



ST IVO SCHOOL
Minutes of the Full Governors' meeting
held on Wednesday, 4 March 2015 at 2.00pm

Present:

John Andrews
Judith Barnes
Simon Crisp
Charles Glanville
Stuart Grey

Chris Hillsdon
Claire Lynn
Martin McGarry
Jane Moore
Ingrid Morrison
Frank Newton

Richard Potter
Mark Sanderson
Adrian Smith
Philip Speer
Duncan Woodall

Visitors: Carol Darnell, Anthony Ward and Agnes Chiano (new Director of Finance and Resources)

Headteacher interviews

The students who had been part of the interview process for the new Headteacher process last week attended the meeting at 2.00pm and were introduced by Mr McGarry.

One of the students explained the process undertaken in arriving at the selected questions based on education, approachability and areas of general interest.

Mr Glanville stated that all the candidates commented on how impressed they were with the student panel. He also thanked the students for being part of the process and their valued contribution.

1	<p>Apologies Mr King, Mr Mead and Mr Stavrou.</p> <p>Declaration of Interest - none</p>
2	<p>Welcome to the new Parent Governors Mr Glanville welcomed Mr Potter and Mr Smith to the board of governors. He introduced Mrs Chiano, the new Director of Finance and Resources (who commences her new role on Monday 13 April).</p> <p>Mr Smith thanked the board for the welcome he had received over the last week whilst the Headteacher interviews were taking place and which had resulted in an excellent appointment. Mr Smith hoped that they would be able to work together congenially and that it was not his intention to continue with the campaign that had been undertaken over the last few months. However he felt that there were issues that needed to be answered. He stated that the governing board did need to reflect its practices and to be more transparent and he thought the school was in a much better position now the parents understood the importance of governors and that they are also engaged with it. He perceived the board of governors understood the value of the views of parents too. He felt the NGA review revealed there was much work to do to move on.</p> <p>Mr Smith was asked whether he would be closing down the Voices for Change St Ivo and the facebook. Mr Smith responded that he would like to. The media of facebook had been implemented to enable parents to converse together as there was no other conversation point for parents. Mr Smith stated he had no intention to continue in the campaign as he was now a parent governor. However, during the transition period, facebook could be used positively, the audience could be transferred to a new forum where it could be used for discussion. He stated that</p>

	<p>there was no further need for facebook in its present state and the website and closure would be imminent.</p> <p>Mrs Lynn suggested that the Voices for Change website could be linked to the board of governors.</p> <p>Dr Sanderson perceived that Voices for Change did have a purpose in its initial stages and that communication with parents had greatly improved. He agreed that the transfer of this website to a board of governors' site would be most beneficial.</p> <p>It was noted that one of the main points of the campaign was the resignation of four governors. Mr Smith was asked if this was still the aim? Mr Smith replied that it was not about naming actual governors, it was the role they undertook as the leadership group. Dr Sanderson explained that the governors were a unified group and needed to work together harmoniously in order to move forward. The school had greatly improved its transparency in communication to parents, the NGA review had been undertaken and the school had very successfully appointed a new headteacher. Mr Smith replied that he would like to have individual conversations with the three remaining governors concerned to form his opinion. He wished to register that the board of governors be accountable to parents. That this whole issue had highlighted the lack of power that parents have with the board. He stated that the parents had no forum in which to vote for the election of the members, only through the parent governor role. Dr Sanderson and Mr Woodall did both point out that all governors on the board are elected through a process.</p> <p>One governor approached Mr Smith regarding the fact that the governors on the social media had been accused of lying and that they wished this to be retracted. Mr Smith reported that he did not recall this but that this would be rephrased.</p>
<p>3</p>	<p>Community and Parent Governor Positions</p> <p>Mr Speer left the room as his term of office as community governor had expired at the end of February. Mr Glanville stated that Mr Speer had indicated his willingness to continue as a community governor.</p> <p>Mr Glanville explained that there were currently vacancies on the board of governors, namely two community posts, one parent governor (Mrs Darnell's position) and a support staff governor. The election process had commenced regarding the latter two positions. The meeting needed to decide on the election of the community governor position currently available, namely that of Mr Speer.</p> <p>Mr Woodall stated they were all aware of the recommendation of the NGA review, that a skills succession plan should be implemented in the election of governors to the board. Therefore, based on this, it was felt that Mr Speer's invaluable contribution to the board, not only in his finance capacity but that of his knowledge of the school and law etc should be harnessed. Governors agreed and were very supportive. Mr Smith, however, commented that he wished to see a process in place where this position was made available to the wider community and although he understood the integrity and commitment of Mr Speer, wished to suggest that in this particular case a window of two weeks should be put in place.</p> <p>Mr Glanville stated the recommendation of the NGA review made on Monday at the workshop should be taken into account and a skills audit implemented in the future for the board of governors when the final outcome from the NGA was received. However, at this point in time, Mr Speer was an excellent candidate for this position. Several other comments in favour were received from the floor.</p> <p>ACTION: Mr Woodall proposed that Mr Speer be re-elected as community governor and this was seconded by Dr Sanderson. All governors were in favour except Mr Smith who wished to abstain on the grounds of the process.</p> <p>Mr Speer rejoined the meeting and was welcomed back to the board. He thanked the governors for their support.</p>
<p>4</p>	<p>Minutes and Matters Arising from the meetings dated 7 and 26 January, 2015 and 26 February 2015</p> <p>The governors agreed the above minutes and they were all taken as a true record of the meetings.</p>

