

WILDMOOR HEATH SCHOOL

FULL GOVERNING BODY

Minutes of meeting on Monday 22 September 2014 at 6pm in Year 6 Classroom

Present:

Carole Blunden Lee (CBL)
 Janice Hart (JH)
 Karen Roche (KR)(Chair)
 Cliff Thompson (CT)

Paul Brandist (PB)
 Sophie Leadbeater (SL)
 Christopher Salt (CS)

Jason Cooper (JC)
 Stewart Mackie (SM)
 Grant Strudley (GS)(Headteacher)

In attendance:

Pauline Williams (PW) (Clerk)

All Governor questions, challenges and supportive comments are recorded in red.

Item	Discussion / Action	Who / When
1	<p>APOLOGIES Apologies were received and accepted from EE, AJ, NT and TW. TD was absent.</p> <p>PW was welcomed to the meeting as Clerk, covering for Celeste Moruzzi who was now on maternity leave until 1 June 2015.</p>	
2	<p>DECLARATIONS OF INTEREST (PERSONAL AND FINANCIAL) AND ITEMS OF ANY OTHER BUSINESS (AOB) There were no declarations of business interest for this meeting. Four items of AOB were requested.</p>	
3	<p>ELECTION OF CHAIR AND VICE CHAIR Nominations had been received by the Clerk to reappoint the existing Chair and Vice Chair. PW asked if any other candidates would like to put their names forward and no one responded. A vote was taken for the Chair of Governors to be Karen Roche: proposed CBL; seconded CT; all unanimously agreed. A vote was taken for the Vice Chair of Governors to be Jason Cooper: proposed PB; seconded KR; all unanimously agreed. Both were congratulated on their appointment.</p>	
4	<p>MINUTES OF THE MEETING HELD ON 10 JULY 2014 The minutes were agreed to be a correct record of the meeting and were signed by the Chair.</p>	
5	<p>ACTIONS FROM THE PREVIOUS MINUTES AND MATTERS ARISING Actions from pages 1-6 were completed. Page 7: EnergyKidz: GS advised that they had been re-inspected in July and remained "Requires improvement". However, he felt there had been considerable improvement from the previous inspection and he asked them for an action plan for improvements and felt comfortable that things would continue to improve. KR asked if they had increased student numbers and GS responded that they had. Page 7: Crowthorne Carnival: GS had investigated and saw that there were pictures of children on websites but with no names. He reported that it was common practice for the Press to publish only first names and that other schools were comfortable with this practice. JH queried if the school choir event were covered in this way. GS confirmed that it was. KR asked about Social Media publishing of photographs. GS had taken advice from the LA who felt that the school had no control when people come on site and take photos. KR commented that the photos in question had been taken by staff. GS responded that the photos were put onto a public site thereby the school policy had not been contravened.</p> <p>Page 4: PW noted that at 10i) the Governors report to parents had not been published on the website. As this was not noted as an action it had not been completed as yet.</p> <p>Action 1: GS to put the Governors report to parents onto the school website.</p>	<p>GS 15/10/14</p>

