

## FULL GOVERNING BODY MEETING MINUTES

Monday 19<sup>th</sup> March 2018 at 7pm at the Junior Site

PARENT	CO-OPTED	LA	STAFF	HEAD TEACHER	FOUNDATION 8			
2	1	1	1	1	LDBS	PCC	Trustees	St Mary's Church
Ben Driver (Chair)	Christina Sturge	Anneliese Jacklin	Ruth Knight	Angela Abrahams	Alex Hazard	Victoria Busby	Hugo Clark	Jeff Hopkin Williams
Natalie Robinson						Eloise Leeson	Katherine Cox	
						Robin Shute	leke Hilmy (Vice- Chair)	

**Apologies:** Jeff Hopkin Williams  
Rhys Williams (Deputy Head Teacher)

**Also attended:** Simon Minty (School Business Manager) for items 1-3  
Jan Hopkins (Acting Clerk)  
Alison Watts (Clerk to the Governors)

		ACTION
	The meeting opened at 7.05pm with a prayer.	
1.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received from Rhys W and Jeff HW.</p> <p>Ben D welcomed Simon Minty, the School Business Manager, who was attending the meeting to advise about the budget, and Alison Watts, on her first day as Clerk to the Governing Body.</p> <p>Thanks were given to the PCC in general and to Jeff HW in particular for their help in appointing a new governor.</p> <p>Appendix 01.1 <i>Governing Body Committees 2017-18 (as of 10/3/18)</i>, which included governor designations, had been circulated to all governors prior to the meeting.</p>	
2.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of pecuniary or personal interest.</p>	
3.	<p><b>BUDGET 2018-19</b></p> <p>The following appendices had been circulated to all governors prior to the meeting:</p> <ul style="list-style-type: none"> <li>- Appendix 12.4a – Draft Budget Plan 2018-19 – Summary for Governors</li> <li>- Appendix 12.4b – Explanatory Notes for Governors for 2018-19 Budget</li> <li>- Appendix 12.4c – Budget Monitoring Group Q&amp;A's (as at 16/3/18)</li> </ul>	

It was explained that there would be a small to zero deficit for 2017. The draft budget for next year currently shows a £66,000 deficit, however this does not include income that can't be confirmed (i.e. donations). Income is £110,000 more than in 2017/18, of which £90,000 is due to the additional roll, therefore the genuine additional income is £20,000.

The increase in roll is in part due to the transfer of 3 long-term agency staff to the permanent staff..

**Q How would you assess the current situation?**

This time last year when looking at the budget for 2018/19, it looked like 2018/19 would end with a £203,000 deficit, but now it looks much more favourable, at about a £66,000 (but as highlighted earlier, not including any potential additional income), therefore this should not be too alarming. With regard to budget monitoring, the month 9 forecast for 2017/18 looks similar to at month 6; it is not fluctuating during the year. The projection at year end is within £20-30,000 from when we set the budget, which the meeting noted was significant, i.e. there is predictability which there had not been in the last few years.

With regard to the roof at Middle Site, it was explained that the roof had not been renewed at the time of taking over the site and a complete overhaul was now required. Whilst recent leaks had been addressed and the building was water-tight, this fix was only temporary. It was estimated that the required overhaul would cost a six-figure sum. The school has bid for funding from the London Diocesan Board of Schools (LDBS) with the outcome expected in May. If unsuccessful, the school will bid again next year. The budget does not allow for the school to fund the work itself.

It was noted that there were also plumbing problems which needed addressing but the associated costs were significantly less.

**.Q How hopeful is the school that the bid will be successful?**

Reasonably, as the LDBS surveyors had seen the flood for themselves when they visited the school. Moreover, the school had never applied before.

**Q What is the plan if the bid is unsuccessful and there are no funds in the budget?**

The roof is watertight so it can continue to be patched up but this is not a long term solution.

**Q Can something be put in the budget?**

This would result in taking money away from something else. Unfortunately the school does not have a contingency fund. If the worst happened, it would have to consider a claim on insurance.

**Q If the LDBS grant is received would a long-term fix be achieved?**

Yes, it would be a complete repair.

