



John Rankin Schools

Full Governing Body Meeting
Thursday 5th February 2015, 1.30pm
New (Lower School) Classroom, JRJ



Minutes

Governors Present: Karen Babbage
Malcolm Douglas (Chair of Governors)
John Dyson
Rachel Evans
Caroline Hearn
Katie Makant
Conrad North (Interim Executive Headteacher)
Nia Wharry
Sylviane Wheable

Apologies: Steven Babb
Nicola Beckley

Also in Attendance: Carole Beswick-Lisle (Assistance Education Welfare Officer, WBC)
Teresa Crocker (Clerk)
Amy Watkins (Associate Member)

JRI = John Rankin Infant & Nursery School
JRJ = John Rankin Junior School

EHT = Executive Headteacher
HoS = Head of School

MORNING SESSION:

Action

The FGB meeting followed a morning in school for governors, with a focus on their relevant link area, as follows:

Governor	Link Role	Focus	Before break	After break
Rachel Evans Caroline Hearn	SEND/ inclusion	Impact of interventions	JRJ - review interventions programmes, see some in practice (with JRJ SENCo)	JRJ - review interventions programmes and see some in practice (with JRI SENCo)
Nia Wharry Malcolm Douglas With HoS, JRJ	PSHE	Identifying evidence of SMSC	JRJ learning walk	JRI learning walk
Karen Babbage John Dyson With HoS JRI	Maths	Identify levels of challenge in maths	JRI learning walk	JRJ learning walk
Nicola Beckley With English Coordinator, JRJ	Literacy	Look at impact of talk for writing strategies Engagement in writing	JRJ learning walk	JRI learning walk

		Opportunities for writing		
Katie Makant With EHT		Learning behaviours	JRI learning walk	JRJ learning walk

SEND = Special Needs and Disabilities
 PSHE = Personal, Social and Health Education
 SMSC = Spiritual, Moral, Social, Cultural (Education)
 SENCo = Special Needs Coordinator

The EHT welcomed all governors to the schools for the day, and thanked the Heads of School and Hannah Newman (English Co-ordinator, JRJ) for their organisation and input into the day. Governors were thanked for taking time out, as volunteers to visit the schools as part of their governor role in order to experience the day-to-day teaching and learning. Hoping governors would greatly value the day, governors were reminded that it is not their role to make judgements on the quality of teaching, and should governors have any questions/concerns, to discuss them with the EHT or relevant HoS.

<u>FGB MEETING:</u>	Action
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1. <u>WELCOME AND APOLOGIES FOR ABSENCE</u>

The Chair opened the meeting and welcomed all present. Apologies were received and accepted from governors Steven Babb and Nicola Beckley.

The meeting was quorate.

2. <u>PRESENTATION ON PENALTY NOTICES</u>

The Chair welcomed Carole Beswick-Lisle, Assistant Education Welfare Officer, WBC (West Berkshire Council) to explain the process of issuing Penalty Notices in respect of unauthorised absence during term time. Governors were each handed a pack containing:

- Penalty Notices – A Guide for Schools (a copy of the power-point presentation).
- West Berkshire Council Code of Conduct (for issuing penalty notices).
- Education Welfare Service flier – links between attendance and attainment.
- WBC’s ‘A Guide to Penalty Notices for unauthorised absence’ flier.
- A selection of model letters and forms to be used during the implementation of issuing a penalty notice.

Governors were asked to consider whether or not to adopt WBC’s procedure of issuing penalty notices. If governors do choose to adopt this, the message and relevant information needs to be clearly highlighted to parents, regularly through school newsletters and through the school websites, in addition to an initial letter to parents/carers advising of the school’s decision. The school would also need an attendance policy.

Governors questioned the EHT and HoSs in order to ascertain the current level of unauthorised absence taken, in order to consider whether or not it would warrant the additional admin work required in advising and reminding parents, as well as the work required in issuing a penalty notice. The HoSs confirmed that the number of requests for absences during term time had reduced over the past year, largely due to the schools’ notification that absence during term time would not be authorised except in exceptional circumstances.