Signed

Date2014

Item	Discussion / Action	Who / When
6	CORRESPONDENCE TO CLERK OR HEADTEACHER None.	
7	CLERKS' BRIEFING SUMMARY AND CLERK'S REPORT Celeste Moruzzi had produced a report stating the activities that had been completed in the previous academic year. PW had produced a summary from Clerks' briefings held in Surrey CC. She reported that the Clerks' briefing in Bracknell Forest had only recently taken place and so items would be added to the summary circulated. The items under "Recommendation for Governors" were to be covered later in the agenda. Action 2: PW to circulate the updated Clerks' briefing summary. Action 3: KR to email Governors regarding the Governor Conference. Action 4: KR/PW to put the updated BF Pay Policy onto the Staffing Committee agenda	PW 30/9/14 KR 15/10/14 KR/PW 17/11/14
8	GOVERNORS' TERMS OF OFFICE ENDING BEFORE NEXT MEETING: The term of office for Tony Donoghue (LA Governor) was due to end on 31/10/14. As he had not attended meetings for some while, nor responded to any emails or phone messages, KR contacted BF Governor Services and asked them not to renew his office. She also notified them that she was now undertaking reconstitution of the Governing Body (as statutorily required) and so they should not seek to find an alternative LA Governor in the interim.	
9	REGISTER OF BUSINESS INTEREST FORMS These had been circulated and requested early in September. The majority had been returned and those present at the meeting completed theirs. However, absentees and some staff had not yet returned their forms. Action 5: PW to send Register of Business Interest Forms to those who had not yet returned their forms.	PW 30/9/14
10	MEMBERSHIP OF GOVERNING BODY COMMITTEES The current Committee memberships were reviewed. SL agreed to join the School Improvement Committee. Action 6: PW to update the circulation list and Committee membership list Action 7: KR to review updated Committee membership list and speak to NT about her committee preference	PW 30/9/14 KR 15/10/14
11	REVIEW SUB COMMITTEES (COMMITTEES AND OTHER RESPONSIBILITIES) Action 8: PW to update spreadsheet showing Committee membership, contact information and terms of office and send to KR.	PW 30/9/14
12	CODE OF CONDUCT FOR GOVERNING BODY Several documents containing similar information were found to be in existence and it was agreed to combine/review/update these going forwards. Action 9: PW to combine the documents into one Code of Conduct for FGB and send to KR for review.	PW 30/9/14
13	GOVERNOR ATTENDANCE REPORT Celeste had prepared an annual attendance report for Governors. KR congratulated most on achieving the desired 70% attendance.	
14	RECONSTITUTION OF THE GOVERNING BODY KR asked if everybody had completed the skills audit devised by the Strategy and Effectiveness Group. Not everybody had seen this. Action 10: KR to re-circulate the skills audit for Governors to complete asap. KR explained the importance of having a skills audit of Governors as this was the basis for the statutory reconstitution guidance and she wanted to see what skills were present and where gaps were and thus how best to fill them. She said there were several ways to fill gaps, such as training and development so once the skills audit was completed reconstitution could take place and a training plan devised.	KR 15/10/14

