

Pondhu Primary School



Pondhu
Primary School

Minutes

Full Governing Board Meeting

Wednesday 23rd November, 2016

Clerk to Governing Board - Linda Cackett
Typed: 26.11.2016
Approved for circulation: 01.12.2016

GOVERNING BOARD MEETING MINUTES

School:	Pondhu School
Quorum:	6
Chair:	Mr David Leaity
Clerk:	Mrs Linda Cackett
Date of meeting:	Wednesday 23rd November, 2016 at 5.00 pm
Venue:	Pondhu School – Year 6 Class Room

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mrs D Tregellas – Headteacher	Yes			P
Mr D Leaity – Chair – Co-opted	Yes			P
Mr A Gardiner – Vice Chair - Parent	Yes			Ap
Mr D Gilbert – Co-opted	Yes			P
Mr M Mayo – Co-opted	Yes			P
Mr N Cooper – Associate Member – Assistant Headteacher		Yes		P
Mr R Martin – Staff: Elected by Whole Staff	Yes			P
Mr T Bowker – Co-opted	Yes			P
Mrs A Truscott – Parent	Yes			P
Mrs K Hearn – Parent	Yes			Ap
Mrs S Heyward – Local Authority	Yes			P
Mrs S Parekh – Associate Member – Assistant Headteacher		Yes		P
Mrs D Ward – Co-opted	Yes			P
Mrs L Cackett			Clerk	P

1.0	<u>Apologies and consideration of consent for absence</u> Apologies were received, considered and accepted from: <ul style="list-style-type: none"> • Mr Gardiner • Mrs Hearn 	<u>ACTION:</u>
2.0	<u>An opportunity to declare any additional Business or Pecuniary Interest/s</u> None.	
3.0	<u>Constitution</u> The Clerk reported that there are no vacancies at present. The next term of office to expire is: <ul style="list-style-type: none"> • Mr Leaity – 19.07.2017 – Co-opted 	
4.0	<u>Minutes of the Full Governing Board Meeting on 21st September, 2016</u>	
4.1	<u>Approval</u> The minutes were APPROVED as a true and correct record of the meeting.	

4.2	<u>Matters arising not already on the Agenda</u>	
4.2.1	<u>Item 2.2 – Register of Business/Pecuniary Interests</u> The Clerk has prepared the register. This was circulated to check for accuracy.	
4.2.2	<u>Item 2.6 – Terms of Reference</u> All committee terms of reference had been reviewed by committees	
4.2.3	<u>Item 2.6 – Decision Planner</u> The Planner was reviewed by all relevant committees and two amendments were made and approved.	
4.2.4	<u>Item 4.2.3 -Outstanding Visit Reports</u> Mrs Heyward's and Mrs Hearn's outstanding visit reports are still to be received.	Mrs Heyward/ Mrs Hearn
4.2.5	<u>Item 5.4 -Poltair Visit Report</u> Mrs Hearn's visit report has been received.	
4.2.6	<u>Item 10.0 – Academies Committee</u> School Structure subcommittee has been formed and will meet on a termly basis, the Clerk has added it to the agenda.	
5.0	<u>Committee Minutes</u>	
5.1	<u>Pay and Personnel 04.10.2016 (including Admissions 7.10.16 and 04.11.16)</u> The minutes were available on the website prior to the meeting. The Local Authority has asked whether contribution related pay had been implemented, the Headteacher confirmed to them that the school had.	
5.2	<u>Premises, Health and Safety 04.10.2016</u> The minutes were available on the website prior to the meeting. The Headteacher reported that Miss Roberts was no longer in post as Premises Manger, the school is looking at changing service provider.	
5.3	<u>Finance 04.10.2016</u> The minutes were available on the website prior to the meeting. Mrs Enoch has now replaced Mr Hooper as Finance technician.	
5.4	<u>Curriculum and Achievement 16.11.2016</u> The minutes were available on the website prior to the meeting. Mr Bowker reported that the meeting had been a chance to re-look at the assessment	

