

Brunswick House School
Minutes of the Full Governing Body Meeting
Held on Wednesday 19 October 2016 at 3.45pm

Present: John Bateson-Cooper (Co-opted), Wendy Skinner (Head), Rachel Barnsby (Parent), Ellie Dunnet (Co-opted), Dilys Foster (Co-opted), Jill Hogan (Co-opted), Fawad Mughal (Parent), and Julia Baxter (Co-opted).

In attendance: Stephanie Thurkle (KCC Clerking Service), Sam Barnett (DHT), and Clare Fullagar (DHT).
 Meeting started at 3:55pm

Although some items were discussed out of sequence, minutes reflect agenda running order.

| | | Action |
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| 1. | <p>Welcome and apologies for absence The Vice Chair welcomed everyone to the meeting. Apologies had been received from Liz Clarke (prior appointment) and Fawad Mughal (Late arrival), which the Governing Body agreed were acceptable. Governors agreed that the meeting was quorate.</p> | |
| 2. | <p>Declaration of Business Interest No declarations of business interests were declared. Governors signed their declaration of business interest forms. Action: LC and ED to sign their declaration of business interest forms. Clerk to check that all the information on the website was correct and update where required.</p> | LC/ED Clerk |
| 3. | <p>Election of Co-chairs and Vice Chair The Acting Chair (JH) brought the Governing Body up to date with why an election was required. She explained that due to the resignation of Steve Golding the previous chair and the Headteacher being sick the FGB meeting scheduled for the 3 October had been deferred. Instead Governors had met for an Extraordinary meeting to discuss the elections. Julia Durcan the Area Governance Officer for West Kent had been in attendance to give advice about having Co-Chairs to share the responsibility of the role and the two teams structure of Governance which will help to share the load among the Governing Body. Governors had discussed who could become Co-Chairs at the previous meeting but no meaningful nominations had been put forward. Governors followed the recommended procedure to elect the Co-Chairs and Vice Chairs and the following was agreed: Co-Chairs – John Bateson-Cooper and Julia Baxter Vice Chair – Jill Hogan Action: Clerk to update all records including CPD. Governors agreed that the Vice Chair will continue to chair the meeting. Adoption and discussion about the two teams model of Governance will be discussed under Item 11 – Governing Body matters. FM arrived at 16:30.</p> | Clerk |
| 4. | <p>Minutes of previous meeting</p> | |
| 4.1 | The minutes of the meeting held on Monday 11 July 2016 were received and signed by the Chair as a true copy. | |
| 4.2 | The minutes of the Extraordinary meeting held on Monday 3 October 2016 were received and signed by the Chair as a true copy. | |