<p>5</p>	<p>Committee Membership and Department Governor Links</p> <p>Committee membership: Mr Glanville reported that the new parent governors, Mr Potter and Mr Smith would both be joining the Student Welfare and Community Committee. Mr Potter would also join the Curriculum Committee and Mr Smith the Premises Committee. It was noted that Mr Smith's name did appear on the Personnel Committee group on the paper which had been forwarded with the agenda. However, there were no vacancies currently on this committee.</p> <p>There were still two vacancies, one for Premises and the other for Finance and these will be available for the new community governor position (formerly Mrs Campbell's post).</p> <p>Governor links: Mr Glanville stated that Mr Potter had expressed an interest in child protection as this was his responsibility at his place of employment at a school in the area. This was agreed. Mr Smith had expressed an interest in learning support and SEN and will be the named link. Mr Smith will also replace Mr Glanville as the Parent Association link.</p> <p>ACTION: The governors were reminded of the NGA review suggestion on Monday, 2 March that a different linking structure might be more advantageous and it had been suggested that linking with SLT members, to gain a whole school view, rather than just a departmental view would greatly assist the governors' knowledge. A typical member of the SLT is responsible for two or three departments, a year group, specific areas within the school eg data, CPD, homework, marking and assessment etc. It was agreed this would make much better use of governors' time in school.</p> <p>Mrs Moore left the meeting at 3.00pm to teach Period 6.</p> <p>Further suggestions:</p> <ul style="list-style-type: none"> • two governors would need to link with one member of SLT in some areas; • staff members would be exempt from the linking process; • it would be beneficial to have a rotation of governors with a fixed timescale linked to one member of SLT in order to disseminate the knowledge; • Mrs Lynn also suggested a link with primary schools, the SLT member associated with this responsibility is Miss Francis. <p>ACTION: A suggested proforma to be produced for the next Full Governors' meeting with SLT specific duties and responsibilities.</p>
<p>6</p>	<p>Updates</p> <p>Appointment of Headteacher</p> <p>Mr Glanville reported that Mr Sam Griffin had been offered the post and was delighted to accept. The last outstanding reference had been received and was very commendable.</p> <p>Formal Complaints – Independent Panel Hearings</p> <p>These had been held on Wednesday, 11 February, 2015. The board of governors' representative had been Mr Speer. There had been four complaints against the board of governors and these had all been upheld by the Complaints Panel and a report had been produced with recommendations. The complaints were upheld for a number of reasons:</p> <ul style="list-style-type: none"> • communication was deemed to be unacceptable; • delay in the timing of informing parents, staff and SLT; • inconsistency in the terminology used regarding Mr Patterson's departure; • a meeting for the parents/carers should have been scheduled well before 28 January, 2015; • the school website was a good source of information but needed to be kept up to date; • the governors were reluctant to use social media as a method of communication with parents/carers; • there had been a lack of response to emails and in some cases no response at all; • limited description of additional support that would be provided to the Acting Head.

The governors acknowledged that some of the reasons were to be expected.