The Chair thanked the Budget Monitoring Group, commenting that the Q&A and Simon M's commentary had been very helpful.

**Q What happens if the school is in substantial deficit? Does the LA take formal steps?**

The school is required to write to the LA setting out the deficit budget. Two years ago when the school had written to them to set a deficit budget, the authority had

	<p>advised us on the procedure to follow in this situation, and worked with the school to create a Deficit Recovery Plan to show how the school will ensure that it can become financially sustainable. To ensure a stable cash flow during that year, the school had a short-term loan, with the intention for a bigger loan to draw on but circumstances changed and there was not the need to go down that route. In the budget which is always done on a three year basis, beyond year one is difficult to accurately forecast and system changes are expected, hence why future years look worse, however more information will be known over the next couple of months to allow for more accurate budgeting betting 2018/19.</p> <p><b>Q What income does the school include?</b> If income can't be guaranteed then we can't include it in the budget. If we have email confirmation of funding, or donations are already received, then we can include these in the budget for example.</p> <p><b>Q Does the governing board approve the draft budget and by when does the final budget have to be approved?</b> The draft 2018/19 budget is due to be submitted to the local authority at the end of March and came to this GB for approval. The final 2018/19 budget is due to be submitted in June and will come to the June GB, following review and challenge from the finance and staffing committee, through the budget monitoring group. This draft has been reviewed and challenged by the budget monitoring group, and following additional Q&amp;A at this GB meeting, the Governors agreed that Simon M should submit it to the LA.</p> <p><b>Q Last year the school went to the parents to explain the financial situation. What message are we now giving about the current financial situation?</b> That the school is not out of the woods yet, i.e. it still needs support. It is important to be clear that some of the extra funding we expect to receive is not guaranteed and it is not sustainable, therefore including this in the budget would indicate that the school is in a better financial position than it actually is.</p> <p>A copy of the Schools' Financial Value Standard (SFVS), which is required to be signed by the governing board annually, this year by 29/3, was left with the Chair. [Post meeting note: and was signed and sent, following further examination by the F&amp;S committee on 27/3].</p> <p><i>(Simon M left the meeting at this point)</i></p>	SM
<p>4.</p> <p>4a)</p>	<p><b>MINUTES OF LAST MEETING and ACTIONS</b></p> <p><b>Minutes of Last Meeting</b></p> <p>Appendix 03.1, the draft minutes of the full governing board meeting of 4/12/17, had been circulated to all governors prior to the meeting.</p> <p>It was agreed to remove some items from the draft minutes and record them separately in confidential minutes.</p> <p>There were no further comments so they were accepted as a fair record and will be filed and published online.</p>	

<p>4b)</p>	<p><b>Actions</b></p> <p>18/9/17: 6 The application for further funds submitted to the Schools Forum this autumn had been unsuccessful. This item is closed.</p> <p>4/12/17: 3 Anneliese J is taking over this action from Neil S. The committee's review of some of the long term strategic option models for St Mary's future will be an item for the 25/6/18 FGB meeting. <b>Action:</b> Anneliese J to take over action. Ben D to add to 25/6/18 FGB agenda</p> <p>4/12/17: 6 Ben D had made amendments to the Governance Action Plan as agreed at the last FGB meeting.</p> <p>4/12/17: 6 The Governance Action Plan will be given to staff at the start of next term, , and Ben D will refer parents to it in an end-of-term parents' newsletter this term. This item is closed.</p> <p>4/12/17: Given that the current system for electing parent governors is unwieldy and lacks security, the school is considering introducing online elections. Waldegrave School has adopted this system and is sharing its experiences in this regard. The main consideration is that email addresses for all parents would be required. The Governing Board made no objection in principle to the introduction of online voting.</p> <p>4/12/17: 8 Appendix 05.1a <i>Teach Like a Champion</i>, the slides from Angela A's presentation at the 4/12/17 meeting, had been circulated to all governors prior to the meeting. This item is closed.</p> <p>4/12/17: 9.1 Hugo C had forwarded the Admissions Policy to Clare Cronin (Admissions Officer). <b>Action:</b> Hugo C to ask Claire C to circulate Admissions Policy to all governors for information.</p> <p>4/12/17: 9.4 The Health &amp; Safety Report 2016-17 had been submitted as a draft at the last meeting. The final version had been circulated today (Appendix 12.5) with one section updated. This item is closed.</p> <p>4/12/17: 9.5 ASP logins have been issued to all Curriculum &amp; Standards Committee members. Governors who do not have a login should advise Ben. <b>Action:</b> Rhys W to arrange general login for all governors</p>	<p><b>AJ, BD</b></p> <p><b>HC/CC</b></p> <p><b>RW</b></p>
<p>5. 5a)</p>	<p><b>MATTERS ARISING</b></p> <p><b>Admissions Committee</b> Since Victoria B was joining this committee it would now be quorate.</p>	