5.5	<p>system and understand how the bench marks have been refined. The Headteacher explained that EYFS entry data indicates that 40% of children entering Reception were still below age related expectation although is slightly above Cornwall average entry levels. The Chair asked how this compares with a year ago. The Headteacher reported that compared to those schools who had submitted early entry data this was an improved picture. She also explained that the results are non-mandatory and not-moderated and so does not necessary indicate the true picture. The improvement reflects the high quality of provision in Nursery as 83% of the current Reception Class had attended Pondhu Nursery.</p> <p>Four Curriculum policies were reviewed and approved at the meeting. A questionnaire evidenced that 71% of pupils in Year 1 – 6 attend at least one club and this indicates how successful the clubs were at school. There are numerous children attending three or more clubs which was very pleasing. Pupils are asking for gymnastics to be reintroduced, Mr Cooper is investigating the provision but it needs to be the best provision and the correct standard as required by the school. The additional lunchtime clubs led by the Pupil Premium project teacher have been well received and enabled some additional pupils to attend an extra-curricular club.</p> <p><u>School Future Structure Committee – 11.11.2016</u></p> <p>The minutes were available on the website prior to the meeting. The Headteacher added that the school already works with other schools without being in a MAT. Mr Cooper and Mrs Parekh were congratulated on their excellent work as Global Learning Programme leaders in the local area. One example of this has involved leading a workshop with Pondhu staff and other schools on Poverty. The Headteacher reported that it had been a very interesting and informative session. One strength was the provision of classroom ready ideas and resources. Tony Potterton the GLP lead for the South West had reported that this was 'the best session on poverty' he had attended.</p> <p>The committee felt that the time was right to review what academies may be able to offer the school. It was agreed that TPAT and Aspire would be invited in the new year to present to the Board, this would enable an informed decision to be made relating to academisation.</p>	Headteacher
6.0	<p><u>Reports</u></p> <p>6.1 <u>Key Stage Reports</u></p> <p>The reports were available on the website prior to the meeting.</p> <p>6.1.1 <u>KS1 Report – Mrs Parekh</u></p> <p>It was further noted that:</p> <ul style="list-style-type: none"> • Reports have been re-worked to give an improved summary. The Chair asked whether it had been more challenging to put them in the new format. Mrs Parekh replied that it was challenging to ensure the correct area was linked. The Headteacher asked whether parent governors 	

found it easier to read and understand, it was felt that people were less likely to skim the document rather than just read bullets.

6.1.2 KS2 Report – Mr Cooper

It was further noted that:

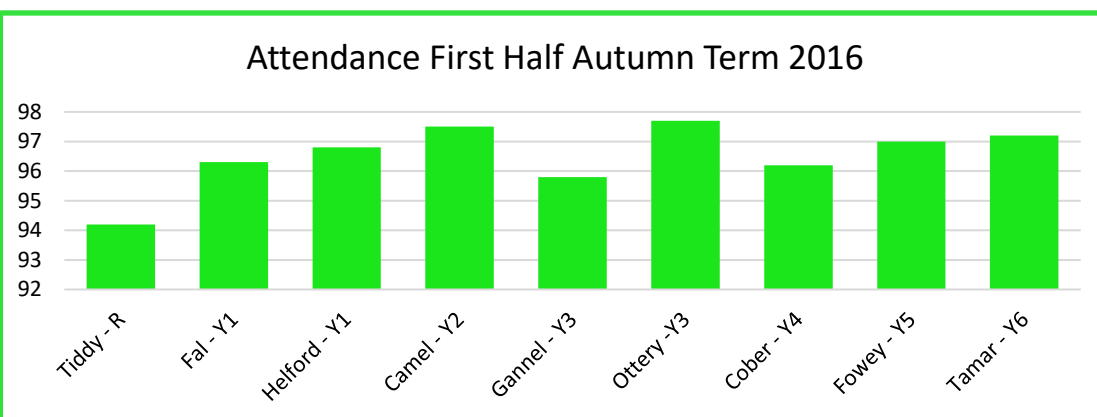
- Mrs Parekh and Mr Cooper are leading innovative projects in the local area e.g. the GLP project and the Assistant and Deputies group.
- A lot of work on maths anxiety is being carried out, there is excellent training planned for 20th February at Lanhydrock Golf Club.
- A governor asked if other schools are approaching the school to ask for support, it was confirmed that they were especially on Maths and GLP. Governors were pleased that the profile of the school is being raised.