Item	Discussion / Action	Who / When
14 cont'd	<p>JC commented that he did not see that much change was required and KR agreed that the process should be simple. JC added that he was pleased that there were teaching and support members of staff now on the Governing Body.</p> <p>Action 11: KR and PW to meet up to discuss reconstitution.</p>	<p>KR/PW 26/9/14</p>
15	<p>SKILLS AUDIT KR questioned whether the skills audit worked in practice when tested by the Strategy and Effectiveness Committee. PB and CBL felt that the first section was not great. For consistency KR said that she would send the same document to everyone. (See earlier action.)</p>	
16	<p>GOVERNOR LINKS KR updated the Links document and sent it to the Clerk. TW, on e-mail offered to support CBL with SEN/Inclusion</p> <p>CT enquired what was meant by linking a Governor with a curriculum area. KR responded that this gave the Governor an area of focus within the school and a name to contact so that the Governor gains a good understanding of that part of the curriculum and attends workshops etc. PB asked if staff were aware of this linkage. GS said that they were and that as the school had a small staff, some teachers doubled up on curriculum subjects. JC offered to share his contact details with staff at the school to facilitate communication. GS felt that it would be a good idea to put these links on the Governor board in the staffroom and wanted permission from Governors to do so. Governors present gave their permission. CBL asked if meeting staff and hearing about curriculum areas was part of the inset day in February. GS responded that it was. KR asked governors to refer to the Governor Involvement Policy for reference.</p> <p>KR highlighted that Governors should make at least one such contact per year. GS said these could be linked with Governor days. KR suggested that events such as Arts Week or Science week should be attended by the relevant Governors.</p> <p>Action 12: KR/PW to add the Governor school visit frequency into the Code of Conduct for FGB.</p>	<p>KR/PW 30/9/14</p>
17	<p>STRATEGIC PLAN Following the recent Strategy and Effectiveness Committee meeting, KR was drafting a strategic plan. The group had agreed that this should be based on the School Development Plan (SDP) and actions grouped under the four Ofsted judgements. KR reported that she had drafted the Achievement and Quality of teaching sections. She planned to write the remaining sections within the next fortnight. She passed the first two sections to CBL for review.</p> <p>Action 13: KR to complete the draft Strategic Plan for review by all Governors.</p>	<p>KR 15/10/14</p>
18	<p>CHANGES TO THE OFSTED INSPECTION FRAMEWORK KR updated Governors on the latest changes to the Ofsted framework. Key highlights included:</p> <ul style="list-style-type: none"> ▪ Minimal changes now (but many more expected 2015) ▪ Ofsted guidance can only be downloaded and there is no separate subsidiary guidance as it is all in one document ▪ A new Governor handbook is now available, including particular emphasis on Spiritual, Moral, Social and Cultural issues and focus on "British values". It was felt that the school values in place covered this sufficiently. ▪ Some "no notice" inspections would still be carried out. ▪ A separate judgement would be made on EYFS and there would be a paragraph in the school Ofsted report to cover this. ▪ Quality of teaching judgements have changed and are no longer based on an individual lesson assessment. GS was unsure how his grading of the quality of teaching would compare with Ofsted's if there were to be no judgement provided on individual lessons. KR advised that the judgement would be made but over several lessons over time and that Ofsted observations would still be undertaken with the Headteacher. ▪ KR commented that, during an inspection, any feedback to teachers following observations would not indicate a judgement in numerical or verbal terms ("2, or Good" etc) but would identify strengths and weaknesses related to impact on pupils' progress. GS commented that he would review the judgements and feedback as he felt most appropriate to the teacher and that this might not follow the OfSTED practice. JC/CT asked how teachers would know where they stood after an observation. GS offered that all feedback should be part of a developmental conversation. 	

