

**Minutes of the Meeting of the Strategic Governing Body of
Applegarth Academy and Wolsey Academy
Held on 9th November 2015 at 6pm
At Wolsey Academy**

Name	Position	Attendance
Ryan Arde'	Headteacher, Wolsey	Present
Nadine Bernard	Observer	Present
Selina Boshorin	Community Governor	Present
Darlene Browning	Staff Governor, Wolsey	Present until 7.15pm
Tammy Curtis	Staff Governor, Applegarth	Present
Rob Elliott	Parent Governor, Wolsey	Present
Lesley Fish	Community Governor	Present
Paul Glover	Executive Headteacher, Wolsey	Present
Nina Goel	Community Governor	Present
John Halliwell	Headteacher, Applegarth	Present
Mark Riddaway	Community Governor, Chair	Present
Graham Smith	Community Governor	Absent
Liz Parry	Clerk	Present

1	<p><u>Welcome and Apologies</u></p> <ul style="list-style-type: none"> To welcome governors to the second meeting of the SGB of the academic year The Chair opened the meeting and welcomed everyone to the meeting at 6:00pm. To agree whether any apologies received are to be accepted Apologies for absence had been received from Graham Smith due to unforeseen circumstances. The Governing Body accepted these apologies. Darlene Browning apologized that she would need to leave the current meeting at 7.15pm in order to attend another urgent appointment.
2	<p><u>Quorum</u></p> <ul style="list-style-type: none"> To confirm that the meeting is quorate The Clerk confirmed that the meeting was quorate.
3	<p><u>To review the register of Pecuniary and Business Interests</u></p> <ul style="list-style-type: none"> Governors to declare any pecuniary or personal interests in any agenda item for this meeting Governors were asked if they had any known pecuniary or other potential conflicts of interest in

the current agenda and none were declared.

4 **Finance Update:**

- **Update on current budget position for each academy**

Governors were in receipt of financial reports provided by the Business Managers of each academy outlining salary positions and in the case of Applegarth, also a revised budget plan. Sam and Jo explained that a monthly Management Report will be sent to governors, and the latest report was due within the next week.

Applegarth:

Sam Talbot highlighted the key changes on the revised budget plan:

An increase in payroll outgoings due to the employment of an additional PPA teacher
The purchase of additional curriculum resources particularly for Maths and Early Years
The addition of a budget heading under supplies for marketing of the school.

Question: What does marketing cover?

Answer: Resources for promotion of the school with a view to increasing pupil numbers and filling the vacancies. These resources include banners and external advertising, leaflets and posters for circulation to local community provisions, surgeries etc

Question: Has there been an increase in pupil numbers at Applegarth?

Answer: Yes, there are currently 407 pupils on roll which is the highest number since the school became an academy. At the time of the October 2015 census there were 26 more children on roll than at the same time last year.

There were no further questions and governors formally approved the revised budget plan.

Wolsey:

Jo explained that the Management report governors had received shows salary expenditure for the period to 30/10/2015. % expenditure for this period should be in the region of 16%.

Teaching Salaries – Currently 4% underspend is due to 4 teaching posts currently being covered by supply. Forecast for year end is 25% under budget if roles continue to be covered by supply.

Teaching Assistant salaries – Currently on budget, 1 TA has resigned and the school is currently paying additional hours to an existing TA to cover this post. Forecast for year end is on budget.

Premises Staff salaries – Currently 4% over budget, this is due to an additional cleaner employed for 5 hours per week to clean the additional classroom. Forecast for year end is £2223 over budget.

ICT Technician salaries – Currently on budget, forecast for year end is on budget

Finance & Admin salaries- Currently 1% over budget, this is due to backdated pay for School Business Manager. Forecast for year end is £2592.50 over budget.

