



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 9th July 2014 6pm at the School

Present :	Mrs A Williams (AW) Mrs E Steele (ES) Mr P Bleckly (PB) Mrs M Adams(MA) Miss N Alcock (NA) Miss H Tissington (HaT) Mrs C Wilson (HT)	Chair, Parent Governor Staff Governor Authority Governor Parent Governor Staff Governor Parent Governor Headteacher
In attendance :	Mrs J Dunn (Clerk) Mrs M Leask (ML)	Local Authority Clerk School Business Manager (left 6.20pm)
Apologies:	Mr P Kilner (PK) Mrs S Faichen (SF)	Parent Governor Authority Governor
Absent:		
Quorum:	Present: 5 required 6 present	

Agenda Number		Action Points
1	Welcome: The chair welcomed everyone and opened the meeting at 6pm.	
1.a	Apologies: Apologies had been received and accepted from P Kilner for work reasons and S Faichen for personal reasons.	
1.b	Declarations of Pecuniary Interests: None.	
2.	Finance:	
2.a	Budget Review: The revenue and capital budget reports had been circulated previously. M Leask tabled the annotated budget changes report and went through the highlighted areas that have changed since her last report. She confirmed that all budget items have been linked to the school improvement plan. The key points highlighted included: • 2050: Increased revised hours for the administration assistant. • 2350 and 2400: A number of changes to teachers and an additional learning support assistant (LSA). • 2390: The newly qualified teacher (NQT) will be paid through an agency until the 30th November 2014, increasing this budget. • Pay costs have increased from £637,430 (six hundred and thirty seven thousand, four hundred and thirty pounds) to £657,723 (six hundred and fifty seven thousand, seven hundred and twenty three pounds).	

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- 3821: Grounds maintenance has been increased.
- 4042: Increased due to the cost of a water heater in the staff room.
- 4477: Some tables have now been purchased for the hall to cope with the increase in free school meals at a cost of £2,281.68 (two thousand, two hundred and eighty one pounds and sixty-eight pence).
- 4495: Increase of £2,500 (two thousand five hundred pounds) for the purchase of a printer for the office, laptops and IT software.
- 4540: Educational supplies have increased by £22,000 (twenty two thousand pounds) to purchase supplies and materials to enhance the curriculum over the coming year.
- 4685: £300 (three hundred pounds) to cover the incentive to parents to register for free school meals (FSM) with uniform vouchers.
- 6061: £20,000 (twenty thousand pounds) has been allocated for the planned changes to the school under alterations to buildings, together with £30,000 (thirty thousand pounds) from the capital budget.
- The rent and services are being paid on time and billed for monthly, for the Nursery and Children's Centre.
- There was a communication this week regarding FSM funding and this will show in the mid-year budget review.

M Leask confirmed that as a result of these changes the year's planned surplus outturn has reduced to £34,704.64 (thirty four thousand, seven hundred and four pounds and sixty-four pence).

M Leask explained that there is a wish list with the headteacher and governors and quotes are being obtained for finger shields, lockers, wall decoration etc. M Leask said that the budget will need to be watched very carefully.

The governors unanimously approved for the budget revisions to be added to the SAP system.

M Leask tabled the SAP report for the governors to compare and agree the figures.

M Leask tabled a breakdown of spending for pupil premium (PP), looked after children (LAC), sports premium funding and English as an Additional Language (EAL). She confirmed that she will be completing a similar report for special educational needs (SEN) spending this year.

Governor questions to M Leask:

Have the children's centre paid yet? Yes, I am billing them monthly and the funds are being received.

Is there a sports funding column? Yes.

The headteacher said that this will be a very useful tool for evaluating impact at the end of the year and she meets regularly with the business manager to review the figures.