<p>5b)</p>	<p><b>Succession</b> Ben D and Ieke H would not be standing for re-election in September 2018, therefore a new Chair and Vice Chair would be required. Ben D stressed the need for a timely decision on succession and commented that the role could be managed in a variety of ways. Both he and Ieke H were ready to help and advise. It was also noted that the Safety &amp; Community Committee was one governor light at the moment. <b>Action:</b> clerk to monitor succession-planning</p>	<p><b>Clerk</b></p>
<p>6.</p>	<p><b>HEAD TEACHER'S REPORT</b></p> <p>Appendix 05.1, Head Teacher Report to the Governing Body – March 2018, had been circulated to all governors prior to the meeting.</p> <p>The presentation was informative and much appreciated by governors. The main points raised were as follows:</p> <p><b>Training</b> Inset training is open to all staff. It was explained that administrative staff had less training than the teaching staff due to the more stable nature of their work.</p> <p><b>School roll</b> There are currently waiting lists for all years, bar Year 3 (which has a bulge class). Pupils having left Y3 did so for a variety of reasons. Free school meals numbers are declining, e.g. there are none in Reception. It is often difficult to encourage people to sign up so the school is promoting awareness. Information will be included in the school newsletter, and it will be included in the induction questionnaire for home visits so its importance is recognised.</p> <p><b>Attendance</b> Attendance is good – consistent at around 97%.; The school would like reach 98% and is working hard to achieve this, but term-time holidays remain a problem. The school was trying to minimise problems by changing term dates in order to avoid a two-day week as it was inevitable that some children would not come to school on those days.</p> <p><b>Bullying</b> One correction to reporting incidents: in addition to the reported incidence of bullying in Y5, there had also been one in Y6, i.e. two this academic year.</p> <p><b>Q Regarding the second bullying incident, how had this been dealt with?</b> The parents had been informed and there had been a meeting between the children. The well-being of the victim had been checked.</p> <p><b>Q How is bullying raised?</b> In a variety of ways – by teachers, by parents, by children, etc.</p> <p><b>Staffing</b> Employee absence had been high – largely due to one employee who had been on long-term sick leave. They are expected to return after Easter so the situation will improve.</p> <p><b>Safeguarding</b> There had been an incident involving a hoax email during the school day. The</p>	

school had liaised with the police, other schools, etc, and appropriate action had been taken: parents had been informed (the information was in the media), telephone calls fielded and the school grounds checked. It proved to be a good emergency drill and the school felt that it had done the right thing.

**Q Were the pupils told?**

No, it was felt this would cause unnecessary alarm.

**Q Was the staff anxious?**

No, staff members were calm and dealt with the situation well.

**Q What would happen with the children if it had been needed to be taken seriously?**

The standard procedure is that pupils are evacuated to neighbouring schools. In this case, all schools were affected so evacuation would have been to public buildings.

**Q Is there a written contingency plan?**

Yes, and the school knows that it now has to update it in case evacuation to other schools is not an option.

**Fire Evacuations**

These had all been successful.

**Finance**

The school expected to pay for upgrading the kitchen facilities at the Junior Site. This was required as, when the school changed from heat-up meals to cook-from-fresh, the kitchen had not been upgraded. A conservative estimate of the cost was £15,000.

**Q Would the equipment be upgraded?**

Yes.