<p>It was proposed that a decision will be made at the March FGB, allowing governors time to consider the proposal, and to obtain suitable attendance policies for consideration. It was also suggested that the feeder schools be contacted to see what arrangements they have for issuing penalty notices.</p> <p>ACTION: EHT to provide governors with a draft attendance policy for next FGB meeting, 30th March 2015.</p> <p>ACTION: EHT to contact St. Bart's and Park House to see what arrangements, if any, they have for issuing penalty notices by next meeting.</p> <p>ACTION: EHT to provide attendance facts in order to aid the decision about whether or not to introduce penalty notices.</p>	<p>EHT</p> <p>EHT</p> <p>EHT</p>
<p>3. <u>DECLARATIONS OF INTEREST</u></p>	
<p>The following declarations were made:</p> <ul style="list-style-type: none"> - Malcolm Douglas' daughter-in-law is a Teacher at JRJ. - John Dyson's wife works at the school on an ad-hoc basis. 	
<p>4. <u>FEEDBACK FROM MORNING SESSION</u></p>	
<p>Governors expressed their thanks for the valuable morning session, and considered the format for the various sessions was ideal.</p> <p>The Clerk encouraged all governors to complete a governor visit form to be circulated amongst governors, and filed with governors' individual training and development records. This being evidence of governors' monitoring role.</p> <p>ACTION: Governors to complete and return to the Clerk a governor visit form regarding the morning session in school, by 5th March 2015, for onward circulation to all members of the GB. (A copy of the form is included in the governor visits policy, circulated in advance of the meeting).</p> <p>ACTION: Clerk to collate, circulate and file by next meeting.</p> <p>Governors were also invited to give brief informal feedback from the morning. Comments and evidence seen by governors included:</p> <ul style="list-style-type: none"> ➤ Looking at interventions. (The JRI SENCo also invited the SEN Governors back into school during an afternoon, so they could see interventions at JRI). ➤ Seeing evidence of SMSC (spiritual, moral, social and cultural) education. ➤ Evidencing the various ways maths is taught, and the different techniques children use to secure their learning. ➤ Receiving feedback from pupils. ➤ Seeing various learning behaviours. ➤ Resources – concern that six interactive whiteboards are not working at JRI. <p>Governors again expressed their thanks, and considered they have been made to feel very welcome. Governors wished their thanks to be passed on to all staff.</p> <p>ACTION: EHT/HoSS to pass thanks from governors to staff before the end of term.</p>	<p>KB/NB/JD MD/RE/CH/ KM/NW</p> <p>Clerk</p> <p>EHT/HoSS</p>
<p>5. <u>MINUTES OF PREVIOUS MEETINGS</u></p>	

<p>i. <u>21st October 2014</u></p> <p>The minutes of the FGB meeting on 21st October 2014 were reviewed. Following a query and the recommendation to insert 'as a minimum' on page 10, safeguarding policy section, as follows:</p> <ul style="list-style-type: none"> ▪ Page 5: Addition of '<i>Governors need to undertake virtual safeguarding training, <u>as a minimum</u></i>'. <p>ACTION: Clerk to 'finalise' FGB minutes, and amend Safeguarding policy with this wording by next meeting.</p> <p>ii. <u>18th November 2014</u></p> <p>The minutes of the FGB meeting on 18th November 2014 were reviewed and approved as an accurate record. As such were duly signed by the Chair.</p> <p>iii. <u>9th December 2014</u></p> <p>One governor requested further time to review the minutes; as such the approval of these minutes is deferred to the next meeting. These therefore remain in draft format, and as such remain confidential until they are formally approved.</p> <p>ACTION: Clerk to add 'review of 9th December 2014 FGB minutes' to next FGB agenda.</p>	<p>Clerk</p> <p>Clerk</p>
<p>6. <u>UPDATE ON ACTIONS AND MATTERS ARISING</u></p>	
<p>The Chair advised that due to the high number of action points the Clerk had been unable to update the list with details of the current status sufficiently in advance of the meeting. It was therefore proposed the updated version would be circulated via email. It was believed that the majority of action points had been completed, however, the Chair referred to the outstanding action to update the Pay policy, which is a matter of priority. Going forward it would be extremely beneficial to the Clerk for governors to advise her of the actions taken in advance of the FGB meeting.</p> <p>ACTION: Clerk to update and circulate list of GB actions by 4th March 2015.</p>	<p>Clerk</p>
<p>7. <u>GB MATTERS</u></p>	
<p>i. <u>Reconstitution</u></p> <p>a) <u>Membership Changes</u></p> <p>As detailed in the Clerk's briefing paper, governors were aware of the following resignations from the governing body:</p> <ul style="list-style-type: none"> - Adrian Edwards, LA Governor with immediate effect (5th January 2015). - Nicola Beckley, Parent Governor JRI is standing down as at 30th March 2015 - Sylviane Wheable, Staff Governor is also standing down as at 30th March 2015 <p>In addition, governors at the meeting were advised that Nia Wharry also intended to stand down from the governing body, as at 30th March 2015.</p> <p>Following the departure of Adrian Edwards, Caroline Hearn offered at the Premises meeting, to act as Chair of the Premises Committee until reconstitution. In addition, Rachel Evans agreed to take on the H&S Governor link role, previously undertaken by Adrian Edwards. Governors ratified the decision that Caroline Hearn will act as Chair of Premises Committee until reconstitution, when structures and membership will be reviewed, plus Rachel Evans undertaking the H&S Governor role.</p>	