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18 cont'd	<ul style="list-style-type: none"> ▪ Leadership and management now had an increased focus on CPD and its impact on teaching / learning. <p>Action 14: KR to circulate the new Ofsted Inspection Framework handout.</p> <p>Action 15: All Governors to read the Governor section of the new Ofsted Inspection Framework.</p> <p>JC/SM asked if Governors could have practice in framing answers for during an Ofsted interview. KR said that she would produce a briefing sheet with questions that were likely to be asked and where Governors would find the evidence. KR said that she was also creating an evidence folder for the Ofsted inspectors.</p> <p>Action 16: KR to prepare a briefing sheet for all Governors to help them prepared for an Ofsted inspection.</p>	<p>KR 15/10/14</p> <p>All Govs 24/11/14</p> <p>KR 24/11/14</p>
19	<p>REVIEW OF SCHOOL GOVERNANCE PLAN</p> <p>GS advised Governors that this was now defunct as it was a requirement for the school to produce this when it had been in Special Measures, which was no longer the case.</p>	
20	<p>HEADTEACHER'S REPORT</p> <p>GS read through the letter received from Janette Karklins during the summer, congratulating the school on its strong KS2 SATS scores. GS thanked Governors and Staff for their hard work in bringing this excellent result as a team.</p> <ul style="list-style-type: none"> ▪ Unfortunately the 2014 comparative National schools data was not yet available but GS provided a breakdown of the results vs previous National Averages (NA) and school results for 2012-2013: <ul style="list-style-type: none"> ▪ Overall: 71% are working at GLD+ in all three core subjects, +5% on 2013 ▪ Only 1% are working more than 1 sub-level below GLD in reading (-11% from 2013); 6% in writing (-11% from 2013); 4% in maths (-2% from 2013) ▪ Writing remains a key priority both generally and for specific groups ▪ EYFS: "Good level of development (GLD) is the goal" – 84% achieved this (+19% on 2013; LA average 65%) <ul style="list-style-type: none"> ▪ GLD in reading 93%, with 52% achieving above GLD ▪ GLD in writing 88%, with 24% achieving above GLD ▪ KS1: this cohort had a tough EYFS with lots of SEN and changes of teacher. However results were strong ▪ Significantly more children were working at GLD than in July 2013 (+13% in reading, +26% in writing and +22% in maths) and more working above GLD in writing and maths. ▪ Progress is good in reading and maths and better than expected in writing. ▪ An 8 point increase is expected between EYFS and KS1 and this was achieved so progress is very good. <ul style="list-style-type: none"> ▪ KS2: Reading: 100% level 4 (76% 2013); 52% level 5. JC commented that this was the first time 100% had been achieved. 100% achieved 2 levels of progress from KS1 and 38% achieved 3 levels of progress. ▪ Writing: 92% level 4; 32% level 5+ ▪ Maths: 88% level 4; 36% level 5+ ▪ Reading, Writing, Maths combined: 84% level 4 (increase of 17% on 2013); 16% level 5+ ▪ Pupil Premium (PP): The gap narrowed significantly in maths but the biggest attainment gap was in writing (they have made progress but non PP children have made more) ▪ SEN: The gap between SEN children and non-SEN widened in all three core subjects. This continues to be a key focus area within the new School Development Plan (SDP). ▪ EAL: Average Point Score (APS) progress for EAL children was better than non-EAL children in all subjects and all EAL pupils made expected or better progress. ▪ Girls and Boys: The gap has narrowed in reading and maths but widened in writing. On average, boys made better progress than girls in reading and maths but slightly less progress in writing, which continues to be an area of focus in the SDP. 	

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20 cont'd	<ul style="list-style-type: none"> ▪ GS concluded that this had been a very strong set of results. JC questioned whether congratulations should only be offered if 100% of pupils achieved the expected outcomes for reading. GS responded that the vast majority of the intake should be reading by the time they leave the school so the aim would always be for 100%. CBL asked if BUG Club was still in action. GS responded that the focus of 1:1's in EYFS was strong but the quality of library books and texts has been poor and had a negative impact. ▪ Phonics: 74% (in line with NA) <p>GS commented that consistency is now needed. JC felt that the Governing Body should have expectations of 100%. KR added that an increase in Level 5's should also be aimed for. KR asked for thanks to be conveyed to all staff for their hard work as this had not been an easy year and that the Governing Body was grateful to ALL staff across the school.</p> <p>Action 17: GS to convey thanks from the Governing Body for the excellent SATS results to ALL staff.</p> <p>JC asked SL for feedback on the morale of staff. SL reported that it was positive and KR endorsed this view from her school visits.</p> <ul style="list-style-type: none"> ▪ The School Development Plan (SDP) and School Self-evaluation report (SEF) had been circulated and GS endorsed all Governors to review the SEF. <p>Action 18: All Governors to read the SEF report and feedback any thoughts to GS.</p> <ul style="list-style-type: none"> ▪ The School Improvement Advisor (Linda Baily) agreed that the school should now achieve a "Good" rating for each section of the School Improvement Plan (SIP). ▪ The school was no longer required to have LA oversight and therefore the Standards Monitoring Board had ceased. KR endorsed this firmer footing. ▪ JC asked when the RaiseOnline data would be available and GS said this was due in October and he would cover the dashboards too. <p>GS reported that he had 4 monitoring folder sections so that the evidence is easily found when Ofsted visit and that he was continuously updating this information. He was including impact and not just actions and school observations were focused on the SDP areas. GS invited Governors to review the SIP.</p> <p>SM asked if it were realistic to aim for 100% across the board. GS felt that in the near term, 100% for writing would be unlikely but in the longer term then that should be the aim. However, he reminded Governors that progress was important too in case the cohort was weaker.</p> <p>Action 19: GS to send PW a copy of his Headteacher report.</p>	<p>GS 15/10/14</p> <p>All Govs 24/11/14</p> <p>GS 23/9/14</p>
21	<p>HEADTEACHER DEMONSTRATION OF USE OF THE SCHOOL'S NETWORK FOR GOVERNOR COMMUNICATION</p> <p><i>There was a short comfort break at 7.30pm while the computer/projector was switched on and the meeting resumed at 7.33pm.</i></p> <p>GS gave a demonstration of how to log into the school system and gave each Governor their individual login information.</p> <ul style="list-style-type: none"> ▪ As long as Governors had Windows XP or above then they should be able to login OK. ▪ Governors could now send emails via the school's outlook and the Clerk could set up meetings on calendar. ▪ If the Security alert dialogue box appeared, this should just be cancelled (!). ▪ GS or the School Administration Manager could now put in Governor invitations to any school events. ▪ KR asked if the system could be set up to send an alert to private email addresses. He said that it could. ▪ Log off was an X at the top of the screen. ▪ KR commented that the security was much better this way and GS could provide real-time information to Governors. ▪ PB asked if Governors could set up their own personal folders, and they could. ▪ JH, SL and all the Governors thanked GS for his work in setting this up and saving the 	

