

**Minutes of the Meeting of the Strategic Governing body of Applegarth Academy and
 Wolsey Academy
 Held on Monday 11th January 2016 at 6pm
 At Applegarth Academy**

Name	Position	Attendance
Ryan Arde'	Headteacher, Wolsey	Present
Selina Boshorin	Community Governor	Absent
Darlene Browning	Staff Governor, Wolsey	Present
Tammy Curtis	Staff Governor, Applegarth	Present
Mark Ducker	CEO STEP Academy Trust	Present
Rob Elliott	Parent Governor, Wolsey	Present
Lesley Fish	Community Governor	Present
Marisse Green	Parent Governor, Applegarth	Present
Nina Goel	Community Governor	Absent
John Halliwell	Headteacher, Applegarth	Present
Mark Riddaway	Community Governor, Chair of the SGB	Present
Graham Smith	Community Governor	Present
Jo Sims	School Business Manager, Wolsey, Observer	Present
Sam Talbot	School Business Manager, Applegarth, Observer	Present
Rachel Tye	Acting Deputy Headteacher, Observer	Present until 7:00pm
Liz Parry	Clerk	Present

STEP First – We are all one team

1	<p><u>Welcome and Apologies</u></p> <ul style="list-style-type: none"> • To welcome governors to the third meeting of the SGB of the academic year <p>The Chair opened the meeting at 6:00pm and welcomed everyone to the meeting. A particular welcome was given to Marisse Green, newly appointed Parent Governor whose appointment had been formally ratified by the Board of Trustees in December 2015, to Jeremy Meek, STEP Headteacher currently based at Applegarth, and to Rachel Tye, Acting Deputy Headteacher at Wolsey, and introductions were made.</p> <ul style="list-style-type: none"> • To agree whether any apologies received are to be accepted <p>Apologies for absence due to illness had been received from Selina Boshorin which were</p>
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	accepted by the SGB. Apologies for absence due to an unexpected work requirement had been received from Nina Goel which were accepted by the SGB.										
2	<p><u>Quorum</u></p> <ul style="list-style-type: none"> • To confirm that the meeting is quorate <p>The Clerk confirmed that the meeting was quorate.</p>										
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 • (Any person present at the meeting with a pecuniary or personal interest regarding any item on this agenda should declare it at the outset of the meeting and may be asked to leave whilst the matter is discussed) <p>Governors were asked if they had any known conflicts of interest in the current agenda and none were declared.</p> <p>It was noted that Tammy Curtis had reported an additional item on her register of interests which had been added to the SGB register and this did not present a conflict at the current meeting.</p>										
STEP Way – We agree to do things this way											
4	<p><u>Finance Update:</u></p> <ul style="list-style-type: none"> • Update on current budget position for each academy <p>Governors were in receipt of the up to date financial position for each academy, having received the Management Report up until the end of November 2015 for each academy.</p> <p><u>Wolsey:</u> Jo Sims reported that the forecast outturn is that the academy we will be over budget by £20.003 as at the end of the financial year.</p> <p>Jo highlighted the following features of the budget:</p> <table border="0" data-bbox="236 1451 1337 2063"> <thead> <tr> <th style="text-align: left;">Budget Area</th> <th style="text-align: left;">Overview</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> Income GAG Funding (A0) </td> <td style="vertical-align: top;"> The forecast at present is that actual funding will be on budget </td> </tr> <tr> <td style="vertical-align: top;"> Other Government Grants (A2) </td> <td style="vertical-align: top;"> The forecast at present is that actual funding will be on budget. </td> </tr> <tr> <td style="vertical-align: top;"> Other (A3 and A4) </td> <td style="vertical-align: top;"> The forecast at present is that actual funding will be on budget. </td> </tr> <tr> <td style="vertical-align: top;"> Staff Expenditure (B0 – B5 and G0) </td> <td style="vertical-align: top;"> The forecast at present is that actual funding will be over budget by £7013 or 0.4%. </td> </tr> </tbody> </table>	Budget Area	Overview	Income GAG Funding (A0)	The forecast at present is that actual funding will be on budget	Other Government Grants (A2)	The forecast at present is that actual funding will be on budget.	Other (A3 and A4)	The forecast at present is that actual funding will be on budget.	Staff Expenditure (B0 – B5 and G0)	The forecast at present is that actual funding will be over budget by £7013 or 0.4%.
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☒ Additional cleaner employed

☒ Cover for long term sickness in kitchen

Maintenance

(C0)

The forecast at present is that actual funding will be on budget.