**Q Is this cost for this year?**

Probably next year as it is not in the budget yet.

**Health and Safety**

**Q With regard to health and safety, is there a document to record injuries?**

The LA keeps a record of serious injuries but all minor injuries are entered into the injury book at school. Parents can request to see the incident accident log to see how the matter was handled. A report of statistics goes to the Safety & Community Committee each term.

**Spark Report**

Appendix 05.2, the *Standard School Performance Report (SPA[RK])* by Helen Gillespie, had been circulated to all governors prior to the meeting. Helen G had visited last week and her next informative report had been agreed today and would be coming out soon.

**Grow Report**

Appendix 5.3, the *Grow Education Partners Ltd External Review* carried out 10-11/1/18 had been circulated to all governors prior to the meeting. The focuses were

	<p>leadership, and teaching and learning.</p> <p><b>HT Course</b></p> <p>This was a 3-day Head Teacher's Conference organised by the LDBS. It had been a valuable networking opportunity and an opportunity to think strategically. Thanks were given to Ruth K, Rhys W and the leadership team for the smooth running of the school in the Head's absence.</p>	
7.	<p><b>SCHOOL IMPROVEMENT PLAN 17/18</b></p> <p>Appendix 06.1, the <i>School Improvement Plan 2017-18</i> dated March 2018 had been circulated to all governors prior to the meeting. The plan includes pastoral targets as well as the traditional academic targets.</p> <p><b>Q Regarding Key Priority 2, is the change of charitable status still required?</b></p> <p>This is unclear and is being reviewed. The school would welcome input from someone with charitable status experience. The meeting noted that when designated governors are visiting the school it was necessary to keep the SIP in mind.</p>	
8.	<p><b>PRESENTATION: A CARING SCHOOL</b></p> <p>Angela A gave governors a presentation on <i>A Caring School</i>. The key points were as follows:</p> <p><b>In-year Admissions</b></p> <p>The school was looking at ways of better welcoming pupils who joined the school out of the usual admissions cycle.</p> <p><b>Diversity:</b></p> <p>Whilst the school is not a particularly diverse school, there is a need to foster an open and tolerant culture.</p> <p><b>Attachment-friendly:</b></p> <p>The school is actively exploring how best to support adopted children and those with attachment issues. Senior leadership had attended a six-day training course on the subject and parents had been invited to an information session. School practices were being reviewed.</p> <p><b>LGBT:</b></p> <p>The school had received a document from the LDBS, <i>Valuing all God's Children</i>, which would be shared with children on an age-appropriate basis.</p> <p><b>Outreach Therapy:</b></p> <p>Trustees had helped the school to buy into the Anna Freud Centre Schools' Outreach Therapy Service and thereby accessed a learning mentor for three days a week. Nine families have benefitted from this support and results have been extremely positive.</p> <p><b>Restorative Justice:</b></p> <p>A system of restorative justice had been introduced, i.e. victims and bullies meet to discuss how they feel. Staff members have been trained in this.</p>	