Mr Glanville stated that the Independent Panel made a number of recommendations:

- the board of governors needed to establish a communication or framework for the next 12 months to rebuild trust and confidence with parents/carers. The plan should include regular updates on the SIP (School Improvement Plan);
- they were pleased that the NGA had been contacted to undertake a review as they had concerns about a particular number of weaknesses in governor practices;
- they commended Mr Speer's full statement;
- they also suggested that the board might like to consider holding at least one meeting a year in public;
- the board of governors should track regularly and consistently the views of parents, staff and students, perhaps by using a questionnaire;
- the task of updating the website should be given to one person and monitored by the governors;
- all the school's policies should be reviewed and updated if necessary to be compliant with academy status;
- although the school's complaints procedure requires that the report remains confidential to the complainant, the board of governors and the headteacher, a recommendation is made by the Complaints Panel that the governors consider making their recommendations available to all parents and carers at the school.

Dr Sanderson commented that it was important to know the outcome of the complaints and that parents/carers will be reassured by the recommendations of the Independent Panel.

ACTION : The governors agreed that an action plan to incorporate both the results of the NGA review and the recommendations above should be produced.

- Mr McGarry recommended that a statement be made in the SIP, on the governors section that made reference to the Governors' Action Plan, a completely separate document which needed to be very detailed.
- Mrs Lynn suggested that the Action Plan should be available on the Governors' section of the website. This to be completed retrospectively. **ACTION: It was proposed and the governors agreed that Mrs Lynn and Mr Smith with their PR expertise, should compile this. Approval from the governors would be required before this was available on the website.**
- A new initiative has been suggested and agreed whereby governors' autobiographies will be available on the website. Governors were reminded to produce an autobiography of no more than 100 words to be submitted to Mr Ward as soon as possible.

OFSTED letter January 2015

- Mr Glanville reported that the Strategy Group of Governors (chair+ vice chair and chairs of committees) had met with SLT on Wednesday 11 February and discussed the letter in detail. Several recommendations had been made at this meeting to provide governors with the information and the understanding they needed to question senior leaders about their effectiveness in securing improvements (this was one of the bullet points for improvement made by OFSTED in this letter):

** linking with the HASP schools to see best practice;*

** the new TRIAD scheme currently in place organised by OFSTED. Our partner schools are St Peter's and Hinchbrooke and the concept is to review each other's schools;*

** to produce 'snap-shot sheets', one page of A4, detailing different areas of the school, eg pupil premium, exam results, child protection etc. Each member of SLT to produce their own specific area paper.*

- The next meeting of the Strategy Group is Wednesday, 11 March when they will be fine tuning the items ready for OFSTED's return prior to the Easter break. These 'snap-shot sheets' will be regularly updated and available for all governors. Mr Glanville also reported that chairs of governor committees would be able to access the SIP to formulate their individual committee agendas in order to cover the necessary topics.
- Mr Newton reminded governors that when OFSTED returned what they required was to see that progress was being made.
- Mr McGarry reported that on Monday, 9 March, Janet Copeland, the Cambridgeshire Area Adviser was

visiting St Ivo and also, with the financial assistance from HASP, St Ivo had enlisted the assistance of an HMI Inspector, Mr Neil Gillespie to undertake an OFSTED review. This was scheduled for Monday, 9 and Tuesday, 10 March, and a report would be made to SLT and the governors on the second day. Mr Gillespie wished to have a discussion with the governors and this was scheduled for Monday, 9 March at 5.00pm, prior to the Student Welfare and Community Committee meeting. It was hoped that as many governors as possible would be able to make this meeting with Mr Gillespie.

Ofsted Initiative

- Mr McGarry informed the meeting that Tim Bristow, the HMI Inspector (who had been the lead inspector in May 2014 when St Ivo had been graded as a 3 – Requires Improvement), had invited all 12 schools within the Cambridgeshire area who were currently rated at 3 – Requires Improvement, to a seminar at the beginning of February. Mr Newton, chair of personnel governors, Mrs Lynn, chair of student welfare and community and Dr Craig, SLT and head of history and Mr McGarry had all attended.
- A training day had been arranged for Thursday, 26 February when Mr McGarry and Dr Craig had attended. This was regarding the TRIAD scheme which involved all three partner schools conducting OFSTED style reviews on each other's schools. Andrew Goulding, Head at Hinchbrook and Chris Bennett Head at St Peter's would be conducting their review of St Ivo on Thursday and Friday, 12 and 13 March.
- The reviews should be models for the future and OFSTED have overview of these. All funding for the TRIADS is covered by OFSTED.
- Mr Newton had previously requested that the staff were informed of the TRIAD review and Mr McGarry stated all staff had been informed on Tuesday, 3 March. It was also suggested that the students should be informed but Mr McGarry and the teaching staff present at the meeting today, perceived the students were constantly aware of visitors to their lessons, be it headteacher candidates, SLT on learning walks or OFSTED inspectors, and that they rose to the occasion. Many visitors, including the candidates and Mr Tim Coulson, from the DfE, had commented that behaviour was good, so too had Mr Micheson, the HMI who had visited in January.

