

## West Tytherley Primary School

### Minutes of Full Governing Body Meeting 19 September 2017

19 September 2017
West Tytherley Primary School
6.50 – 8.56 pm

<b>Present</b>	Nicola French (Chair) (NF)	Mike Warren (Headteacher) (MW)
	Karen Walker (KW)	Mark Parrott (MP)
	Karen Hodson (KH)	Emma East (EE)
	Jessie Newitt (JN)	James Pitkin (JP)
	David Sherlock (DS)	
<b>In attendance</b>	Jane Parker (LA Clerk)	Carly Moseley (CM)
<b>Apologies</b>	Angela Moore (AM)	
<b>Absent</b>	Edd Dunkin (ED)	

**Red denotes challenge and questions**

**Green denotes support and comment**

**Blue denotes actions**

***Italics denotes decisions***

<b>1</b>	<b>Welcome, apologies and opening prayer</b>	
	NF welcomed everyone to the meeting including prospective Foundation Governor Carly Moseley, and prospective new Local Authority Governor David Sherlock. The meeting was quorate throughout. JP led the meeting in an opening prayer. No apologies were received from Edd Duncan is therefore marked as absent. Apologies were received and accepted from the new staff governors Angela Moore.	
<b>2</b>	<b>Conflicts of interest and pecuniary interests and completion of pecuniary interest forms</b>	
	There were no pecuniary interests declared regarding the Agenda items.  Annual Pecuniary Interest forms were received from EE, KH, JN, MP, JP and KW	
<b>3</b>	<b>Governance Matters</b>	
<b>3a</b>	<b><u>Code of Conduct</u></b>  NF reminded governors that governors had considered adoption of the Code of Conduct previously but this had not been actioned. The proposed Code of Conduct had been made available to governors prior to the meeting via Dropbox. <b><i>It was agreed to adopt to proposed Code of Conduct.</i></b>  Code of Conduct forms were signed and received from EE, KH, CM, JN, MP, JP, DS, and KW.	
<b>3b</b>	<b><u>Election of Chair (under the direction of the Clerk) and terms of office.</u></b>	

	<p><b><i>It was agreed that the Term of Office would be for one year.</i></b></p> <p>The Clerk received one nomination for the position of Chair which was for Emma East.</p> <p><b>EE left the meeting.</b></p> <p>Emma East was unanimously elected as Chair.</p> <p><b>EE returned to the meeting and was informed that she had been elected as Chair of the Governing Body.</b></p> <p><b><u>Election of Vice-Chair (under the direction of the Clerk) and terms of office</u></b></p> <p><b><i>It was agreed that the Term of Office would be for one year.</i></b></p> <p>The Clerk received one nomination for the position of Vice Chair which was for Mark Parrott.</p> <p><b>MP left the meeting.</b></p> <p>Mark Parrott was unanimously elected as Vice Chair.</p> <p><b>MP returned to the meeting and was informed that he had been elected as Vice Chair of the Governing Body.</b></p> <p><b>The Clerk handed the meeting over to the new Chair EE.</b></p> <p><b>The governing body thanked Nic French for her 4 years as Chair of the Governing Body. NF said that the governing body had been required to steer through some difficult times, particularly in the past year, and that it had done so robustly was an indication of the strength of the governing body.</b></p> <p><b>Thanks were also recorded for hard work and dedication by Marion Clutterbuck, Foundation Governor, who resigned in the Summer Term, and Robert Stratford Local Authority Governor, who had resigned prior to this FGB meeting.</b></p>	
3c	<p><b><u>Skills Audit report</u></b></p> <p>It had been decided to postpone the Skills Audit report until after the current changes in governor membership and, with vacancies in the process of being filled, the Audit can now proceed.</p> <p><b>Action: JN agreed to carry out the Skills Audit and report to the next FGB meeting. The Clerk will send the NGA summary spreadsheet that supports analysis of the Audit responses.</b></p>	JN / Chair
3d	<p><b><u>Update on Foundation Governor Vacancy</u></b></p> <p>An application had been received from Carly, who is a parent of a child in school. The application had been through the local recommendation process and is now with the Diocese for approval.</p> <p><b>Once appointed KW will act as mentor to Carly.</b></p> <p><b>Action: Once approval has been received from the Diocese the confirmed date of appointment and a copy of the application form to be sent to Clerk for adding to the Governor Services database to trigger Induction course. MW to initiate ID and Enhanced DBS checks. EE will arrange for Induction Pack to be sent.</b></p>	