	<p><b>Q: How is the success of the Caring School programme measured?</b> By the following indicators: fewer cases of poor behaviour recorded; in-year admissions are settling well; adoptive families consulted and provided positive feedback; pupils are better able to access education without barriers.</p> <p><b>Q: How is the system of red and yellow cards working?</b> The numbers of red and yellow cards given out are declining. In order to maintain the efficacy of the system, there was a need to refresh it; parents are now informed and required to sign an acknowledgement slip.</p>	
<p>9.</p>	<p><b>GOVERNANCE ACTION PLAN</b></p> <p>Appendix 08.1, the <i>Governance Action Plan</i>, had been circulated to all governors prior to the meeting. This had been agreed last time and it was just necessary to now check it to ensure that it is on target.</p> <p><u>Monitoring by Governors:</u> Done. Meetings between HT, Chair and Vice Chair now take place every 3-4 weeks (rather than fortnightly). This was deemed more appropriate.</p> <p><u>Head Teacher's Report:</u> Governors were advised to say if they required different information.</p> <p><u>Training on Analyse School Performance (ASP), ex RAISEonline:</u> This had taken place. It was needed for new governors</p> <p><u>PPG Strategy Impact:</u> This item is for the next C&amp;S meeting. <b>Action:</b> Ieke H put on the agenda for the next C&amp;S Committee meeting</p> <p><u>Informing Staff How to Access the Budget:</u> This was a matter for the Finance &amp; Staffing Committee <b>Action:</b> Anneliese J to put on the agenda for the next F&amp;S Committee meeting</p> <p><u>Communicating with Staff:</u> Governor information had been posted in staff rooms. Staff would be invited to attend GB and committee meetings as appropriate.</p> <p><b>Q Wasn't the intention to invite a member of staff to the FGB previously discussed?</b> Staff can be invited to make presentations to individual committees, and this will happen with the Healthy School initiative, which the Safety &amp; Community Committee were considering. <b>Action:</b> Katherine C to put on the agenda for the next S&amp;C Committee meeting</p> <p><u>AfC Governor Support:</u> The school had decided to buy into this from April 2018 to September 2019.</p> <p><u>Self-Evaluation:</u> This is being done at every meeting, and annually.</p> <p><u>Evening out Workload:</u> This is working well and the workload led by committee chairs is especially valued. The governing board is conscious of its diversity when appointing new governors.</p> <p><u>School Visits:</u> A redrafted form had been circulated to all governors earlier this</p>	<p>IH</p> <p>AJ</p> <p>KC</p>



	<p>term. It was hoped that this will make the purpose of visit clear to all staff. A column will be added to the form to indicate what had been achieved by the visit, etc. Action: BD to re-circulate visit docs.</p> <p><b>Q Who do governors ask about visiting the school?</b> The relevant staff member. The HT should always be consulted first.</p> <p><b>Q Is it important to have a record of a visit?</b> Yes. Usually this will be a written record using the form provided, but verbal reports to committee or FGB were also acceptable. Written records should first be copied to the relevant staff member.</p>	<b>BD</b>
<b>10.</b>	<b>CHAIR'S ACTION</b>	
<b>10a)</b>	Governors discussed a confidential item.	
<b>10b)</b>	<p><b>Gathered Provision &amp; AfC Consultation</b> A statement about St Mary's GP in the current AfC consultation was circulated to all governors prior to the meeting, the wording of which was agreed by email. Thanks were expressed to Ruth K and Christina S for their help. The gathered provision is due to close on 31 August 2018. Ben D will formally close it.</p>	
<b>10c)</b>	<p><b>Governor Records &amp; Subscriptions</b> Governors were asked to advise the Clerk if any of their contact details change. They were also advised to consult <i>The Key</i> and the NGA newsletters as they were both very informative.</p>	
<b>10d)</b>	<p><b>Parent Correspondence</b></p> <ul style="list-style-type: none"> <li>i) DfE re. National Funding Formula. This had been discussed earlier.</li> <li>ii) The Chair had written to a parent about traffic problems at Middle Site and the issue had been referred to the Safety &amp; Community Committee. It was a concern, and the school was working hard on this issue. All the correspondence and evidence shows that the school ensures safety and the LA is now monitoring data on road usage at drop off and collection times.</li> </ul> <p>Thanks were given to Ben D for carry out the clerking duties during the interregnum between clerks.</p>	
<b>11.</b>	<b>HEALTH &amp; SAFETY POLICY</b>	
	<p>Appendix 10.1, the draft <i>Health &amp; Safety Policy</i>, which is a statutory policy, had been circulated to all governors prior to the meeting. It had been extensively reviewed last year. Thanks were expressed to Johannavan Otterdijk, and the meeting noted that Justyna Konach will now join the committee in her place. Governors agreed to adopt this revised policy.</p>	
<b>12.</b>	<b>GOVERNOR SUPPORT &amp; TRAINING</b>	
	<p>Achieving for Children (AfC) had sent through training details, all of which is available for governors to attend as part of the service level agreement the school is buying into. Ben D will circulate the most relevant courses to governors, all of which are twilight sessions. <b>Action:</b> Ben D to circulate AfC training courses information</p>	<b>BD</b>

