

## St Mary Magdalen's Catholic Primary School

Minutes of the meeting of the Governing Board held at the school on  
**Thursday 19 October 2017 at 7.30pm**

### Constitution and Membership

Membership Category	Appointed By	Name	End of Term of Office
Foundation (7)	Archbishop of Southwark	<b>Amanda Barrett (ABa)</b>	21/9/18
	Archbishop of Southwark	Anna Brown (ABr)	31/8/18
	Archbishop of Southwark	Chris Hopkins (CHo)	31/8/18
	Archbishop of Southwark	Paul Kenny (PK)	31/8/18
	Archbishop of Southwark	<b>Liam O'Connell (LO)</b>	15/12/19
	Archbishop of Southwark	<b>Serena Sexton (SS)</b>	6/6/18
	Archbishop of Southwark	<i>Vacancy</i>	
LA (1)	Governing Board	Nick Gardner (NG)	6/1/18
Parent (2)	Parent election	Francis Keeling (FK)	11/7/20
	Parent election	Hannah Richardson (HR)	1/2/18
Head Teacher	Ex officio	Helen Frostick (HF)	n/a
Staff (1)	Staff election	<i>Vacancy</i>	

bold = absent

**Also attended:**

Catherine Hughes – Deputy Head Teacher (CHu)  
Jan Hopkins – Clerk (JH)

<b>1.</b>	<b>OPENING REMARKS AND APOLOGIES</b>	<b>ACTION</b>
<b>1.1</b>	The meeting commenced at 7.30pm with a prayer led by ABr.	
<b>1.2</b>	Apologies had been received from ABa, LO and SS. HR had advised that she would arrive slightly late.	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>2.1</b>	There were no declarations of interest for this meeting.	
<b>2.2</b>	Blank Declarations of Pecuniary and Personal Interest forms had been circulated to all governors prior to the meeting, with the information submitted being used to compile the governing board Register of Interests.	
<b>3.</b>	<b>ELECTION OF CHAIR AND VICE CHAIR</b>	
<b>3.1</b>	JH took the chair and declared that ABr had been nominated for the role of Chair. She asked if there were any further nominations for this role and, there being none, declared that ABr was elected unopposed as Chair for a one-year term of office.	
<b>3.2</b>	JH then declared that CHo had been nominated for the role of Vice Chair. She asked if there were any further nominations for this role and, there being none, declared that CHo was elected unopposed as Vice Chair for a one-year term of office. ABr then took the chair again.	

<p>4.</p> <p>4.1</p> <p>4.2</p>	<p><b>MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING</b></p> <p>The draft minutes of the full governing board meeting held on 29/6/17 had been circulated to all governors prior to the meeting. There were no comments on the minutes so ABr signed and dated them.</p> <p>ABr welcomed CHu, the school's new Deputy Head Teacher since September 2017, to the meeting.</p>	
<p>5.</p> <p>5.1</p> <p>5.1.1</p> <p>5.1.2</p> <p>5.1.3</p> <p>5.1.4</p> <p>5.1.4.1</p> <p>5.1.4.2</p> <p>5.1.4.3</p>	<p><b>CHAIR'S REPORT</b></p> <p>ABr gave a verbal report. Highlights included: -</p> <p><b>Helping Governors Understand their Role in an Ofsted Inspection</b></p> <p>ABr had attended this training event on 25/3/17 hosted by the Education Commission which recommended that the governing board should always be prepared should a snap Ofsted inspection occur. This could be triggered by a variety of events, for example, a parental complaint, and the recommendation was to have a resource pack containing evidence and challenge should a governor be approached by an Ofsted inspector. Further to this, the Education Commission had approved a template from Cambridge Education for this purpose which ABr had used to prepare the school's resource pack, however, it needed to be updated, eg to include the current Head Teacher's report, scores, etc. Governors agreed that this resource should reside in the school and noted that HF would be the first point of contact for Ofsted, followed by ABr, and then possibly Committee Chairs.</p> <p>In September ABr and HF along with four pupils had attended a Mass at Southwark Cathedral.</p> <p>Canon Francis Moran, our new Parish Priest, would have liked to have attended tonight's meeting but was unable to due to a prior commitment. After Christmas he will decide whether he will become a Foundation Governor of the full governing board.</p> <p><b>St Osmund's Meeting</b></p> <p>ABr and HF had today met with St Osmund's Chair of Governors, Fiona Trinder, and Acting Head Teacher, Michelle Lunney (ML). The meeting went through HF's portfolio of schools where she offers support as a Consultant Head Teacher, as well as an in-depth analysis of the School Development Plan (SDP).</p> <p>It had been agreed that teachers would come to St Mary Magdalen's from St Osmund's to observe Best Practice.</p> <p>St Osmund's were also expecting their financial audit to occur soon and Rosemary McGuire (RM), our Finance Officer, would be assisting them. There had been discussion regarding sharing a Finance Officer as their own had handed in their notice, however they are currently looking to appoint a full-time replacement.</p>	