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Reports from Committee Chairs

FINANCE

Mr Speer reported that the document entitled '*Updated Financial Forecast*' which had been circulated with the agenda had been discussed at the last finance meeting.

Mr Speer requested that the board of governors adopt this as a working document and that changes to this document will be made on a regular basis. This plan represented a projection of where the school will be in 5 years' time assuming that there were no changes on the financial side, this being the case, it also showed that the school would end up with a deficit. It was felt that the school needed to implement prudent financial restraints. Further areas identified in the plan where certain changes could be made:

- the removal of the Head's fund;
- some of the specific intervention budget replaced with 7 Jump and other initiatives;
- £30,000 could be saved per year if the school did not subsidise trips. The finance committee would suggest, as a matter of principle, that the trips be costed on self-financing arrangements, including where appropriate, cover costs if a member of staff is out of school. However, pupil premium funding is still to be used for this. It was suggested that parents could be more involved in attendance on the trips in a support role, however the point was made by Miss Morrison that the child protection issue needed to be taken into consideration.

Mr McGarry stated that Dr Craig is currently comparing the additional costs incurred for a day trip to the Black Country with a day trip to the Somme. The finance committee will hold further discussions on educational visits to be followed by a report to the full governing body.

Mr McGarry informed governors that if it is known that a member of staff will be absent for more than three days then a specialist teacher will be obtained. For all other unknown absence, cover supervisors are used.

ACTION: Mr Speer requested the board of governors adopt this as a working document and secondly that a review of the sixth form curriculum be made in the very near future. This was proposed by Mrs Barnes and seconded by Dr Sanderson. All were in favour.

ACTION: SLT to review and submit a plan for consideration.

STUDENT WELFARE AND COMMUNITY

Mrs Lynn informed governors that this committee had been in discussion on data regarding attendance and exclusions etc, comparing figures with previous years. This information is to be available at the next meeting on Monday, 9 March.

Discussions have been made with external contacts to make presentations to the committee, and one of these is the Police Support Officer whom it is hoped will be able to brief them on any concerns that may affect the students of the school in or around the community.

Mrs Lynn stated that she had met with Mrs Scally, administrative assistant in the school whose responsibility it is for newsworthy items to be forwarded to the press, to pass on some hints and tips to raise the profile of the school still further. Mrs Lynn had contacted the heads of department to assist with this.

Mrs Morey, the EAL co-ordinator (English as an Additional Language) had made a presentation at the last meeting in January and this had been very informative explaining that there were at least 10% of students in each year group who fell into the above classification. There are difficulties in extending the data information to the families. Mrs Morey does have a contact to translate letters but not the information contained in Go4Schools.

ACL had had 850 learners this term. They had received a bonus award last year of £10,000 and they were looking at the possibility of targeting a percentage of this towards a parent session with EAL parents/carers to assist them in completing forms and other useful areas. They had recently received a mock OFSTED which was a notification plan.

Several policies had also been reviewed and approved.

CURRICULUM

Dr Sanderson welcomed Mr Potter to the committee. They had also reviewed several policies recently:

- Collective Worship
- Homework
- Marking, Assessments and Feedback
- Teaching and Learning
- Educational Visits

The policy regarding High Achievers (formerly Gifted and Talented) was not approved as it was felt this needed further discussion and Mr Cook and Mr McGarry were asked to look into this. Governors were challenging staff about the aims of the higher achiever and how they were being implemented.

The committee had been kept informed of curriculum changes imposed by the government, particularly pertaining to A level changes; AS and A2.

Discussions had taken place on the OFSTED letter following the visit in January and the associated data needed to enable the governors to challenge SLT. Also a discussion on the forthcoming NGA review. The governors acknowledged that they needed to be provided with information in order to fulfil their roles in a strategic capacity. Dr Sanderson suggested that the policies which this committee is responsible for and all other policies should have at least two outcome measures detailed to enable the governors to see these have been achieved.