Occupation Costs

(C1)

The forecast at present is that actual funding will be on budget.

Educational Supplies and Services

(D0)

The forecast at present is that actual funding will be over budget by £12990 or 10%.

☒ STEP books more than budgeted for

☒ GL & Nfer assessments not budgeted for

☒ Additional maths resources required

Other Supplies and Services

(E0)

The forecast at present is that actual funding will be on budget.

ICT Costs

(F0)

The forecast at present is that actual funding will be on budget.

Cash flow as of 30th November 2015 indicated funds available of £96,000

There were still on-going issues with trying to recover school meal debt and pro-active attempts to recoup monies owed were being made, with payment plans etc

The Internal Audit which took place in the autumn term had highlighted only one area of action which had been addressed

Premises: The Management Report provided governors with a summary of the numbers of premises issues and how they are monitored and logged.

There is a key project being planned to convert the existing staffroom into three rooms which will be completed by the end of the summer holidays.

Question: Have there been any unexpected costs arising from the new building?

Answer: No. However, there have been a lot of snagging issues which the academy has been working on with Croydon to resolve as soon as possible. The new building has not yet been signed off, but all outstanding snagging matters are very close to completion.

Catering: To date this term there have been no discrepancies with the catering invoice raised by the Infant school, and all bills are being paid. Jo's Management Report provided governors with an overview of the current rating of provision.

Applegarth: Sam Talbot provided governors with an overview on features of the Applegarth Budget

Budget Area**Overview****Income****GAG Funding
(A0)**

Forecast funding is as per budget
£1,935,669.

**Pupil
Premium
(A01)**

Forecast PPG funding is as per budget at £295,100. Pupil numbers for PPG for April 2016 to August 2016 will come from the January 2016 census.

**Other
Governme
nt Grants
(A2)**

Forecast funding is £13,318 greater than budget due to higher than anticipated pupil numbers in Nursery, resulting in increased EY funding from the LA.

**Other
(A3 and
A4)**

Forecast revenue is greater than budgeted (£2,768), due to funds from the closure of the PTA, and higher than budgeted uniform income.

**Expenditure
(B0 – B5 and G0)**

Forecast expenditure is £10,135 greater than the revised budget due to:

☒ Increase in contracted weekly hours for ICT Technician (£1,727)

☒ Higher than anticipated teaching supply costs due to staff sickness (£8,408)

**Maintenance
(C0)**

Maintenance expenditure is forecast to be as per budget. Premises expenditure on external contractors is being limited to existing SLAs; works required for essential maintenance; and to address any health and safety issues. Improvements to the site are being carried out by the academy's premises staff.

**Occupation Costs
(C1)**

Occupational costs are forecast to be £902 greater than budget due to an additional SLA for air sterilisers in key parts of the school and overall, higher than budgeted costs for hygiene contracts.

**Educational Supplies
and Services
(D0)**

Forecast expenditure is £2,314 higher than budget due to higher spends on books for SFA, and maths resources.

**Other Supplies and
Services
(E0)**

Forecast expenditure is £2,480 higher than budget, due to:

☒ Higher than budgeted marketing spend (£968) – this is offset by the PTA funds, and predicted income from the Winter Wonderland Event.

☒ Higher spends on catering equipment and admin stationery.

**ICT Costs
(F0)**

Forecast expenditure is as per budget.

Internal Audit: This took place in the autumn term and there was only one action point arising which has been addressed.

Premises: The site is very well maintained, with a weekly site visit undertaken to identify