b) Transfer of Members

The Vice Chair of Governors, Caroline Hearn, chaired the meeting for this section of the meeting. Due to the number and positions of resignations received, it was no longer necessary to vote on transfers for the following categories:

- LA Governor (following the resignation of Adrian Edwards, Malcolm Douglas will have automatic transfer)
- JRI Parent Governor (following the resignation of Nicola Beckley, Steven Babb will have automatic transfer)
- Staff Governor (following the resignation of Sylviane Wheable, Karen Babbage will have automatic transfer).

There remained one category on which to vote for transfer of members to the reconstituted governing body; that of JRI Parent Governor. In accordance with the approved transfer procedure, the two current JRI Parent Governors, John Dyson and Rachel Evans were asked to leave the meeting, whilst the remaining governors discussed their skills and application in order to make a secret vote.

One governor queried the grievance hearing referred to on one application. The Clerk believed this related to the pupil discipline/exclusion meeting last year. All governors completed a ballot form, which was collected and retained by the Clerk, with the announcement to be declared by email after the meeting.

Governors John Dyson and Rachel Evans returned to the meeting. Other governors present stressed their wish that whichever governor polled the least votes should apply for one of the Co-opted Governor positions, to be appointed at the 30th March 2015 FGB meeting.

ACTION: Clerk with Caroline Hearn to count ballot papers.

ACTION: Clerk to advise all GB members, via email, of the result of the secret ballot within three days.

[Post meeting note: By one vote, John Dyson polled the most votes, as such is transferred as JRI Parent Governor to the reconstituted governing body which comes into effect from 30th March 2015. Rachel Evans is encouraged to apply for a Co-opted Governor vacancy.

Taken from his completed application, John Dyson has extensive or good experience/knowledge/skill in the following areas:

- *Leadership and management skills*
- *Performance management skills*
- *Financial management/accountancy*
- *Health and Safety*
- *Handling complaints, grievances or appeals]*

Concern was raised that Steven Babb had been unable to attend a number of recent meetings and input from him in recent times had been unfortunately limited. It was proposed that a frank discussion with him was necessary, to ascertain commitment and contribution going forward. Governors acknowledged the difficulties of the current high workload of the governing body and its subsequent impact on work, family life etc. An honest discussion took place about the balance of GB's actions which were currently largely shared between a few governors. It was acknowledged that the recent period of instability had created the high demands, but that this should reduce over time. As part of the reduction in workload, it was agreed that paperwork needs to be reduced significantly, and ways of working 'smarter' need to be embraced. This may involve increasing the number of committees and focussing on the key strategic roles following a time where governors

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Clerk

have been required to be more involved in other matters. This will be discussed as part of the next FGB meeting when the reconstituted governing body comes into effect.

