

Brunswick House School
Minutes of the Full Governing Body Meeting
Held on Monday 12 December 2016 at 3.45pm

Present: John Bateson-Cooper (Co-Chair), Wendy Skinner (Head), Rachel Barnsby (RB), Liz Clarke (LC), Ellie Dunnet (ED), Dilys Foster (DF), Jill Hogan (Vice Chair), Fawad Mughal (FM), and Julia Baxter (Co-Chair).

In attendance: Stephanie Thurkle (KCC Clerking Service), Sam Barnett (DHT), Clare Fullagar (DHT), David Stead (Governor Candidate) and Laurel Townend (Governor Candidate).

Meeting started at 4:05pm

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

		Action																												
1.	<p>Welcome and apologies for absence The Vice Chair welcomed everyone to the meeting including David Stead and Laurel Townend the candidates for Co-opted Governor. Apologies had been received from Fawad Mughal (late arrival) and Naomi Mercer (appointment) candidate for LA Governor, 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 were reminded that if they had not already done so they were required to sign their declaration of business interest forms.</p>																													
3.	<p>Minutes of previous meeting</p>																													
3.1	<p>The minutes of the meeting held on Monday 19 October 2016 were received and signed by the Chair as a true copy. ACTION: To place a signed copy of the minutes (Part A and Part B) on the file in the school.</p>	Clerk																												
3.2	<p>Update on agreed actions The following actions from previous meetings remain outstanding:</p> <table border="1" style="width: 100%;"> <tr> <td colspan="2">Action Summary – 21 March 2016</td> </tr> <tr> <td>4.1.2</td> <td>Senco to use more graphs to show progress/attainment of SEND pupils.</td> </tr> <tr> <td>6.5</td> <td>Monitoring visit reports for High Achievers and Maths Reasoning to be shared with the Governing Body and saved to GVO.</td> </tr> <tr> <td>9.1</td> <td>Bursar to prepare spreadsheet to track spend of Voluntary fund.</td> </tr> <tr> <td colspan="2">Action Summary – 16 May 2016</td> </tr> <tr> <td>10.1</td> <td>3-Year budget to be shared with the FGB and agreed.</td> </tr> <tr> <td colspan="2">Action summary – 11 July 2016</td> </tr> <tr> <td>9.</td> <td>Chair to share the Bereavement Policy and Critical Incidents Policy with the DHT.</td> </tr> <tr> <td>10.1</td> <td>ED to monitor budget and give updates to the Full Governing Body at each FGB meeting.</td> </tr> <tr> <td>10.1</td> <td>Charges and Remissions Policy to be reviewed by the Resources Committee.</td> </tr> <tr> <td>10.2</td> <td>Governing Body to draw up a plan detailing how the SVF money will be spent and Auditor to be appointed.</td> </tr> <tr> <td colspan="2">Action summary – 19 October 2016</td> </tr> <tr> <td>2</td> <td>LC to sign her declaration of business interest forms. Clerk to check that all the information on the website was correct and update where required.</td> </tr> <tr> <td>6</td> <td>Clarification to be given in respect of what was available in the budget for the HT performance management review with the HT Performance Management panel and Chair of the Resources Committee.</td> </tr> </table>	Action Summary – 21 March 2016		4.1.2	Senco to use more graphs to show progress/attainment of SEND pupils.	6.5	Monitoring visit reports for High Achievers and Maths Reasoning to be shared with the Governing Body and saved to GVO.	9.1	Bursar to prepare spreadsheet to track spend of Voluntary fund.	Action Summary – 16 May 2016		10.1	3-Year budget to be shared with the FGB and agreed.	Action summary – 11 July 2016		9.	Chair to share the Bereavement Policy and Critical Incidents Policy with the DHT.	10.1	ED to monitor budget and give updates to the Full Governing Body at each FGB meeting.	10.1	Charges and Remissions Policy to be reviewed by the Resources Committee.	10.2	Governing Body to draw up a plan detailing how the SVF money will be spent and Auditor to be appointed.	Action summary – 19 October 2016		2	LC to sign her declaration of business interest forms. Clerk to check that all the information on the website was correct and update where required.	6	Clarification to be given in respect of 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>Senco</p> <p>FM/Clerk</p> <p>Head/Bursar</p> <p>ED</p> <p>DHT</p> <p>ED/Bursar Resources Committee</p> <p>All</p> <p>LC/Clerk</p> <p>Resources Committee</p> <p>Head</p>
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Initials _____