	<p>any issues. This year the budget position does not allow the school to make any major Improvements to the site. However, some bids have been submitted to the Education Funding Agency for:</p> <ul style="list-style-type: none"> • Replacement of the kitchen canopy £30,000 • Improvements to the water mains to address pressure and water quality: £20,000 <p>The outcome of the bids will be known in April 2016.</p> <p>Catering: Applegarth has a fantastic quality of provision, and provides training to other staff Across the Trust.</p> <p>At the conclusion to discussion of finance matters the Chair thanked both Business Managers for their clear and thorough reports.</p>
5	<p><u>Governance Update:</u></p> <ul style="list-style-type: none"> • Membership <p>As outlined in item 1, Marisse Green has been appointed to the vacant position of Parent Governor for Applegarth. Marisse was in receipt of all relevant induction documentation and would be completing the relevant forms as soon as possible and returning them to the Clerk.</p> <ul style="list-style-type: none"> • Induction Pack for new governors <p>It was reported that the Governance Team had put together an updated Induction Pack and a checklist of documents which is forwarded to all newly appointed governors.</p>
6.	<p><u>Policy Update:</u></p> <p>To note the approval by the Board of Trustees of reviewed policies</p> <p>Admissions Policy 2017/2018</p> <p>Governors were in receipt of the updated Admissions Policies for Applegarth and Wolsey, which had been approved by the Board of Trustees at its December meeting. There were no issues raised by the SGB and the policies were formally approved.</p>
7.	<p><u>Safeguarding</u></p> <p>The Chair reported that he had been into both academies in the Autumn term to work with each school on the completion of the Safeguarding Audits. Both of these had been submitted to Croydon by the required deadline.</p> <p>Question: Is there an Action Plan arising from the Safeguarding Audit for each Academy?</p> <p>Answer: Yes. A key area of priority is to ensure that staff knowledge is further developed around the Prevent Duty, with a particular focus on integration within the curriculum.</p> <p>It was noted that a check of the Single Central Register by Selina Boshorin at each academy was due to be arranged as early as possible this term.</p>
STEP Up – We all succeed together	
8	<p><u>Headteachers’ Report for each academy</u></p> <ul style="list-style-type: none"> • Governors to raise any questions/observations having read the report prior to the

	<p style="text-align: center;">meeting</p> <p>Prior to discussion on the contents of the Headteachers’ Report, the Chair asked governors for their feedback on the style and presentation on the Report, bearing in mind that the contents and style was a work in progress, in consultation and discussion with the Head of Teaching and Learning.</p> <p>Governors commented that they valued the presentation of each academy’s information in one report, with tables for each academy presented side by side. The quality of the information was very strong. Governors felt that they would benefit from the provision of more narrative to highlight key information and accompany the data.</p> <p>Governors were then invited to ask any questions/raise any observations.</p> <p>Question: There have been some significant community events at both academies this term. Could you give a bit more information about these?</p> <p>Answers: John Halliwell began by explaining that at Applegarth there had been a very purposeful intention to improve the relationship between school and the parent and wider community. Previous efforts to engage with parents by providing workshops have had very limited success and therefore it was felt that developing community events which offered parents and the wider community the opportunity to come into school and celebrate their children and have some fun, would be a more engaging process. The Winter Wonderland event had involved a lot of thought and creative involvement from staff and children and there had been a very big attendance with very positive feedback from attendees. The staffing team and visitors agreed that the event exceeded all expectations. The school team is now working on the development of the next community event for the Spring term, with details to be announced. Again, there will be a focus on high quality and creativity, and lots of opportunities for the children to engage with music, art, design etc</p> <p>Ryan Arde’ said that Wolsey was also focused on building relationships, and further developing the already strong partnerships with parents/carers. The Christmas Fair event organized by the Friends of Wolsy team had been a very warm and happy occasion. The school had recently held a ‘Movie Night’ for children and this had wildly exceeded expectations in terms of its popularity. During the current term the school will be holding a ‘Wolsey’s Got Talent Show’ on 11th February 2016 at 6pm and any governors willing to participate as a judge were cordially invited to liaise with the Headteacher.</p> <p>On behalf of the SGB the Chair extended the thanks and congratulations of all governors to both academies for the focus on building strong relationships with the school communities, and the innovative thought, creativity and effort put into making such successful and positive events.</p> <p>It was noted that items 9 – 13 also related to the content of the Headteachers’ Report.</p>
9	<p><u>Academy Improvement Plans:</u></p> <ul style="list-style-type: none"> • Update on progress against priorities/milestones <p>Governors referred to page 12 of the Headteachers’ Report to review the update on effectiveness of leadership and management and the work done in the Autumn term to address</p>

priorities.

Re **Applegarth** John Halliwell explained the work being done on developing consistency and sustainability across the Academy with a priority focus on the development of middle leadership. There have been significant changes in a short space of time over the past few years, and the priority now is to consolidate and ensure a model of sustainability which promotes progression and retention of high quality staff.

Re. **Wolsey** , Ryan Arde' echoed the same focus on sustainability. Key issues at the present time include the impending maternity leave of the Acting Deputy Headteacher and the need to ensure that there is a suitable appointment to continue the high quality leadership.

There is also an emphasis on staff retention, and the desire to invest in staff and provide high quality training. This is particularly important in a climate of national teacher recruitment shortages.

At Wolsey there is also a focus on development of middle leadership and year group leaders are invited to join SLT meetings and take on delegated roles.