M Leask referred the governors to the Capital budget that had been circulated



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	previously. She confirmed there had been no changes since her last report and the planned surplus end of year balance to date stands at £6,881.64 (six thousand, eight hundred and eighty one pounds and sixty-four pence). The headteacher said that this may be used towards the building project or to subsidise Action for Children, if they are unable to find the funding for their share. The chair thanked M Leask for her reports.	
3.	Resource Committee Minutes 26th June 2014: The minutes had been previously circulated. There were no questions from the governors on the minutes.	
3.a	Policies for approval/ratification: No policies had been submitted.	
3.b	Approve Terms of Reference (TOR): Previously circulated. The governors unanimously approved the TOR and confirmed delegated authority to the headteacher to spend no more than £5,000 (five thousand pounds) of any expenditure code without the resources committee approval. The chair explained that following a school communication on purchasing cards, although the headteacher does not have one, it had been agreed that the chair of governors will sign off purchases once a month, to provide good protection to the school staff and governing body. The chair confirmed that all policy reviews had been built into the programme of works and the policy review planner colour coded, for ease of reference.	
3.c	Confirm Chair 2014/15: A Williams was unanimously approved as chair of the resources committee for 2014/15. M Leask left the meeting at 6.20pm.	
4.	Minutes of the Previous FGB Meeting 14th May 2014: The minutes had been previously circulated and the confidential minutes were tabled.	
4.a	Approval: The minutes were approved as a true record and signed by the chair.	
4.b	Matter Arising/Action Update: Agenda item 5.b: The clerk confirmed that an understanding finance course had been booked for H Tissington on the 17th June as requested. H Tissington said she had not attended as she had not received her letter until just before and it was too late to make arrangements. The governors were reminded to read all meeting minutes carefully as details of courses booked are noted. H Tissington was asked to ensure she books an alternative course date as soon as possible. It was noted that H Tissington is booked on governor induction for the 16th	Book understanding finance course (HaT) Book induction for

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	September, 23rd September, and 30th September in Gosport and that M Adams and P Kilner still need to book and attend induction. The clerk was asked to ensure that M Adams is booked onto the same dates as H Tissington. P Kilner to book a course as soon as possible. Agenda item 5.b: The chair said that as P Kilner is not present today the item to review all training courses have been booked correctly and where required, is to be taken forward. Agenda item 7.b: The chair confirmed that all clerks to committees had received guidance from the clerk on how and when to record and file confidential minutes. Clerks had been appointed to committees. Agenda item 8.a: The chair confirmed that she had spoken to the headteacher and the site manager regarding fire resistance and child safety concerns on posters on the nursery doors. It had been agreed that it was a lesser risk to have laminated posters on the doors. The headteacher will confirm with S Faichen. Agenda item 9.a: The chair confirmed that governors should be coming in for their link visits this week and reports are due by the end of next week. Agenda item 10.a: The headteacher said that she still needed to advertise the staff governor vacancy and would mention this at the next staff meeting. Agenda item 11.c: The chair confirmed that the clerk had completed a training liaison governor (TLG) value for money report and this was on today's agenda.	M Adams 16/9, 23/9, 30/9 (clerk) Book induction course (PK) Review all training courses have been booked correctly and where required. Report at next FGB meeting (PK) Staff governor vacancy at next staff meeting (HT)
5.	Headteachers Written Report: The headteacher tabled a written report for the governors and asked them to read this through. The headteacher confirmed that the SATs had been received yesterday and these are covered in the report. • Impact log/getting to good plan • Note and agree dates for professional day closures • SATs results The headteacher confirmed that the SATs had been received yesterday and these are covered in the report. Staffing: • Two staff are on maternity leave with Mrs Seager due to return in January. • Miss Mulhall has resigned and Miss Street will not be returning when her fixed term contract ends in August. • Miss Salt's fixed term contract has been extended for the coming year. • Mr Bond is joining as a permanent full time class teacher and will be a member of the senior leadership team with responsibility for leading maths and computing across the school. • Mrs Millard is joining on a fixed term, full time contract for the coming year. She is a NQT although she has experience of working as a supply teacher. • Mrs Foster will be non-class based from September as she takes up her role as the Inclusions Leader. • Mrs Steele will be non-class based to better lead the improvement in the quality of teaching and learning across the school. • Mrs Jackson will increase to full time for the autumn term initially to support	