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21 cont'd	<ul style="list-style-type: none"> ▪ school a lot of money (by obviating the necessity to purchase a GVO). ▪ GS had set up a Governors distribution list and would also set up Committee distributions. <p>Action 20: GS to set up Governor/Committee distribution lists.</p>	GS 15/10/14
22	<p>SCHOOL TRIPS AND VISITS</p> <p>Two residential trips are planned:</p> <ol style="list-style-type: none"> 1) Return to RYG for one week 2) Year 4 going to Hook Court, Dorset in late February 2015. This is in place of the usual visit to Ufton Court, as the curriculum no longer includes the Tudors. Hook Court has a wider range of activities and so can incorporate science, geography and PE. <p>CBL asked if Governors could join the trips and GS responded that they could do so.</p>	
23	<p>REPORTS ON TRAINING ATTENDED AND EVENTS COMING UP</p> <p>PW circulated a hard copy of the revamped training log so that Governors could update what training they had attended and include the date of their induction training, so that she could check that all Governors had attended induction.</p> <p>Action 21: PW to update the training log.</p> <p>KR checked who had attended Safer recruitment and Exclusions training, then reminded Governors of the forthcoming Governor Day on 6 November. She also endorsed attendance at the Governor Conference early in the New Year.</p>	PW 30/9/14
24	<p>GOVERNOR VISITS TO SCHOOL</p> <p>No log had been kept of school visits to date apart from the visitor book.</p> <p>Action 22: PW to create a school visit template for Governors to complete at each FGB meeting / when a school visit has been conducted.</p>	PW 30/9/14
25	<p>UPDATE ON PTA ACTIVITIES</p> <p>JH reported that there would be a PTA meeting tomorrow so she had nothing to report at this time except that the quiz night had been very successful. She announced that the Chair (Abbey Russell) and Vice Chair (Sarah Jackson) were both standing down.</p> <p>Action 23: KR to write to the PTA Chair and Vice Chair to thank them for their hard work.</p> <p>PB left the meeting at 7.55pm.</p> <p>JC commented that through charity work a boat would be named the "Wildmoor Heath".</p>	KR 15/10/14
26	<p>PARENT ENGAGEMENT PLAN</p> <p>KR said that this would be incorporated within the Strategic Plan.</p>	
27	<p>CENTRAL RECORD OF RECRUITMENT AND VETTING CHECKS</p> <p>It was agreed that this should be covered within the Staffing Committee.</p> <p>Action 24: KR/PW to put onto standing items for Staffing Committee</p>	KR/PW 9/10/14
28 / 29	<p>POLICIES</p> <p>It was agreed to adopt the NGA scheme of delegation for policies and other documentation.</p> <p>Governor induction pack: This was approved at the Staffing Committee meeting 23/6/14 and agreed at this meeting.</p> <p>Governors allowances policy: It was agreed to continue with this existing policy.</p> <p>Safeguarding Children policy: KR had obtained a revised policy on Safeguarding. CBL asked whether all Governors should</p>	