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| 4.3 | <p>Update on agreed actions The following actions from previous meetings remain outstanding:</p> <table border="1" data-bbox="204 215 1297 1003"> <tr> <td colspan="3" data-bbox="204 215 1297 241">Action Summary – 21 March 2016</td> </tr> <tr> <td data-bbox="204 241 323 338">4.1.2</td> <td data-bbox="323 241 1121 338">Early Years Leader and Foundation Stage Governor to work with the Senco to work out best data to use.</td> <td data-bbox="1121 241 1297 338">Senco/RG/EYFS Leader</td> </tr> <tr> <td data-bbox="204 338 323 398">4.1.2</td> <td data-bbox="323 338 1121 398">Senco to use more graphs to show progress/attainment of SEND pupils.</td> <td data-bbox="1121 338 1297 398">Senco</td> </tr> <tr> <td data-bbox="204 398 323 459">6.5</td> <td data-bbox="323 398 1121 459">Monitoring visit reports for High Achievers and Maths Reasoning to be shared with the Governing Body and saved to GVO.</td> <td data-bbox="1121 398 1297 459">FM/Clerk</td> </tr> <tr> <td data-bbox="204 459 323 519">9.1</td> <td data-bbox="323 459 1121 519">Bursar to prepare spreadsheet to track spend of Voluntary fund.</td> <td data-bbox="1121 459 1297 519">Head/Bursar</td> </tr> <tr> <td colspan="3" data-bbox="204 519 1297 546">Action Summary – 16 May 2016</td> </tr> <tr> <td data-bbox="204 546 323 584">10.1</td> <td data-bbox="323 546 1121 584">3-Year budget to be shared with the FGB and agreed.</td> <td data-bbox="1121 546 1297 584">Bursar/ED</td> </tr> <tr> <td colspan="3" data-bbox="204 584 1297 611">Action summary – 11 July 2016</td> </tr> <tr> <td data-bbox="204 611 323 672">3.2</td> <td data-bbox="323 611 1121 672">Presentations - Clerk to include Sports Premium on the next FGB agenda.</td> <td data-bbox="1121 611 1297 672">Clerk</td> </tr> <tr> <td data-bbox="204 672 323 710">3.3</td> <td data-bbox="323 672 1121 710">MH to email completed Year 6 data to Clerk.</td> <td data-bbox="1121 672 1297 710">MH/Clerk</td> </tr> <tr> <td data-bbox="204 710 323 748">7.2</td> <td data-bbox="323 710 1121 748">Senco to include table of funding broken down for each pupil.</td> <td data-bbox="1121 710 1297 748">Senco</td> </tr> <tr> <td data-bbox="204 748 323 808">9.</td> <td data-bbox="323 748 1121 808">Chair to share the Bereavement Policy and Critical Incidents Policy with the DHT.</td> <td data-bbox="1121 748 1297 808">DHT</td> </tr> <tr> <td data-bbox="204 808 323 869">10.1</td> <td data-bbox="323 808 1121 869">ED to monitor budget and give updates to the Full Governing Body at each FGB meeting.</td> <td data-bbox="1121 808 1297 869">ED/Bursar</td> </tr> <tr> <td data-bbox="204 869 323 929">10.1</td> <td data-bbox="323 869 1121 929">Charges and Remissions Policy to be reviewed by the F&P Group.</td> <td data-bbox="1121 869 1297 929">F&P Group</td> </tr> <tr> <td data-bbox="204 929 323 990">10.2</td> <td data-bbox="323 929 1121 990">Governing Body to draw up a plan detailing how the SVF money will be spent and Auditor to be appointed.</td> <td data-bbox="1121 929 1297 990">All</td> </tr> </table> | Action Summary – 21 March 2016 | | | 4.1.2 | Early Years Leader and Foundation Stage Governor to work with the Senco to work out best data to use. | Senco/RG/EYFS Leader | 4.1.2 | Senco to use more graphs to show progress/attainment of SEND pupils. | Senco | 6.5 | Monitoring visit reports for High Achievers and Maths Reasoning to be shared with the Governing Body and saved to GVO. | FM/Clerk | 9.1 | Bursar to prepare spreadsheet to track spend of Voluntary fund. | Head/Bursar | Action Summary – 16 May 2016 | | | 10.1 | 3-Year budget to be shared with the FGB and agreed. | Bursar/ED | Action summary – 11 July 2016 | | | 3.2 | Presentations - Clerk to include Sports Premium on the next FGB agenda. | Clerk | 3.3 | MH to email completed Year 6 data to Clerk. | MH/Clerk | 7.2 | Senco to include table of funding broken down for each pupil. | Senco | 9. | Chair to share the Bereavement Policy and Critical Incidents Policy with the DHT. | DHT | 10.1 | ED to monitor budget and give updates to the Full Governing Body at each FGB meeting. | ED/Bursar | 10.1 | Charges and Remissions Policy to be reviewed by the F&P Group. | F&P Group | 10.2 | Governing Body to draw up a plan detailing how the SVF money will be spent and Auditor to be appointed. | All | |
| Action Summary – 21 March 2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.1.2 | Early Years Leader and Foundation Stage Governor to work with the Senco to work out best data to use. | Senco/RG/EYFS Leader | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.1.2 | Senco to use more graphs to show progress/attainment of SEND pupils. | Senco | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.5 | Monitoring visit reports for High Achievers and Maths Reasoning to be shared with the Governing Body and saved to GVO. | FM/Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.1 | Bursar to prepare spreadsheet to track spend of Voluntary fund. | Head/Bursar | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Action Summary – 16 May 2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.1 | 3-Year budget to be shared with the FGB and agreed. | Bursar/ED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Action summary – 11 July 2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2 | Presentations - Clerk to include Sports Premium on the next FGB agenda. | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3 | MH to email completed Year 6 data to Clerk. | MH/Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.2 | Senco to include table of funding broken down for each pupil. | Senco | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | Chair to share the Bereavement Policy and Critical Incidents Policy with the DHT. | DHT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.1 | ED to monitor budget and give updates to the Full Governing Body at each FGB meeting. | ED/Bursar | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.1 | Charges and Remissions Policy to be reviewed by the F&P Group. | F&P Group | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.2 | Governing Body to draw up a plan detailing how the SVF money will be spent and Auditor to be appointed. | All | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.4 | <p>Matters arising not covered by this agenda None.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | <p>Headteacher' Update The Headteacher's Report had previously been shared with the Governing Body and was to be filed with the confidential minutes for this meeting.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.1 | <p>School Development Plan (SDP) and receive subject action plans</p> <p>The 2016 – 2017 School Development Plan had previously been shared with the Governing Body. Governors were asked if they had any comments about the SDP. A Governor asked: Will Governor monitoring be linked to the Governor Action Plan and the 'Terms of Reference'? The Head advised that a grid will be required to make sure that actions were being completed. All plans will need to be checked to ensure that completed actions have been cross referenced to all plans. Governors discussed the recommendations made by Cathy Aldis in her report. Ofsted will look at the SDP and SEF during their inspection.</p> <p>A Governor commented: Regarding the monitoring grid on page 4 of the SDP, the x was missing for when the Pupil progress meetings will take place. Could you confirm when this will happen? The Head confirmed that this will be termly the same as Data capture and evaluation.</p> <p>The Governors monitoring timetable will be appended to the SDP.</p> <p>A Governor asked: Any risks? The Head replied that staffing was at the top of the list as it was not possible to predict when staff will go on maternity/paternity leave. Costings for additional support for Terms 3 to 6 had also been taken in to account.</p> <p>The following subject leader action plans for 2016/17 had also been shared with the Governing Body:</p> <ul style="list-style-type: none"> • Arts Action Plan • CLL Action Plan • Computing Action Plan • Early Years and Foundation Stage Action Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <ul style="list-style-type: none"> • Humanities Working Party Action Plan • Maths Action Plan • Modern Foreign Languages Action Plan • PE Action Plan • Science Action Plan • Special Educational Needs and Disabilities Action Plan • Spiritual, moral, social and cultural Action Plan | |
| 5.2 | Demand for primary school places in Maidstone – A confidential item to be minuted separately. | |
| 5.3 | Multi Academy Trusts – A confidential item to be minuted separately. | |
| 5.4 | Staffing absence monitoring – A confidential item to be minuted separately. Covered in the Headteacher's report. | |
| 6. | <p>Headteacher's Performance Management Review</p> <p>The Governing Body was advised that the Headteacher's Performance Management review had taken place as arranged. The Bursar had been asked to clarify what was available in the budget.</p> <p>Action: Bursar to clarify what was available in the budget for the HT performance management review with the HT Performance Management panel and Chair of the Resources Committee.</p> | Bursar/PM Panel/ED |
| 7. | School Performance & Data | |
| 7.1 | <p>Governor monitoring visits – matters arising</p> <p>The following Governors Visits Record sheets had previously been shared with the Governing Body:</p> <ul style="list-style-type: none"> • Creative – Dilys Foster/Ruth Goodrich • Performance of Oliver – Ruth Goodrich/Dilys Foster <p>The monitoring grid for 2016-2017 was not yet available.</p> <p>Action: Governors/Head to agree the Governors monitoring timetable for 2016-17.</p> | Govs/HT |
| 7.2 | <p>Safeguarding update</p> <p>The Safeguarding Report Term 1 2016-2017 had previously been shared with the Governing Body. The report included the recommendations made by the School Improvement Adviser during his visit on 12 October 2016.</p> <p>The DHT gave the Governing Body an overview of the report and the actions required.</p> <p>The Clerk advised the Governing Body that the Single Central Record (SCR) should be checked each term by the Safeguarding Governor.</p> <p>Action: Safeguarding Governor to check the SCR each large term.</p> | Safeguard Gov |
| 7.3 | <p>Website</p> <p>The Website Checklist completed on 7 October 2016 had previously been shared with the Governing Body.</p> <p>a. A Governor asked: Were there gaps in the policies on the website? Confirmation was given that gaps do exist and policies need to be updated.</p> <p>The DHT gave an update on the process and the actions taken. A backup person to cover the role will also be given training of the process.</p> <p>It was agreed that the DHT will update and save the latest version of the policies to the website by 9 November 2016.</p> <p>Action: DHT to update and save the latest version of the mandatory policies to the website by 9 November 2016.</p> <p>b. Safeguarding Policy to be updated and agreed at the FGB meeting in Term 2.</p> <p>Action: Safeguarding Policy to be updated and ratified at the FGB meeting in Term 2.</p> | DHT DHT/Clerk |