Question: Is there a training strategy in place across STEP for teachers?

Answer: Yes, STEP is offering all teachers within STEP the opportunity to take an Masters and have it fully funded by STEP.

The development of networking across the academies to share good practice and pull together experience and expertise, is progressing and will develop further with the appointment of Claire Slade in the role of Head of Teaching and Learning. There will be work done to provide a more strategic focus on developing leaders.

- **Feedback from governors who have made monitoring visits into school since the previous meeting**

It was noted that five governors had attended a morning in school at Applegarth on Friday 8th January 2016. Those who attended reported that the morning had been very well organized and all governors had **felt welcomed by all members of the school and the children**. It had been particularly impressive that during the tour of all classrooms, a member of the **Pupil Parliament greeted the governors** as they entered the classrooms, and governors subsequently learned that the children had not been in any way prepared for the governors tour, but that this greeting is given to any visitor who enters the classroom.

Governors had had the opportunity to see the **Success for All strategy** being delivered during lessons and governors had been struck by the **collaborative and co-operative working** of the children in small groups. **Children's behaviour** at all times had been excellent during the course of the visit

Governors had been given access to **look at children's books** and they commented on being impressed by the **quality of work**, and the clear development since September, evidenced in children's work. A governor commented that he had been really impressed by the huge changes made since his last visit last year and he had been particularly impressed by the **engagement of the children and their enthusiasm for learning**.

Governors said they had also been very pleased and impressed to hear a talk from Isabelle Nye,

	<p>Assistant Headteacher, about the school’s strategies and aims and notes from this would be circulated to all governors shortly.</p> <p>Governors agreed that the visit had been invaluable for them in helping to understand the school, seeing it in action and how the aims mapped out in the Academy Improvement Plan are being developed in practice. Governors re-affirmed their commitment to making regular visits to both schools and extended their sincere thanks to all members of staff and children at Applegarth for hosting the visit.</p>
10	<p><u>Review of Autumn Term Performance Data for each academy: Governors to ask relevant questions (noting that this will have been covered in detail at the meeting of the Standards Committee immediately preceding the current meeting)</u></p> <p>It was recognised that the performance data had been discussed in detail at the Standards Committee meeting just prior to the current meeting and recorded in the minutes of that meeting.</p> <p>The Chair of the Committee, Graham Smith, provided all governors with a brief summary of the discussions and the key points which had emerged from the meeting.</p> <p>With reference to Wolsey, data recorded on Page 10 (Year 6 key performance indicators) of the Headteacher’s Report, Ryan Arde’ explained that the school was confident that Reading and Writing is on track and the school is likely to meet its targets. At this stage there is a concern about Maths, noting that the results from the recent sample test had been low and well below expectations. Ryan Arde’ explained that there were a number of contributory factors most notably the changes to the new Maths testing process, with the scrapping of the Mental Maths paper and the replacement with the Arithmetic paper. Ryan highlighted that the children had experienced issues with timing and pace for completion of the test which will be significantly improved with practice, the provision of booster classes and the addition of extra teaching.</p> <p>Question: How can you be sure that the systems you are putting in place are having impact on the children’s progress and attainment?</p> <p>Answer: Ryan Arde’ explained that he is meeting with the Year 6 co-ordinator on a weekly basis to discuss and check how systems are working. There will be another round of testing in the first week of February and the school will be in a position to compare test results and identify where further improvements/support needs to be targeted.</p> <p>Question: Are there any particular groups of children within the cohort of Year 6 which present a particular cause for concern?</p> <p>Answer: SEN children as a group are all working towards age related expectations rather than being at age related expectations. The school is fully aware of all children with SEN and their particular needs and the SEN Co-ordinator is working with the teachers to provide the right support for each child.</p> <p>Question: Is there appropriate support in place for children looked after?</p> <p>Answer: Yes, the progress and achievement for every child is carefully tracked and the two LAC</p>

