



## Bowhill Primary School

### Full Governing Body Meeting

#### Minutes

Date of meeting	27 <sup>th</sup> June 2017	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Caren Brooks (Headteacher)	CB	STH		Joanne Radford	JR
Time of meeting	6.00 p.m.		David Pryke	DP	FOU	Rod Ruffle (Chair of Resources)	RR	LA
			Stephen Cousley (Deputy Chair)	SC	COO	Emma Walker-Brown (Deputy Chair of Resources)	EW	PAR
			Ruth O'Neale (Chair)	RO	PAR	Matthew Giles (Chair of T&L)	MG	PAR
			Lizzie Clough	LC	PAR	Reg Edwardson	RE	COO
Room	Year 6/2	Apologies	Debra Ward	DW	STF	Mark Burnard (Deputy Headteacher)	MB	FOU
			Nikki Denison (Chair of Pay)	ND	COO			
		In Attendance	Li Wang	LW	Clerk to Governors			
Minutes to	Attendees/ Apologies/ School Website							

Agenda Number	Details of Discussion	Actions
1	<p><b>1.1 Welcome &amp; Apologies</b> RO welcomed all Governors who attended the meeting. Apologies were received as above and sanctioned.</p> <p><b>1.2 Attendance &amp; Business Interest Register</b> Governors were reminded that they must declare any conflicts of interest which become apparent during the meeting. None declared.</p> <p><b>1.3 Fire Alarm</b> There was no fire test today. Fire exits were outlined by RO. If the alarm were to sound then everyone should make their way quickly and safely to the playground.</p>	
2	<p><b>Approval of Minutes from the Full Governing Body Meeting held on Tuesday 14<sup>th</sup> March 2017.</b> Governors were reminded to forward any errors, inaccuracies or queries about the Minutes to the Clerk no later than 24 hours before the meeting. Minutes were approved as accurate records of the meetings and signed by RO.</p>	
3	<p><b>To discuss matters arising from the minutes</b> No matters were raised.</p>	

4	<p><b>To receive and discuss the Headteacher’s Report &amp; raise questions pupil performance data</b></p> <p>Governors thanked CB for her comprehensive report. Ahead of the meeting RO had asked whether the Pupil Premium report on the school’s website could be updated as this didn’t fully cover the barriers to progress and evidence of impact of funding. It was noted Alphington and Ide had different templates and RO had offered governor help in updating the report but had asked if the MAT would be asking all schools to adopt a common template. CB confirmed that the MAT had agreed a new template that all schools would adopt. CB confirmed that the format will be given to Mrs Pushmeena Ward soon after she returns to work this autumn term.</p>	
5	<p><b>5.1 Receive reports from and approve Committee Minutes from Committees; Consider implications/actions/decisions and ratify any policies recommended by Committees Policies/documents from T&amp;L committee:</b></p> <ul style="list-style-type: none"> <li>➤ SEF/SMIP</li> <li>➤ Safeguarding</li> <li>➤ ADMISSIONS POLICY</li> <li>➤ HOMEWORK &amp; UNIFORM POLICY (due June 2017)</li> <li>➤ CURRICULUM POLICY &amp; statement (due June 2017)</li> <li>➤ HOME-SCHOOL AGREEMENT (due June 2017)</li> <li>➤ DATA PROTECTION POLICY (2 years) (due June 2017)</li> <li>➤ Pupil Premium</li> </ul> <p><b>Policies/documents from Resources committee:</b></p> <ul style="list-style-type: none"> <li>➤ SEF/SMIP</li> <li>➤ HEALTH AND SAFETY POLICY (due April 2017)</li> <li>➤ RISK ASSESSMENTS &amp; SCHOOL SECURITY (due April 2017)</li> <li>➤ OUTDOOR EDUCATION POLICY (due April 2017)</li> <li>➤ APPRAISAL POLICY &amp; PROCEDURES (due April 2017)</li> <li>➤ CAPABILITY POLICY &amp; PROCEDURES(due April 2017)</li> <li>➤ DISASTER PLANNING AND BUSINESS CONTINUITY POLICY (due June 2017)</li> <li>➤ SECURITY POLICY (due June 2017)</li> <li>➤ STATEMENT OF INTERNAL CONTROL (due June 2017)</li> <li>➤ EQUAL OPPORTUNITIES POLICY (4years) due June 2016; EQUALITY OBJECTIVES;</li> <li>➤ DISABILITY AND EQUALITY SCHEME (4 years) due April 2020</li> <li>➤ ACCESSIBILITY POLICY AND ACCESSIBILITY PLAN (3 years)</li> <li>➤ CHARGING AND REMISSIONS POLICY(2 years)</li> </ul> <p><b>Charging and Remissions Policy, which was amended by LC based on the latest model policy from DCC, was approved by the FGB.</b></p> <p><b>5.2 Review Terms of Reference for T&amp;L, Resources and the FGB</b></p> <p>RO amended Terms of reference for T&amp;L, Resources and the FGB to reflect the change in governance due to the MAT taking on some responsibilities including for many policies.</p> <p><b>Governors agreed to adopt Terms of Reference mentioned above.</b></p> <p><b><u>Actions: Clerk will send the updated Terms of Reference for the FGB to Allison to replace the old version on the ELAT’s website.</u></b></p>	Clerk 06/17
6	<p><b>To note and agree the minutes and actions from recent chairs committee meetings and any matters arising</b></p> <p><b>Governors approved the Minutes for Chairs Committee meetings.</b></p>	
7	<p><b>Evaluate success/impact of SMIP and agree items of next phase of SMIP (discussed by Committees)</b></p> <p><b>CB confirmed that the school had received a blank form of SMIP which is similar to the present</b></p>	