6.2 Attendance and Punctuality

The report was available on the website prior to the meeting. It was agreed to change the agenda item from 'Attendance' to 'Attendance and Punctuality'. There is currently an improvement focus on punctuality.

Attendance continues to be carefully monitored across the school.

The table below shows the overall attendance for each class for the first half of the autumn term. I am pleased to report that all classes except Reception and Year 3 Gannel are above 96%. River Gannel achieved 95.8% so very close to the target.



Educational Welfare Officer Review Meeting

Emma Brown visited school on Wednesday 16th November. She reviewed attendance records in detail with Miss Hollebon. The key points from her report are:

- Current attendance 96.7% (excluding Reception)
- Persistent absence this term is 8.9%. This figure was one of the best she'd seen in schools visited so far this term.
- Attendance for 2015-16 academic year 96% (excluding Reception) and 95.9% (including Reception)

Punctuality

Following half term the school has been focusing on improving punctuality. The reading session at the start of the day is important for all pupils and the school was aware that a number of pupils were regularly missing part of this learning opportunity.

The table below shows the improvement achieved after just two weeks.

Time of arrival	1 st - 4 th Nov	7 th - 11 th Nov
8.45 – 8.59	174 (127)	131 (104)
9.00 – 9.15	2	14
Total	176	145
Average per day	44	29

(families)

There is still more work to be done. Some of the pupils are taxi children and school contacted the firms concerned earlier this week so there will be an improvement for those children. The school will be contacting the parents who are frequently late next week and offering support and advice to enable them to ensure their child/ren are in school punctually.

The Chair asked whether there was improvement in attendance from last year, this was confirmed to the case at this moment in the year. A governor commented that it is often the parents that are strolling slowly in not the pupils.

6.3 Governor Training

- Mrs Heyward and Headteacher – 13.10.2016 – Learning and Achievement Headteacher and Chair Information Session (Course Score 9/10)
- Mr Gilbert, Mrs Heyward, Mr Gardiner, Mr Mayo, Mrs Hearn, Mrs Ward, Mr Martin and Headteacher – 06.10.2016 – Safeguarding Single Agency Training – Tier 2 (Course Score 10/10)

The informative reports were available on the website prior to the meeting. The Headteacher was pleased to learn that THRIVE will be rolled out to all maintained schools as part of the Headstart project and will enable Pondhu to train an additional two staff.

6.4 Governor Visits to school

- Mrs Heyward – 11.11.2016 – Class Visit, Reception
- Mrs Ward – 16.11.2016 – Visit to link class Year 3 Ottery and Gannel
- Mrs Truscott – 16.11.2016 – Visit link class and humanities visit
- Mr Gardiner – 09.11.2016 – Meeting with Mr Cooper to discuss the school's maths subject leader report including KS1 and KS2 moderation
- Mr Leaity – New Reception parents' coffee morning.

The detailed reports were available on the website prior to the meeting, governors were thanked for carrying out the numerous visits. Pondhu won the Torchlight Carnival for the 2nd year running!!! The Chair asked Governors if they felt welcome when visiting, they all confirmed that they had been.