	<p>children in the school have provision in place to support their particular needs.</p> <p>Applegarth: John Halliwell drew governors' attention to Page 9 of the Headteachers' Report and explained that all children had made Good progress since September and the majority had made accelerated progress.</p> <p>Data for Writing will not be available until the end of the current half term, as this is cumulative, and will be circulated as soon as available .</p> <p>With regard to Reading the target for Children to meet age related expectations at the end of KS2 is 90%. Currently 76% are on track, and 14% require further accelerated progress.</p> <p>John said that he was confident that the target can be met but there is a need to continue working at pace and ensuring that children make rapid progress.</p> <p>With regard to Maths the target for children to meet age related expectations at the end of KS2 is 90%. Currently 92% children are on track to meet this target, indicating that the vast majority of children have made accelerated progress already in Maths.</p> <p>Overall there are no vast gaps between different groups of children, with the exception of SEN children with complex needs who have an educational health care plan.</p> <p>Across the school the widest gap at the present time is between Boys and Girls in Reception (where boys outnumber girls) and work is underway to address issues of underachievement over time.</p>
11	<p><u>Update on quality of teaching for each academy</u></p> <p>It was noted that the quality of teaching had been discussed in detail at the previous meeting of the Standards Committee. The committee members reported their confidence in the fact that both headteachers were fully aware of strengths within their staffing teams and those areas which require improvement. The Committee had asked questions about the support in place to ensure that all teaching is consistently Good/Outstanding by the end of the year and the committee was confident that this was fully in place.</p>
12	<p><u>Update on Attendance data for each academy</u></p> <p>Page 2 on the Headteacher's Report</p> <p>Governors extended their congratulations to the staff teams at both schools for overseeing continued improvements in pupil attendance. It was noted that at Applegarth the attendance figure discounting Nursery was 97.2%. The figure at Wolsey was 97.5%. Both these figures were above the national average and Good+. Governors noted the specific issues relating to absence as described in the report and noted the reporting of persistent absence at 10% and 15%.</p>
STEP Ahead – We invest in our future	
13	<p><u>Update on pupil numbers</u></p> <p>Applegarth: There has been a significant increase in pupil numbers: In October 2014 the number of pupils on roll was 366. The current figure as of January 2016 is 428. This is made up by an increase of 41 children into the mainstream and 21 increase into Nursery. The increase in</p>

	<p>Nursery figures is particularly encouraging as it is hoped and anticipated that this will convert into increased figures entering Reception.</p> <p>Currently there are 12 spaces in Reception.</p> <p>Question: What has been the reason for the increase in pupil numbers?</p> <p>Answer: There are a range of factors which include: The marketing work which the school has been doing, the positive impact of school community events, positive press coverage, the Good Ofsted judgement last year, and the general improvement in the school's reputation locally.</p> <p>Wolsey: The current number of pupils on roll is 370. There are 4 unfilled places in Year 6, and 15 in Year 3 where there is an inherited bulge class.</p> <p>Ryan Arde' asked governors to be aware that the school has not agreed to take a bulge class next year.</p>
14	<p style="text-align: center;"><u>Governors' communication</u></p> <p>14.1 With the whole school community: update on initiatives and planning.</p> <p>Governors discussed the importance of developing their own strategy for communicating with the schools' communities. It was noted that from the Summer Term it was intended that the Families and Community Committee will begin working and this will take on the remit of developing communication strategies. The Chair asked governors to give consideration as to which committee they would like to sit on from the summer term, noting that the Standards Committee is already up and running.</p> <p>During discussion governors agreed that they would like to begin developing communications sooner than the summer term and it was agreed that governors could contribute a piece to the weekly newsletter which is circulated from Applegarth. In the longer term it was agreed that governors would evaluate the possibility of developing a Governors' newsletter to go out to Wolsey and Applegarth communities along the lines of initiative already begun by the SGB of La Fontaine and Heathfield Academies.</p> <p>ACTION: Governors to liaise with John Halliwell re contributions to the Applegarth newsletter. All governors to give consideration to their preferences for committee membership which will be an agenda item at the next meeting. All governors to give consideration to development of communications.</p> <p>14.2 Preparation for the Annual Impact Statement</p> <p>The Clerk advised the SGB that there is now a statutory requirement for academies to publish an Annual Impact Statement from September 2016 (ie a document detailing the impact on outcomes for the school/children as a direct result of the SGB's work). The Governance Team is currently working on a template of the structure for this document, which will be populated by each SGB according to the work they have undertaken.</p> <p>ACTION: Arrangements for completion of the Annual Impact Statement to be an agenda item at the next meeting.</p>
15	<p><u>Correspondence to the Chair</u></p> <p>To note any correspondence received by the Chair</p>