Breakfast club salaries – Currently on budget, forecast for year end is on budget

Catering salaries – Currently on budget, forecast for year end is on budget. The school currently has one member of the catering team on long term sick, this will be covered by agency staff, and

	<p>therefore year end will be over budget. A further member of the catering team has also just gone on sickness leave and there will be a need to recruit new staff.</p> <p>MMS salaries – Currently on 1% over budget due to staff sickness cover, forecast for year end is on £163.50 over budget</p> <p>Agency staff – No budget was set for agency staff, however the school is currently employing 3 class teachers full time via an agency. Also, the school was unable to recruit an additional teacher that was set in the budget and this is currently covered via agency. The school is aiming to recruit permanent staff.</p> <p>Summary –Year to date and year end forecast is that the school will be on budget. There were no further questions.</p> <p>The Chair thanked Sam and Jo for the presentation of financial information to the meeting.</p>
<p>5</p>	<p><u>Safeguarding:</u></p> <ul style="list-style-type: none"> • Update on completion of Safeguarding Audit at each academy during the autumn term <p>John Halliwell reported that the Inclusion Lead who works across both academies is responsible for the co-ordination of the safeguarding audits and all work in completing the audits is fully underway in both academies. There is a new format this year which takes account of the changes in Ofsted expectations with regard to safeguarding, and the inclusion of a large section on genital mutilation and the responsibilities of schools/academies to take a proactive approach and report any areas of concern.</p> <p>There is a deadline of 30th November for submission of the Safeguarding audit to the LA and Selina Boshorin confirmed that she would also have an oversight of the audit in her capacity as Safeguarding Governor.</p> <p>ACTION: Update on completed Safeguarding Audits to be reported to the next meeting of the SGB on 8th January 2015.</p>
<p>6</p>	<p><u>Setting up of the Standards Committee</u></p> <p><i>To note the establishment of the Committee which meets for the first time at 5pm 9th Nov</i></p> <p>The Chair reminded governors of his message prior to half term explaining the necessity to set up a Standards Committee at an earlier stage than originally anticipated. The first meeting had taken place prior to tonight’s full Governing Body meeting, attended by Mark Riddaway, Selina Boshorin, Rob Elliot, Ryan Arde, John Halliwell, Paul Glover and Tim Mills, with apologies received from Graham Smith.</p> <p>Graham Smith was appointed as Chair of the committee in his absence, (having previously offered to take on this role). The meeting had enabled a thorough and in-depth discussion and challenge on the standards and data information as detailed in each of the Headteacher’s Reports (<i>see minutes of the meeting</i>). The date of the next meeting was set for 5pm on 8th January, prior the full SGB meeting at 6pm at Applegarth.</p>
<p>7</p>	<p><u>Headteacher’s Reports for each academy</u></p> <ul style="list-style-type: none"> • Governors to raise any questions/observations <p>Governors were in receipt of detailed Headteachers’ Reports produced by John and Ryan. The Chair asked governors if they had found the level of detail and the reporting of the information both informative and easy to comprehend and read? Governors agreed that the reports were</p>

extremely comprehensive and informative.

Question: Will it be possible to include both sets of information within one report going forwards so that it is easier to make direct comparisons and benchmark across the two academies?

Answer: Yes. John and Ryan explained that this will be the aim from January 2016 and Claire Slade, Head of Teaching and Learning, is leading on developing the finalised format for a single Headteacher's Report for each SGB.

The Chair invited further questions on the content of the Headteacher's report (noting that there had been detailed discussion on school improvement issues at the previous Standards meeting).

Applegarth

Question: Nursery numbers at Applegarth are extremely low. Has there been any consideration of looking at 2 year old funding? Would the costs of staffing and management outweigh any potential additional benefits?

Answer: No, at this stage there has not been any exploration of two year old funding. This is an option which could be explored as and when there is more capacity to look at this.

Question: Does the Nursery offer parents the opportunity to buy additional hours (over and above the statutory funded 15 hours) if they wish to do so?

Answer: Yes, parents can be paid for additional hours.