	10.2	Head to confirm the SVF was operational at the next FGB meeting.	
	11.1	Governor Action Plan for 2016/17 to be reviewed in line with the Governing Body moving to the two teams model.	RB/ED
	11.2	RB/JB to update the terms of reference 'two teams model' and share with the Clerk to upload to GVO.	RB/JB
	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
	11.7	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
	<p>The following updates were given:</p> <p>Item 6 – Delegated to the Resources Committee.</p> <p>Item 7.3 b – Safeguarding Policy on the agenda.</p> <p>Item 7.3 c - DF to complete the Safer Recruitment training in her role as the Safeguarding Governor.</p> <p>Action: DF to complete Safer Recruitment training.</p> <p>Item 10.2 – To be completed. First transaction to be completed to initiate the first statement being despatched. £22k in the fund. To be referred to the Resources committee.</p> <p>Action: School voluntary fund to be referred to the Resources committee.</p> <p>Item 11.1 – Governor Action Plan to be completed. RB/ED to complete for the Term 3 FGB meeting.</p> <p>Item 11.2 – Terms of Reference to be updated in line with the two teams model. Headteacher's delegated responsibilities to be included.</p> <p>DHT arrived at 16:25.</p> <p>FM arrived at 16:35.</p> <p>Item 12 – Clerk gave an update.</p>		DF
3.3	Matters arising not covered by this agenda		
	None.		
4.	Staff Presentations		
	MH/PW/EB joined the meeting at 16:30.		
4.1	<p><u>Report from the Maths Leader – Clare Fullagar</u></p> <p>The Maths – Term 2 summary report had previously been shared with the Governing Body. No questions had been received from Governors before the meeting.</p> <p>The Maths Leader gave the Governing Body an overview of her report. Positive feedback had been received from the Maths specialist during his latest visit to the school.</p> <p>Data will be collected on the 13 December 2016.</p> <p>A Governor asked: When will the data be available? CF advised that a Pupil Asset specialist was coming in to help to compile the data.</p> <p>JH thanked CF for all her hard work on behalf of the Governing Body.</p>		
4.2	<u>Report from the Sports Leader – Clare Fullagar</u>		

	<p>The Sports funding – Term 2 summary report had previously been shared with the Governing Body. No questions had been received from Governors before the meeting.</p> <p>The Sports Leader gave the Governing Body an overview of her report including the data for the year so far. She advised that the sport changes each term so the outcomes will be different each term.</p> <p>A Governor asked: Were the appropriate measures in place for Safeguarding? DBS certificates were checked and details recorded on the Single Central Record (SCR).</p>	
4.3	<p><u>Report from the English Leader – Mel Hawks</u></p> <p>The English – Term 2 2016 summary report had previously been shared with the Governing Body. No questions had been received from Governors before the meeting.</p> <p>The report included information about continuous professional development (CPD) and actions to be completed.</p>	
4.4	<p><u>Report from the Curriculum and Middle Leader – Pete Wallace</u></p> <p>The Curriculum Report December 2016 had previously been shared with the Governing Body. No questions had been received from Governors before the meeting.</p> <p>The report included developments and actions using the same headings as the School Development Plan. The Governing Body discussed the report and how the actions will be monitored going forward. It was AGREED that the actions will fit into the governors monitoring plan.</p>	
4.5	<p><u>Report from the SENCO – Emma Bourdillon</u></p> <p>The SEND Governor Report December 2016, the Reading Recovery September to December 2016 and the Phonics Count reports had previously been shared with the Governing Body. No questions had been received from Governors before the meeting.</p> <p>The Senco gave the Governing Body an overview of the SEND Governor Report including the following:</p> <ul style="list-style-type: none"> • The monitoring software package had moved from SIMS to Pupil Asset. • The High Needs Funding (HNF) as at November 2016 and the reasoning behind the need for higher funding. • B² reports which show the smaller steps achieved by pupils. <p>Governors discussed the progression of pupils and the case studies which will be shared with Ofsted.</p> <p>Action: JBC to look at the case studies as part of a monitoring visit.</p> <p>A Governor asked: What was the attendance target for SEND pupils and was it feasible? The response was that this was 97%.</p> <p>MH/PW/EB left the meeting at 17:05.</p>	JBC
5.	<p>Headteacher' Update</p> <p>The Headteacher's Report had previously been shared with the Governing Body and was to be filed with the confidential minutes for this meeting. The Head advised that no questions had been received before the meeting.</p> <p>The following Safeguarding update was included:</p> <ul style="list-style-type: none"> • All Designated Safeguarding Leads (DSLs) had completed training or refresher courses for 2016/17. • DSLs meet on a weekly basis. • The Safeguarding Governor had completed a Term 2 monitoring visit on Monday 5 December 2016. <p>The Note of Visit (to be filed with the confidential minutes) had been shared with the Governing Body.</p>	
5.1	<p><u>School Development Plan (SDP)</u></p> <p>The School Development Plan 2016/17 had previously shared with the Governing Body. Governors discussed the document at the meeting.</p>	

