the HCC Good Practice should be an agenda item for SPEC, to ensure the practice meets with the Haselworth Way. With this proviso the HCC Good Practice procedures were approved.	Add termly review of HCC good practice guide to SPEC agendas.(chair)
8.	Adopt and Sign Governor Code of Conduct: Previously circulated. The chair said that governors will be expected to sign the Staff Code of Conduct as well. The chair checked that all governors had read and understood the code which includes governor responsibilities around safeguarding. The governors unanimously adopted and signed the Governor Code of Conduct.	
9.	Adopt the Manual of Financial Practice and Statement of Financial Expectations: The chair confirmed that the manual can be accessed through the school and the statement had been previously circulated. The governors unanimously adopted the Manual of Financial Practice and Statement of Financial Expectations.	
10.	Approve Terms of Reference (TOR), Programmes of Work (POW) and Delegated Powers:	
10.a	SPEC: Previously circulated. With the addition of a termly review of the HCC good practice guide agreed previously, the TOR and POW were unanimously approved.	
10.b	Letting Committee: Previously circulated. The HT explained that the Nursery had asked to rent the room (Children's Centre) on Tuesday mornings as they have employed a dance teacher for vulnerable children using pupil premium monies. They had previously paid £12 (twelve pounds) a session (one and a half hours) and had asked for a quote. As the session is for vulnerable children and they are non-profit the HT asked the governors to discuss and approve a room rate. Governor questions to the HT: How long is a session? One and a half hours. What is the room used for by the school? It was rented out by the Children's Centre until Monday 17th October 2016 and will be used by the school for play	

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	therapy, visiting groups, visitors and breakout groups. It will not be a problem for a Tuesday and we do need the income. I would recommend it as it is for good local community use. I have already spoken to them about insurance. What is the average room rate in the area? Between £15 and £20 (fifteen and twenty pounds) an hour and £10 to £15 (ten pounds to fifteen pounds) per hour for community groups. We do not incur any extra cost such as heating, caretaking etc. The governors discussed and unanimously agreed to quote £10 (ten pounds) an hour for this session, so it would cost them £15 (fifteen pounds). It must be understood that rates are based on a case by case basis and liable to change in future years. The HT to ensure a form is completed and insurance certificates seen. The TOR were unanimously approved.	
10.c	Governors' Complaints Committee: Previously circulated. Normally 3 named non staff members of the governing body (to be drawn from the whole governing body and asked in turn). The nominated governors will need to be able to confirm that they are not tainted in respect of the case under determination. The TOR were unanimously approved.	
10.d	Governors' Appeal Committee: Previously circulated. 3 named members of the governing body (who can be drawn from a pool, named and numbered, or asked in turn). In exceptional circumstances and where the initial hearing was heard by either a Headteacher or a committee of two governors, the appeal committee could proceed with two members. The TOR were unanimously approved.	
10.e	Governors' Pupil Discipline Committee: Previously circulated. Three or more governors selected from the governing body. Cannot include the Headteacher. If a governor is connected with a pupil or incident and their ability to act impartially could be questioned, then they should not serve at that hearing. The TOR were unanimously approved.	
10.f	Headteacher's Committee: Previously circulated. The Headteacher has been granted powers to dismiss by the full governing body. The TOR were unanimously approved.	
10.g	Governors' Staff Disciplinary and Dismissal Committee: Previously circulated. Normally 3 named members of the governing body (can be drawn from a pool, named and numbered, asked in turn). Cannot include Headteacher. The nominated governors will need to be able to confirm that they are not tainted in respect of the case under determination. The Headteacher has been granted powers to dismiss by the full governing body. The TOR were unanimously approved.	