Question: It appears that there are not nearly as many Pupil Premium children in the Nursery stage as the rest of the school. Do we know why this is?

Answer: Sam Talbot explained that parents are asked to complete an application form for Pupil Premium funding and this has to be pushed by the school, to encourage parents to do so, noting that there is no direct incentive for parents to do this until they understand the rationale for the application. Sam confirmed that the school continues to work hard to try and ensure that as many parents entitled to PP funding apply as possible with repeated reminders and explanations of the importance of doing so being provided by the school. Sam also pointed out that the Pupil Premium allocation for children in the Nursery is £300 per child (in contrast to £1,300 per child in school. Sam also confirmed that the Trust is looking at this issue carefully as it impacts all schools within the Trust.

Question: Overall the teaching profile looks strong but at KS1 there is no Outstanding teaching as there is in all other phases. What is the reason for this?

Answer: John explained that the elements of Requires Improvement within the teaching profile relates to the fact that 50% of teachers in KS1 are NQTs. There is a tailored programme in place to provide support and identify next steps with weekly (or more frequent) meetings with the NQTs. It was also important to note that at the beginning of the year the children in both Year 1 and Year 2 were not prepared/ready for KS1 learning so this has taken some time to manage and support the children in behaviours for learning. With regard to the teaching profile the aim is to ensure that 100% teaching is Good or better by the end of the year, and John said that at this stage he was confident that this was achievable.

Question: The data on page 12 of the report outlining accelerated and expected levels of progress is very encouraging, particularly noting the levels of accelerated progress in all year groups especially in Reading. Could you explain why in Maths in Year 3 only 70% of children are making expected progress (compared to 98% in Reading)?

Answer: Yes, the progress in children's books has been good but the demands of the new curriculum have been particularly challenging for the children in this year group. John reminded governors that the expectations are now higher and children's level of knowledge needs to be greater in each year group to meet the new curriculum requirements. Maths is a particular focus for development during the course of this year and work is being undertaken to ensure that the children begin to close the gaps in their knowledge and understanding. John said that after only half a term, he was confident that the school will be able to fill these gaps and move the children to the point they need to be to be in line with age related expectations.

Question: Does the range of children with SEND include children who require specialist provision?

Answer: There are a significant number of children who are part of the specialist ELP provision and therefore receive therapeutic speech and language support. There is a broad spectrum of need across the school and three children have physical disabilities.

The Inclusion manager works across both Applegarth and Wolsey.

Wolsey

Ryan highlighted some particular aspects from his report:

- (1) Life without Levels: The new tracking system FROG is fully embedded and staff are comfortable with the system. This has been particularly informative and eye-opening for staff who are able to pinpoint next steps and targets for each child in a more specific way than previously. Every child is discussed at the half termly pupil progress meetings and any areas for support are identified. Feedback from parents after the parents meeting has been very positive as they feel that teachers have been more specific about what their children need to improve.
- (2) Maths is a key priority for the school and there has been a purchase of new resources. There has been a number focus during the first half term and this has made a big impact on progress.
- (3) Planning has improved so that children understand next steps more clearly. There is a focus on children working at greater depth and gaining more embedded knowledge.
- (4) The school has invested in high quality texts in Reading as there was an identified gap in this area, and this is crucial to support improvement particularly with Boys' reading and PPA children.
- (5) There are book corners in every classroom and the learning environment is of very high quality.
- (6) A challenge to the school going forwards is sustainable leadership with the need to identify substantive Deputy Headship and development of middle leaders.