	The link to the Governor's Action Plan was highlighted on page 9.	
5.2	<p><u>Self-evaluation form</u></p> <p>Updated version to be shared at the next FGB meeting in Term 3.</p> <p>Action: SEF to be shared at the FGB meeting in Term 3.</p>	Head
5.3	<p><u>Demand for primary school place in Maidstone update</u></p> <p>The Head Teacher had included an update about the forced admission of pupils to the school.</p> <p>Governors were advised that a petition was to be started and contact had been made with the Mayor of Maidstone.</p> <p>Action: Head to include an update for the FGB meeting in Term 3.</p>	Head
5.4	<p><u>Staffing absence monitoring</u></p> <p>The Head Teachers report included an update of the current position on staff absence levels.</p>	
5.5	<p><u>Staffing update</u></p> <p>A confidential item to be minuted separately.</p>	
5.6	<p><u>Health and Safety Report</u></p> <p>The Health and Safety Inspection Report – Autumn Term 2016 had previously been shared with the Governing Body.</p> <p>All issues, responses and dates to be actioned by were highlighted in red.</p> <p>Action: Update of actions to be given at the FGB meeting in Term 3.</p> <p>At the prompt of the Head Teacher Governors discussed the Safeguarding Leaflet given to visitors to the school.</p> <p>Action: Tick list to be added to the signing in page to say that visitors have read/received the leaflet.</p>	Head Head
6.	Committee Feedback	
6.1	<p><u>Strategy Team</u></p> <p>The Chair of the Strategy Committee advised the Governing Body that the first meeting had taken place in November 2016. A timetable of meetings had been set up. Links to the monitoring timetable had been used to co-ordinate dates.</p> <p>Action: Strategy Committee minutes to be sent to the Clerk to upload to GVO.</p>	JBC/JB/Clerk
6.2	<p><u>Learning and Development Team</u></p> <p>The Chair of the Learning and Development Committee advised that the first meeting had been held. At the meeting, school data had been shared and discussed. Monitoring dates to be confirmed as part of the Governor Monitoring timetable.</p> <p>Action: Learning and Development Committee minutes to be sent to the Clerk to upload to GVO.</p>	RB/Clerk
6.3	<p><u>Resources Team</u></p> <p>The Chair of the Resources Committee advised the Governing Body that the next meeting will be held on 12 January 2017. The committee will look at the deficit budget, 9-month monitoring and the School Financial Value Statement (SFVS).</p> <p>Action: Resources Committee minutes to be available for 26 January 2017. Clerk to upload to GVO.</p>	ED/Clerk
7.	<p>Policy/Document Approval</p> <p>The following policies/documents had previously been shared for review and discussion:</p>	