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10.h	HT Performance Review Panel: Previously circulated. A minimum of two governors, none of which can be governors employed by the school. The quorum shall be a minimum of two governors, plus the external adviser. The TOR were unanimously approved.	
10.i	Pay Committee: Previously circulated. Delegated authority was granted to make determinations on Headteacher salary progression, make determinations on teachers' salary progression and receive Headteacher report on support staff pay progression decisions for review. The TOR were unanimously approved.	
11.	Headteacher's Verbal Report: • Receive plan for and approve offsite visits: The HT explained that they are currently putting together how visits look over the whole curriculum and have agreed that each class will have one big trip per academic year, with lots of local visits. • Year 6 Residential Visit to Osmington Bay, is next week. The HT confirmed that governors are welcome to visit if they let her know. • Year 4 Stubbington Study Centre for two nights in December 2016. • Year 3 will have links to the Portsmouth Adventure Centre. • Year 5 and 6 will have a farm trip and meet the Children's Laureate at Thorngate Hall in March 2017. • Year 5 will attend a Rock Up team building session. • Young Governors will go on a trip to Parliament. • There will be a host of sports championships. Governor questions to the HT: Are you planning any museum trips to London? We are looking at them but the transport costs are very high. We have also looked at trains and some trips are funded by pupil premium. The HT explained that attendance currently stands at 96% since September 2016 and they have had a significant number of unauthorised holidays which they are chasing, but it is better than last year. Would you have authorised these holidays if requests had been made? All bar one, but they didn't and I have had to send out a strong message. The HT confirmed there have been no exclusions. One child has been taken in on a managed move which is going really well at the moment. Do you have to accept managed moves? No, but the other school was very honest and we believe in fresh starts. We have 6 weeks but we try not to send children back and they are discussed with the chair of governors. We never take requests lightly as we have to consider the needs of the other children as well. The HT said that there has been a proposal in Fareham and Gosport regarding a	

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	local Multi Academy Trust led by Bay House School and they are looking for other schools to join. There is talk of a Free School for behaviour opening and the HT said she will update the governors when more information is available. The HT confirmed that she has completed Risk Assessor training and a new framework will be shared with staff. The Designated Safeguarding Lead (DSL) update day has been completed and they are going to change the way the Single Central Register (SCR) is completed in light of the Keeping Children Safe in Education changes. Continuing Professional Development (CPD) logs are being kept and updated by the staff and used as a tool for development and impact, with a more shared approach. The HT confirmed that performance management is nearly finished and her recommendations will be presented to the Pay Committee. The HT explained that the closure of the Children's Centre will have significant financial implications of between £5,000 and £8,000 (five to eight thousand pounds) and it is expected that the Nursery will move out within the year, as they have found a larger site. Haselworth School will need to consider if they run the Nursery themselves, or bring in a private company. Historically not many children have transferred into Haselworth from the Nursery and it would be a good opportunity to increase this. The HT confirmed that a Maternity Leave teacher has not been appointed and she is waiting for county to come back with some potential candidates. The HT said that she is please to confirm that Haselworth School has come in the top 5% of the country for its SATs results. The governors congratulated the HT, children and staff on this excellent achievement. When do you expect Raiseonline (ROL) to be published? I have been told it will be in December 2016. The data is very slow to come through and we have only just had the Key Stage 1 (KS1) data released this week. The HT said she was pleased to confirm that the school will be converted to Gas next week and this ties in with the work they have done on energy efficiency. The HT confirmed that she had previously circulated reports on Pupil Premium and Sports Premium. The reports show changes in funding and how it is being tracked. Are you going with Target Tracker? We have made a decision to do so rather than SIMs. Training will take place on the next inset day and it will make a big difference being able to track vulnerable groups and SIMs is not as useful. Target tracker will give exemplars for each National Curriculum statement, with videos for the staff and children. This will particularly help our pupil premium children. The HT confirmed that a trip to see Inspire Maths took place yesterday, impact data will be presented to the next meeting and the revised Marking and Feedback	
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	policy is with the staff at the moment. The HT said that they have changed the allocation for Inspire Maths as it cost less than expected and the budget has been moved to one to one support. AW left the meeting for a short time at 6.17pm. Why have you moved more of the budget to trips? We received far less income from parents than we expected. For instance the Stubbington Study Centre visit cost £2,500 (two thousand, five hundred pounds), but we only received £150 (one hundred and fifty pounds) from parents. We are chasing funds and giving parents ways of paying over a period of time and we had already agreed to pay half of the costs. The most vulnerable children really need to go but its at a very high cost to the school. KA said that is taking a lot of time and effort by staff to get the monies in. AW returned to the meeting at 6.20pm. What is the worst case scenario if we do not get enough money? We will have to fund it and that is one of the reasons why we are only having one big trip per year. Do parents know we will pay in the end and do you think that is why some are not contributing? Yes and if we refused to pay some of these children would not go. I have made it very clear this year and it may take a while for the ethic to filter through. KA said that it is difficult to get many parents to attend trip meetings and a lot of teacher effort has to go into getting some parents to commit. The HT said that there is not much to update governors on with the Sports premium and that she is unable to provide any impact data yet. The HT confirmed that the emotional literacy support assistant (ELSA) has left and they are not replacing the healthy lifestyle programme as questionnaires showed there had been no impact. Bay House are running a CPD afternoon for various staff on stamina and fitness training . The specialist leader in education (SLE) has worked with some staff and completed a statement of impact which will be taken to SPEC. The HT confirmed that the festivals for the year have been planned in and a questionnaire for staff issued. The HT confirmed that the updated School Development Plan (SDP) had been previously circulated and more information will be included in her written report at the next FGB meeting. The HT confirmed that the learning and leadership partner (LLP) will be the external advisor for her performance reviews. There were no further questions from the governors and the chair thanked the HT for her report.	
12.	Discuss and Agree Annual Safeguarding Audit: Previously circulated. The chair confirmed that the annual audit had been completed by herself and the HT. The HT said there were no major concerns to report.	