	<p>version that the school has been using. CB and her team had a discussion about Leadership and Management which was a part of SMIP on 27<sup>th</sup> June 2017.</p> <p><b><u>Action: The completed format will be circulated in Autumn term.</u></b></p>	<p>CB accordingly</p>
<p>8</p>	<p><b>Review SEF</b></p> <p>Following the Ofsted inspection, CB drafted an action plan and amended SEF which had been reviewed by the teaching staff.</p> <p><b><u>Action: CB will circulate the updated SEF together with SMIP accordingly.</u></b></p>	<p>CB accordingly</p>
<p>9</p>	<p><b>Safeguarding</b></p> <p>CB informed Governors that Bowhill had sent a letter of concern regarding a family to Devon Social Services. Following that letter being received, a social worker carried out an unannounced visit to that family the following day. Jess, Catherine Lawes and CB all attended Safeguarding training during May.</p> <p><b>9.1 To approve Child Protection and Safeguarding Policy</b></p> <p><b>Governors agreed to adopt Child Protection and Safeguarding Policy which was published on the ELAT's website. There will be a link to access this policy on Bowhill's website.</b></p> <p><b>9.2 Early Help</b></p> <p>CB often refers to Early Help. An explanation and overview of Early Help was circulated prior to the meeting for governors' information.</p> <p><b>9.3 Safeguarding Audit</b></p> <p>CB confirmed that Jessica Crabtree (PSA), who produced Safeguarding Data Collection for the FGB meeting, had delivered safeguarding level 2 training to 3 new members of staff this half term.</p> <p><b>9.4 Safeguarding update</b></p> <p>JR had recently been into school meeting with Jessica and gave an update on safeguarding:</p> <ul style="list-style-type: none"> <li>➤ CPOMS enables the school to improve our management of child protection and similar incidents and actions. Using the incident and logging facility of CPOMS, the school can follow a referral from the initial stage, keep a secure audited record of communications (including letters and telephone calls) and be alerted if timescales are not being met. As a result, the workload keeps increasing. For example, Jess looked after one child last November and now there are seven children in need.</li> </ul> <p><b>SC asked the number of children in need will go up or down next term?</b></p> <p>CB replied that there is now more capacity to liaise with social services and the school tries to be more proactive. It was noted social services seem to have a high turnover of social workers and are often responding to referrals stating the concern doesn't meet their thresholds. It was also noted there are more cases related to pupils' social and emotional aspects;</p> <p><b>RO asked what Governors can do to support CB's and Jess's work.</b></p> <p>CB confirmed that Jess keeps a comprehensive record so that JR can get feedback from it.</p> <p><b>Governors appreciated that Jess had added good value to the system and would like to give Jess a big thank you for her professional work.</b></p> <p><b>DP asked if PSAs of four schools keep an active communication with each other.</b></p> <p>CB confirmed that not every school has a full-time PSA but Jess keeps in touch with PSAs under the MAT. Jess works with a wide range of people such as safeguarding officers and governors and teachers. She also keeps up with students.</p> <ul style="list-style-type: none"> <li>➤ <u>JR confirmed that Jess will present a safeguarding training (Level 2) to Governors in November 2017, meanwhile, JR will share training material/information as well she obtained from the Babcock training courses.</u></li> </ul>	<p>JR 09/17</p>