	<ul style="list-style-type: none"> Pay and Rewards Policy – AGREED. Health and Safety Policy – tweaks to be made and updated version shared. AGREED. <p>Action: Tweaks to be made and updated version shared with Governing body.</p> <ul style="list-style-type: none"> Safeguarding Policy – AGREED. To be updated from September 2016. <p>Action: Safeguarding Policy to be updated in line with legislation.</p> <ul style="list-style-type: none"> Teacher Appraisal Policy – repeating paragraph on page 6 to be removed – AGREED. Staff Capability Policy – information on page 6 to be made clearer. <p>Action: Staff Capability Policy page 6 to be made clearer and shared again for the FGB meeting in Term 3.</p> <ul style="list-style-type: none"> Complaints Policy – remove appendix F as this was information for Teachers – AGREED. <p>Action: Complaints policy to be road checked.</p> <ul style="list-style-type: none"> Accessibility Plan – AGREED. <p>The Policies and Documents Review Timetable was shared with the Governing Body. Policies on GVO were discussed.</p> <p>Action: DHT to send Clerk Policies and Documents Review Timetable to upload to GVO. All old versions of policies on GVO to be archived. New policies to be saved to GVO.</p>	<p>DHT/Clerk</p> <p>DHT</p> <p>RB/JB/JBC</p> <p>DHT/Clerk</p>
8.	Governing Body Matters	
8.1	<p><u>Governance Action Plan for 2016/17 Autumn Term Review</u></p> <p>The Governing Body discussed their action plan for 2016/17 and agreed that the reviewed document will be available for the next FGB meeting in Term 3.</p> <p>Action: Governance Action Plan 2016/17 to be reviewed and shared for FGB Term 3.</p>	RB/ED
8.2	<p><u>Terms of Reference – Two teams model</u></p> <p>The updated Terms of Reference – Two teams model to be updated and shared with the Governing Body for the FGB meeting in Term 3.</p> <p>Action: RB to update the Terms of Reference with the names of the governors in each team and the responsibilities delegated to the Head Teacher.</p>	RB/Clerk
8.3	<p><u>Succession Planning</u></p> <p>Succession planning to be discussed at the next meeting and how this will be implemented with the two teams model.</p> <p>Action: Succession planning to be discussed at the FGB meeting in Term 3.</p> <p>At the request of the Governing Body, DS and LT left the room for items 8.4 and 8.5.</p>	Governors/Clerk
8.4	<p><u>Agree Local Authority (LA) Governor nomination</u></p> <p>The Governing Body discussed appointing Naomi Mercer to the LA Governor vacancy. Her application had previously been shared with Governors and she had been given a tour of the school.</p> <p>The Governing Body AGREED to appoint Naomi Mercer as LA Governor to the Governing Body. The Co-Chairs signed the Local Authority Governor Application Form which had been completed by NM.</p> <p>Action: Clerk to send the completed LA Governor Application form and a copy of the minutes for this meeting to Leadership and Governance to be supported at the Governor Appointment Panel (GAP) by 13 January 2017.</p>	Clerk