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	Year R/1. - Mrs Cox will be temporarily reducing her hours whilst she completes a degree in childcare. Governor questions to the headteacher: Are the fixed term contracts decided on by the person or the role? We can agree fixed term contracts for differing time periods, depending on the needs of the children and the school. It is quite a common practice to do this for new staff and it is really about the needs we have at the time and our structure. The worst position we could be in is to be overstaffed and we are also PP funding dependent. We have four classes next year and have added teachers accordingly, which has been very successful this year. You have changed the names? Yes apart from Sunshine for Reception, we have gone with a nautical theme next year. Teaching organisation: - Support staff will have groups of focus children to support in class. This will encourage pupil independence. - PP funding continues to be used to support the higher than average number of support staff. - Planning preparation and assessment (PPA) PE provision this year has been working on rotation in key stage 2 (KS2). This will be brought into the infants, together with reading and music. The junior school children, already have a lot of PE and after school clubs, so this is a good opportunity for the infant school. - The success of the PP teacher this year is being extended, with Mrs Ashman in Year 3/4 and Mrs Steele with Year 5/6. - There will be a high level of need in Year R/1 from September and as a result, a higher number of support staff assigned. Attendance: A lot of time has been spent in the Curriculum committee looking at attendance. It is below where it needs to be at 94.26 for the year. There has been a slight improvement this year with persistent absentees and punctuality. It will be a big focus next year. Governor questions to the headteacher: What is the national average for persistent absentees? We are higher than the national figure, although we have seen a 2% improvement from 11.4% to 9.4%. (The headteacher later confirmed that the average national figure is 3.6% and the school is currently at 9.4%). Can you put the drop in persistent absentees down to pupils who have now left? No, there are a small number of families where attendance is so low that it is pulling the whole school down. They have between 40 and 50% attendance and this has an impact on learning. A lot of work has been put in by the home school link worker (HSLW) with the parents, as we need them to get the children into school, as they are so young. It is not a quick fix. Unfortunately, we have not seen the improvements we want despite a lot of work. An improvement can be seen with	
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individual cases, but not significant.

Achievement:

Early Years:

The headteacher explained that the 2013 cohort was 30 children and in 2014 is 15 children. The system of assessment changed in 2013 and they are looking for the percentage of children reaching a defined good level of development (GLD) by achieving at least their early learning goals (ELGs) in the prime areas of:

- Personal, social, and emotional development (PSED), (physical development and communication and language PSDL).
- Mathematics and Literacy.

In total, there are 12 ELGs within the GLD and the children are deemed as emerging, expected, or exceeding.

This year in writing 47% of the children did not meet the GLD, an improvement on 73% last year.

The headteacher explained that it is difficult to compare results as the system changed in 2013 and the moderation that took place in both years shows a difference in approach, being far more robust this year. The school has always been reasonably successful in PSED, it is the academic areas that need to be worked on. In the groups, the boys struggled last year with writing, and this has improved from 16% to 50%, but there is not much change in the girls. They continue to look at topics which will engage the boys.

End of KS1:

- 36% of children are SEN.
- 5 children have joined and 3 children have left in Year 2 this year. Of the 5 who joined, 4 were working below level 1 in reading and writing and 3 below level 1 in maths. 2 of the children who joined have English as an additional language.
- Reading is not as strong this year and there are interventions and focussed work going on around phonics and linking this to writing. There is some rapid progress but this needs to continue next year.
- Level 2B at the end of Year 2 is very important, or the children will struggle to achieve Level 4+ at the end of year 6 and onwards to GCSEs.
- Whilst fewer children achieved level 2c+ in writing, the percentage achieving 2b+ (national expectation) has doubled.
- Fewer pupils achieved level 2c+ in maths, but there is an increase in the percentage of children at 2b+ and level 3.