ACTION: Clerk to add 'review GB committee structure, membership, and ways of working 'smarter' to next FGB agenda for discussion by FGB.

c) Consider/Agree actions for how to seek individuals with required skills to fill GB vacancies

At the next FGB meeting, governors will need to appoint governors as Co-opted Governors for which there will be seven vacancies. This process will be undertaken by the five following governors, given their position by transfer and automatic placement:

EHT: Conrad North
Staff Governor: Karen Babbage
Local Authority Governor: Malcolm Douglas
JRI Parent Governor: Steven Babb
JRJ Parent Governor: Either John Dyson or Rachel Evans (to be decided by a vote at this meeting)

To allow these governors to carefully ensure the appointment of suitable Co-opted Governors based upon the skills/knowledge/attributes (as identified), these governors will receive a copy of the skills audit showing the combined skills of the GB with the initial membership of five. This will give clear direction as to the skills/knowledge/attributes being sought in additional members. Following discussion, it was agreed that the five governors above will consider the appointment of any current members applying to fill a Co-opted Governor vacancy. After which, all governors appointed will consider any further applications.

ACTION: Karen Babbage to provide the Clerk with a skills audit summary once the outcome of the earlier vote is known, by 11th February 2015. This will then be issued to all governors.

ACTION: Governors wishing to be considered for a Co-opted Governor vacancy need to ensure a completed skills audit form and application form are with the Clerk, seven days prior to the next meeting, so that their details may be circulated in advance of the meeting on 30th March 2015.

Being aware that there would be at least four vacancies not filled by current members, the Clerk had, in advance, provided governors with suggestions on ways to seek further applications. Governors discussed the importance of being clear about the level of commitment required, though as discussed this was difficult to quantify. It was agreed that, although exact skills/knowledge/attributes being sought were unknown, there were some clear areas which would be missing, including HR and legal. It was therefore proposed that some work on seeking further individuals could be done ahead of the FGB meeting on 30th March 2015.

ACTION: Clerk and Katie Makant to draft letter to be issued to staff and parents initially outlining role of a governor, the GB, and expectations in terms of commitment, highlighting the HR and legal skills required. The letter will detail how individuals may apply, by completing the relevant application form and skills audit form. The deadline for receipt of applications for consideration at the March FGB meeting will be 23rd March 2015.

[Post meeting note: Meeting arranged between Clerk and Katie Makant, Monday 2nd March 2015].

ACTION: Karen Babbage to provide the Clerk and Katie Makant with the application form (similar to the one used by governors seeking transfer of membership) by 4th March 2015.

ii. Approve Role of Link Governor Guide

Following previous discussions, a suggested framework for the link governor role for computing, literacy, numeracy, PSHE and Science had been provided by governor Karen Babbage with input from the HoSs. **Governors approved this as a framework for governors to use in their relevant link role.**

Clerk

K Babbage
Clerk

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K Babbage

iii. Approve GB Year Planner

Whilst this was recognised as an improvement on the previous version, some further tweaks were suggested following proposals to review the structure and ways of working.

ACTION: Karen Babbage to work with Clerk and circulate updated version via email by 19th May FGB meeting.

KB/Clerk

iv. Agree Recognition for Adrian Edwards

Following on from the discussions by the Premises committee, governors were keen to acknowledge this significant contribution of recently resigned Adrian Edwards (Chairman of the Premises Committee and governor for the John Rankin Schools for over 20 years). Given that pre-federation Mr Edwards was on the JRJ governing body, it was considered more appropriate and fitting for the recognition to be JRJ specific. Various suggestions were considered, and the consensus was that an award/trophy in his honour would be presented to JRJ children on a termly/annual basis. It was proposed that the Chair of Governors would discuss with him any preference for the nature of the award.

ACTION: Malcolm Douglas to contact Adrian Edwards to discuss and advise governors prior to next meeting.

M Douglas

The Clerk sought clarification on the name of the federation for the new Instrument of Government, which governors **agreed** to be 'The John Rankin Schools'.