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| | <p>c. Safer Recruitment – Governors were advised about the NSPCC online training at a cost of £30.</p> <p>Action: JH to complete the NSPCC online training.</p> <p>d. Governors discussed completing the Website audit again and asked RB to complete this on 10 November.</p> <p>Action: Website audit to be completed on 10 November 2016 by RB.</p> <p>The Clerk advised the Governing Body that agreeing business by email is not recommended as this would not be recorded in the minutes.</p> | <p>JH</p> <p>RB</p> |
| 7.4 | <p>School Data</p> <p>The following documents had previously been shared with the Governing Body:</p> <ul style="list-style-type: none"> • School Summary Sheet (Primary) – Autumn Term 2016 • MFST Analysis – Foundation Stage 2016 • Nexus Analysis – Key Stage 1 2016 • Nexus Analysis – Key Stage 2 2016 <p>Governors were advised that the School data on the website had been updated with the data for 2015-16. Governors agreed that: Well done and congratulations should go to all staff.</p> <p>The DHT (CF) shared the following headlines with the Governing body:</p> <ul style="list-style-type: none"> • KS1 – combined just above the national average. • SPaG and Maths – below. • Maths marking has improved. • Links being established with National Maths Hub. Reasoning on the class walls. Maths interest sparked with the new curriculum. <p>Overview of the Year 6 teaching methods given to the Governing Body.</p> <ul style="list-style-type: none"> • KS2 – making links with a good school in the area. A Governor asked: Should governors be doing similar things? The Head replied, Yes. • PPA – TA provision being redirected to get better results. • Progress above coasting level. <p>Pupil Asset – boundaries have changed.</p> <p>Action: Combined score to be investigated.</p> | <p>Head/GB</p> |
| 8. | <p>Policy/Document Approval</p> <p>The Accessibility Plan and checklist had previously been shared with the Governing Body. RB advised that the plan had not been updated with the changes requested at the last FGB meeting.</p> <p>Governors agreed to delegate the Accessibility Plan to RB to move forward to sign off.</p> <p>Action: RB to move the Accessibility Plan forward and sign off.</p> | <p>RB</p> |
| 9. | <p>Health and Safety</p> <p>Health and Safety had been covered in the Headteacher's Update. The Health and Safety Inspection will take place on Friday 11 November 2016. The report will be available at the next FGB meeting.</p> <p>Action: Health and Safety Inspection report to be made available to Governors with the papers for the next FGB meeting.</p> | <p>Head</p> |
| 10. | <p>Finance and Personnel Committee</p> | |
| 10.1 | <p>Six-month Budget Monitoring</p> | |