End of KS2: achievement

- Reading level 4+ = 94 % and level 5 = 35%
- Writing level 4+ = 76% and level 5 = 18%
- Maths level 4+ = 76% and level 5 = 47%

The headteacher said that they are very pleased with the results. One child equals

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6% and for the child that did not reach level 4 they should look at the starting point and progress made. Reading is extremely good, writing has got back to the 2011 levels and maths is also an improving picture.

KS2 Progress:

The headteacher said this was also an improving picture. The expectation is for 2 levels progress each year, using the average point score (APS) system. Satisfactory progress is 12 points and 14 is good progress. The governors can see more than that in reading (14.3) and maths (14.5) and close to it in writing (13.5). There have been some real success stories and it is good to know that all the children will be able to go to secondary school being able to read.

The governors said that they thought the children and the school had had a phenomenal year and congratulated the children, headteacher, and all the staff.

Evaluation of Pupil Premium Funding 2013-14:

The headteacher explained that the school will publish on the website intended funding and end of year impact together with this report.

Use of funding 2013/14 was outlined as:

- HSLW 27.5 hrs
- Staff training
- 1:1 support in Years 5/6 for reading, writing and maths
- KS2 English and maths teacher 0.4
- Breakfast club
- Bug Club
- Day activities fund
- Residential activities
- Total expenditure "63,000 (sixty three thousand pounds).

The headteacher said that there is a big improvement in the quality of teaching with over 75% of lessons observed being at least good. In year 6 the children's progress shows the impact of the 1:1 tuition and focus. A good level would be 4 APS, so between 7.3 and 8.4 is phenomenal.

Governor questions to the headteacher:

Will you publish the amounts on the website as this could disclose staff salaries? I will not put the salaries on the web site but will keep this information for Ofsted.

What would happen if the HSLW went to a house and was attacked verbally or physically? We can encourage and continually remind parents but we have no right to enter a house. We have a lone worker policy and if the HSLW was worried, they would take someone else with them. It is more about encouraging and building those relationships.

Are there any external agencies that can influence parents? There used to be educational welfare, but that role has gone. A legal panel can provide evidence and the Local Authority (LA) can fine and take parents to court. It is a long process and destroys the relationships that have been built through hard work. E Steele confirmed that the attendance policy and protocols are being reviewed.

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	How are holidays managed? We used to be able to grant 10 days a year, but no longer and holidays are only allowed for exceptional circumstances. They are treated as unauthorised absence otherwise. It is a national issue, but it is not our biggest issue, that is persistent absentees and lateness. The breakfast club has helped and is attended regularly by about 40 children. Evaluation of Sports Premium Funding 2013/14: The headteacher explained that this was the first year the sports premium funding had been received and was ring-fenced. She explained that the figures have yet to be put on the report but a considerable amount was used to fund the Gosport schools' sports partnership, where they bought in specialist training, training for staff and day activities. This will continue next year. The male role model in the form of "Pompey in the Community" has been very good and some sports equipment has been purchased. Monies will be spent on moving the cycle rack and purchasing more playtime equipment for the breakfast club. Professional day closures: The headteacher explained that she had wanted an additional closure day and the staff had kindly agreed to come in the day before term starts (1st September 2014), with the agreement for time off in lieu during the year. The days were confirmed and unanimously approved as: • Tuesday 2nd September 2014 • Monday 3rd November 2014 • Friday 28th November 2014 • Thursday 29th January 2015 • Friday 30th January 2015 (Fareham and Gosport common closure day) The headteacher invited the governors to the summer BBQ to be held on Friday 18th July at 5pm. The headteacher concluded by thanking the governing body for their on-going support and the governors, staff, friends and parents for all they continue to do in supporting the school and their families. The chair thanked the headteacher for her report.	
6.	SC011390 Supporting Pupils at School With a Medical Condition: Previously circulated. The headteacher confirmed that the school will adapt the school policy following guidance from the LA. There are no big implications at this time. The chair asked the governors to read the attachment with the guidance on the governor zone.	
7.	Curriculum and Data Committee Minutes 30th June 2014: The minutes had been previously circulated. The confidential minutes were tabled. There were no questions from the governors.	
7.a	Policies for ratification: • Learning policy – previously circulated.	