8. EXECUTIVE HEADTEACHER'S REPORT

The EHT wished to thank all staff, governors, pupils and parents for their warm welcome, in particular the Heads of School.

Reference was made to his report, structure in-line with the Ofsted framework. As referred to in the report, the EHT suggested a separate curriculum committee be set up in order to further monitor and support the core business of raising standards and attainment, and looking at the impact.

Governors were also in receipt of a report from each HoS, again in line with the Ofsted criteria.

i. Review KS2 Autumn Data

The HoS JRJ updated governors with the current prediction for Year 6 outcomes as follows:

- LEVEL 4: Results for level 4 will be lower this year due to the number of children at Level 1 at KS1 (key- stage 1).
 - Reading 84%
 - Writing 82%
 - Maths 82%
 - Combined 82%
- LEVEL 5:
 - Reading 59%
 - Maths 46%
- CHILDREN MAKING 2 LEVELS OF PROGRESS:
 - Maths 91%
 - Reading > 90%
 - Writing > 90%

- MAKING 3 LEVELS OF PROGRESS:
 - Reading > 32%

Year 6 children are currently being prepared for the SATs experience. Governors were advised that there are three Year 6 children who haven't accessed the curriculum, for circumstances outside the school's control

Governors questioned what was being done to address the issue with Year 5 maths attainment, and were advised:

- PPM (pupil progress meetings) are in place.
- Use of Springboard intervention for pupils.
- Planning with MAST (mathematics specialist teacher) teacher.
- Colleagues have been given non-negotiables.
- A third layer of teaching for Years 5 and 6 is proposed for next year (subject to budget) for quality first teaching.

Governors also questioned the current attainment for Year 4 and were advised that plans to address this include:

- Targeted support.
- Whilst a job-share is in place for one class there is insufficient time for cross-over. The MAST teacher is working with the three Year 4 Teachers to support and monitor.
- The Literacy Coordinator is also involved and supporting and monitoring.
- Coaching and mentoring is being provided from the SLT (Senior Leadership Team).
- The last INSET day covered writing ('Talk for Writing'), from which time improved outcomes have been seen.

Governors noted that targeted intervention relates to understanding each child (child-centred education). This is part of quality first teaching.

ii. Review KS1 Autumn Data

Governors were made aware that the EHT and Chair were invited to meet with the LA on 3rd February 2015 to discuss current challenges and the level of support required. This meeting was however cancelled by the LA, and rescheduled for 31st March 2015. Therefore an update was not available for this meeting.

Governors sought clarification as to the current position at JRI, and were advised that staff were confident that Year 2 outcomes for reading, writing and maths would be back at national levels by the end of this academic year. Writing remains a weakness but 'Talk for Writing' was being implemented throughout the school and this will improve the range and quality of writing.

The main focus throughout JRI is to improve the quality of teaching, as this impacts on outcomes for the children. Feedback and marking is being reviewed to ensure consistency.

Recruitment remains an issue within West Berkshire, and as such ways to incentivising individuals are being considered.

(Governor Rachel Evans left briefly during this section).

Governors sought clarification on how Foundation Stage is arranged, given the current recruitment and absence issues. Governors were advised:

- One Teacher has been secured for one class.
- Two teachers are helping out on a short-term basis.