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	The chair said that one of the action points was to provide each member of staff and governors with a pack holding all the information they require under their responsibilities for Keeping Children Safe in Education. The governor packs were tabled (one each including the clerk). The packs will be updated as required throughout the year and at the next meeting governors will be asked to sign that they have read and understood the information in the packs. The DSL and chair of governor packs have been completed and the staff packs will be issued shortly. The chair said that in November 2016 she will carry out an internal Ofsted style audit with the HT, on safeguarding. E Safety will also be covered. The HT said that this is a way of ensuring they know that the policies are working in practice. Governor question to the HT: Are we in a good place with regard to Safeguarding? Yes. The chair said that she will bring her annual safeguarding governor report to the next meeting and include findings from the spot check. DS confirmed that she had handed her various safeguarding training certificates to the chair and that she had completed a lot of e learning in this area. The annual Safeguarding Audit was unanimously approved. The HT confirmed that she will submit the report to county.	Read Safeguarding packs before next meeting (all)
13.	E Safety Group Feedback: The chair confirmed that she had circulated the notes from the last meeting to the group and will put them on the governor zone. The chair said that it had been agreed that a child friendly version of the Anti-Bullying Policy be created and this will be launched in due course. The web site had been audited and a further meeting of the group will take place next half term.	
14. 14.a	Governance: Governor Vacancies: The chair said that she had sent P Kilner a thank you note for his efforts and commitment over the years as a parent governor and that he had wished them all well for the future. DS had been elected as the new parent governor and this leaves three co-opted governor vacancies. The chair confirmed that the school is registered with Inspiring the Future website and that she has been in contact with forty (out of 96) potential governors, however many are outside the area. The governors spent some time discussing ideas to recruit good governors with the skills required. Ideas included: • Flyers • Personal contact • Gosport Choice Advert (previously paid for but no response) • Governor recruitment is a big concern across Fareham and Gosport • Registered with Do It.Org and Gosport Action	

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14.b	Agree Committee Membership and Link Roles: The governors discussed and agreed the following: Chair of Governors: A Williams (2 year term agreed in October 2015, end date 30th October 2017). Vice Chair of Governors: P Bleckly (2 year term agreed in October 2015, end date 30th October 2017). Resources and Premises Committee: E Steele (HT), A Williams, C Roast (Chair), N Williams, S Hall, P Bleckly. M Leask School Business Manager (in attendance) and E Cox I (clerk in attendance). Curriculum, Standards and Achievement Committee: E Steele (HT), A Williams, K Ashman (Chair), P Bleckly, C Collins and D Stevenson. E Cox (clerk in attendance). Strategic Planning and Evaluation Committee (SPEC): A Williams (chair and clerk), E Steele (HT), K Ashman, P Bleckly, C Roast and S Hall. HT Performance Management Committee: A Williams, N Williams and C Roast. Leadership and Learning Partner (LLP) in annual attendance. Pay Committee: P Bleckly, S Hall, D Stevenson. A Williams and E Steele (in attendance). Governors' Staff Discipline and Dismissal Committee, Governors' Pupil Discipline Committee, Governor's Appeal Committee and Governors' Complaints Committee: Normally three named non staff governors to be drawn from the whole governing body and asked in turn. Development and Training Governor (DTG): S Hall. South East Form Representatives: P Bleckly and C Roast. Designated Governor for Safeguarding Complaints Against the HT: A Williams (chair of governors). Safeguarding Governor (includes Looked after Children): A Williams. Safer Recruitment: E Steele, P Bleckly and A Williams. Designated Safeguarding Lead (DSL): E Steel (HT). K Ashman deputy (Deputy HT). Special Educational Needs and Disabilities (SEND) Governor: D Stevenson. Attendance Governor: N Williams. Pupil Premium Governor: N Williams. Health and Safety Governor: P Bleckly. Design Technology, Science, Technology, Engineering and Mathematics (STEM) and Computing Governor: C Roast. Art, Modern Foreign Languages (MFL) and Music Governor: S Hall. History and Geography Governor: E Steele. Physical Education Governor: K Ashman. Early Years Governor: C Collins. Religious Education, Personal, Social and Health Education (PSHE), Spiritual, Moral, Social and Cultural development (SMSC), Philosophy for Children (P4C) and Fundamental British Values: A Williams. The chair thanked the governors for volunteering.	
14.c	Edubase Update: The chair confirmed that she had updated all governor information as per the latest	

