

**SUMMARY OF THE MEETING OF THE LOCAL GOVERNING BODY
COLEHILL FIRST SCHOOL
On 20th February 2018,
6.00pm at the school**

MATTERS ARISING FROM PREVIOUS MEETING

MINUTE	ACTION	BY	UPDATE	STATUS
D	Head/Clerk to share change of title with wider school community	AT/LP	ParentMail sent	Complete
H	Head/Clerk/Office Staff to implement recommendations in Judicium report	AT/LP/ DB/VB AT/ ACM'S AT/ ACM'S	SEF rewritten with DZ; LW arranged for 22/3/18 with follow up in Autumn term	Complete
	Head to rewrite SEF; ACM'S to arrange learning walks			Complete
	Head to arrange doodle poll to decide date of SAP meeting			Complete
I	Head to arrange data meeting for ACM'S	AT/ ACM'S		Complete
K	Clerk to request Safer Recruitment training link from RB; LS & DB to complete	LP/LS/D B	DB still to complete training – will be done before the next ACM meeting	Ongoing
L	Clerk to add SAP and related learning walks to Spring agenda	LP		Complete
	ACM's to complete new skills audit and personal statement and return to clerk	ACM		Complete
	Chair/Head to organise plaque for Gordon's chair	AT/KR		Complete
M	Clerk to share EMP with Colehill Nursery	LP		Complete
	Clerk to add Physical Activity Policy to next meeting agenda	LP	Amalgamated with PE policy – review Feb 19	Complete
N	AT to investigate lunch timings	AT	Nothing found	Complete
P	AT/LT to arrange H&S visit and fine tune the report for future use, (also action under 'H') AT/JG to arrange an ISDR session asap	AT/LT AT/JG	Postponed due to Judicium H&S audit Meeting taken place	Ongoing Complete

ACTION SUMMARY

MINUTE	ACTION	BY	DATE
D.(H)	ACMs to attend BV learning walk on 22nd March	ACM'S	22/03/18
D. (K)	DB to complete Safer Recruitment training	DB	12/06/18
D. (P)	AT/LT to arrange H&S visit and fine tune the report for future use	AT/LT	ASAP
H.	Clerk to email PE visit reports to LT, LT to arrange PE visit and submit report LS to submit SEND report DT to arrange English visit and submit report	LP/LT LS DT	ASAP ASAP ASAP
M	CM to share E-safety presentation with AT Head to amend ACM visits policy; Clerk to add to next agenda	CM AT/LP	ASAP 12/06/18
N	Clerk to add BV learning walk to Autumn agenda	LP	12/06/18

DECISIONS

MINUTE	DECISION
	NONE

REFERRALS

MINUTE	REFERRAL	BY	TO
	NONE		

RESPONSES TO PREVIOUS REFERRALS (TRUSTEES MEETING)

MINUTE	REFERRAL	BY	UPDATE	STATUS

GOVERNOR DETAILS AND ATTENDENCE FOR CURRENT YEAR

NAME	DOA	TERM		26/09/17	14/11/17		20/02/17		12/06/17
Katie Ramsden	01/09/17	1 year		YES	YES		YES		
Chris Minns	10/12/15	4 years		YES	YES		YES		
David Tarring	01/09/17	1 year		YES	YES		YES		
Juliet Gould	01/09/17	1 year		YES	YES		YES		
Leela Senior	26/09/17	4 year		YES	YES		YES		
Louise Twaits	26/09/17	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		
Debbie Bowring	30/03/17	4 years		YES	YES		YES		