Item	Discussion / Action	Who / When
28/29 cont'd	<p>undertake Safeguarding training. KR confirmed that they should all do so but if they had undertaken this elsewhere this would suffice.</p> <p>Action 25: KR to send GS the revised policy on Safeguarding and include this policy on the next FGB agenda.</p>	<p>KR 24/11/14</p>
30	<p>ANY OTHER BUSINESS</p> <p>Crowthorne Eye publication dates: JC had a good story to publicise the school in the Crowthorne Eye.</p> <p>Action 26: JC to send story for Crowthorne Eye to GS for approval.</p> <p>Lunchtime food choices and food ordering: JH reported that this was not working effectively and wondered what could be done to improve the situation. GS explained the issues that he was tackling and said that the problems had been exacerbated with the increased number of meals served (+70). They had tried various solutions eg an extra member of staff, but the kitchen was too small; discussions with the supplier at Scotland Hill School. He said that Liz Johnson (School Business Manager) was resolving matters with the supplier (ISS) and liaising with the Contracts Manager at BFC. In the interim GS had initiated: some children coming in earlier for lunch; year groups being rotated for lunch so that everyone received full choices at least one day; giving children a wrist band to show their choice. GS expressed his frustration as he felt there was little more he could do now and encouraged parents to complain.</p> <p>At present he explained that the poor system was costing the school additional monies for lunchtime controllers (15 mins per day) and that the school was being charged an additional £1500 to the host kitchen per year (which was incurred after the budget was set). He had sent a complaint to Janette Karklins.</p> <p>KR suggested he write something in the school newsletter, which GS had already done. CBL asked if the newsletters were on the school website and GS had done this too.</p> <p>WWI memorial plaque: GS also had a story for the Crowthorne Eye concerning the WWI memorial plaque that he had commissioned which will be put onto the school wall. GS had researched soldiers who died in WWI who had previously attended the school and included them on the plaque. The plaque will be installed on 11 November and opened by Janette Karklins, with a parent assembly. JC agreed to put this onto the Crowthorne village website and GS will put into the local paper, with an appeal for any more soldiers/ex pupils to be named for inclusion on the plaque. GS proposed that Governors, staff and parents contributed to the cost and Governors agreed.</p> <p>Action 27: GS to put information about the WWI memorial plaque onto the school website, into the Crowthorne Eye and local newspaper as well as organising the event etc. JC to publicise in the Crowthorne village website.</p> <p>Clerk on maternity leave: KR to leave a card for Celeste in the school office for Governors to sign and send flowers.</p> <p>Governor effectiveness award: KR encouraged Governors to nominate the Governor or Clerk who had contributed strongly this year.</p> <p>Headteacher performance review: KR reported that the panel had met, including an external advisor, and a very positive experience was had.</p> <p>Safeguarding: PW queried the need to undertake training for all Governors on Safeguarding as many required this. KR suggested combining forces with Edgbarrow School where training was imminent with Louise Fletcher.</p> <p>Action 28: KR to investigate whether Edgbarrow School could offer a joint training session on Safeguarding this term.</p> <p>National Governors Association subscription: PW enquired who would like to receive the two copied of the NGA magazine. KR and CBL would like one delivered to their home.</p> <p>Action 29: PW to organise NGA magazines to be sent to KR and CBL.</p>	<p>JC 30/9/14</p> <p>GS/JC 30/10/14</p> <p>KR 30/10/14</p> <p>PW 30/10/14</p>