Mr McGarry commented this concept was a very good suggestion and should appear on the front of the policy with the review date.

PERSONNEL

Mr Newton stated the committee had been discussing appraisals and that in November 2014 there were two outstanding appraisals that had not been undertaken. The use of key performance indicators had been used to rectify this. Most staff had been very successful, there were one or two staff who had not met the criteria and could have appealed. No appeals have been made.

Mr Newton reported the appraisal for the headteacher had been undertaken in January with Messrs Hillsdon, Speer and himself and three key objectives have been set.

	<p>They had been informed of staff resignations and new appointments.</p> <p>Several policies had been reviewed and Mr Ward is taking over the responsibility of all school polices across the governor committees. Safer Recruitment and Selection, this policy had been discussed many times over the last year and had finally been approved. However, Cambridgeshire County Council has recently informed schools of an additional appendix entitled 'Safer Employment' which will be reviewed nationally. The committee will discuss this at the next meeting on 23 March.</p> <p>The committee discussed the procedures to ensure safer recruitment at the school and the DBS clearance checks. Cambs County Council has undertaken an audit and a report has been forwarded to all schools. It is noted that in some areas, particularly relating to support staff, that there is difficulty in obtaining detailed references. Some employers will only state that the person is an employee and the length of service.</p> <p>With reference to the safer recruitment training, depending on when it was undertaken, some certificates state that this is valid for 5 years and some do not state a specified time. The committee felt and agreed that safer recruitment training should be retaken by staff after a 5 year period.</p> <p>PREMISES</p> <p>Mr Grey, in the absence of Mr Mead, reported on the work undertaken. At the meeting on Monday, 23 February they had had a tour of The Keep and were surprised to see its current state of deterioration. Miss Morrison had reported on the plans that were being made for the redesign of The Keep. This needed upgrading as it had a very tired appearance and the school needed to attract students to the sixth form. Mr Grey is to be the link governor involved in this project with Miss Morrison. It is felt that work needs to be undertaken as soon as possible in order to be ready for the September new year. Comment was made on the state of the chairs in The Keep and could they be removed. There is to be a tour of the whole school prior to the next meeting on 16 March at 5.30pm.</p> <p>Mr Smith commented on the boys' toilets in N block and the fact that three of the five doors did not have locks on.</p> <p>The committee had discussed the access road and the need to obtain a tighter hold on access. A gate has been installed recently. Mr Grey had at the weekend written to the Golf Club to identify whether the right of way can be restricted to stop the students going out and other members of the general public using this as a thoroughfare.</p> <p>Mr McGarry informed governors that one of the sheds on the golf club land had caught fire on Tuesday afternoon after school had finished.</p> <p>At the meeting on 23 February the Health and Safety policy had been amended but needed to be approved. It had been hoped to discuss the lettings area of the Health and Safety policy at the meeting today as the Premises Committee wished to increase the charges, this will be carried forward for further discussion.</p>
<p>8</p>	<p>Update on Dual Use Facilities</p> <p>Mr Speer informed governors of the past history concerning this.</p> <p>Mr Speer explained that he needed to receive authority from the board of governors to continue the discussions regarding the completion of the arrangement. Mr Speer has briefed the school's solicitors, Winkworth Sherwood, so that they are able to process the documents and their quote for this is £4,100. This will involve the compilation of a draft lease for County and a draft sub-lease for HDC and also land registry expenses when finalised. Mr Speer requested the governors' approval.</p> <p>ACTION: Mr Hillsdon proposed the governing body approved the request and were in agreement to support the costs that were deemed necessary to finalise the arrangement. This was seconded by Mr Woodall. All governors agreed.</p>
<p>9</p>	<p>Headteacher's report</p> <p>Mr McGarry enquired whether the governors wished to have any additional information in the report.</p>

Mr Smith enquired whether the headteacher's report should include the quality of teaching and proposals etc. Further suggestions were made from the floor, for example, Mr Potter suggested figures regarding attendance, a full break-down into year groups, free school meals etc. Mr Glanville reported that attendance is monitored by the Student Welfare and Community Committee and included annually on the agenda of the Full Governors. Other areas suggested by governors were, reflection room statistics, how many students are sent there, how often, the reason etc and pupil premium.

ACTION: Mr McGarry will produce a new style report for the next Full Governors' meeting.