At the conclusion to discussion the Chair thanked the Headteachers for their very comprehensive

	reports.
8	<p><u>Academy Improvement Plans:</u></p> <ul style="list-style-type: none"> • Update on progress against priorities/milestones <p>The detail on progress against the milestones was fully updated within the Headteachers’ reports</p> <ul style="list-style-type: none"> • Feedback from governors who have made any monitoring visits into school since the previous meeting <p>Selina Boshorin reported that she had had been into school on 5th October to meet with the assessors for the Inclusion Quality Mark at Wolsey. Selina’s feedback was that the interview had been very positive and she was able to demonstrate the journey Wolsey has made since the involvement of STEP/academisation and the governors’ tracking of systems to ensure that every child’s needs are addressed and that the school is able to operate high quality arrangements to ensure the needs of the most vulnerable children are addressed and that disadvantaged children are supported to achieve in line with their peers.</p> <p>Rob Elliott reported that he had been part of the parent group which met with inspectors who led the Teaching and Learning Review at Wolsey in September. Rob said that it had been clear from the feedback from parents that they were very positive about the changes at Wolsey post-academy conversion and noted in particular their satisfaction that the school/STEP addressed issues and ensured that commitments were carried out.</p>
9	<p><u>Governors’ Action Plan</u></p> <p>To set a framework for the year to ensure a programme for feeding back on governor visits, ensuring monitoring roles are regularly made.</p> <p>The Chair reported that he had been working on a Governors’ Action Plan in liaison with the two Headteachers and this would be finalised very shortly and circulated for comment and approval by the Strategic Governing Body. Governors agreed that it was important to have a clear action plan outlining their key priorities for the forthcoming year and identifying milestones and commitments to ensure that the actions identified take place in a timely manner.</p> <p>ACTION: Chair to liaise with the Clerk to ensure that the Action Plan is circulated after the current meeting. All governors to respond to give their comment/approval on the Action Plan, cc all governors.</p>
10	<p><u>Assesment:</u> update on systems in place in both academies</p> <p>It was noted that this area had been covered at the meeting of the Standards Committee and was fully described in each of the Headteachers’ reports on Page 5 and Page 3. Governors noted that each academy currently has a different assessment system but they are similar in structure. In both cases children are assessed against key performance indicators. Both Headteachers were confident that the reports which will arise from the data will provide clear indications of how many children in each year group are achieving in line with expectations, working towards or working at greater depth, and the information will look similarly presented between each school. Going forwards it was noted that STEP will be looking at developing a unified Assessment system across the Trust.</p> <p>ACTION: Review of Autumn term assessment data to be a key agenda item at the next meeting</p>

of the Standards Committee on 8th January 2016 at 5pm.

11 2015/2016 Pupil Premium Action Plans & Sports funding Action Plans

It was confirmed that the statements showing expenditure and impact were uploaded on each academy's website. There were no further questions at this stage but it was noted that Standards Committee in particular is looking closely at the impact of PP and outcomes for the children.

12 Agree 2016 KS1 and KS2 performance targets

The Performance Targets for **Applegarth** were agreed as follows:

Phase: KS2	At Standard	Above Standard	Expected Progress	More than Expected Progress	National @ Standard 4b+
Combined	85%				
Reading	90%	25%	100%	25%	80%
Writing	85%	20%	100%	25%	87%
GPS	80%	30%			73%
Mathematics	90%	25%	100%	35%	77%
Phase: KS1	At Standard	Above Standard	Expected Progress	More than Expected Progress	National @ Standard 2b
Reading	75%	25%	100%	30%	82%
Writing	75%	25%	100%	30%	72%
Phonics (Yr1)	70%				77%
Mathematics	75%	25%	100%	30%	82%
Phase: EYFS	At Standard	Above Standard	Expected Progress	More than Expected Progress	National @ Standard
Reading	85%	20%	100%	20%	74%
Writing	85%	20%	100%	20%	67%
Mathematics	85%	20%	100%	20%	75%
Good Level of Development	75%				61%

The Performance Targets for **Wolsey** were agreed as follows:

TARGETS 15/16	At or Above Standard	Expected Progress
Reading	90%	90%
Writing	89%	90%
Maths	87%	90%
Combined	80%	30%