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| | <p>ED advised the Governing Body that the Finance Group had met and agreed the 6-month budget monitoring.</p> <p>Figures for the restructure, Education Health Care Plans (EHCP) and Pupil Premium had been included.</p> <p>a. Restructure – A confidential item to be minuted separately.</p> | |
| 10.2 | <p>School Voluntary fund update</p> <p>The Head advised that the signatories were required to return to the bank to confirm the original information.</p> <p>Action: Head to confirm the SVF was operational at the next FGB meeting.</p> | Head |
| 10.3 | <p>School contracts update</p> <p>The Catering contract had started.</p> | |
| 11. | Governing Body (GB) Matters | |
| 11.1 | <p>Governance Action Plan 2016/17</p> <p>The Governor Action Plan for 2016/17 had been written and shared with the Governing Body. Plan to be reviewed in line with the Governing Body moving to the two teams model.</p> <p>Action: Governor Action Plan for 2016/17 to be reviewed in line with the Governing Body moving to the two teams model.</p> | GB/Head |
| 11.2 | <p>Terms of Reference – Two Teams Model</p> <p>The Terms of Reference for the 'Two Teams Model' had previously been shared with the Governing Body with a covering email.</p> <p>The Governing Body agreed the following:</p> <p>b. FGB meetings reduce to four in terms 1, 2, 4 and 6.</p> <p>c. Strategy Team will meet every term and the membership will be: Co-Chairs – JBC & JB Vice Chair – JH Chair of Learning and Development Team – RB Chair of Resources Team – ED</p> <p>d. Learning and Development Team will meet every term and the membership will be: RB – Chair, JBC, JH, DF and vacancy.</p> <p>e. Resource Team will meet four times a year in line with budget monitoring priorities and the membership will be: ED – Chair, FM, EC, JB and Vacancy.</p> <p>f. SEND Governor – JBC</p> <p>g. Safeguarding Governor - DF</p> <p>The terms of reference 'two teams model' will need to be completed including relevant information from the previous terms of reference 'circle model' and the items agreed at this meeting.</p> <p>Action: RB/JP to update the terms of reference 'two teams model' and share with the Clerk to upload to GVO.</p> <p>Action: Clarification to be obtained from the Clerking Services manager on the cost of the meetings to the school.</p> | RB/JP JH |
| 11.3 | <p>Code of Practice</p> <p>Governors present had signed the Governors Code of Conduct for 2016/17.</p> <p>Action: LC to sign the Governors Code of Conduct at the next FGB meeting. Clerk to update records.</p> | LC/Clerk |
| 11.4 | <p>Edubase</p> <p>The Clerk had passed the completed Edubase grid containing the required information to the DHT so that the information could be input online by the school.</p> <p>Action: Confirmation to be given that the Edubase upload had been completed.</p> | Head/DHT |