3e	<p><b><u>Update on Staff Governor Vacancy</u></b></p> <p>MW confirmed that one application for the position of Staff Governor had been received which was from Angela Moore. As this was the only application received AM has been confirmed as the new Staff Governor.</p> <p><b>Actions: Confirmation of the date of appointment and a copy of the application form to be sent to Clerk for adding to the Governor Services database to trigger Induction course. As a staff member, ID checks and an Enhanced DBS is already in place. EE will arrange for Induction Pack to be sent. MW will arrange for AM to complete Pecuniary Interest and Code of Conduct Forms.</b></p>	
3f	<p><b><u>Election of Local Authority (LA) Governor</u></b></p> <p>The existing LA governor, Robert Stratford, had resigned prior to the meeting in accordance with intentions declared at the previous meeting.</p> <p><b>DS left the meeting</b></p> <p>An application for LA governor had been received from David Sherlock. NF had contacted DS and discussed the role and DS's suitability for the role and informed governors that she thought his application appropriate. The Clerk had obtained the approval of Councillor Roy Perry for the nomination of DS to this role.</p> <p>The Clerk read out the relevant experience that DS had submitted as part of his application form. Governors agreed that the educational background and knowledge of the local community, as well as his experience as a member of governing bodies, made DS very suitable for the role.</p> <p><b>David Sherlock was unanimously approved as Local Authority Governor with immediate effect.</b></p> <p><b>DS rejoined the meeting and EE informed him of the decision.</b></p> <p><b>JN will be mentor to DS.</b></p> <p><b>Actions: The Clerk will add DS to the Governor Services database which will trigger the Induction course. It was agreed that despite RS's experience of governance it would be useful to refresh his knowledge and understanding. EE will arrange for the Development and Training Governor to contact DS and to provide a copy of the Induction Pack. MW will arrange for ID and Enhanced DBS checks to be carried out.</b></p>	
3g	<p><b><u>Election of Associate Member</u></b></p> <p>With effect from the end of this FGB meeting Nic French is standing down as governor but the governing body wishes NF to still be involved in some of the current work of the governing body which NF is agreeable to.</p> <p><b>It was unanimously agreed for NF to be elected as an Associate Member for a term of one year and to have voting rights on the committee to which she is assigned (see later Agenda item.)</b></p>	

3h	<p><b><u>Election of Co-opted Governor</u></b></p> <p>The resignation of NF as governor which NF had previously given notice of, created a vacancy for a Co-opted Governor. This had been publicised and expressions of interest received. Only one completed application had been received for the vacancy which was from Liz Dowding. NF has contacted LD and discussed the role and LD's suitability for the role and informed governors that she thought her application appropriate.</p> <p>The Clerk read out the relevant experience and knowledge that LD had submitted as part of her application form. Governors agreed that her knowledge of the local community and the school, in particular her record of support for the school, were positive attributes. LD's experience in her roles both within the community and elsewhere would be useful for either of the Finance and Staffing Committee, or the Performance and Standards Committee.</p> <p><b><i>Liz Dowding was unanimously approved as a Co-opted Governor following on from Nic French.</i></b></p> <p><b><i>Mark Parrott will be mentor to LD.</i></b></p> <p><b>Actions: EE will contact LD to inform her of the decision and the Clerk will add DS to the Governor Services database which will trigger the Induction course. The Clerk will send DS a Pecuniary Interest Form and Code of Conduct Form to complete. EE will arrange for the Development and Training Governor to contact LD and to provide a copy of the Induction Pack. MW will arrange for ID and Enhanced DBS checks to be carried out.</b></p>	
	<p>In view of the changes in governor membership the Clerk was asked to produce a new governor contact list which will be for the exclusive use of the school office, the Clerk, and governors / associate members.</p> <p><b><i>All those in attendance at the meeting gave their consent for their information to be shared in this way.</i></b></p> <p><b>Action: The clerk will produce an updated membership contact list and will circulate once all information sharing permissions have been received.</b></p>	
3i	<p><b><u>Allocation of governors to committees</u></b></p> <p><b><i>The following committee membership was agreed:</i></b></p> <p><b>Finance and Staffing Committee:</b> KH, MP, EE, NF, MW, LD, and ED</p> <p><b>Performance and Standards Committee:</b> KW, JN, AM, Carly DS, EE, MW (and MP as a member but only needing to attend when absence of EE or quorum requires.)</p> <p>Committees will elect their Chairs at their first meeting of this academic year.</p> <p>The Clerk gave guidance to ensure that the following committees complied with required reporting procedures, and the training requirements were discussed. The committees have appropriately</p>	