	<p>Natalie R and Victoria B gave a review of their day's training with LDBS.</p> <p>Governors were encouraged to take advantage of learning opportunities.</p> <p><b>Action:</b> Hugo C to collect data on past and future training.</p>	
<b>13. COMMITTEE FEEDBACK</b>		
<b>13a) Admissions Committee</b>	<p>Appendix 12.1 the draft minutes of the Admissions Committee meeting of 23/1/18, had been circulated to all governors prior to the meeting. Hugo C advised that the revised Admissions Policy incorporating the addition to cater for children of staff had been sent out for consultation. This was now complete with no objections being raised; only positive comments had been received. AfC had scrutinised it, and a footnote needed changing and clarifications were needed. The policy has completed its consultation and will come into action in 2019-</p> <p><b>Q Is another set of Admissions Committee meeting minutes outstanding?</b> Yes.</p> <p>It was agreed that all committee meeting dates would be set further in advance of the full governing board meetings. <b>Action:</b> Committee dates to be set by 1<sup>st</sup>September</p>	<b>Committee chairs</b>
<b>13b) Curriculum and Standards Committee</b>	<p>Appendix 12.2, the draft Curriculum &amp; Standards Committee meeting minutes of 7/3/18, had been circulated to all governors prior to the meeting. Ieke H advised that there were two new members of the committee. The committee had decided to put together a Data Monitoring Group, consisting of Christina S, Natalie R and Ieke H to regularly meet with Rhys W to go through the data in advance of the committee meetings.</p>	
<b>13c) Ethos Committee</b>	<p>Appendix 12.3, the draft Ethos Committee meeting minutes of 22/1/18, had been circulated to all governors prior to the meeting. In the absence of Jeff HW, Robin S commented that there was a need for Jeff HW and him to discuss updating the website with Rhys W. It was noted that RE books were more prominently displayed in the library, friendship benches had been introduced, and children were progressing well in learning about other religions.</p>	
<b>13d) Finance and Staffing Committee</b>	<p>Appendix 12.4, the draft minutes of the Finance &amp; Staffing Committee meeting minutes of 1/2/18, had been circulated to all governors prior to the meeting. An additional set of minutes was still to be produced. There was a new Lettings policy to take into account (no longer Schools Plus). Matters pertaining to the budget had been covered earlier in the meeting.</p>	
<b>13e) Safety and Community Committee</b>		

	<p>Appendix 12.5, the <i>Annual Health &amp; Safety Report to the Board of Governors – September 2017</i>, had been circulated to all governors prior to the meeting. The committee had met on 8/3/18 and the minutes will be circulated in due course. The Health &amp; Safety Report and Policy had been discussed. The Safeguarding Staff from Abusive Visitors policy had been ratified. The committee was also reviewing the need for governors to sign off all school trips. It was felt that this was only needed for residential trips, those to Central London, and those with a safety issue.</p> <p>The Chair thanked the committees for their outstanding work.</p>	
<p><b>14.</b></p>	<p><b>GOVERNOR VISITS &amp; STAFF PRESENTATIONS</b></p> <p>Ben D commented that governor visits represented a good opportunity to report back on the School Improvement Plan using the form discussed earlier, and he had himself recently carried out a Health &amp; Safety walk.</p> <p>As had been said earlier in the meeting, staff presentations (as long as they did not add a significant burden to staff) were a good way for governors to increase their understanding of the school.</p>	
<p><b>15.</b></p>	<p><b>FGB MEETING DATES 2018-19</b></p> <p>The following forthcoming FGB meeting dates had been previously circulated to all governors prior to the meeting and were agreed:</p> <p>Autumn 2018: 1/10/18, 3/12/18          Spring 2019: 25/3/19          Summer 2019: 24/6/19</p> <p>The meeting noted the change to a meeting on 1/10/18 due to a clash with the PCC meeting at that time. Committee meetings will be held preferably before the full governing board meetings and all dates will be entered into the school calendar.</p> <p><b>Action:</b> clerk to inform school administrator</p>	<p><b>clerk</b></p>
<p><b>16.</b></p> <p><b>16a)</b></p> <p><b>16b)</b></p>	<p><b>ANY OTHER BUSINESS</b></p> <p><b>Provisional Approval of Trips 2018-19</b></p> <p><b>Q When is the Y6 France trip risk assessment?</b>          There is a need to provisionally approve this in principle and Angela A will chase this tomorrow. For information, there are two residential trips; the Y6 trip to France and a Y4 trip in March.  <b>Action:</b> Angela A to email residential trip details to clerk for circulation to governors to seek their approval at the next FGB.</p> <p><b>Term dates 2019-20</b></p> <p>Appendix 15.1, the proposed term dates for 2019-20, had been circulated to all governors prior to the meeting. The meeting noted that schools can have Inset during twilight sessions, which minimises the impact on holidays.</p> <p><b>Q Are children collected from school earlier when this happens?</b>          No, the twilight sessions are from 4pm to 6pm, and it was felt that parents would agree with this arrangement as term finishes earlier. The meeting noted that two Inset days transitioned into six 2-hour twilight sessions shown by an asterisk on the</p>	<p><b>AA</b></p>