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	DfE requirements.	
15.	Governor Training and Skills Audit: The chair confirmed that she will be holding the annual conversation with governors and will book in the meetings. The chair said that she would like to propose that the GB join the Key for Governors as the school is already a member of the Key for School Leaders and there is a wealth of information available on the site, that they regularly check. The cost for 14 months (a discount on the usual 12) is £445 (four hundred and forty five pounds) for the whole GB. Governor questions: Is it value for money as we already subscribe to the National Governors Association (NGA)? The HT said that they use it every day in school and is better than the county website for resources. The chair explained that the GB is unlikely to subscribe to the external e learning next year and this would have cost £500 (five hundred pounds), making a saving. In the meantime the chair encouraged governors to use the external e learning for the rest of this financial year as it has been paid for. The HT said that the school is gradually moving away from county and has more freedom to report and seek expert advice elsewhere. This would encourage the GB to be more outward looking for help and advice. Have we renewed our NGA membership? The chair said yes at a cost of £75 (seventy five pounds). The chair tabled a pack of information for each governor containing briefing notes from the NGA site. The chair asked governors to let her know if they use the resource to allow for the impact and benefits to be tracked. The governors unanimously approved signing up for the Key for School Governors. DS confirmed that she has been booked onto governor induction training on the 14th October 2016. The chair said that she had attended a course on Policies – Evaluating their Impact with SH, but had not been very impressed with the guidance provided. This has been fed back, but she would not recommend the course to others at this stage. SH explained that governors must be able to demonstrate development both as individuals and as part of the GB and asked governors to feed back to her on all training attended or e learning completed. SH drew governors attention to an Online Safety in Schools workshop on the 15th November 2016. SH, AW, PB and CR said they would attend. SH confirmed that in this financial year sixteen courses have been booked totalling £3,171 (three thousand, one hundred and seventy one pounds) against £1,275 (one thousand, two hundred and seventy five pounds) outlay. This includes the whole governing body training just booked. Eleven placements have been taken up	Sign up to the key for governors (chair)

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	at a cost of £902 (nine hundred and two pounds), to date. The governors thanked SH for her report and the chair said that this was very good value and showed full use of county training. The chair said that governors who are members of staff that cannot attend day time courses, will be asked to write up evidence from relevant in school training going forward. The governors spent some time discussing a short list of Whole Governing Body Training courses: • Getting to Outstanding as a GB • Parental Engagement • Communicating with the Community (includes parental engagement) Following the discussion the governors agreed for SH to book Communicating with the Community, as this was seen as a development need for the GB. The HT invited governors to the inset day training on Inspire Maths. The chair thanked SH for her report.	Book communicating with the community WGB training (SH)
16.	Minutes of the Previous FGB Meeting 13th July 2016: Previously circulated, the confidential minutes were tabled. • Approval: The minutes were approved unanimously as a true record and signed by the chair. • Matters Arising: Action 28, agenda item 6: The chair confirmed that the tracking of supply/higher level teaching assistants (HLTA) costs is due to go to the Resources and Premises committee in Autumn 2. Action 35, agenda item 13.g: The chair confirmed that the TOR for the lettings committee had been approved at today's meeting as requested. Action 36, agenda item 4: The HT said that the sports leader had left the school and unfortunately she had not been able to obtain answers to the questions sent to her by governors. This item to be closed. Action 37, agenda item 6: The chair confirmed that the parent governor vacancy had been filled. There were no further matters arising from the minutes.	
17.	Curriculum, Standards and Achievement Committee Meeting 19th September 2016: Previously circulated. There were no questions from the governors.	
18.	SPEC Committee Meeting 18th July 2016: Previously circulated. There were no questions from the governors.	
19.	Policies and Procedures for Approval/Ratification:	
19.a	Privacy Notice: Previously circulated. There were no questions and the policy was unanimously approved.	