	<p>➤ Based on some queries raised at the Resources meeting, JR had a further discussion about PEP for the children in care with Jess.</p> <p><b>RO asked what the outcome of the PEP audit meeting was after CB joined the meeting with Jess.</b> CB replied that she was advised to increase communication through more meetings. CB responded to the officers that many decisions were made outside the meetings and it is much more efficient to get feedback about those decisions and to share more information by emails and more training courses could be shared among staff in this way too.</p> <p>➤ JR informed Governors that SEN update will be completed until the new SENCO starts working this September.</p> <p><b>JR made some suggestions:</b></p> <ul style="list-style-type: none"> <li>• Jess should not chase up referrals; rather, the information about them should be given to her with decisions.</li> <li>• Autism is to be dealt with but Jess is struggling to find any time to do it. She needs support in this regard.</li> <li>• There could be parental workshops in relation to E-Safety.</li> </ul>																
10	<p><b>Children in Care</b></p> <p>CB confirmed that there are three children in care. Personal educational plans (PEP) were written and reviewed to fit in with the students' long-term needs.</p>																
11	<p><b>Formal approval of Budget for the year and for onward recommendation to the MAT directors</b></p> <p>Governors were aware that this is the first time, as an academy, four schools worked through the different stages of budget setting. The school has followed the plan as shown below:</p> <p><b>Budget Planning for Academic Year 2017/18</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Details of the Plan</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>8<sup>th</sup> June 2017</td> <td>Budget planning workshop for Heads and Business managers – Supported by finance advisor</td> <td>Completed</td> </tr> <tr> <td>June 2017</td> <td>Schools develop a balanced budget and 5 Year plan</td> <td>Completed</td> </tr> <tr> <td>June/ July 2017</td> <td>School governors receive budget and 5 Year plan ensuring and Governors need to identify future plans or concerns any changes to staffing structures needs to be approved by the directors.</td> <td>In progress</td> </tr> <tr> <td>July 17<sup>th</sup></td> <td>Directors meeting to approve school budgets</td> <td></td> </tr> </tbody> </table> <p><b>RO and SC asked whether the school could be in a better position next year if the budget for Year 2 and 3 could improve.</b></p> <p>CB replied that she was concerned about the long term look of the budget (the school has got the actual number of predicted children within catchment and used that as a starting point for income, rather than the nominal 70 we usually work on). However, the Devon finance advisor said as long as the school is balancing for next year (which is far more accurate than following years), the advisor was happy for Bowhill to be in this situation as many schools are not able to balance next year.</p> <p><b>The budget was approved by the FGB and will be sent to the MAT directors by 10th July 2017.</b></p>	Date	Details of the Plan	Action	8 <sup>th</sup> June 2017	Budget planning workshop for Heads and Business managers – Supported by finance advisor	Completed	June 2017	Schools develop a balanced budget and 5 Year plan	Completed	June/ July 2017	School governors receive budget and 5 Year plan ensuring and Governors need to identify future plans or concerns any changes to staffing structures needs to be approved by the directors.	In progress	July 17 <sup>th</sup>	Directors meeting to approve school budgets		
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12	<p><b>To review and adopt Financial procedures approved from ELAT</b></p> <p><b>Financial Procedures were adopted by the FGB.</b></p> <p><u><b>A question about some of the wording in the procedures was raised by DP and LW will email this to Allison Grant for clarification.</b></u></p>	<p>Clerk</p> <p>30/06/17</p>															
13	<p><b>Five year plan</b></p> <p>CB circulated a draft Five Year Plan prior to the meeting. RO suggested that Governors source ideas and help CB reach a final draft by end of this academic year. DP gave some feedback to CB about the plan and other Governors were welcome to contribute their ideas to finalise the plan by August.</p> <p><b>Action: The final draft will be brought to the next FGB in September for approval.</b></p>	<p>CB 09/17</p>															