Signed

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Item	Discussion / Action	Who / When
	<p>DATE OF NEXT MEETING:</p> <p>This was agreed as 24 November 2014 at 6pm. KR offered apologies and JC will chair the meeting.</p> <p><i>SL left the meeting at 8.20pm.</i></p>	
31/32	<p>PART II BUSINESS</p> <p>MINUTES 2/6/14</p> <p>The minutes were approved and signed by the Chair. See separate Part II minutes for confidential items.</p> <p>NOTES FROM DISCUSSION 10/7/14</p> <p>This meeting was not quorate so discussion notes were taken and these were approved and signed by the Chair. See separate Part II minutes for confidential items.</p>	

The meeting ended at 8.25pm

Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.

Governors must respect the confidence of those items of business which a governing body decides and not disclose what individual governors have said or how they have voted within a meeting

ACTION LOG

ACTION	DISCUSSION / ACTION	WHO	WHEN
1	GS to put the Governors report to parents onto the school website.	GS	15/10/14
2	PW to circulate the updated Clerks' briefing summary.	PW	30/9/14
3	KR to email Governors regarding the Governor Conference.	KR	15/10/14
4	KR/PW to put the updated BF Pay Policy onto the Staffing Committee agenda	KR/PW	17/11/14
5	PW to send Register of Business Interest Forms to those who had not yet returned their forms.	PW	30/9/14
6	PW to update the circulation list and Committee membership list	PW	30/9/14
7	KR to review updated Committee membership list and speak to NT about her Committee preferences	KR	15/10/14
8	PW to update spreadsheet showing Committee membership, contact information and terms of office and send to KR.	PW	30/9/14
9	PW to combine the documents into one Code of Conduct for FGB and send to KR for review.	PW	30/9/14
10	KR to re-circulate the skills audit for Governors to complete asap.	KR	15/10/14
11	KR and PW to meet up to discuss reconstitution.	KR/PW	26/9/14

Signed

Date2014

12	KR/PW to add the Governor school visit frequency into the Code of Conduct for FGB.	KR/PW	30/9/14
13	KR to complete the draft Strategic Plan for review by all Governors.	KR	15/10/14
14	KR to circulate the new Ofsted Inspection Framework handout.	KR	15/10/14
15	All Governors to read the Governor section of the new Ofsted Inspection Framework.	ALL GOVS	24/11/14
16	KR to prepare a briefing sheet for all Governors to help them prepared for an Ofsted inspection.	KR	24/11/14
17	GS to convey thanks from the Governing Body for the excellent SATS results to ALL staff.	GS	15/10/14
18	All Governors to read the SEF report and feedback any thoughts to GS.	ALL GOVS	24/11/14
19	GS to send PW a copy of his Headteacher report.	GS	16/9/14
20	GS to set up Governor/Committee distribution lists.	GS	15/10/14
21	PW to update the training log.	PW	30/9/14
22	PW to create a school visit template for Governors to complete at each FGB meeting / when a school visit has been conducted.	PW	30/9/14
23	KR to write to the PTA Chair and Vice Chair to thank them for their hard work.	KR	15/10/14
24	KR/PW to put onto standing items for Staffing Committee	KR/PW	9/10/14
25	KR to send GS the revised policy on Safeguarding and include this policy on the next FGB agenda.	KR	24/11/14
26	JC to send story for Crowthorne Eye to GS for approval.	JC	30/9/14
27	GS to put information about the WWI memorial plaque onto the school website, into the Crowthorne Eye and local newspaper as well as organising the event etc. JC to publicise in the Crowthorne village website.	GS/JC	30/10/14
28	KR to investigate whether Edgbarrow School could offer a joint training session on Safeguarding this term.	KR	30/10/14
29	PW to organise NGA magazines to be sent to KR and CBL	PW	30/10/14

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