| 11.5 | Governor Appraisal and CPD To be covered at the next FGB meeting. | | | | | | | | | | | | | |
|------------|--|---|----------------|-------------|-------------|-------|--------|---|----------------|-------|--------|-----------------------------------|----------------|-----|
| 11.6 | Succession Planning The SGOSS application form for a prospective governor had been shared with the Governing Body. Governors agreed to invite the candidate along for interview. Action: Candidate for Governor to be invited for interview. | GB | | | | | | | | | | | | |
| 11.7 | Governor Welfare – buddy system The Governing Body agreed that the Co-Chairs and Vice Chair will support each other and work as a team to share the responsibility. Action: Co-Chairs and Vice Chair to work as a team to support each other and share the responsibility. | JBC/JB/JH | | | | | | | | | | | | |
| 11.8 | Governor Training The following Local Authority courses had been attended by Governors since the last meeting. <table border="1"> <thead> <tr> <th>First name</th> <th>Last name</th> <th>Event title</th> <th>Course date</th> </tr> </thead> <tbody> <tr> <td>Fawad</td> <td>Mughal</td> <td>Narrowing the Gap in Pupil Outcomes (Collaboration Bespoke)</td> <td>4 October 2016</td> </tr> <tr> <td>Fawad</td> <td>Mughal</td> <td>Understanding Primary School Data</td> <td>6 October 2016</td> </tr> </tbody> </table> Governor were encouraged to attend CPD courses. Action: Governors to attend CPD courses. | First name | Last name | Event title | Course date | Fawad | Mughal | Narrowing the Gap in Pupil Outcomes (Collaboration Bespoke) | 4 October 2016 | Fawad | Mughal | Understanding Primary School Data | 6 October 2016 | All |
| First name | Last name | Event title | Course date | | | | | | | | | | | |
| Fawad | Mughal | Narrowing the Gap in Pupil Outcomes (Collaboration Bespoke) | 4 October 2016 | | | | | | | | | | | |
| Fawad | Mughal | Understanding Primary School Data | 6 October 2016 | | | | | | | | | | | |
| 11.9 | Governors Page on the website The Clerk confirmed that the Governors page on the website had been updated after the recent resignations. Action: Governors page to be updated with results of the Co-Chair and Vice Chair election. | Clerk | | | | | | | | | | | | |
| 12 | Any Other Urgent Business Governor Hub – Governors discussed Governor Hub including how long it will take to transfer the files from GVO to the new application. Action: Clerk to speak to the IT technician to investigate the best way to transfer files. | Clerk/IT tech | | | | | | | | | | | | |
| 13. | Chairs' Report The Chair advised that there were no further actions to be shared. | | | | | | | | | | | | | |
| 14. | Confidentiality The Governing Body agreed that item 5.2 Demand for primary school places in Maidstone, item 5.3 Multi Academy Trusts, item 5.4 Staffing absence monitoring and item 10.1 a Restructure will be treated as confidential and minuted separately. | | | | | | | | | | | | | |
| 15. | Date of next meeting Further discussion to take place to confirm the dates of FGB and Committee meetings for the academic year. | | | | | | | | | | | | | |