14 to 16	<p><b>14.1 Approve School Fund Audit</b>  <b>14.2 Review and Approve Month 13</b>  <b>15 Review and reset Vision for the school, celebrate progress made over the academic year</b>  <b>16 Review impact of Local Learning Community (LLC) activities/priorities for next year</b></p> <p>Item 14, 15 and 16 will be deleted from Bowhill Governor calendar under the MAT.</p>	
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17	<p><b>17.1 Review Governors Monitoring including reports and evidence from Governor visits/ Draft programme of Governor visits linked to SMIP/Responsibilities (for AGM approval)</b></p> <p>RO reminded all governors to submit their visit reports to LW. Four governors attended the recent English day 23/6/17. It was noted DP has already submitted his draft report.</p> <table border="1" data-bbox="204 555 1350 721"> <thead> <tr> <th data-bbox="204 555 379 636">Governors</th> <th data-bbox="379 555 1064 636">Focus of Visit</th> <th data-bbox="1064 555 1350 636">Visit Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 636 379 721">DP</td> <td data-bbox="379 636 1064 721">Aspiration Day visit - Aspiration focus for Governors</td> <td data-bbox="1064 636 1350 721">14/03/2017</td> </tr> </tbody> </table> <p>RO confirmed that the school held three Governor Open Day meetings on 9<sup>th</sup> November 2016 (Pupil Premium Day), 14<sup>th</sup> March 2017 (Aspiration Day) and 23<sup>rd</sup> June 2017 (English Day). The events had a good impact/influence on the school's development and improvement.</p> <p>RR pointed out that the events with different themes provided a better channel to work with staff and to communicate with parents.</p> <p>Governors agreed to hold more Governor Open Days which focus on various aspects. The draft timetable of the events is as follows:</p> <ul style="list-style-type: none"> <li>➤ Autumn term -Data Day</li> <li>➤ Spring term – SEND day</li> <li>➤ Summer term – Safeguarding &amp; e-safety day</li> </ul> <p><b>Governors would like to thank Katherine for organising such an efficient English-focused Governor Open Day.</b></p> <p><b>17.2 Feedback from Governor training and impact assessments/GB self-review exercise identify training needs/skills gaps</b></p> <p>Based on Governors training record and need, ND circulated the Training Update to all Governors prior to the meeting.</p> <p><b>ND made Some suggestions:</b></p> <ul style="list-style-type: none"> <li>➤ Governors who have attended training sessions over the last 3-6 months could share what they have found beneficial to support others in determining which courses may be useful for them to attend;</li> <li>➤ In terms of training requirements, there are courses specific to roles/tasks within the governing body and then generic courses that would be helpful for all governors to attend;</li> <li>➤ In terms of a strategic approach to training, it might be beneficial to consider the roles/responsibilities individuals have and in the first instance prioritise courses/refreshers that support this;</li> <li>➤ It might be helpful, if there is a particular topic you have interest in/would benefit in training for, to set up an email alert through the website – she currently gets email alerts for all Governor courses but Governors can select to receive them for individual</li> </ul>	Governors	Focus of Visit	Visit Date	DP	Aspiration Day visit - Aspiration focus for Governors	14/03/2017	
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	<p>subjects/topics. She specified the steps to get email alerts.</p> <ul style="list-style-type: none"> <li>➤ A number of courses are free, most of these have a limit of 2 delegates per School, She has seen no detail to suggest that this would become 2 per MAT and as individuals book themselves and are registered through Babcock to Bowhill, she does not see this being an issue.</li> <li>➤ Beyond specific courses, generic training for School Improvement, Effective Governance and Performance Data would be beneficial for all.</li> <li>➤ ND would like to continue to provide regular updates as new courses become available – Governors could drop her email if there are any specific topics they feel they would benefit from training in and she could follow this up with Babcock.</li> </ul> <p><b>Questions for Governors to consider:</b></p> <ul style="list-style-type: none"> <li>➤ ND suggested it would be helpful for FGB to consider individuals need vs what the governing body needs whilst considering cost (as an example the Safer Recruitment training is available, however this is at a cost – do we struggle to get interview support/is training required for additional governors to facilitate interviews?). It was agreed as noted above that Jessica can deliver safeguarding training for governors in the autumn term.</li> </ul> <p><b><u>Action: All governors to email ND details of the courses they want to attend and she can collate this.</u></b></p> <p><b>17.3 Review Governor terms of office and forthcoming vacancies</b>  RO noted that the FGB still has a few vacancies but as governors are active in the school and in handling various roles this hasn't had too much impact, however it would be helpful to recruit some new governors.  <b><u>Action: Governors agreed to recruit more Governors on the school's newsletter in September 2017.</u></b></p>	<p style="text-align: center;"><b>All</b> Accordingly</p> <p style="text-align: right;"><b>CB 09/17</b></p>
<p style="text-align: center;"><b>18</b></p>	<p><b>Reflect on the impact the GB has had on the outcomes for pupils in the school over the academic year ('impact statement') and consider any changes needed.</b></p> <p>Impact Statement was drafted by RO and amended by CB. It was circulated prior to the meeting. It was noted RE gave RO a correction to note as he is a MAT member and not trustee.  <b><u>Action: Governors agreed to give feedback to RO about the Impact Statement before the end of next week and it will be on the website by the end of summer term.</u></b></p>	<p style="text-align: right;"><b>CB/Clerk</b>  <b>07/17</b></p>
<p style="text-align: center;"><b>19</b></p>	<p><b>Agree process for appointing Chair and Deputy next year, including term of office</b>  Governors agreed that all governors will be appointed for a 4-year term of office and that the period for which the elected individual will hold the post of Chair or Deputy Chair is set as one year, with an annual election in September. An individual Governor should hold the position of Chair or Deputy Chair for no longer than three years. The new Terms of Office took effect from September 2016. Governors were reminded that the election will take place at the AGM 12<sup>th</sup> September. RO reminded all that we are focusing on succession planning and would like all chairs and vice chairs to give consideration of whether they wish to continue from September.</p>	
<p style="text-align: center;"><b>20</b></p>	<p><b>To adopt Policy Review grid</b></p> <p>Policy Review grid was approved at the Trust Executive Board on 22<sup>nd</sup> May 2017 and amended by RO who added a new column showing where/when the policies still delegated to the school get reviewed. The timings of some of these may change so LGB will have to be flexible. The ELAT informed LGB, on the Policy Review grid, where the review date states 'school policy' the school may wish to add the review date. Where a Trust policy states 'tbc' this will be provided asap - the relevant school policy covers the school until a Trust Policy is adopted.</p>	