8.5	<p><u>Agree Co-opted Governor appointments</u></p> <p>The Governing Body discussed appointing David Stead and Laurel Townend to the Co-opted Governor vacancies. Their applications had previously been shared with Governors and they had been given a tour of the school.</p> <p>The Governing Body AGREED to appoint David Stead and Laurel Townend as Co-opted to the Governing Body.</p> <p>Action: Clerk to complete the paperwork for the appointments of David Stead and Laurel Townend.</p> <p>Action: DS and LT to complete their legal paperwork including information for Edubase.</p> <p>Action: David Stead and Laurel Townend to provide paperwork to complete DBS checks within 21 days of their appointment.</p> <p>At the request of the Governing Body, DS and LT returned to the meeting.</p>	Clerk DS and LT DS and LT																												
8.6	<p><u>Edubase</u></p> <p>The DHT advised that problems had been encountered when logging in. DHT to contact Edubase.</p> <p>Action: Edubase to be contacted regarding the problems encountered when trying to log in.</p>	DHT																												
8.7	<p><u>Governor Appraisal & CPD</u></p> <p>Governing Body to discuss their approach to Governor appraisal. Governors CPD covered under items 8.9 and 8.10.</p> <p>Action: Governing Body to discuss their approach to Governor appraisal.</p>	All																												
8.8	<p><u>Governor Welfare – buddy system</u></p> <p>Governors to be allocated as buddies to the new Co-opted Governors.</p> <p>Action: Governors to be allocated as buddies to the newly appointed Governors.</p>	Governors																												
8.9	<p><u>Governor Training</u></p> <p>Training attended since the last meeting:</p> <table border="1" data-bbox="225 1279 1177 1384"> <thead> <tr> <th>First name</th> <th>Last name</th> <th>Event title</th> <th>Course date</th> </tr> </thead> <tbody> <tr> <td>Jill</td> <td>Hogan</td> <td>Safer Recruitment</td> <td>7 December 2016</td> </tr> </tbody> </table> <p>JH advised the Governing Body that she had recently attended Safer Recruitment training. The training had highlighted the need to look at practice and the need to make sure Terms and Conditions were like other schools. Maintained schools who worked with Schools Personnel Service will be working from the SPS policy template.</p> <p>Since the last meeting, Governors had received places on the following training courses:</p> <table border="1" data-bbox="225 1630 1177 2011"> <thead> <tr> <th>First name</th> <th>Last name</th> <th>Event title</th> <th>Course date</th> </tr> </thead> <tbody> <tr> <td>Rachel</td> <td>Barnsby</td> <td>The data has changed! Do you know your data? ADVANCED Guide to RAISE online, Inspection Dashboard and current in - school data</td> <td>Wednesday 22 February 2017</td> </tr> <tr> <td>Julia</td> <td>Baxter</td> <td>District Governor Briefing (Maidstone, Tonbridge and Malling)</td> <td>Monday 30 January 2017</td> </tr> <tr> <td>Julia</td> <td>Baxter</td> <td>New Governors' Induction</td> <td>Saturday 26 November 2016</td> </tr> <tr> <td>Julia</td> <td>Baxter</td> <td>Effective Chairing - New Chairs</td> <td>Monday 5 December 2016</td> </tr> </tbody> </table>	First name	Last name	Event title	Course date	Jill	Hogan	Safer Recruitment	7 December 2016	First name	Last name	Event title	Course date	Rachel	Barnsby	The data has changed! Do you know your data? ADVANCED Guide to RAISE online, Inspection Dashboard and current in - school data	Wednesday 22 February 2017	Julia	Baxter	District Governor Briefing (Maidstone, Tonbridge and Malling)	Monday 30 January 2017	Julia	Baxter	New Governors' Induction	Saturday 26 November 2016	Julia	Baxter	Effective Chairing - New Chairs	Monday 5 December 2016	
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	Dilys	Foster	The Role of the Governing Body in Safeguarding in School	Thursday 9 February 2017	
	Wendy	Skinner	The data has changed! Do you know your data? ADVANCED Guide to RAISE online, Inspection Dashboard and current in - school data	Wednesday 22 February 2017	
8.10	Training and Development Governor LC the Training and Development Governor had shared a spreadsheet with the Governing Body of the training available via CPD. Action: Governors to attend CPD courses.				Governors
8.11	Governors Page on the website The Governing Body discussed the governors page on the website. The Clerk advised that it was not legislation that the FGB minutes available on the website and that parents could be given paper copies of previous minutes. Action: Previous FGB minutes to be saved to PDF format and uploaded to the Governors page on the website.				Clerk/IT Technician
9	Any Other Urgent Business None.				
10.	Chairs' Report a. The Co-Chairs advised the Governing Body that parents had made contact as they have concerns about no consistent teacher in Year 5. The Head Teacher gave the Governing Body an overview of the actions that had been taken and the link to the redundancy situation. Action: Co-Chairs to write to parents to give them an update of the situation and the actions being taken. b. Extra places – Parental request for a place for siblings. Discussed circumstances of request. Action: HT to contact KCC Admissions for further advice and direction.				Co-Chairs HT
11.	Confidentiality The Governing Body agreed that item 5.5 will be treated as confidential and minuted separately.				
12.	Date of next meeting <ul style="list-style-type: none"> • Term 3 – 6 February 2017 • Term 4 – 20 March 2017 • Term 5 – 15 May 2017 • Term 6 – 10 July 2017 				