	<p>Question: What is the process involved in setting the targets?</p> <p>Answer: John Halliwell explained that in setting Applegarth’s targets the drive was to be highly aspirational and to set the benchmark higher than in previous years. The targets have been set following consultation and discussion with the teachers and leaders and are based on careful assessment of each child. The Fischer Family Trust aspire data has been taken into consideration and the targets have been set higher than the top 5% schools nationally, based on FFT predictions for the cohort, if they were to be achieved.</p> <p>Ryan Arde’ said that the targets for Wolsey are also aspirational and are based on careful analysis of the school’s data and pupil progress meetings, and if achieved would indicate strong year on year improvement.</p> <p>Question: Do you feel that highly aspirational targets are achievable?</p> <p>Answer: Yes, both schools have identified the risk factors and have processes in place to mitigate these as far as possible including quality assurance of the assessments of children’s progress on a regular basis, ensuring there is capacity to support and review interventions as and when necessary, with the emphasis on ensuring that they are having an impact on the child’s progress.</p> <p>At the conclusion to discussion the targets for both academies were formally ratified.</p>
<p>13</p>	<p><u>New Ofsted Framework:</u></p> <p>Outcome of governors’ reading and understanding of expectations</p> <p>Governors were in receipt of the DfE documentation on changes to the Ofsted framework, and all governors also had the opportunity to attend the bespoke training session for governors to be held at Gonville Academy on 18th November at 6.30pm, to be led by Joyce Lydford.</p> <p>During discussion the following key points about the new framework/expectations of schools and governors were noted:</p> <ol style="list-style-type: none"> 1. The introduction of short 1 day inspections for schools previously judged as Good 2. A renewed emphasis on looking at the progress of the pupils currently within the school. 3. An emphasis on safeguarding and the PREVENT duty 4. An emphasis on ensuring that schools are delivering a broad and balanced curriculum.
<p>14</p>	<p><u>Performance Management:</u></p> <p>Update on progress of PM cycle</p> <p>It was confirmed that all teaching staff had had their performance management meetings and these had been concluded by October half term.</p> <p>To note that new HT targets for 15/16 have been set and agreed.</p> <p>It was confirmed that the HT performance targets and been set. Each had three key targets one relating to pupil progress, one to Leadership and Management and a third relating to personal development in the context of STEP Ahead.</p>

15	<p><u>Governors' Training:</u></p> <p>To review governors' training needs and priorities for development during the forthcoming year.</p> <p>Lesley Fish explained that she is a CEOP (Child Exploitation and Online Protection) ambassador and would be willing to offer training to governors on e-safety. It was agreed that this would be very helpful as a section of a Governors' session in school.</p> <p>Governors were asked to note that Claire Slade will be developing a Governors' Training Programme in her new role as Head of Teaching and Learning from January 2016 and had requested that governors feedback their ideas on training requirements for 2016.</p> <p>ACTION: All governors to give consideration to their training needs and feedback their views/ideas to the Clerk as soon as possible to forward to Claire Slade.</p>
16	<p><u>Governors' Day in School:</u></p> <p>To Feedback on the Governors' morning at Wolsey and to plan for a visit to Applegarth</p> <p>The majority of governors had attended the Governors' morning in Wolsey just before half term and all reported very positive feedback. Governors commented that the structure of the day allowed them to see the school in action, meet staff and children, including the School Council, which had given them a clearer picture of the standards in school and how the school is working to achieve the targets within the AIP. Governors said that they felt that the lessons they saw and the classroom environments were very positive and it was clear that all children were on task, and working independently or in groups. A governor noted that seeing the children using the iPads as an integral part of a lesson had also been very informative. Governors also commented that the discussion and feedback with the Headteacher had also enabled them to gain a much clearer understanding of the assessment procedures and how these are operated in school.</p> <p>During the visit, taking into account the focus on improving reading some governors asked about the library provision, and following on from this visit the Headteacher had brought forward the plans to upgrade and re-design the library facility.</p> <p>Question: How have the pupils reacted to the new library area?</p> <p>Answer: The children's feedback has been fantastic. There is also a member of staff who has been allocated librarian responsibilities which is very helpful.</p> <p>The importance of making a visit to Applegarth as soon as possible was acknowledged and a date was set: Friday 8th January 2016 at 8.30am - lunchtime</p> <p>ACTION: Governors to arrange to attend the Governors' morning in school at Applegarth on 8th January 2016. Schedule for the day to be circulated nearer the date.</p>
17	<p><u>Correspondence to the Chair</u> (if any)</p> <ul style="list-style-type: none"> • To note any correspondence received by the Chair <p>None.</p>
18	<p><u>Minutes</u></p> <ul style="list-style-type: none"> • To approve the minutes of the first meeting of the SGB held on (previously circulated and