	<p>training governors but all members should ensure they do the Pay training.</p> <p><b>Headteacher's Performance Management Committee:</b> MP, KF, KW</p> <p><b>Pay Committee:</b> JP, ED, LD</p> <p><b>Action: A date for the Pay Committee to meet was to be agreed at the end of the meeting.</b></p>										
<b>3j</b>	<p><b><u>Governor Roles</u></b></p> <p><i>It was agreed that Governors were assigned the following roles:</i></p> <p><b>Special Educational Needs (SEN) Governor – JN</b></p> <p><b>Pupil Premium / Looked After Children (LAC) Governor – Carly to shadow EE</b></p> <p><b>Safeguarding Governor – KW</b></p> <p><b>Health &amp; Safety Governor – KH</b></p> <p><b>Development and Training Governor – ED</b></p> <p><b>Information on Governor Services Forum meetings to be send to EE.</b></p> <p><b>Action: Monitoring of More Able children is to be discussed at the P&amp;S Committee.</b></p>										
<b>3k</b>	<p><b><u>Approval of Terms of Reference</u></b></p> <p>The Committee Terms of Reference will be reviewed at the first meetings of the committees and will be presented at the November FGB meeting for approval.</p>										
<b>4</b>	<p><b>Minutes of previous meeting 20 July 2017</b></p> <p>The minutes of 20 July had been made available to governors prior to the meeting and were agreed as a true record of the meeting, signed by the Chair, and passed to the Headteacher for filing in the school folder.</p>										
<b>5</b>	<p><b>Matters and actions arising from 20 July</b></p> <p>Update of actions:</p> <table border="1"> <tr> <td><b>1</b></td> <td> <p><b>Admissions Policy – review of wording to include children in an area within West Dean (Hillside Close).</b></p> <p><b>21 September update: JP will contact Marion Clutterbuck to ascertain the preferred wording and an appropriate map and pass this to MW. MW will submit this to HCC and attend the Panel meeting which is likely to be in November 2017.</b></p> </td> <td><b>JP / MW</b></td> </tr> <tr> <td><b>2</b></td> <td> <p><b>Development of IT</b></p> <p><b>21 September update: MW to work with IT providers to put together a wish list to go to 16 October F&amp;S</b></p> </td> <td><b>MW / F&amp;S</b></td> </tr> <tr> <td><b>3</b></td> <td> <p><b>Donation Strategy</b></p> <p><b>21 September update:: Karen and Nic to work on</b></p> </td> <td></td> </tr> </table>	<b>1</b>	<p><b>Admissions Policy – review of wording to include children in an area within West Dean (Hillside Close).</b></p> <p><b>21 September update: JP will contact Marion Clutterbuck to ascertain the preferred wording and an appropriate map and pass this to MW. MW will submit this to HCC and attend the Panel meeting which is likely to be in November 2017.</b></p>	<b>JP / MW</b>	<b>2</b>	<p><b>Development of IT</b></p> <p><b>21 September update: MW to work with IT providers to put together a wish list to go to 16 October F&amp;S</b></p>	<b>MW / F&amp;S</b>	<b>3</b>	<p><b>Donation Strategy</b></p> <p><b>21 September update:: Karen and Nic to work on</b></p>		
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	a <b>Donation Strategy</b> for F&S 16 October	
4	<b>Village Induction Pack</b> 21 September update: JN has sent JP updated information. JP confirmed that the copies of the new pack are already in circulation. Action completed.	Closed
5	<b>Skills Audit:</b> 21 September update: JN to circulate Skills Audit form and collate results into the analysis spreadsheet which the Clerk will send to JN. The results will be presented at the next FGB meeting.	JN / All Governors
6	<b>Home Learning Policy:</b> 21 September update: Mike to work with staff in drafting the <b>Home Learning Policy</b> to present to P&S meeting	MW / P&S
7	<b>MW to arrange minutes and papers to be filed in school folder. Completed</b> It was agreed MW to provide cover clerk with access to Dropbox. Completed	Closed
8	<b>Governor Vacancies:</b> 21 September update: Vacancies have now been filled. Current actions are: <ul style="list-style-type: none"> <li>•Clerk to add DS and LD to Governor Services Database.</li> <li>•MW to send Clerk completed application form for AM and arrange completion of PI and Code of Conduct Forms.</li> <li>•Clerk to be informed when Carly has been confirmed as Foundation Governor and a copy of application form to be sent to Clerk so that Carly can be added to GS database.</li> <li>•MW to arrange ID and Enhanced DBS checks for DS, LD and Carly, and ensure they are added to Edubase.</li> <li>•Clerk will create new contact list and circulate once all governors have given their approval.</li> <li>•Clerk will create new list of governors for website including Pecuniary Interest Information.</li> <li>•Clerk will update GS database to show NF as Associate Member.</li> <li>•EE will arrange for ED to send new governors Induction packs and other Induction arrangements.</li> </ul>	MW / Clerk / EE
9	<b>List of 2017/18 Offsite Visits</b> 21 September update: MW working with staff on School Visits list to bring to next FGB - will email all governors if opportunities arise for trips meanwhile.to be Agenda item for September meeting.	MW
10	<b>Staff Feedback:</b> 21 September update: EEand KW to draft questionnaire and meet with staff and report to next FGB.	EE and KW