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7.b 7.c 7.d	E Steele confirmed the policy had been updated and approved in committee. Approve committee TOR: Previously circulated. The TOR were unanimously approved. Home School Link Worker Report: This was confidential and tabled for the governors. E Steele confirmed that two classes are holding the attendance figures up and there is a Golden Ticket scheme, where the children can chose a reward as an incentive. The children are aware of the expectations and what they gain from being in school and ten children are on track for 100% attendance across the whole year. Learning Leader Report: E Steele confirmed this is covered within the committee minutes and is now on the governor zone. Governors were asked to read the report and use this for discussion on their visits. It is important and part of performance management. E Steele was unanimously approved as the chair of the committee and it was noted that the clerk will be rotated from within the committee (not the headteacher). The chair thanked E Steele for her report.	
8. 8.a 8.b 8.c 8.d	Buildings and Site Committee Minutes 16th June 2014: The minutes had been previously circulated. The chair said that as P Kilner was not present today she would answer any governor questions on these minutes. Health, Safety and Security: The chair confirmed that the annual health and safety audit would be completed by the 24th October 2014. The headteacher confirmed that a full fire evacuation had been completed and had gone very well. It was first time of using the wheelchair ramp and the children were very good and quiet. The system was known and worked very well. The sweep of the building was changed slightly for the headteacher and deputy headteacher to take opposite ends of the school as this was the bit that took the most time. The chair confirmed that she had completed all four audits with the headteacher and site manager and the notes will be presented to the committee. Some time-stamps had been missed on accident report forms and no near misses were being recorded. The headteacher said she had reiterated these points in the briefing and they are now being recorded correctly. Confirm Chair: P Bleckly was unanimously approved as committee chair. Policies for ratification: - None Maintenance and Development Plan: Previously circulated.	

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	There were no questions from the governors.	
8.e	Approve TOR and revised programme of works: Previously circulated. The TOR were unanimously approved.	
9.	SPEC Committee Minutes 19th May 2014: The minutes had been previously circulated.	
9.a	Policies for ratification: • Monitoring and Evaluation previously circulated. This was unanimously ratified • Governor Induction Policy previously circulated. The chair confirmed that the training liaison governor (TLG) will pick up governor induction after the initial meeting and walk around with the headteacher and chair of governors. The policy was unanimously ratified.	
10.	Chair Update:	
10.a	Governor Vacancies/staff governor re-election: The chair said she would like to discuss this with re-constitution, later in the meeting under agenda item 12. Re-election of the staff governor position had been discussed earlier.	
10.b	SEN/LAC Governor Update: The chair tabled a SEN governor update and went through it with the governors. The chair explained that the report shows the data discussed at the last meeting together with progress since 19 th May 2014. There has been a general improvement across the school and in the next academic year, they will be looking at closing the gap in all years and monitoring internally. The chair said she had met with K Foster and there is a need to develop the draft action plan further. The chair confirmed that she had attended the SEN briefing with E Steele and there are many changes to consider. The SEN information report (previously known as the local offer) has been completed and is ready to go on the website once it has been double-checked against all the latest guidance. The SEN Code of Practice (still draft) is due to be finalised in the summer and the report will go on the website by the 1 st September 2014. The chair confirmed that she will be attending the SEN Governor's Conference on the 15 th October 2014 with E Steele. The chair said they are looking at helping to break down barriers for some parents and audio versions of newsletters etc. are being considered. Governor question to the chair: Have these figures been taken from target tracker or the latest SATs? They are from target tracker, as I did not have the SATs figures when I wrote the report. I will update the report for the next meeting.	
10.c	Pupil Premium (PP) Governor Update: The chair tabled the pupil premium governor update.	