SIP/SEF

Mr McGarry informed the meeting that the SIP will be a most informative medium with updates to be included on a monthly basis. Mr Glanville reported that the Strategy Group has agreed that agenda items for discussion at individual committees will be identified from the SIP.

The SEF will detail more comprehensively where the school is in various areas. School self-evaluation is a process by which members of staff in a school reflect on their practice and identify areas for action to stimulate improvement in the areas of pupil and professional learning.

Year 11 Progress

This agenda item was not discussed.

RaiseOnline

Mr McGarry reported that this is a very important document that is issued in December on an annual basis. It is used by OFSTED prior to visiting schools for inspection. This is a very detailed document and a simplified version, entitled, Governors' Dashboard is available. Mr McGarry suggested that governors could receive INSET from Mr Davies, assistant head on RaiseOnline if they so wished. The governors agreed this would be useful.

ACTION

- **Mr McGarry will inform the governors when SLT next receive an INSET session**
- **Mr Davies will offer some INSET on Data Dashboard to governors**
- **Mr Davies will also be able to update governors at the curriculum committee meetings**

Department Reviews: English and Maths

Mr Crisp introduced this topic to the governors.

PUPIL PREMIUM

A paper was distributed with the agenda. Mr Crisp informed the meeting that this was a legal requirement and is funding received from the DfE according to:

- the number of children who are or have been eligible for free school meals in the last 6 years;
- children who have one or more parents in the services;
- children who have been looked after continuously for more than 6 months.

In the present academic year the school has received £264,000 for pupil premium. In addition to this the school will be receiving a 'catch-up' of £40,000 to target students with lower skills in English, maths or both in Year 7 this year.

The paper attached with the agenda details the support plans put in place as a result of this funding.

Closing the Gap

There has been a significant gap between attainment achieved between disadvantaged students and other students and the school acknowledges that this needs to be improved. The 'catch-up' funding has been used exclusively for 7Jump.

Mr Speer stated that the school has to account for the support for pupil premium students, not students qualifying for free school meals. Can the school confidently confirm that these are accounted for in the income system? It was reported that provision mapping does effectively show this.

<p>10</p>	<p>Review of policies (statutory policies only) Mr McGarry wished to suggest a review of the current policies available on the school's website. At present this listed nearly all the school's policies. He enquired whether it would be possible to list only those statutory policies that are required to be in the public domain, everything else to be available internally. This was thought to be a very good idea and the governors approved.</p> <p>ACTION: Mr McGarry to produce a list of the statutory and advisory policies to determine the statutory policies to be available on-line only.</p>		
<p>11</p>	<p>AOB Alumini Association Mrs Lynn and Mr King had compiled a proposal document which Mrs Lynn would circulate to governors.</p> <p>The proposal was to link this in with the school's 60th anniversary in September. A steering committee could be formed composing of:</p> <ul style="list-style-type: none"> • two governors • senior member of staff from the sixth form • two other members of staff • parents from the Parent Association <p>A bank account would also need to be set up.</p> <p>Mrs Lynn has researched the details on Future First website which outlines the benefits of what an Alumini Association could bring to the school. The membership is £2,000 per annum.</p> <ul style="list-style-type: none"> • Careers • Speakers • Work experience • Fund raisers/donors <p>Mrs Lynn enquired whether Mr King and herself could look further into this. The governors agreed.</p> <p>Timing of Full Governor meetings Mr Potter stated that at the meeting held for parents on 28 January this year, many comments had been made about the start time of the meetings, that they commenced at 2.00pm and the difficulty of obtaining time off from work. He enquired whether they could start a little later in the day, perhaps at 3.30 or 4.00pm.</p> <p>Mr Hillsdon reported that a survey had been conducted a year ago and the general response received had been approval of the day and time, namely Wednesday and starting at 2.00pm.</p> <p>As the meeting today had lasted for four hours the suggestion was made that if meetings were to be scheduled later, then a finish time should be determined.</p> <p>ACTION: To conduct a further survey of the governors to determine the start time of the meeting.</p> <p>Minutes of Meetings Mr Smith enquired about the availability of minutes from the full governor meetings and the lengthy time involved from the actual date of the meeting to the uploading on to the school's website. The suggestion was made that a condensed version of the minutes could be made available in a shorter period of time to parents available on the school website.</p>		
	<p>The meeting ended at 6.00pm</p>	<p>Date of next meeting: Wednesday 6 May.</p>	

