

**SUMMARY OF THE MEETING OF THE LOCAL GOVERNING BODY
HAYESWOOD FIRST SCHOOL
On 5th March 2019
5.30pm at the school**



MATTERS ARISING FROM PREVIOUS MEETING

MINUTE	ACTION	BY	UPDATE	STATUS
B. (C)	Clerk to add election of vice-chair to next meeting agenda and contact SV re term of office	LP	SV confirmed resignation; vice-chair vacancy on hold for now	Completed
C	Clerk to amend Register of Business Interests	LP	Amended	Completed
E. (F/1795/2)	Members to read SEND information and policy on the website	ACMs	Confirmed as read	Completed
E	Clerk to circulate OFSTED guidance	LP	Circulated. SG not seen but will check again	Completed
E (F/1827/1)	ACM's to read all policies	ACM's	Confirmed as read	Completed
E (F/1827/2)	JM to confirm completion of NSPCC training	JM	Certificate sent to clerk	Completed
E (G)	ATo to complete Safer Recruitment training ACM's to read KCSIE document for next meeting	ATo ALL	Certificate sent to clerk Confirmed and declaration signed	Completed Completed
E (H)	AT to liaise with both committees to arrange a joint meeting	AT	This will take place in the Summer term	Ongoing
H	Clerk to add CP visit to next agenda	LP	On agenda	Completed
J	AT to circulate a doodle poll for ISDR meeting	AT	Not done yet, but will be covered in joint meeting	Ongoing
K	Clerk to add Code of Conduct and specialisms to next agenda Clerk to circulate last year's skills audit; members to complete before end of term	LP LP/AC	Both will be re-visited at a later date Circulated but 2 skills audits outstanding	Completed Ongoing
L	Clerk to circulate Trust policies; members to provide feedback if desired	LP/AC	Circulated and deadline passed	Completed
P	Clerk to investigate date change and advise members	LP	Date amended and members advised	Completed

ACTION SUMMARY

MINUTE	ACTION	BY	DATE
D (E,H)	AT to liaise with both committees to arrange a joint meeting	AT	ASAP
D (H) & G	AT to circulate CP's visit report when received	AT	ASAP
D (K)	RM/SG to complete their skills audit and return to clerk	RM/SG	ASAP
D	Clerk to remove 'governor zone' from school website	LP	ASAP
E	ACM's to advise SG of anything to raise at his meeting with LW/JD	ALL	ASAP
H	AT to produce doodle poll to agree a LW date	AT	ASAP
H	LP to inform parents of upcoming vacancies on the committee	LP	NEXT MEETING
L	AT and SG to discuss succession planning at their Trust meetings	AT/SG	ASAP

DECISIONS



MINUTE	DECISION
	NONE

REFERRALS

MINUTE	REFERRAL	BY	TO
	NONE		

RESPONSES TO PREVIOUS REFERRALS (TRUSTEES MEETING)

MINUTE	REFERRAL	BY	UPDATE	STATUS
	NONE			

GOVERNOR DETAILS AND ATTENDANCE FOR CURRENT YEAR

NAME	DOA	TERM		02/10/18	20/11/18		05/03/19		18/06/19
Simon Goulding	18/01/16	4 years		YES	YES		YES		
Sue Vairy	18/03/15	4 years		APOLOGIES	ABSENT - NO APOLOGIES		ABSENT - NO APOLOGIES		RESIGNED 17/03/19
Andrew Todd	18/01/16	4 years		YES	ABSENT - NO APOLOGIES		YES		
Roger Martin	18/01/16	4 years		YES	APOLOGIES		YES		
Stephen Pattle	18/03/15	4 years		YES	YES		YES		
Jake Moore	24/01/18	4 years		APOLOGIES	APOLOGIES		RESIGNED 12/03/19		RESIGNED 12/03/19
Pippa Gerrett (Head)	N/A	N/A		YES	YES		RESIGNED 31/12/18		RESIGNED 31/12/18
Andrew Turrall (Executive Head)	N/A	N/A		YES	YES		YES		
Janet Richardson	01/09/18	4 years		YES	YES		YES		
Alison Pinto	01/09/18	4 years		YES	YES		YES		