	<b>11</b>	<b>Parent Open Meeting. See Agenda item</b>	See Agenda Item	
<b>6</b>	<b>Headteacher's Report</b>			
	<p>The Safeguarding Audit will be covered under Item 11 of the Agenda.</p> <p>MW thanked governors for their support in managing many changes over the past year which needed resilience, and that the benefits of those changes are evident but there is a need to continue to be determined and focussed.</p> <p>Whilst the changes have unsettled staff, parents and children, the term has started positively. There are three new members of staff and despite only being eight days into the new term a lot has already been accomplished. Staff are full of enthusiasm and energy.</p> <p>Governors were reminded that the term started with two INSET days during which MW went through the various systems and policies for the benefit of new and existing staff which has been very useful. The children have come into school ready to learn. The Year R children who started part-time will be coming in full time this week.</p> <p>The new staff have been working well as a team and are keen and supportive, and MW is ensuring that any gaps in knowledge or understanding are filled. Most of the various system set-ups have been completed although, with a smaller team in place, this took a bit longer.</p> <p>The INSET days on 4/5 September covered team building, the school's vision and ethos, Health &amp; Safety matters, Child Protection, Fire procedures, the Prevent Strategy, and the medical needs of children in school. Building Learning Power was introduced. Certain curriculum matters were covered such as Maths planning and timetables.</p> <p>There was a further INSET day on 15 September which introduced staff to Purple Mash which is an excellent online resource which children can access outside of school as well as in school. This delivers a comprehensive curriculum and provides a safe online community in which children can develop IT skills.</p> <p>There are 65 children on roll which was a foreseen dip and numbers are likely to climb again. There are 13 children who have joined in Year R. Across the whole school there are 3 children who have left, one to a school nearer to home, and two to avoid mixed age class. There have been 3 other children joining, one in Year 1, one in Year 3 and one in Year 5. There are 6 children in Year 6 so each child will have a significant impact on the school data.</p> <p><b>Staffing</b></p> <p>MW described how the new staff had been allocated to work alongside experienced staff. Sarah Dunn, the new Leadership and Learning Partner (LLP), had visited to familiarise herself with the school. She will be in school in January to carry out a review during which she will look at the data, the school priorities, carry out a learning walk, conduct a book look, meet with governors, talk to the</p>			