<p>5.1.4.4</p> <p>5.1.4.5</p> <p>5.1.5</p>	<p>The performance management timetable was also scrutinised to consider how ML can be inducted into the process to carry out performance management herself.</p> <p>HF commented that her one day a week secondment to St Osmund's (two half days a week in practice) was proving to be difficult as they did not have many systems in place but the meeting noted that one day was proving to be sufficient. Although they had had many vacancies St Osmund's were now fully staffed. HF commented that she was learning from working with ML, for example they had more up-to-date systems, so this helps us, however they were behind us on performance related pay. HF was also working with ML on Pupil Premium.</p> <p style="text-align: center;"><i>(HR joined the meeting at this point)</i></p> <p>The Year 6 assembly today about friendship and the story of the Good Samaritan had been wonderful.</p>	
<p>6.</p> <p>6.1</p> <p>6.1.1</p> <p>6.1.2</p> <p>6.1.3</p> <p>6.1.3.1</p> <p>6.1.3.2</p> <p>6.1.3.3</p> <p>6.1.3.4</p> <p>6.1.4</p>	<p><b>HEAD TEACHER'S REPORT</b></p> <p>The Head Teacher's Report had previously been circulated. Highlights included: -</p> <p>The context headlines regarding the census illustrated that half the school are White British. EAL children account for about a third of the pupil population though some are more advanced than others.</p> <p><b>School Travel Plan:</b> The school had achieved gold on its school travel plan. Wonderful comments from our neighbours in Worple Street had been received by email, with residents commenting on the politeness and courtesy of parents and carers when driving to drop off/pick up their children.</p> <p><b>Finance Audit:</b> Janet Reynolds (JR), the LA's Finance Auditor, had visited recently. There had only been three minor areas of risk identified, thus:</p> <p><b>Self-employed people working for the school:</b> These had to be checked. However, the auditor only found evidence of two out of three on file.</p> <p><b>Evidence of Right to Work:</b> Although this had been sighted, for example passports, it was necessary to keep copies on file.</p> <p><b>Purchase Orders:</b> The school now had a credit card however it was necessary to raise a purchase order to specify purchases before they are carried out.</p> <p>The finance audit report was due to be received in the next month or two and the Finance Committee will then consider it.</p> <p><b>Page 6, paragraph 2:</b> Juliet Lally (Reception TA) had sourced a daffodil bulb called "Colin's Joy" which Year 6 buddies had planted along with prayers in the raised flower bed in memory of Colin Sambrook, our previous Chair of Governors, who sadly passed away in 2014.</p>	<p><b>CHo</b></p>