<ul style="list-style-type: none"> ➤ One part of a job-share has been appointed. ➤ Further personnel are required in Foundation Stage, including one to take on a leadership role. ➤ Two advertisements have been placed for Teachers for September 2015. <p>Governors questioned what incentives would attract staff to the School:</p> <ul style="list-style-type: none"> ➤ Appointment to the federation, allowing mobility of skills and development. ➤ Holiday leave (e.g. five days leave during term time for working five days in the term breaks). ➤ Cheaper accommodation (possible West Berkshire scheme). ➤ Increase in pay. ➤ Childcare – though there would be tax implications here. <p>It was clear that whatever is offered has to meet the needs of the children.</p> <p>(Governor Sylviane Wheable left the meeting).</p> <p>The EHT referred to his report requesting two positive comments. Governors expressed their pleasure that there appeared to be many areas of good, including children’s behaviour.</p> <p>Governors however, expressed their concern at the amount of paperwork which had been provided for this meeting, which proved a challenge in terms of preparing for the meeting. Governors acknowledged that there was an imminent need to address this. It was recognised that there had been unprecedented challenges during the last six/twelve months which had a significant impact on the governing body. Reference was made to working ‘smarter’, and the need to ensure governors remain focused on their key duties with a strategic outlook. As previously referred to, governors agreed to discuss further at the March FGB meeting, to tie-in with the reconstitution. This will allow some investigatory work to be done prior to the meeting, including the draft of a curriculum Terms of Reference</p> <p>ACTION: Clerk and EHT to prepare draft Curriculum Terms of Reference for consideration at next FGB meeting.</p>	<p>Clerk/EHT</p>
<p>9. APPROVAL OF PUPIL PREMIUM (PP) REPORTS</p>	
<p>JRI</p> <p>Governors noted that the weak impact statements on the JRI 2013/14 Impact report but acknowledged that the data doesn’t support positive statements. It is anticipated that there will be an improvement next year given the re-focus on attainment and closing gaps.</p> <p>JRJ</p> <p>One governor had queried some of the figures within the JRJ report, which the HoS JRJ confirmed she would check prior to publication on the website.</p> <p>Governors approved the reports.</p> <p>ACTION: HoS JRJ to check figures in the reports, and ensure publication on the JRJ school website by 27th February 2015.</p> <p>ACTION: HoS JRI to ensure publication on the JRI school website by 27th February 2015.</p>	<p>HoS JRJ</p> <p>HoS JRI</p>
<p>10. COMMITTEE REPORTS</p>	
<p>Premises</p> <p>The Chair of Premises advised that the draft minutes would be circulated in due course, which would</p>	

detail the items covered at the meeting on 22nd January 2015, there were a few significant points to raise as follows:

- A copy of the JRI and JRJ H&S Needs Assessment Report had been received though due to factual inaccuracies was back with West Berks to address and resubmit.
- The recommendations in relation to the asbestos situation at JRJ are being followed up.
- The committee proposed the purchase of a suitable unit to provide the Site Controller with sufficient space to work.
- Governor Rachel Evans has agreed to take on the role of H&S governor, following which she has undertaken a site walk and some workstation assessments.

Governor John Dyson advised that he may be able to secure a suitable provision for the Site Controller, and would investigate and report back to the EHT shortly.

ACTION: J Dyson to investigate suitable provision for Site Controller and update EHT by 27th February 2015.

J Dyson

Governors were also made aware that the Site Controller's Assistant had been appointed but declined the position. It was noted there had been delays throughout the recruitment process. As such the post was being re-advertised

Resources

This term's Resources meeting is scheduled for next week. At the last look at the financial reports, the position looked to be ok, with positive budgets being forecast, though there were some costs not factored in, so there will be a case to apply for hardship.

The number of outstanding actions through the Resources committee are being addressed. The Chair of Resources had met with the EHT to agree the priorities and deadlines for the outstanding actions. A further update will be shared at the Resources meeting next week, 12th February 2015.

[Governor Nia Wharry left the meeting briefly]

Governors were advised that:

- The condition of some parts of the sites needs addressing as a priority, with a requirement to increase capital spend. A matter which had been picked up previously through site walks and reports. The EHT estimated an amount between £15-25k should suffice to address. The EHT and SBM are currently working on the exact spend and allocation required. **Governors authorised the Resources committee to identify and sanction spend.**
- Governors noted that previously amounts of money carried forward had been used to support the following year's budgets.
- The EHT was currently looking at various staff structures in order to streamline, and create simplification, losing the reliance on agency staff. In addition generate greater income from the Hub childcare provision.
- Combining the two school budgets will be further considered, providing there is no loss of income in doing this. An action which Resources committee will investigate and consider within the next few months.

11. OFSTED EVIDENCE

Due to the length of the meeting, it was proposed that the form be circulated to governors for input against the following criteria, points 7-10:

14. DATE OF NEXT MEETING

The next meeting is scheduled for Monday 30th March 2015, 6.30pm.

15. PART II

Governors moved to part II, confidential matters.