	<p><b>Governors agreed to adopt the Policy Review grid.</b></p> <p>RR confirmed that some policies are required to be published on our school website and the ELAT website such as Admissions Policy Child Care and Safeguarding Policy and so on. Those documents can be seen on the ELAT website; meanwhile, our school will set up a link on Bowhill website to the MAT webpage where such policies are available.</p>	
21,22 &23	<p><b>21 Review and adopt PAY POLICY (due June 2017), 22 Review and adopt ADMISSIONS POLICY and 23 Review E- Safety</b></p> <p><b>Governors agreed to adopt three policies above.</b></p> <p><b><u>Action: Clerk was requested to send a query to Allison about whether Bowhill should keep reviewing its own E-Safety policy.</u></b></p>	<p>Clerk 29/06/17</p>
24	<p><b>24.1 Conversion / Academisation Update</b></p> <ul style="list-style-type: none"> <li>➤ JR, RR and LC agreed to share the role as a stand-in. The ELAT confirmed with EW that it would be better only one Governor takes the role as a stand-in. Governors agreed that this decision will be made only if EW cannot attend the MAT meeting.</li> <li>➤ Noted that FGB have been receiving minutes of MAT meetings from Allison Grant.</li> <li>➤ EW briefed Governors on the ELAT Audit and Finance Business Meeting which took place on Monday 22<sup>nd</sup> May 2017.</li> <li>➤ RE noted that as a member he has not received any minutes of meetings or other information, it was suggested he should raise this with the MAT CEO.</li> </ul> <p><b>24.2 Questions for MAT directors</b></p> <p><b>Bowhill FGB meeting took place on 27 June 2017. At the meeting, there were two questions raised by Governors:</b></p> <p><b>1. There are two paragraphs (5.1.2 and 6.6 shown below) in Scheme of Delegation (on the ELAT website) which mention the right of Directors. Governors wonder if the MAT could give Governors some examples of what strategic issues entail and what power or responsibility conferred on the LGB that Directors have the unfettered right to remove.</b></p> <p><b>2. E-Safety is a part of Child Protection and Safeguarding Policy which is on the ELAT website. With regard to paragraph 5&amp;6 shown below, Governors advised that, apart from all staff, Governors should also receive all the relevant e-safety/online safety training. Is it possible the policy can be amended to refer to governors also receiving E-Safety training?</b></p> <p><b>3. Should each school keep its own E-Safety Policy since the MAT does not provide a separate E-Safety policy?</b></p> <p><b><u>Action: Clerk was requested to submit queries to Allison.</u></b></p> <p><b>4. When the LGB was required to review and adopt the updated ELAT policies, Governors could not see what had been changed in those documents. Is it possible that, in the future, the track changes could be used to show the amendments/changes?</b></p> <p><b>5. Bowhill is planning to hold a food-related event to promote British values. Is it possible to organise this activity across four schools?</b></p> <p><b>6. With regard to ‘school house information’, Governors concurred with Mr Stone’s view that this was no longer worth allocating any more time and money to. The MAT business manager Allison also agreed. However, no one from the DCC has contacted the tenement yet. If the MAT agrees for CB to contact the tenement, CB will inform her of the updated situation.</b></p> <p><b><u>Action: EW will bring question 4,5 &amp;6 to the MAT.</u></b></p>	<p>Clerk 29/06/17</p> <p>EW 07/17</p>