6.1.5	<p><b>Tree of Hope:</b> This is situated in the school entrance hall. It started following the Grenfell Tower incident and since then had spawned spontaneous prayers in assembly. A prayer area has been set up and pupils place their prayers there. It follows a seasonal theme, for example it currently features autumn leaves, and in the spring it will feature flower bulbs.</p>
6.1.6	<p><b>fft Aspire 2017 KS2 Dashboard:</b> This is a very good visual presentation. The progress charts give a guesstimate on plotting to get an equivalence of what today's picture would be. Parents of pupils tested since 2016 can see that the required attainment is now much harder. HF drew attention to the fact that as we are a small school the "-4%" figure on page 3 represented just one child. She also noted that the KS2 higher Maths performance was disappointing. HF also commented that she and CHu had trawled through the Fischer Family Trust data which gives refined details right down to individual pupils which cannot be gleaned from the paper version.</p>
6.1.7	<p><b>Parental Questionnaire:</b> This illustrated the strength of Catholic life in the school, and parents had been very complimentary. One issue that parents mentioned was sport and HF agreed about the difficulty to find green spaces for this. She acknowledged that the school relies a lot on parental help which is not ideal and could be improved, and governors agreed that as a single form entry school it was difficult and that there were no short-term solutions. It was noted that the facilities at Watney's field, for example the toilets, were not good and that it would be better if we could use, say, Barn Elms, which St Osmund's uses. Other possible venues suggested were Palewell Park and Richmond Park Academy, the latter having particularly good facilities, for example AstroTurf, marked pitches and a sports hall, although no running track. St Paul's School was also mooted as a possible venue, the meeting noting that they are incentivised to partner with local state schools.</p> <p>A governor raised the issue of equality of access to sporting events and fixtures, commenting that pupils whose parents and carers can fund their membership of extra-curricular sporting clubs such as Sheen Lions Football Club then tend, due to their prior sporting ability, to be the children picked to represent the school at sporting events. HF advised that those children who do not have these advantages tend to be the ones that benefit from the school's policy of offering a specific number of free places to its own after-school clubs to those who would benefit from such a place but whose parents' financial circumstances preclude this. HF also advised that the school specifically sends children who do not normally represent the school in sport to St Paul's School's annual Cup Day of sporting activities.</p>
6.1.8	<p>The SDP visual at the back of the report illustrated that Planet Platinum was currently coming to the end of its five years. A governor commented that it might be useful for HF along with the Senior Leadership Team and governors to meet to consider the next phase for the school. The meeting also noted that the parents had just begun to realise that the SDP mentions the possibility of a nursery.</p>
6.1.9	<p>A governor commended the outstanding 98.36% attendance record.</p>
6.1.10	<p>The meeting then moved into the ICT Suite for CHu's powerpoint presentation, paper copies of which were circulated to governors. CHu then took governors through the various slides:</p>