	<p>copy attached)</p> <p>The minutes of the previous meeting were agreed as a true and accurate account of proceedings and were duly signed and dated by the Chair and a signed copy was passed to each Headteacher.</p>
<p>19</p>	<p><u>Matters Arising from the Minutes</u></p> <ul style="list-style-type: none"> • Update on actions agreed at the previous meeting not previously covered on the current agenda. <p>SGB Membership: It was noted that Applegarth had made efforts to recruit a Parent Governor representative and one parent had registered her interest in becoming a governor. As there were no other candidates there was no requirement to hold an election and therefore the candidate, Marisse Green, was duly appointed. The clerk would arrange for Marisse to be sent the STEP Governors’ induction pack and governors looked forward to meeting her at the next meeting.</p> <p>ACTION: Clerk to send governor induction pack to new governor Marisse Green, update the SGB Contact list and inform the Company Secretary of the appointment.</p>
<p>20</p>	<p><u>Website Compliance</u></p> <ul style="list-style-type: none"> • To ensure that each academy is compliant with statutory requirements for publication of information on the academy website <p>It was noted that since the last meeting the clerk had compiled the Register of Pecuniary Interests and relevant information about the makeup of the governing body during the previous academic year for publication on the websites. Both Headteachers confirmed that this information had been uploaded, in compliance with statutory requirements.</p> <p>Tammy Curtis said that she had made a recent review of the websites of both academies against the updated DfE list of criteria with regard to compliance and was able to confirm that at the present time both academies were fully compliant, with the proviso that the updated Pupil Premium information for Applegarth was due to be uploaded very shortly.</p> <p>The Chair thanked Tammy for her oversight of the websites which was very much appreciated, noting the importance of governors having assurance of compliance.</p>
<p>21</p>	<p><u>Feedback from Board of Trustees</u></p> <p>Paul Glover drew governors’ attention to four key developments:</p> <ol style="list-style-type: none"> 1. The appointment of Nadine Bernard to the role of Acting Headteacher at David Livingstone Academy from January 2016 2. The decision by the STEP Board to award a 2% pay rise to all teaching staff (noting that the national agreement is to pay 1%) 3. The decision by the STEP Board to fund 100% CPD for staff doing Masters degrees/further education which will have a direct bearing on their work within STEP. 4. The appointment of a new STEP Headteacher, Jeremy Meek, who will be beginning in post from January 2016.
<p>22</p>	<p><u>Any Other Urgent Business</u> (To be notified to the Chair in advance of the meeting where possible, or at the start of the meeting)</p> <p>None.</p>

23	<p><u>Meeting Impact</u></p> <ul style="list-style-type: none"> To consider what impact this meeting will have on children at the STEP academies <p>Governors considered that the meeting had clarified further and identified the key priorities and messages relating to each academy, with regard to strengths and areas for development. Governors felt that their growing understanding, aided by the excellent Headteachers' reports and their discussion and visits, had enabled them to have more understanding and to be in a better position to provide challenge.</p> <p>Governors were beginning the process of becoming more visible in the academies which was important and were able to take on more specific actions in relation to their personal responsibility for different areas. Governors considered that as they become an increasingly strong body this will further impact the quality of provision at the academies and directly impact the life chances of all the children attending the academies.</p>
24	<p><u>Publication of Minutes</u></p> <ul style="list-style-type: none"> To identify any matters discussed to be recorded in the confidential Part B minutes.
25	<p><u>Confidential Matters</u></p> <p>Members of staff with the exception of Paul Glover left the meeting to enable the SGB to discuss confidential staffing matters recorded under Part B</p> <p>There being no further business the meeting was closed at 7.30pm.</p>