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	The chair explained that many items had already been covered within the headteacher's report. She confirmed that K Ashman had checked all PP children across the school who are not making good enough progress in any subject and looked at what they needed for their learning to accelerate. This could be interventions or "booster" lessons with their teacher. Next year the progress of these children and non PP children shall be compared on a termly basis so the gap can be closely monitored. The chair confirmed that the impact of the PP spending has been detailed on the report, with some quotes from the children she had obtained when speaking to them about their learning and trips. The headteacher said it would be nice to add some of the children's comments to the website when she adds her report.	
10.d	Child Protection Governor Update: The headteacher said that she had met with S Faichen and confirmed that there are currently 4 children with child protection plans, 4 with children in need plans and 12 children and families who are working with the locality team or troubled families programme. The headteacher said she had attended nine child protection conferences and the whole school staff will be attending child protection refresher training in September 2014. The headteacher will be have her refresher and K Foster will be taking on the role of Child Protection Liaison Officer (CPLO) in September. The headteacher confirmed that at the last meeting all governors had been asked to read at least the summary guidance from the Department for Education (DfE) on Keeping Children Safe in Educational Establishments. SC011438 has confirmed that the annual safeguarding audit will not be completed in May this year but that schools have been recommended to self-audit and report to governors. The chair thanked the headteacher for her report.	
10.e	Discuss Officers for the Next Academic Year: NB. The chair and vice chair were elected for 2 years in September 2013. The chair asked for this to be reviewed later in the meeting under agenda item 12.	
10.f	Gosport Educational Improvement Partnership (GEIP) Conference Feedback: The chair said that she had attended with the headteacher and the conference had reviewed the initiatives put in during this year and the plans for next year. The chair explained that vice chairs are invited to the chairs group meetings going forward. The clerk confirmed that there are working parties for collaboration on governor recruitment, TOR and governor visits. G Duff was looking to organise a workshop for all governors around governor visits and details would be sent out in due course.	
11.	Teachers Pay Reform Changes Autumn 2014: The chair confirmed that she had attended a briefing with P Bleckly and tabled some information she had put together. The chair confirmed that the headteacher's performance review panel is made up of A Williams, S Faichen and an external advisor. The pay committee comprised of A	



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	Williams, P Bleckly and S Faichen, will receive recommendations from panel and from the headteacher on staff pay and performance. A separate appeal committee may be required. This means that the GB will need to re look at committee/panel structures for next year The Ofsted guidance is on the governor zone together with the original slides and Education Personnel Services (EPS) timelines. The guidance will be confirmed in August 2014, ready for September.	
12.	School Governance Regulations 2014: The chair confirmed that she had attended a briefing with P Bleckly and that all schools that had not already done so, had to re-constitute under the 2012 regulations by the 31st August 2015. The chair tabled some information she had put together. The chair explained that the new GB would be made up of: • Headteacher • 2 Parent Governors • 1 Staff Governor • 1 LA Governor • X number of Co-opted governors • Total a minimum of 7 and no maximum (governors employed by the school cannot amount to more than one third of the total) The chair explained that from September 2014, governor selection will be skills based and the GB needs to decide what skills it needs and recruit accordingly. Governors should already have the skill set required, or at least the willingness and potential to acquire them. The commitment and impact of the governors would need to be reviewed and everyone needs to honestly self-evaluate themselves. The chair asked the governors to look at the website and the requirements from all governors, as accountability is extremely important, with Ofsted judging governors as part of the leadership and management of the school. Should governors not follow the approved code of conduct, there were now procedures in place to suspend governors. The governors discussed the changes and agreed unanimously to delegate the planning of the re-constitution to the SPEC committee. The clerk said she would be available for any advice or support they required. The chair asked that re-constitution be a standing item on the FGB agenda.	Review website regarding re-constitution and requirements from governors (all) Standing FGB item – re-constitution (clerk)
13.	Governor Training:	
13.a	Feedback on Governor Training: H Tissington confirmed she had failed to attend the Moving Your School to Good training. The chair confirmed that governor training had been covered earlier in the meeting.	
13.b	Training Review and Value for Money (VFM) Report: previously circulated. The chair thanked the clerk for preparing this report. The chair explained that value for money did not appear to have been received, although it had not been possible to see how much e learning had been completed. The governors were urged to ensure that certificates/records are maintained this	