<p>6.1.10.1</p> <p>6.1.10.2</p> <p>6.1.10.3</p>	<p>The Fischer Family Trust report showed that our data was outstanding for another year. It reflects that the children do not just attain but make good progress. Some AfC data looked at how to improve provision even further.</p> <p><b>General Characteristics:</b> Regarding gender, the school appears balanced but by class there is an imbalance, particularly in four of the year groups, for example in Reception there are 20 boys and only 10 girls, and Y6 has more girls than boys. There was a lot of EAL, but the number of EHCPs was stable. Particularly as the double intakes in Y3 and Y6 were not full it was important to try and maximise the double intake for Reception in September 2018.</p> <p><b>EYFS Attainment:</b> The strengths were that all children were at the expected level in communication and language, understanding the world, and expressive arts and design. The school performs very highly, for example 45% for technology is outstanding, and reflects the investment the school has made in this subject. The prime area needed to progress was handling, physical, social and emotional skills, ie communication, but also reading, writing, shape, space and measure. A lower percentage of children are attaining at writing which is an area we are looking to target this year.</p> <p><b>KS1 Attainment:</b> This was higher than the national average with the greater depth in writing being amazing. A 13% improvement is huge, especially as this was in a double intake year. A governor enquired why this was and was advised that it was the power of reading, using quality literature to support children’s reading development, as well as purposeful writing, which the children enjoy, which gives greater meaning to their writing. If children are working at a higher level this means that they really excel and incorporate all the necessary language aspects which really inspires them and one of the KS1 teachers was developing her action plan to see how this will develop. In Y6 they have worked on this with TA support to give children a rich reading experience to enhance their writing. A governor asked about the “Big Write” and HF commented that this is all about building skills and applying them to their writing and CHu advised that the children do not have the expectation to be spoon-fed everything, that they are great self-starters and build as learners. The strategic areas of development revolve around resourcing, as results are lower than previous year, with the number of children at the expected level down from previous years, however it is a relatively low performing cohort so this is no surprise. Wendy Burns, our Inclusion Coordinator, is working with them to help them to progress by the end of KS2.</p> <p>HF pointed out that the additional Y3 and Y6 classes are more transient, ie they may not wholly consist of children for whom the school was their first preference and it was acknowledged that the sibling issue can be a problem whereby if a non-Catholic child in a double intake year has a younger sibling hoping to join the school in a year without a double intake who then subsequently doesn’t get a place, then the older child might get moved to the school where the younger sibling eventually gets a place. There had been at least 4-5 new children by the end of Y4, and children moving into Y5 and Y6 are children relocating from another area, some of whom might be EAL, which brings its own unique set of problems. The meeting also acknowledged that work secondments, where people have to be more mobile and might only be here for two to three years, was a classic feature in a school such as ours in this area.</p>	
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<p>6.1.10.4</p> <p>6.1.10.5</p> <p>6.1.10.6</p> <p>6.1.10.7</p> <p>6.1.10.8</p>	<p><b>KS1 Progress:</b> The strength of the school is that it accelerates progress. The School Improvement Partner had bought up the fact that some children who had a Good Level of Development didn't go onto achieve their expected level (in this case, six children), but nine children without Good Level of Development had gone onto achieve their expected level, and two had achieved greater depth. The meeting noted that those children who didn't get a Good Level of Development are all getting support.</p> <p><b>KS2 Attainment:</b> All Y6 children had achieved the expected level in reading, writing and Maths. This meant that ours was the top school across the whole borough, an impressive achievement, even for a one form entry school.</p> <p><b>KS2 Strengths:</b> The strengths were that 75% achieved the higher standard in grammar, punctuation and spelling. The disadvantage was that although pupils did well, there was a slight difference with progress in writing. The area to develop is to achieve a higher standard in Maths. Nine children were 1-2 marks away from the 110 mark, which would have transformed the statistic. A governor asked if that was 'middle' children and HF advised that one of the possible areas was Maths errors where the children were not checking their answers.</p> <p><b>KS2 Progress:</b> Progress across the curriculum is brilliant, SEND children performed well, and disadvantaged children performed as expected, although the latter did not make as good progress in writing. One child with family background issues had influenced the figures. Two disadvantaged children had done well, one of which had been an amazing performance. Girls and boys had made different progress in different subjects, ie boys were better at Maths and girls were better in reading and writing, so the difference in gender needs to be looked at, ie how can we make sure that all children make progress moving from KS1 to KS2. A governor asked about running a book club and the meeting was advised that girls were interested but boys were not, so the suggestion was to perhaps call it something different.</p> <p><b>Key Findings:</b> Overall this was a significant outstanding achievement. A governor asked if, when children move to KS3, their primary school gets feedback and HF confirmed not, but that children usually return to the school at some point to let us know how they are getting on.</p>	
<p>7.</p> <p>7.1</p> <p>7.1.1</p> <p>7.1.2</p> <p>7.1.3</p>	<p><b>COMMITTEES</b></p> <p><b>CURRICULUM COMMITTEE</b></p> <p>The Curriculum Committee had met on 10/10/17 and the minutes of this meeting will be circulated in due course.</p> <p>The committee had received an update on the SDP.</p> <p>The presentation on statistics had been interesting. HR had been particularly grateful that the gender issue had been highlighted as something to look at as she had read recently about a school where boys and girls were divided by gender when teaching literature so that boys could progress more without intimidation from, for example, issues such as book clubs, which were popular with girls, being raised.</p>	