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19.b	Pay Policy 2016/17: Previously circulated. The chair asked to cover this at the end of this section.	
19.c	Performance Management and Capability Policy: Previously circulated. There were no questions and the policy was unanimously approved.	
19.d	Lone Worker Policy: Previously circulated. The HT explained that she had attended training on Lone Workers and completed as assessment for the groups in the school. This has been shared with the staff and control measures are required together with risk assessments. The HT confirmed that home visits come under the policy but staff have had to go in pairs for over a year. There were no questions and the policy was unanimously approved.	
19.e	Home School Agreement: The HT said that she will bring the latest version to the next FGB, which will include a section on parents complying with the Haselworth way.	
19.f	Safe School Environment Policy: Previously circulated. Governor question to the HT sent in advance: Should the HT feel it is necessary they call the school's community officer, who is that and where do they operate from? The HT explained that the school no longer has a designated person and they would phone the police non-emergency line who would allocate somebody. It is not an ideal system unfortunately. There were no further questions and the policy was unanimously approved.	
19.g	Staff Code of Conduct: Previously circulated. There were no questions and the policy was unanimously approved.	
19.h	Protected Disclosures (Whistle Blowing) Policy: Previously circulated. There were no questions and the policy was unanimously approved.	
19.b	Pay Policy 2016/17: Previously circulated. The chair confirmed that she had gone through this policy with the HT and areas requiring FGB approval have been highlighted. The governors discussed and agreed: 2.3, paragraph one to be inserted. <i>The Headteacher will make all pay recommendations to the Pay Committee. The Headteacher will have a right to provide professional advice in relation to the recommendations made. The Headteacher will withdraw during consideration of his/her pay. It may also be appropriate for him/her to withdraw whilst the pay of the Deputy or</i>	

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	<i>Assistant Headteacher is discussed if, for example, a pecuniary interest arises from consideration of differentials.</i> • 5.10.1 teaching staff, insert; <i>For teaching staff special arrangements are in place for members of staff who have been absent from work for more 26 calendar weeks of the year.</i> • 6.3.5; there are no Teaching and Learning Responsibility Payments (TLR) levels 3 in the school. • 6.5.1; remove the paragraph on night working, weekend working or shift working, as not required at this point in time. • 6.5.2 and 6.5.5, stand-by/sleeping in allowance/working from home allowance; remove these paragraphs as not required at this point in time. • 6.5.8; the guidance within MOPP of the career expectations framework to be inserted. With this personalisation the pay Policy 2016/17 was unanimously approved.	
20.	Confirm the Date of the Next Meeting 7th December 2016 at 5pm: The governors spent some time discussing the time of future FGB meetings to give all governors the opportunity to attend as many as possible. The chair asked for governors to let her know if there are problems with future dates as the timings could be altered. DS gave apologies which were accepted for the meeting on the 7th December 2016.	
21.	Correspondence: <i>(all communications and correspondence items are e mailed weekly to governors by the clerk and the school governor zone is updated with key documents; governors are advised to check regularly)</i> Previously circulated: • Governor and Clerk Newsletter Autumn Term 2016 (Previously circulated) • Health and Safety Newsletter (Previously circulated)	
22.	Any Agreed Urgent Business: None.	
23.	Items for the Next Agenda: • HT written report • School SEF • DBS and Safeguarding checks policy • Annual Safeguarding Governor report (include spot check findings) • Approve / Review School Development Plan • Discuss Published Admissions Number (PAN) arrangements • Agree GB development plan • Identify GB monitoring opportunities and governor visit plan (linked to School Development Plan) • Governor Monitoring • Behaviour and Discipline Policy • Governor Visit Policy • School security policy • School traffic policy • Home School Agreement The chair thanked the governors for their inputs and attendance and closed the	

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	meeting at 7.35pm.	
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ACTION SUMMARY

Action number	Agenda item	Action Required	Who	Completed
28 (2015/16)	6	HLTA/supply cost tracking to Resources and Premises Autumn 2	CR	Due Autumn 2 2016
1	7	Add termly review of HCC good practice guide to SPEC agendas.	AW	14/10/16
2	12	Read Safeguarding packs before next meeting	all	
3	15	Sign up to the key for governors	AW	
4	15	Book communicating with the community WGB training	SH	

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