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	year, so this can be evaluated. The chair noted that an additional whole governing body training session had been booked at additional cost and this had made a big impact. The clerk circulated training booklets for the Autumn term and the chair asked all governors to look at the courses available and consider their own roles on committees and within the school improvement plan.	
13.c	Whole Governing Body Training: The chair confirmed that "Governors Role in School Improvement" had been booked and she is waiting for a date and tutor to be assigned.	
13.d	Confirm Future Training Booked: The chair confirmed that this had been covered.	
14.	Policies/TOR for Approval:	
14.a	Re-Adopt Manual of Personnel and Practice (MOPP): The MOPP was unanimously approved for re-adoption.	
14.b	Child Protection Policy: This was tabled and read by the governors. The headteacher said that this policy had been updated with the latest changes. There were no questions and the policy was unanimously approved.	Check HT performance review panel membership requirements and present any amendments for approval to the next FGB (clerk)
14.c	Headteacher's Performance Review Panel TOR: Previously circulated. The chair queried the membership and quorum for this panel as it stated three and only two governors are presently on this at the school. The clerk agreed to check out the requirements and present the TOR to the next FGB meeting in September.	
14.d	Procedure for Protected Disclosures (Whistleblowing) Policy: Previously circulated. The headteacher confirmed that this had been covered with staff on the inset day and the policy was unanimously approved.	
15.	Correspondence: The chair that all communications and correspondence items are published weekly on the governor services website and the school governor zone is updated with key documents; governors are advised to check regularly. P Bleckly referred the governors to the NGA Newsletter and interesting reading on "upping your game".	
16.	Dates of Next FGB Meetings: The governors discussed the suggested FGB meeting dates and agreed the following dates. It was agreed that all committees will plan in dates for the year at their first meetings of the autumn term. Committee membership will be maintained as present until confirmed at the first FGB in the autumn term. FGB : • 1st October 2014 • 3rd December 2014 • 28th January 2015	Agree committee meeting dates for the year at first meeting of the autumn term (Committee chairs)

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	• 25th March 2015 • 20th May 2015 • 15th July 2015 Committees: • Curriculum and Data Monday 15th September 3.30pm • Buildings and Site Tuesday 16th September 10am • Resources Thursday 18th September 10am • SPEC Monday 6th October 3.30pm The chair thanked everyone for their attendance and contributions over the past year, it was very much appreciated. The meeting closed at 8.41pm.	
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ACTION SUMMARY

Agenda item	Action Required	Responsibility
4.b	Book understanding finance course	H Tissington
4.b	Book induction for M Adams 16/9, 23/9, 30/9	Clerk
4.b	Book induction course	P Kilner
4.b previous action 5.b	Review all training courses have been booked correctly and where required. Report at next FGB meeting	P Kilner
4.b previous action 10.a	Staff governor vacancy poster for staff room (September 2014)	HT
12	Review website regarding re-constitution and requirements from governors (all)	All
12	Re-constitution to be a standing item on the FGB agenda	Clerk
14.c	Check HT performance review panel membership requirements and present any amendments for approval to the next FGB	Clerk
16	Agree committee meeting dates for the year at first meeting of the autumn term	Committee Chairs

Approved by FGB/Signed by Chair:
Date: