



## Full Governing Body 25<sup>th</sup> September 2019 - 5pm Meeting Room A, Mill Water School

	Item	Led by	Time	Comment	Papers/Notes
	Welcome and apologies.	Chair	1 minute	Apologies received: PC	NA
<b>I</b>	Pilot OFSTED at Westfield School Presented by Sean Kretz	SK	30 minutes		
<b>I</b>	Headteacher verbal report	SP	20 minutes		
<b>A</b>	SDP – Plan Outline for 2019/20 Plus Governor Action Plan	SP/AG	10 minutes		
<b>A</b>	Clerks Business (This section of meeting to be recorded) <ul style="list-style-type: none"> <li>• Terms of Office</li> <li>• Skills Audit 2019</li> <li>• Handbook (including timescales) and Induction</li> <li>• Quorate decisions</li> <li>• Agenda Items</li> <li>• Confidentiality</li> <li>• Meetings Open to the Public</li> <li>• Code of Conduct – adopt and sign</li> <li>• Terms of Reference (ToR) for Chair (Co-Chair?)</li> <li>• Delegated functions and ToR – Lead Governors</li> <li>• Membership of Committees and TOR's</li> <li>• Check and sign Register of Interests</li> <li>• Information held on Governors</li> <li>• Attendance and apologies – register on website</li> <li>• Governor allowances</li> <li>• Ofsted notification</li> </ul>	BP	33 minutes		
<b>I</b>	Autumn Update and SWALSS 'New Ofsted Framework' Reports	JS/AC	10 minutes		
<b>A</b>	Agree and sign minutes from previous committee meeting.	Chair MC	2 minutes		Paper copy of minutes
<b>A</b>	Actions from the previous meeting: <ul style="list-style-type: none"> <li>• Clerk to update cycle of business to include annual GDPR report.</li> <li>• Clerk to write to LH, conveying Governors thanks for GDPR work. Copy of letter with minutes.</li> <li>• Clerk to meet with CA and update Action Plan. Action Plan to be sent to all Governors before next FGB meeting.</li> <li>• Clerk to send JS Visit Report to Governors.</li> <li>• Financial Benchmarking to be sent to Finance LG by Business Manager.</li> <li>• Clerk to send out DfE SEN Data document before the next FGB meeting.</li> </ul>	Chair	1 minute		
<b>D</b>	Election of Chair and Vice Chair Nominations received:- <ul style="list-style-type: none"> <li>* Chair - AG</li> <li>* Vice Chair - MC</li> </ul>	BP	5 minutes		
<b>A</b>	Policies <ul style="list-style-type: none"> <li>* KCSiE</li> </ul>	BP	3 minutes		
<b>I</b>	Governor Reflection.	All	5 minutes		
	Part 2				

Expected result from agenda item:-

**A – Action**

**D – Decision**

**I – Information**