	<p><b>Governors agreed that all questions to the MAT should be circulated to RO, CB, EW prior to the MAT meetings.</b></p>	
<p>25</p>	<p><b>Items brought forward by the Chair</b></p> <p><b>25.1</b> The school received a message from Devon Association of Primary Headteachers about Working Practice Agreement (WPA). CB will complete and sign the document and will return it as soon as possible and before 16 June 2017. The document was circulated to all Governors.</p> <p><b>25.2 Allison responded to questions raised by Governors related some policies:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Question 1: 'Emergency Plan and Procedures', which is on the Policy Review grid, is an MAT policy. Governors asked if it would be appropriate for Bowhill to keep its own Business Continuity Policy apart from the MAT's emergency plan.</b></li> </ul> <p>Allison replied: 'Although we have done a central emergency plan schools still need ownership over it. It is fine to keep your own business continuity plan as you have the best local knowledge of the school.'</p> <p>LW confirmed and reminded governors that mobile numbers for FGB were on the business continuity plan.</p> <ul style="list-style-type: none"> <li>➤ <b>Question 2: Governors asked whether Bowhill still need 'Statement of Internal Control' under the MAT and whether the ELAT will offer a package for internal control to all four schools.</b></li> </ul> <p>Allison replied: 'I think this statement was for Devon and we have different audit procedures now which will give us the assurance we need - internal audit will go to each school and check processes against approved procedures (the first one is w/c 3rd July looking at bank, payments, invoices, BACs, and reconciliations).'</p> <ul style="list-style-type: none"> <li>➤ <b>Question 3: Governors would like to confirm that whether Equality Policy should be an MAT policy.</b></li> </ul> <p>Allison replied: 'We agree this should be a MAT policy. I have drawn one up which I will send to governing bodies once the Board has agreed. The individual school equality data will still be a requirement as the individual schools' pupil base is very different.'</p> <p><b>25.3</b> The recent white paper Educational Excellence Everywhere sets out our plans to implement a national database of all those involved in governance by extending the information collected via Edubase. This is part of the drive to increase transparency on who governs our schools. Governors' information has been uploaded to Edubase 2.</p> <p><b><u>Action: Clerk will circulate a snapshot of Governors' information to all Governors for proof-reading.</u></b></p> <p><b>25.4</b> CB invited Governors to present award certificates to some pupils. RO, SC and JR will attend the event at the end of summer term.</p> <p><b><u>25.5 Action: Clerk was requested to send a reminder of the dates for Year 6 performance to all Governors.</u></b></p> <p><b>25.6</b> RR noted that there was a fantastic turn out for the recent fete and an impressive amount of money had been raised.</p> <p><b>25.7</b> RO noted that there is now a twitter account for the school, @BowhillPS and this had been</p>	<p>Clerk 30/06/17</p> <p>Clerk 30/06/17</p>