7.1.4	<p><b>Relationship and Sex Education Policy:</b> The committee had considered a version last term that had been deemed unsuitable so St Osmund's version had been suggested as a model to tailor as it was more accessible and could be made more understandable to parents, for example being explicit about what was being taught in KS1 and KS2. HR would progress this.</p>	HR
7.1.5	<p><b>School Behaviour Policy:</b> The committee had reviewed the School Behaviour Policy which had been circulated to all governors prior to the meeting. Governors voted to approve this policy.</p>	
7.1.6	<p>SS had observed guided reading in the Y2 class and her report had been circulated to all governors prior to the meeting. All agreed that she had produced an excellent report.</p>	
7.1.7	<p>A governor commented that the science lessons currently being given by an additional external science teacher were being very well received. An example given was that each child in a class had been given a periodic table element to research and present their findings to their class. HF commented that she would write a thank you letter to the teacher concerned.</p>	HF
7.2	<p><b>FINANCE COMMITTEE</b></p>	
7.2.1	<p>The committee had reviewed the following documents and since the last full governing board meeting they had been circulated to all governors and approved:</p> <ul style="list-style-type: none"> <li>- Anti-Fraud Policy and Fraud Response Plan</li> <li>- Debt Recovery Policy</li> <li>- Charging and Remissions Policy</li> </ul>	
7.2.2	<p>The draft Finance Committee meeting minutes of 12/5/17 had been circulated to all governors prior to the meeting. The committee had also met on 17/10/17, the minutes of which will be circulated in due course. During the 17/10/17 meeting RM had taken the committee through the accounts. They make good reading except for one aspect: last year all schools had been given a refund from the LA of supply teacher insurance in the sum of £3900. However, this had been a mistake and it now had to be refunded. This left us £2000 in deficit in the projection for the end of the financial year. However, this will dissipate, helped particularly by kitchen maintenance, where there is a £12,000 budget but the hope is that it will not be entirely exhausted. It was comforting that overall, six months into the year, the budgeting position is similar to the original budget plan approved by governors in June 2017. This was due particularly to the finances being well managed and the budget planning being carried out accurately.</p>	

7.2.3	<p><b>General Data Protection Regulation (GDPR):</b> The paper <i>Preparing for the General Data Protection Regulation (GDPR): 12 steps to take now</i> had been circulated to all governors prior to the meeting. The committee had agreed that CHo be the named link governor for Data Protection/GDPR, and he advised that GDPR is something that we have signed up to, and will remain in force post-Brexit. There is additional responsibility on the school, ultimately the governing board as the employer, to ensure that data is readily accessible and erasable. It is more onerous than the Data Protection Act. Any individual whom you support can ask for all the data you hold on them and there is no time limit. You are entitled to, and can keep their data for as long as you need it. The maximum fine for non-compliance is 10% of turnover or EUR20 million. The problem is trying to make sense of it from a school perspective, and there is little guidance: none is currently available from the LA although JR is trying to get them to produce something, and a governor thought that the DfE might publish guidelines about it. CHo will consider the situation and report his findings to the next Finance Committee meeting. A governor commented that the emphasis should be on keeping it as simple as possible, ie 1-2 pages, which CHo agreed with.</p>	CHo
7.2.4	<p>More detail on Pupil Premium Grant was due to go on the website as was legally required.</p>	HF
7.2.5	<p><b>Whole School Pay Policy:</b> There were no changes other than to update the rates of pay. There was also a question about overtime to be included and the policy would be presented for full governing board approval in due course.</p>	CHo
7.2.6	<p>The next meeting of the Finance Committee will be held in the school on Thursday 1/2/18 commencing at 6.30pm.</p>	
7.3	<p><b>PERSONNEL COMMITTEE</b></p>	
7.3.1	<p>The Personnel Committee had not met since the last full governing board meeting.</p>	
7.3.2	<p>ABr and HF had met with a member of non-teaching staff in relation to their absence under the Absence Management Policy. This is at the informal stage.</p>	
7.3.3	<p>Governors noted that the Head Teacher performance management review will take place on 20/11/17 and will be carried out by ABr, CHo, LO and Jenell Chetty, the school's new School Improvement Partner since September 2017.</p>	
7.4	<p><b>PREMISES COMMITTEE</b></p>	
7.4.1	<p>Since the last full governing board meeting the Child Protection and Safeguarding Policy had been circulated to all governors and approved by email.</p>	
7.4.2	<p>The Premises Committee had met on 15/9/17 and the minutes of this meeting will be circulated in due course.</p>	
7.4.3	<p>The committee had reviewed the Health &amp; Safety Policy which had been circulated to all governors prior to the meeting. Governors voted to approve this policy.</p>	