Meeting finished at 18:30

Signed _____
Chair of Governors

Dated _____

Initials _____

Action summary			
3.2	Action Summary – 21 March 2016		
	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/Finance
	Action Summary – 16 May 2016		
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	Action summary – 11 July 2016		
	10.1	ED to monitor budget and give updates to the Full Governing Body at each FGB meeting.	Res Committee
	10.1	Charges and Remissions Policy to be reviewed by the Resources Committee.	Res Committee
	Action summary – 19 October 2016		
	2	LC to sign her declaration of business interest forms. Clerk to check that all the information on the website was correct and update where required.	LC/Clerk
	6	Clarification to be given in respect of what was available in the budget for the HT performance management review with the HT Performance Management panel and Chair of the Resources Committee.	Res Committee
	11.2	RB/JB to update the terms of reference 'two teams model' and share with the Clerk to upload to GVO.	RB/JB
	11.3	LC to sign the Governors Code of Conduct at the next FGB meeting. Clerk to update records.	LC/Clerk
	11.9	Governors page to be updated with results of the Co-Chair and Vice Chair election.	Governors/Clerk
3.2	DF to complete Safer Recruitment training.		DF
3.2	School Voluntary fund to be referred to the Resources committee.		Resources Com
4.5	JBC to look at the SENCO case studies as part of a monitoring visit.		JBC
5.2	SEF to be shared at the FGB meeting in Term 3.		Head
5.3	Head to include an update on the demand for places at the FGB meeting in Term 3.		Head
5.6	Health and Safety Report - update of actions to be given at the FGB meeting in Term 3.		Head
	Safeguarding Leaflet - Tick list to be added to the signing in page to say that visitors have read/received the leaflet.		Head
6.1/6.2/6.3	Strategy Team, Learning & Development Team and Resources Team meeting minutes to be sent to the Clerk to upload to GVO.		JB/RB/ED Clerk
7.	Health and Safety Policy - updated version to be shared with Governing Body.		DHT
	Safeguarding Policy – to be updated with September 2016 legislation and shared with GB.		DHT
	Staff Capability Policy – to be updated and resubmitted for Term 3 FGB meeting.		DHT
	Complaints Policy – to be road checked.		JB/JBC/RB
	Policy review timetable to be uploaded to GVO.		Clerk
8.1	Governance Action Plan 2016/17 to be reviewed for Term 3.		RB/ED
8.2	Terms of Reference two teams to be updated and shared for the next FGB meeting Term 3.		RB/Clerk
8.3	Succession planning to be discussed at the FGB meeting Term 3.		Governors/Clerk
8.4	Clerk to send the completed LA Governor Application form and a copy of the minutes for this meeting to Leadership and Governance to be approved at the Governor Appointment Panel (GAP) by 13 January 2017.		Clerk
8.5	a. Clerk to complete the paperwork for the appointments of David Stead and Laurel Townend.		Clerk
	b. DS and LT to complete their legal paperwork including information for Edubase.		DS & LT

	c. David Stead and Laurel Townsend to provide paperwork to complete DBS checks within 21 days of their appointment	DS & LT
3.2	Edubase to be contacted to rectify logging in problem.	DHT
8.7	Governors to discuss their approach to Governor appraisal.	All
8.8	Governors to be allocated as buddies to DS and LT.	Governors
8.11	Previous FGB minutes to be saved to PDF format and uploaded to the Governors page on the website.	Clerk/IT Technician
10.	a. Co-Chairs to write to parents to give them an update of the situation and the actions being taken. b. In year places for Siblings. HT to contact KCC Admissions for further advice and direction.	Co-Chairs HT