Signed as a true and accurate record of the meeting.	
Chair's signature	
Chair's name	
Date	

Summary of Action Points

Action Points for SGB				
Date	No	Description	Owner	Status
24.9.15	4	Clerk to update the SGB Contact list.	Clerk	Closed
24.9.15	6	Clerk to ensure that the Undertaking is presented to Lesley for signature at the next meeting.	Clerk	Open
24.9.15	8	Ryan Arde' to circulate possible dates when Wolsey could host a SGB visit before half term, and governors to provide their availability as soon as possible so a date can be confirmed. 2. Date for an Away Day based at	Ryan Arde' All governors	Closed

		Applegarth to be confirmed subsequently.		
24.9.15	12	Selina Boshorin to liaise with both Headteachers to arrange suitable dates to come into the academies to undertake the Safeguarding audit /review of procedures/policy. Selina to provide a report to the next meeting of the SGB	Selina and Headteachers	Closed
24.9.15	13	Selina and Nina to liaise with the Headteachers to arrange a first meeting of the Headteacher performance Management Committee this term	Selina and Nina	Closed
9.11.15	5	Update on completed Safeguarding Audits to be reported to the next meeting of the SGB on 8th January 2015	Selina Boshorin	Open
9.11.15	9	Chair to liaise with the Clerk to ensure that the Action Plan is circulated after the current meeting. All governors to respond to give their comment/approval on the Action Plan, cc all governors.	Chair	Closed
9.11.15	10	Review of Autumn term assessment data to be a key agenda item at the next meeting of the Standards Committee on 8th January 2016 at 5pm	Standards Committee	Open
9.11.15	15	All governors to give consideration to their training needs and feedback their views/ideas to the Clerk as soon as possible to forward to Claire Slade.	All	Open
9.11.15	16	Governors to arrange to attend the Governors' morning in school at Applegarth on 8th January 2016. Schedule for the day to be circulated nearer the date.	All John Halliwell	Open
9.11.15	19	Clerk to send governor induction pack to new governor Marisse Green, update the SGB Contact list and inform the Company Secretary of the appointment.	Clerk	Open

Forthcoming dates:

Wednesday 18th November 6.30pm: Bespoke Ofsted training at Gonville Academy for all STEP governors

Thursday 17th December: 2pm – 3pm: Winter Wonderland Festival at Applegarth

Friday 4th December 3.30pm – 5.30pm: Christmas Fair at Wolsey

Friday 8th January 2016 8.30am: Governors' morning in school at Applegarth

NEXT MEETINGS		VENUE/TIME	CLERK
SPRING TERM 2016			
Mon 11th January	Standards Committee	Applegarth – 5:00pm	Liz Parry
	Applegarth/Wolsey		
	SGB	Applegarth – 6.00pm	
Mon 29th February	Applegarth/Wolsey	Wolsey – 6.00pm	Liz Parry
	SGB		
SUMMER TERM 2016			
Mon 18th April	Applegarth/Wolsey	Applegarth – 6.00pm	Liz Parry
	Standards		
Thurs 28th April	Applegarth/Wolsey	Wolsey – 6.00pm	Liz Parry
	PTA/Communities		
Mon 16th May	Applegarth/Wolsey	Applegarth – 6.00pm	Liz Parry
	Operations/Audit		
Mon 6th June	Applegarth/Wolsey	Wolsey – 6.00pm	Liz Parry
	SGB		