	children, help with the setting of goals and targets and assess the level of support from Hampshire Inspector and Advisory Service (HIAS) support – the school is currently a low priority. SD will also be part of the Headteacher Performance Management team.	
7	<b>Parent Open Forum meeting – Agenda for next meeting</b>	
	<i><b>It was agreed that on 19 October parents will be invited to attend a session 6 – 7pm. This will be a practical session for parents to become familiar with the Purple Mash programme. Parents will be invited to stay on for an Open Forum meeting which will be an update on the donations proposal.</b></i>	
8	<b>School Improvement Plan (SIP)</b>	EE
	<p>At the previous FGB meeting a summary of the last year was discussed and recommendations for the new academic year put forward.</p> <p><b>Q. Might there be changes given that there are new staff in school engaging in the SIP?</b></p> <p>A. MW said that he has been making handwritten annotations to the SIP and is in the process of organising amendments. <b>The suggestions put forward by governors via EE were much appreciated.</b></p> <p><b>MW and governors agreed</b> that a 3 year plan, as currently, may not be the best format for a working document. A one year plan is much easier in terms of setting clear and detailed milestones.</p> <p><b>A governor suggested that there could be a smaller section at the bottom of the SIP that encapsulated the longer term vision for development.</b></p> <p><b>SIP Monitoring</b></p> <p>It was agreed that the current pattern of monitoring the SIP both by individual responsibilities (eg ED for IT, MP for Sports Premium, and JN for Marketing) and by committees (eg monitoring of Maths by P&amp;S Committee) will continue.</p> <p>There was a discussion on the expectations regarding Marketing. It was agreed that this should focus on those areas which are known to be productive such as regular articles being submitted to the Romsey Advertiser and other community newsletters. It was felt that the school website should be better used for sharing good news stories. It was acknowledged that the Website requires housekeeping to remove out of date information, but JN does not currently have availability to carry this out.</p> <p><b>A governor suggested that voluntary help be sought for JN's work in the school Library which would enable JN to have time to address the work required on the website.</b></p> <p>Although parents had been approached to assist which had only produced short term assistance, it was suggested that the wider community be approached and this was thought to be a good idea.</p> <p>MW asked governors to also promote the opportunities available for lunchtime supervisor work as these are proving difficult to recruit to.</p>	



	<p>It was agreed that other governors will be assigned to monitoring roles once the new SIP has been presented to governors.</p> <p><b>Action: New SIP to be presented to next FGB meeting.</b></p>	
<b>9</b>	<b>Safeguarding</b>	
	<p>The deadline for the annual Safeguarding Audit has previously been the end of October but this year has been brought forward to the end of September. The submission form asks for confirmation that the submission has been approved by the Governing Body. In an email dated 4 September 2017 Andy Heyes, School Improvement Manager, acknowledged feedback received from schools that this has made it difficult for schools to have formally presented and minuted the approval of the Audit by the Full Governing Body. Andy Heyes therefore recommended that so long as the nominated safeguarding governor had oversight of the return prior to submission, this will count as the governing body being aware, as long as the full process is then completed and minuted at the next appropriate meeting.</p> <p>MW has completed the Safeguarding Audit Tool and confirmed that the school is compliant with requirements. There are some actions arising, mainly around training, but nothing of concern.</p> <p><b><i>The governing body agreed to delegate approval of the Safeguarding Audit to the Safeguarding governor KW and ratify this at the next FGB meeting</i></b></p> <p><b>In response to a question MW confirmed that Safeguarding issues are brought to the governing body either as part of the Headteacher's Report or as part of this standing item.</b></p> <p><b>Action: KW to go through the Safeguarding Audit Tool with MW for submission prior to the 30 September deadline, and the approval to be ratified at next FGB meeting.</b></p>	
<b>10</b>	<b>Health &amp; Safety Update</b>	KH/MW
	<p>The Health and Safety Audit is now a termly online submission. Some sticking doors have now been fixed, the fire drill that was carried out was excellent, and Health &amp; Safety training was covered with staff as part of the INSET days. The school does not currently have a lock down procedure so MW is drafting a procedure in consultation with staff.</p>	
<b>11</b>	<b>Policies for Review</b>	
	<p><b><u>Admissions Policy</u></b></p> <p>See update under Action 1</p>	
	<p><b><u>Pay Policy</u></b></p> <p>This will be reviewed by the Pay Committee as soon as available from County</p>	
	<p><b><u>Performance Management and Capability Policy</u></b></p> <p>Will be reviewed alongside the Pay Policy</p> <p><b>8.45 pm KW left the meeting</b></p>	