<b>7.5</b>	<b>ADMISSIONS COMMITTEE</b>	
<b>7.5.1</b>	The draft Admissions Committee meeting minutes of 5/10/17 had been circulated to all governors prior to the meeting.	
<b>7.5.2</b>	The committee had reviewed the Admissions Policy, Pupil Register of Interest, and Supplementary Information and Priest's Reference Form for 2019-20 which had been circulated to all governors prior to the meeting. Governors noted that we do not need to consult on our proposed admissions arrangements for 2019-20 because we are not making any changes, we are just reverting to our permanent proposed Reception admissions arrangement of thirty in September 2019. Governors voted to approve these documents.	
<b>7.5.3</b>	<p>NG had attended a meeting at St Osmund's on 3/10/17 at which they had advised that they only had 45 children for their 60 available places in Reception for 2017-18. Their concern is that this year group will be even smaller by the time it reaches Y6 so they are contemplating merging it in Y3 which meant that they would only require additional staff for two years. At our Admissions Committee meeting of 25/4/17, Matthew Paul (Head of School Place Commissioning) at the LA had indicated that he was ambivalent about whether we had a double intake in 2019-20 but we had published for a 60-pupil intake so we had to go ahead with it, and it was acknowledged that we need to market these places.</p> <p>This meeting also agreed that the triumvirate arrangement between ourselves, St Osmund's and St Elizabeth's would be mothballed so there would be no more double intake years. A governor asked if St Elizabeth's had the same problem as ourselves and St Osmund's and HF advised not, as they serve three parishes so they have a large catchment area. Another governor commented that St Elizabeth's might become a two-form entry school but that space was a problem. Governors considered that we should look at the baptism rate and HF commented that the extra space we now had would be an opportunity to open a nursery like St Elizabeth's already have, and that there was a much better chance of filling this over the coming years. Parents were already excited about this and its potential value was acknowledged. A governor asked if attendance at the nursery would increase the chance of getting into the main school and another governor commented that they were aware that at Darell School you cannot tie admission to nursery with the school because of the Childcare Bill whereby working parents of 3- and 4-year-olds are entitled to 30 hours per week free childcare, however academy status might change this. The meeting also considered whether the population bulge might now be affecting secondary schools or that there might be a reduction in baptism rates so could we not loosen the admissions rules but HF pointed out that if we are under-subscribed, then non-Catholics are admitted anyway. It was noted that there was a two-year population dip although a 14% increase in primary school admissions places was being experienced, as evidenced by the increase in admissions at East Sheen Primary, Thomson House and Sheen Mount.</p>	
<b>7.5.4</b>	The next Admissions Committee meetings had been provisionally agreed to take place in the school on Wednesday 21/2/18 and Tuesday 27/2/18.	