Attendees were thanked for their attendance. The meeting closed at 4.20pm.

FULL GOVERNING BODY MEETING: 5TH FEBRUARY 2015 - Documents presented to Governors

On time = 7 days in advance of the meeting **Late** = Less than 7 days in advance of the meeting

Document No.	Agenda No.	Attach No.	Document	Presented	Action
1		00	Governors day welcome and schedule from EHT	On time	Received
2		1	Clerk's briefing paper – notes for the day	Late by 1 day	Received
3	2		School Attendance – A Guide to School Attendance in West Berkshire	Late by 1 day	Received
4	2		School Attendance – Penalty Notices – Code of Conduct for Issue	Late by 1 day	Received
5	2		School Attendance – Penalty Notices – Guide	Late by 1 day	Received
6	2		Attendance policy – example 1	Late by 1 day	Received
7	2		Attendance policy – example 1	Late by 1 day	Received
8	2		Attendance policy – example 1	Late by 1 day	Received
9			Governor Visits policy, October 2012	Late by 1 day	Received
10		0	Agenda	On time	Received
11	5	2i	Draft minutes 21 st October 2014 FGB meeting	Late by 1 day	Amended, approved
12	5	2ii	Draft minutes 18 th November 2014 FGB meeting	Late by 1 day	Approved
13	5	2iii	Draft minutes 9 th December 2014 FGB meeting	Late by 5 days	Approval deferred
14	6	3	Update on actions	NOT PRESENTED	Update deferred
15	7	4ia	Clerk's briefing paper (reconstitution)	Late by 1 day	Received
16	7	4ib	JRS Draft Instrument of Government	Late by 1 day	Received
17	7	4ic	The constitution of governing bodies of maintained schools – Statutory guidance, May 2014	Late by 1 day	Received
18	7	4iia	JRS Governor Re-appointment form – John Dyson	Late by 1 day	Discussed
19	7	4iib	JRS Governor Re-appointment form – Rachel Evans	Late by 1 day	Discussed

20	7	4iii	Link Governor role for computing, literacy, numeracy, PHSE and science	Late by 1 day	Approved
21	7	4iv	GB Year Planner 2014/15	Late by 5 days	Discussed, action
22	8	5ia	EHT Report, 5 th February 2015	On time	Discussed
23	8	5ib	HoS Report to governing body v2 JRI	On time	Discussed
24	8	5ic	HoS Report to governing body JRJ Spring 2015 updates	On time	Discussed
25	8	5id	SDP 14/15 overview v1 JRI Final (RAG rated end Jan 2015)	On time	Received
26	8	5ie	SDP 2014/15 JRJ Review spring 2015	On time	Received
27	8	5ii	2014/15 KS1 Progress report for governors - autumn	On time	Discussed
28	8	5iii	2014/15 KS2 Autumn tracking report for governors	On time	Discussed
29	9	6ia	JRI PPG Expenditure Impact Report 2013/14 Final	On time	Discussed, approved
30	9	6ib	JRI PPG Forecast Expenditure Report 2014/15 Final	Late by 5 days	Approved
31	9	6iia	JRJ PPG Expenditure Impact Report 2013/14 v3 Final	Late by 5 days	Discussed, approved
32	9	6iib	JRJ PPG Forecast Expenditure Report 2014/15 v3 Final	Late by 5 days	Approved
33	11	7	Preparing for Ofsted	On time	Deferred, action by email
34	12	8ia	Procedure for Governor Recruitment, Induction, Training and Development	Late by 1 day	Approved
35	12	8ib	Appendix to Procedure for Governor Recruitment, Induction, Training and Development	Late by 1 day	Approved
36	12	8ii	Exit interview form	Late by 1 day	Approved
37	12	8iii	Leave of absence policy – time off in term time, September 2014	Late by 7 days not circulated	Deferred
38	12	8iv	Equality and Objectives	NOT RECEIVED	Deferred
39	12	8v	Children Missing out on Education policy, December 2014	Late by 1 day	Adopted
40	13	9	Training update	NOT PRESENTED (information duplicated via email)	Referred to separate email