

MINUTES OF A MEETING OF THE GOVERNING BOARD
HELD ON 20th OCTOBER 2015

Present: Martyn Henson (Head Teacher), Richard Aggus (Chair)
 Kath Smith, Graham Blackburn, Nick Hoffman (Associate Member), Julia Marshall, Pippa Frost, Nick Collins (Associate Member), Keith Hopkinson, Martin Powell, Craig Temple, Julia Brettell,

SLT: Barry Burningham, Steve Morley, Matt Grinyer, Becky Cox, Christine Crawley, David Martin, Naomi Rose

Apologies: Jill Borchards, Hilary Rodgers, Sheenagh Parsons, Ellie Ward, Martin Powell, Bobby Banks

Absent: Kojo Wood, Phil Davidson

(NB: Governor Challenge, Questions and Monitoring are highlighted in italics)

1.	<p>To receive any apologies and decide whether to give consent for absence.</p> <p>Apologies received and accepted from Hilary Rodgers, Jill Borchards and Martin Powell.</p>	
2.	<p>To receive notification of any other business.</p> <ul style="list-style-type: none"> • Nil 	
3.	<p>For governors to declare any potential conflicts of interest</p> <p>RA employed by HfL.</p>	
4.	<p>GOVERNORS WORKSHOP</p> <p>A confidential issue was discussed.</p>	
5.	<p>To discuss urgent matters arising from Committee Meetings</p> <p><u>Finance, Personnel and Premises</u> –</p> <p>Minutes of the committee meeting had been circulated.</p> <p><u>L&D Committee</u> –</p> <p>Minutes of the committee meeting had been circulated.</p>	
6.	<p>Policies.</p> <p>Policies for approval to be approved via email and reported back at next FGB meeting.</p>	

7.	<p>To agree the minutes of the last meeting on 20th May 2015 and discuss any matters arising including actions from tracking sheet</p> <p>The minutes were agreed as an accurate record.</p> <p><u>Matters Arising:</u></p> <ul style="list-style-type: none"> • SP to circulate Safeguarding annual report and checklist when available. To be signed off at next FGB meeting – ongoing. • MH to request SEND policy to be updated – ongoing – to be emailed out. • MH to speak to CC re email issues. • Governors to provide photo and short paragraph about themselves for photo board and website – actioned. • Governors to send back skills audit and self-evaluation questionnaire to Chair – actioned. • Governors to set aside date in their diary for Faculty review week – actioned. • Governors to ensure they had completed survey for Chair; RA to give feedback – update to be given at next meeting. • SM/SP to provide briefing on safeguarding for governors, incorporating radicalisation – ongoing. • KH to set up meeting with Stevenage DBC - ongoing • JM to check gaps in training on safeguarding and organise course if necessary – records had been updated and sent out. There were a few gaps and a few governors needed to complete/update safeguarding. JM would find out if they had used their in-house allowance and suggest a course on safeguarding. Any other suggestions to be given to JM. Exclusions training has been completed. • PF to talk to Mr Swindell re proposed concept on Young Enterprise – actioned. • RA to talk to Simon re training/ for Governors on Office 365 - ongoing 	<p>Action 14/77 SP to circulate Safeguarding annual report and checklist when available. To be signed off at next FGB meeting</p> <p>Action 15/34 SM/SP to provide briefing on safeguarding for governors, incorporating radicalisation</p> <p>Action 14/76 SEND policy to be reviewed and circulated</p> <p>Action 15/60 MH to speak to CC re email issues for governors</p> <p>Action 15/30 RA to give feedback on governors' survey at next meeting</p> <p>Action 15/35 KH to set up meeting with Stevenage DBC</p> <p>Action 15/62 JM to talk to Governor Training re in-house session</p> <p>Action 15/41 RA to talk to Simon re training for Governors on Office 365</p>
8.	<p>AOB</p> <ul style="list-style-type: none"> • Nil 	
9.	<p>Dates of next meetings</p>	

L&D (Teaching and Learning) and FPP Committees – Wednesday 25th November 2015

FGB – Wednesday 9th December 2015

L&D (Progress) and FPP Committees – Wednesday 20th January 2016

FGB – 10th February 2016

L&D (Teaching and Learning) and FPP Committees – Wednesday 9th March 2015

FGB – 23rd March 2016

L&D (Progress) and FPP Committees – Wednesday 27th April 2016

FGB – Wednesday 11th May 2016

L&D (Teaching and Learning) and FPP Committees – Wednesday 15th June 2016

FGB – Wednesday 6th July 2016

(FGB meetings at 7pm; L&D to start at 6pm; FPP to start at 7.30pm)