<p><b>7.6</b></p> <p><b>7.6.1</b></p>	<p><b>PAY COMMITTEE</b></p> <p>The draft Pay Committee meeting minutes of 11/7/17 had been circulated to all governors prior to the meeting, with confidential minutes being kept separately. The purpose of this meeting had been to review the outcome of teachers' performance related pay and approve pay awards for all teaching staff. The hard work that the teachers had put in to provide data which HF talked the meeting through, was impressive and testament to performance related pay working. The evidence of all children, eg Disadvantaged, and close radar children needing care to progress, and what levels of progress each had made, was quite enlightening.</p>	
<p><b>8.</b></p> <p><b>8.1</b></p>	<p><b>WEBSITE AUDIT</b></p> <p>CHo had completed a school website audit on 10/10/17 and his findings had been previously circulated to governors. CHo advised that the governing board is responsible for the school website and various triggers could cause an Ofsted inspection and they could be cumulative, eg a results dip, plus a change of Head Teacher, plus a serious safeguarding issue, and the first thing that Ofsted looks at is public evidence, ie the school website. Ours currently has two gaps: we have not yet published our Charging and Remissions Policy and we are not currently publishing KS2 results.</p>	<p><b>HF</b></p>
<p><b>9.</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p> <p><b>9.3</b></p> <p><b>9.4</b></p> <p><b>9.5</b></p>	<p><b>POLICIES/DOCUMENTS REVIEW</b></p> <p><b>DRAFT COMMITTEE MEMBERSHIP</b></p> <p>This had been circulated to all governors prior to the meeting. Governors were invited to consider their roles for the current academic year.</p> <p><b>DRAFT GOVERNING BOARD CHECKLIST FROM THE LA</b></p> <p>This had been circulated to all governors prior to the meeting. Governors were invited to consider their roles for the current academic year.</p> <p><b>DRAFT DELEGATIONS TO COMMITTEES (CURRICULUM, FINANCE, PERSONNEL, PREMISES, ADMISSIONS, PAY)</b></p> <p>These had been circulated to all governors prior to the meeting. Governors voted to approve these documents subject to membership changes.</p> <p><b>DRAFT GOVERNING BOARD CODE OF CONDUCT</b></p> <p>This had been circulated to all governors prior to the meeting. Governors voted to approve this document.</p> <p><b>DRAFT MEDICAL NEEDS POLICY</b></p> <p>This had been circulated to all governors prior to the meeting. Governors voted to approve this policy.</p>	

<b>10.</b>	<b>SKILLS AUDIT</b>	
<b>10.1</b>	Blank skills audit forms had been circulated to all governors prior to the meeting for them to complete.	
<b>11.</b>	<b>TERM DATES 2018-19</b>	
<b>11.1</b>	The LA term dates 2018-19 had been circulated to all governors prior to the meeting. Governors voted to approve them.	
<b>12.</b>	<b>TRAINING</b>	
<b>12.1</b>	ABr and HR had attended safeguarding level 2 in-house training as part of the school's Inset Day on 4/9/17.	
<b>12.2</b>	CHo had attended the following training: 18/9/17: The Ofsted Framework – Implications for Governors* 28/9/17: The Performance Management of the Headteacher* 3/10/17: Disadvantaged Pupils: What governors need to know* 11/10/17: School Financial Management Pt 1* 18/10/17: School Financial Management Pt 2 * A report on these training events had been circulated to all governors prior to the meeting.	
<b>12.3</b>	Governors were encouraged to attend relevant training, particularly as we subscribe to the LA Governor Support Service Level Agreement so there is no charge for receiving their governor training and no limit on the number of sessions we can attend. Governors were also reminded of the training provided by the Education Commission usually held in Orpington.	
<b>13.</b>	<b>ANY OTHER BUSINESS</b>	
<b>13.1</b>	A governor enquired whether a Staff Governor election would take place soon and HF advised that the process was underway.	<b>HF</b>
<b>13.2</b>	The meeting agreed to invite CHu to all full governing board meetings.	
<b>14.</b>	<b>DATES OF FUTURE MEETINGS</b>	
<b>14.1</b>	Governors were advised that the next full governing board meetings will be held in the school on Thursday 1/2/18 and Thursday 21/6/18, both commencing at 7.30pm.	

The meeting ended at 9.25pm.

Signed:           Anna Brown          

**Anna Brown, Chair of Governors**

Date:           1 February 2018