Meeting finished at 18:00

Signed _____
Chair of Governors

Dated _____

Initials _____

| Action summary | | |
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| 2 | LC and ED to sign their declaration of business interest forms. Clerk to check that all the information on the website was correct and update where required. | LC/ED/Clerk |
| 3 | Clerk to update all records including CPD. | Clerk |
| 6 | Bursar to clarify what was available in the budget for the HT performance management review with the HT Performance Management panel and Chair of the Resources Committee. | Bursar/PM Panel/ED |
| 7.1 | Governors/Head to agree the Governors monitoring timetable for 2016-17. | Govs/HT |
| 7.2 | Safeguarding Governor to check the SCR each large term. | Safeguarding Gov |
| 7.3 a | DHT to update and save the latest version of the mandatory policies to the website by 9 November 2016. | DHT |
| 7.3 b | Safeguarding Policy to be updated and ratified at the FGB meeting in Term 2. | DHT/Clerk |
| 7.3 c | JH to complete the NSPCC online training. | JH |
| 7.3 d | Website audit to be completed on 10 November 2016 by RB. | RB |
| 7.4 | Combined score to be investigated. | Head/GB |
| 8. | RB to move the Accessibility Plan forward and sign off. | RB |
| 9. | Health and Safety Inspection report to be made available to Governors with the papers for the next FGB meeting. | Head |
| 10.2 | Head to confirm the SVF was operational at the next FGB meeting. | Head |
| 11.1 | Governor Action Plan for 2016/17 to be reviewed in line with the Governing Body moving to the two teams model. | GB/Head |
| 11.2 | RB/JB to update the terms of reference 'two teams model' and share with the Clerk to upload to GVO. Clarification to be obtained from the Clerking Services manager on the cost of the meetings to the school. | RB/JB JH |
| 11.3 | LC to sign the Governors Code of Conduct at the next FGB meeting. Clerk to update records. | LC/Clerk |
| 11.4 | Confirmation to be given that the Edubase upload had been completed. | Head/DHT |
| 11.6 | Candidate for Governor to be invited for interview. | GB |
| 11.7 | Co-Chairs and Vice Chair to work as a team to support each other and share the responsibility. | JBC/JB/JH |
| 11.8 | Governors to attend CPD courses. | Governors |
| 11.9 | Governors page to be updated with results of the Co-Chair and Vice Chair election. | Clerk |
| 12. | Clerk to speak to the IT technician to investigate the best way to transfer files. | Clerk/IT Tech |