	<p>term dates spreadsheet, and that the statutory requirement is for five training days for teaching staff. Governors approved the term dates 2019-20.</p> <p><b>Q Are the half term weeks set in stone?</b> The school can be flexible, but it does not want to get out of sync with other schools.</p> <p><b>Governors were asked to consider: How are you improving outcomes for children?</b> By the rigorous review of data. By the effective implementation of the Caring School initiative.</p>	
<p>17.</p>	<p><b>NEXT FULL GB MEETING</b></p> <p>Monday 25 June 2018 at 7.00pm.</p> <p>The meeting ended at 9.15pm with a prayer.</p>	

### FGB Actions

As of 19<sup>th</sup> March 2018

Minute	Action	Assigned	Update	Completed?
18.9.17 6	Submit an application for further funds to Schools Forum this Autumn	AA	Application unsuccessful	Closed
4.12.17 3	F&S committee to review some of the long term strategic option models for St Mary's future	AJ/BD	Anneliese J to take over. Ben D to put on 25/6/18 FGB agenda.	
4.12.17 6	Amend draft Governance Action Plan	BD	Ben D completed	Closed
4.12.17 6	Decide how best to communicate Governance Action Plan	AA, BD	Given to staff and communicated to parents	Closed
4.12.17	Present a proposal to governors regarding online elections	BD	Governors agreed to use SurveyMonkey	Closed
4.12.17 8	Send a copy of the presentation slides from <i>Teach like a Champion</i> to governors	AA	Appendix 05.1a circulated to all governors	Closed
4.12.17 9.1	Circulate Admissions Policy communication plan to GB	HC/CC	Hugo C to ask Clare C to circulate Admissions Policy	
4.12.17 9.4	Finalised Health and Safety report to be circulated to GB	KC/AH	Appendix 12.5c circulated to all governors	Closed
4.12.17 9.5	Provide ASP (RAISE) logins for remaining C&S committee members and investigate access for other governors	RW	Rhys W to arrange general logins for all governors	
19.3.18 3	Submit draft budget 2018-19 to the LA	SM		
19.3.18 5b	Monitor succession-planning for Chair and Vice-Chair	Clerk	Clerk to liaise with committee chairs	
19.3.18 9	Put PPG Strategy Impact on the agenda for the next C&S meeting	IH		
19.3.18 9	Put Informing Staff How to Access the Budget on the agenda for the next F&S meeting	AJ		
19.3.18 9	Put Staff Attending FGB meetings on the agenda for the next S&C meeting	KC		
19.3.18 9	Re-circulate visits protocol and forms	BD		
19.3.18	Issue invitations to next FGB	HC/BD		
19.3.18	Circulate AfC governor training	BD		

11	<b>details</b>			
19.3.18 13	<b>Committee dates to be set by 1<sup>st</sup> September</b>	Committee chairs		
19.3.18 15	<b>Meeting dates to be entered into school calendar</b>	Clerk	Clerk to inform school administrator.	
19.3.18 16	<b>Circulate residential trip details</b>	AA		