

**SUMMARY OF THE MEETING OF THE LOCAL GOVERNING BODY  
COLEHILL FIRST SCHOOL  
On 6<sup>th</sup> June 2017,  
6.00pm at the school**

**MATTERS ARISING FROM PREVIOUS MEETING**

<b>MINUTE</b>	<b>ACTION</b>	<b>BY</b>	<b>UPDATE</b>	<b>STATUS</b>
A	Clerk to update governor details re PO Clerk to arrange for staff and parent governor election as soon as possible	LP	No candidates, so LGB will appoint	Completed Ongoing
D (E)	CM to confirm completion of NSPCC training	CM	Completed	Completed
I	AT to load SEF onto shared space Governors to familiarise themselves with the document	AT LP	On shared space Clerk to share with governors	Completed
J	Clerk to add to External Challenge Partner visit feedback to next meeting agenda	LP	On agenda	Completed
N	Clerk to add Terms of Reference and Scheme of Delegation to policy schedule and Autumn agenda	LP	Actioned	Completed
O	Clerk to amend Home Learning Guidelines	LP	Actioned	Completed
T	Clerk to add Science/PSHCE/Rights Respecting Learning Walk to June agenda	LP	Actioned	Completed

## ACTION SUMMARY

MINUTE	ACTION	BY	DATE
C	KR to thank RE for her service	KR	As soon as possible
D (I)	Clerk to share SEF with governors	LP	As soon as possible
E	AT to load Education Improvement Strategy on to the shared space; all governors to read	AT ALL	As soon as possible As soon as possible
K	All governors to arrange a meeting with their specialist subject leader and write a meeting report	ALL	As soon as possible
L	SR/clerk to invite governors to the Science events CM & PO to produce visit reports	SR/LP CM/PO	As soon as possible As soon as possible
M	New governor to be appointed to the vacant Parent governor post	ALL	September meeting
N	SR to update ICT policy Clerk to add to next agenda	SR LP	By September meeting September meeting

### DECISIONS

MINUTE	DECISION
M	To approach suitable candidates to appoint to the Governing Body as Parent or Co-opted governors
	xx
	xx
	xx

### REFERRALS

MINUTE	REFERRAL	BY	TO
P	Meeting dates not to be scheduled immediately after a holiday	LGB	

### RESPONSES TO PREVIOUS REFERRALS (TRUSTEES MEETING)

MINUTE	REFERRAL	BY	UPDATE	STATUS

**GOVERNOR DETAILS AND ATTENDENCE FOR CURRENT YEAR**

NAME	DOA	TERM		08/11/16		28/02/17		06/06/17
Katie Ramsden	01/09/16	1 year		YES		YES		YES
Chris Minns	10/12/15	4 years		YES		APOLOGIES		YES
David Tarring	01/09/16	1 year		YES		YES		YES
Juliet Gould	01/09/16	1 year		YES		YES		YES
Phil O'Connor	28/02/17	1 year		YES		END OF TERM RE-CO-OPTED		YES
Leela Senior	01/09/16	1 year		YES		YES		YES
Andrew Turrall (Head)	N/A	N/A		YES		YES		YES
Helen Self	01/07/15	4 years		YES		YES		YES
Ruth Everton	30/09/14	4 years		YES		RESIGNED		-
Debbie Bowring	30/03/17	4 years		-		-		YES (from 7.03pm)