<p>6.5</p>	<p><u>PE Premium/Sports Grant Report</u></p> <p>Mr Cooper circulated an updated version of the sports report and explained the key points to the governors. Discussion followed regarding transport costs if parents were not utilized. It was agreed that for further afield events the hiring of mini buses could be considered.</p>	
<p>6.6</p>	<p><u>Pupil Premium Report</u></p> <p>The informative report was available on the website prior to the meeting.</p> <p><u>Impact 2015 / 16</u></p> <p>EYFS to DPP children achieved a higher number of Good Levels of Development than their non DPP peers. This reflects the positive impact the additional funding has made by raising the quality of provision within the classrooms leading to improved outcomes. Of particular note is the Thrive programme and specific speech, language and communication interventions, support activities and resources.</p> <p>Year 1 phonics outcomes for pupils achieving the expected standard show that non DPP pupils (74%) performed better than the DPP pupils (60%). However, the actual score difference between both groups of Pondhu pupils is just 1 mark compared with 4 marks for the comparative groups nationally. This indicates that although the number achieving the expected standard is lower the gap in school is closing. The DPP cohort comprised of just ten children and the non DPP nineteen.</p> <p>It is interesting to note that by the end of Year 2 Pondhu pupils who retake the phonics test achieved above national this year overall and the DPP pupils achieved 94% compared with the national figure of 86%. This once again reflects the journey of improvement for pupils as they move through the school from below expected starting points.</p> <p>Year 2 outcomes overall indicate that there was a slight gap in DPP and non DPP in reading (2.2%) and maths (1.6%). The gap in writing however was more significant which led to the combined scores of Reading / Writing and Maths being 16.1%. Within this cohort there are a group of pupils with recognised and well supported barriers to learning. In school progress tracking indicates that they are making good progress but are not yet achieving age related outcomes.</p> <p>Year 6 outcomes indicate that there is a small gap between the attainment of DPP and Non DPP in Reading (2.9%) and Maths (4.8%). However, there was a larger gap overall of the combined Reading / Writing and Maths scores of 31.7%. There had been considerable support for the DPP pupils, however 12% were new to Pondhu (within the preceding two years) and others had recognised barriers to learning which despite progress overall meant that they did not achieve age related expectations overall.</p>	

The overall picture is one that reflects the cohort variability. Each class has received a range of targeted support and intervention. Individual pupil tracking using the Pondhu assessments indicates that the vast majority of DPP pupils are making good or better progress. See table below.

Year / group	Subject	Expected progress	Exceeds expected progress	Total at or above expected
Y6	Reading	6 40%	8 53%	93%
DPP	Writing	10 67%	4 27%	94%
(15)	Maths	7 47%	5 33%	80%
Y5	Reading	9 75%	3 25%	100%
DPP	Writing	8 67%	3 25%	92%
(12)	Maths	9 75%	1 8%	83%
Y4	Reading	15 83%	1 6%	89%
DPP	Writing	13 72%	4 22%	94%
(18)	Maths	12 67%	6 33%	100%
Y3	Reading	14 82%	2 12%	94%
DPP	Writing	15 88%	1 6%	94%
(17)	Maths	11 65%	-	65%
Y2	Reading	10 36%	17 61%	100%
DPP	Writing	12 43%	12 43%	100%
(28)	Maths	10 36%	13 46%	100%

A governor commented that the whole enrichment programme is working very well across the whole school. The programme is delivered in an excellent format, parent governors felt that there were valuable lessons being learnt by pupils and they were becoming extremely aware of situations. Overall there has been very positive feedback across the school, the range of clubs offered once again across the school is excellent. Mr Dawes has been very well received by all pupils and parents!

6.12 pm – Mrs Ward left the meeting.

6.7 **SEND Report**

The report was available on the website prior to the meeting. It was further noted that:

- The progress in Item 2.0 was the progress made in the 2015/16 academic year.
- The Code of Practice has shifted the process.
- The Chair asked whether the % has changed with the children entering in, Mrs Parekh replied that it is hard to differentiate and unpick whether there is a significant need. This begins to filter out by KS2 to allow the school to determine whether there is a special need. It was agreed that the younger they are the more difficult it is to determine if the barriers to learning are developmental or specific learning difficulties.