	<b><u>Adopt Manual of Personnel Practice</u></b>				
	A new Manual has not yet been issued by County so the governing body continues to adopt the existing manual including in year revisions.				
	<b><u>Accessibility Policy</u></b>				
	Not yet available so carried forward.				
	<b><u>Policy Review Schedule</u></b>				
	Using the existing list and the policies on the website, the Clerk has created a new policy summary summarising the review situation on all the policies and highlighting in colour which term they are due for review and which year they are due (those overdue for review are in red.) This document is in Dropbox with the papers for this meeting.				
	<b><i>It was agreed that the Website should only show those that are statutorily required to be on the website, and for those that are desirable to be on the website they will only remain if they are uptodate.</i></b>				
	It was also noted that Governors Profiles on the website to be updated.				
	<b>Action: All governors to update their profiles on the website and new governors to write a profile and provide a suitable photo for the website. All to be sent to JN.</b>				
	<b>MW left the meeting</b>				
<b>12</b>	<b>Governor Training</b>				
	<b>Whole GB training</b>				
	In view of the current changes in governor membership it was agreed for the training to be on the Governing Body as a team and having a shared vision.				
	<b>Action: EE to ask ED to contact Governor Services to arrange this training for January / February</b>				
	<b>MW returned to meeting</b>				
<b>13</b>	<b>Any Other Business</b>				
	<b>MW is in contact with an organisation that works with Premiership football clubs to support schools to arrange a talk and presentation to children, this is likely to take place on a Friday before assembly. Mark was thanked for arranging this opportunity.</b>				
<b>14</b>	<b>Date of next meeting:</b>				
	<b>Thursday 2 November 2017 at 6.45 pm</b>				
<b>Meeting ended 8.56 pm</b>					
	<b>P&amp;S</b>	<b>F&amp;S</b>	<b>FGB</b>		
<b>Autumn 1</b>	3 October	16 October	19 September	Pay 10 Oct	
<b>Autumn 2</b>			16 November		

<b>Spring 1</b>		TBC	16 January		
<b>Spring 2</b>	6 March		19 March		
<b>Summer 1</b>	8 May	TBC	22 May		
<b>Summer 2</b>	TBC	TBC	19 July		
INSET days	Monday 4 Sept	Tuesday 5 Sept	Friday 15 Sep	Thursday 30 Nov	Wednesday 17 Jan

Signature of Chair:

Date:

**Actions arising from this and previous meetings:**

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7	<b>MW to arrange minutes and papers to be filed in school folder. Completed</b> <b>It was agreed MW to provide cover clerk with access to Dropbox. Completed</b>	Closed
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11	<p>Parent Open Meeting.  See Agenda item</p>	See Agenda Item
12	<p>Monitoring of More Able children is to be discussed at the P&amp;S Committee.</p>	P&S
13	<p>New SIP to be presented to next FGB meeting.</p>	Next Agenda
14	<p>KW to go through the Safeguarding Audit Tool with MW for submission prior to the 30 September deadline, and the approval to be ratified at next FGB meeting.</p>	Next Agenda
15	<p>All governors to update their profiles on the website and new governors to write a profile and provide a suitable photo for the website. All to be sent to JN.</p>	All govts / JN