	<p>used successfully to inform parents during the recent London trip. RO said Adam Wardknott is the administrator of it and if governors wanted to take photos during learning walks etc they can email these with some info to Adam and he can tweet these. The tweets also appear on the school website. Governors had their photo taken so RO could send an update to Adam.</p> <p><b>RO and CB thanked all Governors for their valuable contribution to the school.</b></p>	
26	<p><b>Fix dates for the FGB and Committee meetings</b></p> <p><b>A draft meeting dates calendar was circulated at the meeting and it will be brought to the next FGB for approval. It was confirmed AGM will be 12<sup>th</sup> September with committee meetings 19<sup>th</sup>, 26<sup>th</sup> and FGB later in October. Ordinarily FGB meetings will be before the MAT meetings next academic year and LW has proposed dates enabling this with the exception of September which is when FGB have their AGM.</b></p>	

**Attachments:**

1. Governor Monitoring Programme 2016-2017
2. Impact Statement 2016/17 v3
3. Headteacher's Report
4. Chairs' Committee Minutes
5. SEF
6. SMIP
7. Child Protection and Safeguarding Policy
8. Financial procedures
9. Policy Review grid
10. Five Year Plan
11. PAY POLICY (due June 2017)
12. ADMISSIONS POLICY
13. E- Safety
14. Terms of Reference for T&L, Resources and the FGB

There being no further items to discuss the meeting closed at 7.45 p.m.

Signed ..... Dated.....