	<ul style="list-style-type: none"> The Headteacher commented that credit should be given to the teachers, the school has a supportive ethos. Once children make good progress they are removed from the register, a governor felt that there may need to be a 'historic list' to ensure credit can be evidenced. A governor asked why the pupil comes off the register, it was explained how and why this is done. The Headteacher confirmed that school tracking can evidence the progress made. 	
7.0	<u>Policy Reviews</u>	
7.1	<u>Geography Policy</u> The policy was available on the website prior to the meeting. It was APPROVED for adoption by the Board.	
7.2	<u>PE Policy</u> The policy was available on the website prior to the meeting. It was APPROVED for adoption by the Board.	
7.3	<u>Design and Technology Policy</u> The policy was available on the website prior to the meeting. It was APPROVED for adoption by the Board.	
7.4	<u>Foundation Stage Policy</u> The policy was available on the website prior to the meeting. It was APPROVED for adoption by the Board.	
7.5	<u>Travel Plan</u> The Travel Plan was available on the website prior to the meeting. It was APPROVED for adoption by the Board. It is an update of content, there is nothing significantly different. The Chair asked how often pupils have their mode of travel updated, the Headteacher explained. It was agreed for the SIMS data on mode of transport to be updated.	
7.6	<u>Children in Care Policy</u> The policy was available on the website prior to the meeting. It was APPROVED for adoption by the Board.	
8.0	<u>Safeguarding</u> The Headteacher reported that: <ul style="list-style-type: none"> All staff and majority of governors received Single Agency training on 6th October 2016. Claire Hollebon has followed up with training session for those staff who were unable to attend. D Tregellas and S Parekh are booked to renew Designated Safeguarding Lead training over the next two weeks. 	

- D Tregellas and C Hollebon are due to attend Operation Encompass workshop next week.

VISTS received

Date of FGB	VISTS received since previous meeting
21.9.2016	1
23.11.2016	3 (information received in 3 – 5 days)

MARU referrals

Date of FGB	MARU Referrals
21.9.2016	0
23.11.2016	2 (1 not followed through as parent was seeking advice through PSA for DASH assessment and IDVA through REACH) (1 social work assessment on going)

Child Protection / Child Plan

Date of FGB	Child Protection	Child Plan
21.9.2016	5 families	0 families
23.11.2016	1 family	2 families, 1 off plan and 1 left

Staff Concerns Raised

Date of FGB	
21.9.2016	2
23.11.2016	26

The Safeguarding Policy was **APPROVED** for adoption.

The Chair asked whether staff felt that they had the required safeguarding and child protection training at the school. This was agreed to be the case throughout the school.

9.0 Staffing Update

The Headteacher reported that Anna Hickie HLTA is due to return on 14th December, she has requested a reduced contract to 4 days per week, this was agreed with the P&P committee this will be Tues - Fri. All new staff have settled well into the team and are working well.

Julie Campbell, HLTA, has applied for and been accepted onto two ITT courses. Subject to successful completion of current degree course she will be leaving to start her training next September. It has been a pleasure to see a member of staff progress from TA to HLTA and now heading towards being a teacher.

10.0 Admissions Criteria Consultation – Tabled in Item 5.1

The consultation document was available on the website prior to the meeting. The Headteacher reported that the information had been added to the consultation document. The Chair drew attention to the draft consultation paper, there are a number of options to choose from, the Pondhu Governing Board's choices had been included in the draft. The Board was happy with

the consultation basis however the **Headteacher commented on the additional criteria of the addition of the children of staff to be given higher priority than children in a designated area.** A governor felt that it was not a conflict of interest, while another did. A further governor felt that it should be given a lower priority as it might be seen as a negative perspective by other parents. Discussion followed, four teachers have children and several non-teaching staff in the school at present, it was agreed that it was necessary to vote. Governors voted, it was agreed that the priority should be:

The following priority order will be used to decide which children should occupy any vacant places, after the admission of children where the school is named in their Education, Health and Care Plan:

1. **Children in care and children who were previously in care** but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order.
2. **Children with a sibling** who will still be attending the preferred school at the time of their admission.
3. **Children who live in the designated area** of the preferred school or whose parents can provide evidence at the time of making the application that they will be living in the designated area of the preferred school by the date from which admission is required.
If there are more designated area children wanting places at a school than there are places available after the allocation of children under criteria 1 to 3, the following criteria 5 to 7 will be used to decide which of these children should have priority for admission. If there are still places available after all the designated area children have been allocated places, criteria 5 to 7 will be used to decide which of the remaining children should have priority for any spare places.
4. **Children of staff at the school** where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. **Children with an unequivocal professional recommendation** that non-placement at the preferred school would not be in the best interest of the child and that placement at the preferred school is essential.
6. **Children of a parent who is a practicing Christian** (applies to King Charles Primary School and St Mary's C of E Primary School, Truro only).
7. **All other children** (using the tie-breakers as defined later in this document as necessary).

The Clerk was instructed to write to the Local Authority on behalf of the Board by the required deadline.

Clerk

11.0	<p><u>Cornwall Education Strategy 2016-2020</u></p> <p>The document was available on the website prior to the meeting, it was an informative document which outlined Cornwall's four priorities for the forthcoming years. The Headteacher was asked to display the document in the staffroom</p>	Headteacher
12.0	<p><u>RaiseOnline 2016</u></p> <p>The Headteacher circulated a summary report to the Board. On page 4 was the national parameters, pages 5-6 contained questions governors might wish to ask about Raise, the specific pages relating to KS1 and 2 and the last page gives the basis characteristics of Pondhu. EYFS and attendance data is not yet included. The Headteacher will upload the document to the portal, a governor asked why girls are identified, it was felt you could calculate the % of boys.</p>	Headteacher
13.0	<p><u>Video of Belita Scott HMI – Questions Ofsted inspectors might ask governors</u></p> <p>The Headteacher played a video to the Board, it gave examples of questions Ofsted inspectors might ask governors. The Chair asked governors how comfortable they would be answering these questions. It was felt that governors were happy and well informed. Discussion followed regarding pupil premium expenditure, it was felt that it would very hard to single out non-pupil premium pupils. Specific interventions include booster teaching in Year 6, Personal Budgets, the pupil premium project and the PP + whole child holistic approach is being implemented by Mr Dawes with individual mentoring sessions.</p> <p>Governors felt that it was an informative video. A governor commented that there is still unrest among the parent body regarding how pupil premium pupils are funded, it was agreed that the funding must be implemented in line with Government policy. The Headteacher added that she has the required tracking evidence, the school's pupil premium are doing well by what the school is doing, there is the additional bonus of the non-pupil premium pupils benefitting.</p> <p>It was suggested that there should be a review of pupil premium on the next Full Governing Board Agenda. The Pupil Premium governor will lead this session.</p>	<p>Clerk – next FGB Agenda K Hearn</p>
14.0	<p><u>Feedback from consultation with Regional School's Director – Schools that Work for Everyone</u></p> <p>The document was available on the website prior to the meeting. The Headteacher reported that she attended a meeting with Mrs Heyward with the Regional School's Director. There was a lot of discussion in the room, the feedback from the meeting was going to be reported back to the DFE. The Chair, Vice Chair and Headteacher will summarise the answers of the Board and feedback by the 12th December deadline.</p>	Chair, Headteacher Vice Chairs.