	None.
16	<p><u>Minutes of the previous meeting</u></p> <ul style="list-style-type: none"> • To approve the minutes of the second meeting of the SGB held on 9th November 2015 (previously circulated and copy attached). Two copies to be signed and dated, to be kept on file in each academy <p>The minutes of the previous meeting were agreed as a true and accurate account of proceedings. Two copies were signed and dated by the Chair and a copy passed to each Academy Headteacher to be held on file in school.</p>
17	<p><u>Matters Arising from the Minutes</u></p> <ul style="list-style-type: none"> • Update on actions agreed at the previous meeting <p>All action points had been completed and noted at relevant points on the current agenda.</p>
18	<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>A query was raised as to whether there is a statutory obligation to publish minutes on the Academy website. The Clerk confirmed that the Academy Financial Handbook indicates that publication of minutes is now an expectation. It was agreed that minutes will be published on the academy websites once they have been formally approved by the SGB.</p>
19	<p><u>Feedback from Board of Trustees</u></p> <p>Mark Ducker provided governors with an update on the focus of the Board's work during the past term;</p> <ul style="list-style-type: none"> • Launch of the STEP Compass and ensuring that this underpins the work of the whole Trust • STEP First: Ensuring that all involved within the Trust are able to think as part of one team. Establishing greater consistency in working practices across the Trust. Ensuring that staff have a range of benefits which hopefully have a positive impact on recruitment and retention – including 1% enhanced pay rise for all teachers which was confirmed last term, the opportunities for funded MAs, the opportunity for all staff to have a free meal so long as they eat with the children (which equates to £500 per year per person). • STEP Way: the appointment of Claire Slade as Head of Teaching and Learning will have a fundamental impact on further developing systems and evaluating best practice across the Trust. The Board of Trustees has a Standards Committee which is now chaired by Kate Chatwal and this is also a key part of driving forward the Trust's strategic development, with a particular priority on standardizing approaches to assessment across the Trust. • STEP Up: Development of a training programme to ensure that staff and governors are skilled and enabled to work as effectively as possible • STEP Ahead: The Trust has a forward-looking approach, and demonstrated recently by the appointment of Jeremy Meek in advance of a school being available for his headship. The Board has a growth strategy, based on the application of the STEP principles and always applying due diligence to any new opportunities. At the current time the Trust has made a free school application for a secondary school in Bromley.

20	<p><u>Governors' Training</u></p> <p>It was noted that a number of governors had attended the bespoke Ofsted training session at the end of the previous term and had provided feedback to the Head of Teaching and Learning, who is currently in the process of devising a programme of governors' training, to begin from the second part of the Spring term.</p> <p>The Chair asked all governors to give consideration to any topics which they felt would be particular helpful and explained that he would be meeting with Claire to discuss the needs of the SGB.</p> <p>ACTION: All governors to feedback any views/ideas on training, which will be taken into consideration when drawing up the governors' programme for training during the forthcoming year.</p>
21	<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>
22	<p><u>Meeting Impact</u></p> <ul style="list-style-type: none"> • To consider how discussion and decisions at the current meeting will have a positive impact on the school and on children's outcomes <p>Governors considered that the combination of the current meeting and the impact of recent visits into both schools had enabled them to have a fuller understanding of the direction of both schools, both separately and together. Governors had asked key questions and tested the quality of the Headteachers' judgements.</p>
23	<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 <p>None.</p>
	<p><u>Confidential Staffing Matters</u> (if any)</p> <p>Members of staff, as appropriate, will be asked to withdraw from the meeting for the discussion of this item</p> <p>There were some items relating to staffing matters, recorded under Part B</p>

Summary of Action Points

<u>Item No</u>	<u>Action Point</u>	<u>Person responsible</u>
1	Arrangements for completion of the Annual Impact Statement to be an agenda item at the next meeting.	Clerk
14.1	ACTION: Governors to liaise with John Halliwell re contributions to the Applegarth newsletter. All governors to give consideration to their preferences for committee membership which will be an agenda item at the next meeting. All	All governors

	governors to give consideration to development of communications	
20	ACTION: All governors to feedback any views/ideas on training, which will be taken into consideration when drawing up the governors' programme for training during the forthcoming year.	All governors

Next meeting dates

Mon 29 th February	Applegarth/Wolsey SGB	Applegarth – 6.00pm	Liz Parry
SUMMER TERM			
Mon 18 th April	Applegarth/Wolsey Standards	Applegarth – 6.00pm	Liz Parry
Thurs 28 th April	Applegarth/Wolsey PTA/Communities	Wolsey – 6.00pm	Liz Parry
Mon 16 th May	Applegarth/Wolsey Operations/Audit	Applegarth – 6.00pm	Liz Parry
Mon 6 th June	Applegarth/Wolsey SGB	Wolsey – 6.00pm	Liz Parry