15.0	<u>Chair's Report</u>																																																																						
15.1	<u>Personnel Matter</u> <i>See confidential minutes attached</i>																																																																						
16.0	<u>Impact of Meeting</u> A document was developed by the Board to summarise the impact of the meeting. <table><tr><td></td><td colspan="5">Pondhu Governing Board Meeting 23.11.2016</td></tr><tr><td rowspan="4">A. Establishing the strategic direction Setting the vision, values, and objectives for the school Agreeing the school improvement strategy with priorities and targets Meeting statutory duties</td><td>11</td><td>10</td><td>7</td><td></td><td></td></tr><tr><td>5</td><td>6</td><td></td><td></td><td></td></tr><tr><td>8</td><td>2</td><td>6.6</td><td>6.5</td><td>6.2</td></tr><tr><td colspan="5"></td></tr><tr><td rowspan="4">B. Ensuring accountability Appointing the Headteacher Monitoring progress towards targets Performance managing the Headteacher Engaging with stakeholders Contributing to school self-evaluation</td><td>12</td><td>5.4</td><td></td><td></td><td></td></tr><tr><td>6.2</td><td>6.6</td><td></td><td></td><td></td></tr><tr><td>6.4</td><td>6.1</td><td></td><td></td><td></td></tr><tr><td colspan="5"></td></tr><tr><td rowspan="4">C. Ensuring financial probity Setting the budget Monitoring spending against the budget Ensuring value for money is obtained Ensuring risks to the organisation are managed</td><td>5.3</td><td>6.5</td><td>6.6</td><td></td><td></td></tr><tr><td>5.3</td><td>6.5</td><td></td><td></td><td></td></tr><tr><td>5.2</td><td>5.5</td><td></td><td></td><td></td></tr><tr><td colspan="5"></td></tr></table>		Pondhu Governing Board Meeting 23.11.2016					A. Establishing the strategic direction Setting the vision, values, and objectives for the school Agreeing the school improvement strategy with priorities and targets Meeting statutory duties	11	10	7			5	6				8	2	6.6	6.5	6.2						B. Ensuring accountability Appointing the Headteacher Monitoring progress towards targets Performance managing the Headteacher Engaging with stakeholders Contributing to school self-evaluation	12	5.4				6.2	6.6				6.4	6.1									C. Ensuring financial probity Setting the budget Monitoring spending against the budget Ensuring value for money is obtained Ensuring risks to the organisation are managed	5.3	6.5	6.6			5.3	6.5				5.2	5.5									
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In addition, the following comments were made: <ul style="list-style-type: none">• The impact of the project led by Mr Dawes's in the school was now fully understood by governors.• Governors had a more in depth understanding of pupil premium projects and their impact.• The Governors are aware of the strategies being implemented to improve punctuality.• The Board agreed that the time was right to speak to two academies and review the future.																																																																							

17.0	<p><u>Date/time of Full Governing Board Meetings – 2016/2017</u></p> <ul style="list-style-type: none"> • Wednesday 1st February, 2017 • Wednesday 15th March, 2017 • Wednesday 10th May, 2017 • Wednesday 5th July, 2017 <p>The Christmas Fayre is 9th December, 2016</p> <p>The meeting closed at 7.16 pm.</p>	
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These Minutes were passed as true and accurate at the Full Governing Board Meeting on Wednesday 1st February, 2017

Signed: **Chair**
Mr David Leaity

Dated: **Wednesday 1st February, 2017**

ACTION POINTS ARISING FROM MINUTES OF FULL GOVERNING BOARD MEETING

WEDNESDAY 23rd NOVEMBER, 2016

ITEM:	ACTION:	WHO:	BY:
4.2.4	Outstanding visit reports to be submitted.	Mrs Heyward Mrs Hearn	15.12.2016
5.5	Invite TPAT and Aspire to present to Board in January.	Headteacher	15.12.2016
10.0	Write to confirm admissions criteria agreed by Board	Clerk	02.12.2016
11.0	Display document in staff room.	Headteacher	02.12.2016
12.0	Upload EYFS data to portal.	Headteacher	02.12.2016
13.0	Pupil Premium Review to be an agenda item on next FGB agenda.	Clerk	02.12.2016
	Mrs Hearn to lead.	Mrs Hearn	01.02.2016
14.0	Summarise the answers of the Board and feedback by the 12th December deadline w.r.t. consultation with Regional Schools Director	Chair Vice Chairs Headteacher	12.12.2016