



**WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL**

**MINUTES OF THE FULL GOVERNING BODY MEETING**

**Held at School on Tuesday, 3<sup>rd</sup> October 2017 at 6.30 pm**

*On a voyage of discovery: together we learn,  
grow and achieve*

**Christian Values of  
Respect, Self-worth/Perseverance, Love,  
Kindness, Forgiveness**

**PRESENT:** John Collins (Chair), Claire Frost (HT), Deborah Bennett, Rev'd. Judy Darkins, Sue Mash, Jennifer Maynard, Oliver Walker, Jill Double

**CLERK:** Jane Phillips

The meeting commenced at 6.30 pm and was quorate.

ITEM	PROCEDURAL	ACTION
	<p><b><u>WELCOME AND PRAYER</u></b></p> <p>The Chair welcomed governors. The meeting was opened with a prayer.</p>	
1.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Apologies were received and accepted for John Carroll and Rev'd Tricia Fogden.</p>	
2.	<p><b><u>DECLARATION OF BUSINESS INTEREST</u></b></p> <p>Sue Mash declared she was also a governor of Homewood School and Sixth Form Centre.</p> <p>There were no other declarations of business interest made against any agenda item.</p>	
3.	<p><b><u>GOVERNANCE</u></b></p> <p><b>Governors noted that the terms of office for both the Chair and Vice Chair would commence that day and conclude on 2nd October 2019.</b></p> <p><b>3.1</b> <u>The Appointment of the Chair of the Full Governing Body</u></p> <p>The Clerk took the meeting for the appointment of the Chair.</p> <p>The Clerk reported that she had received a governor nomination for John Collins (JC) to stand for re-appointment as Chair. JC had indicated his willingness to continue. Further nominations were invited, there were none.</p> <p>(JC was asked to step out of the meeting whilst governors considered his re-appointment.)</p> <p><b>Governors unanimously agreed to appoint John Collins as Chair of the full governing body.</b></p> <p>The Chair took the remainder of the meeting.</p> <p><b>3.2</b> <u>The Appointment of the Vice Chair of the Full Governing Body</u></p> <p>The Chair reported that a nomination had been received by the Clerk for Jennifer Maynard (JM) to stand as Vice Chair who was also willing to stand. There were no further nominations.</p> <p>(JC was asked to step out of the meeting.)</p> <p><b>Governors unanimously agreed to appoint Jennifer Maynard as Vice Chair of the full governing body.</b></p> <p><b>Governors congratulated both governors on their appointments.</b></p>	

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<p><b>3.3</b></p> <p><b>3.4</b></p> <p><b>3.5</b></p> <p><b>3.6</b></p> <p><b>3.7</b></p>	<p><b>Action: The Clerk to advise the Local Authority of the Chair's and Vice Chair's appointments.</b></p> <p><u>Membership</u></p> <p>The Chair reported that the former Vice Chair John Carroll would conclude his term of office as Local Authority governor on 29<sup>th</sup> November 2017 and would not seek to serve a further term of office.</p> <p><u>Terms of Reference for the Governing Body</u></p> <p>The proposed TOR had been provided as a supporting paper for the meeting (filed with the minutes).</p> <p><b>Governors agreed the TOR subject to the inclusion of the appointments made that evening.</b></p> <p><b>Action: The Clerk to circulate the updated TOR for the governing body.</b></p> <p><u>Governing Body Code of Conduct</u></p> <p>Governors reviewed the National Governance Association's latest model template which had been personalised to the school (filed with the minutes).</p> <p><b>Governors agreed the proposed Code of Conduct.</b> Governors' individually signed copies were passed to the Clerk for filing.</p> <p><u>Annual Declaration of Business Interests</u></p> <p>Governors completed their annual declaration of business interests.</p> <p><b>Action: The Clerk to prepare an annual summary of governor business interests for uploading to the school's website (following receipt of TF's declaration).</b></p> <p><u>Governing Body Records/ The Governor Area of Kent Learning Zone</u></p> <p>The Clerk reported that the Local Authority's database for governors, including specific roles and responsibilities and those records held on GIAS (formerly Edubase) were up-to-date. The appointments made during this meeting would be now be included.</p> <p>The Clerk further reported that all documents relating to the governing body meetings of the previous year had been uploaded to the governor area of KLZ during the summer holidays. Further documents would be uploaded as the year progressed.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>4.</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p>	<p><b><u>MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 13<sup>TH</sup> JULY 2017</u></b></p> <p><b>The confidential and non-confidential minutes were agreed as an accurate account of the previous meeting and were signed by the Chair.</b></p> <p><u>Governor and Clerk's Actions Arising (Non-Confidential Minutes)</u></p> <p><b>Item 1. Action: The Health &amp; Safety governor to conduct a H&amp;S walk early in term 2.</b></p> <p><b>Item 2.</b> The Headteacher's performance management review would take place on 31<sup>st</sup> October 2017. The HT's review would be conducted by the Chair, Local Authority governor and DB (parent governor) and supported by the school's Improvement Advisor.</p> <p>There were no further actions.</p> <p><u>Governor and Clerk's Actions Arising (Confidential Minutes)</u></p> <p>The HT reported that the parent appeals for Year R Appledore children to travel on the school bus without charge had been unsuccessful. Several parents had since attended a meeting of the Appledore Parish Council to register their dissatisfaction at the outcome of their appeals.</p>	<p><b>H&amp;S Gov</b></p>

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	The HT further reported that parents had since made alternative transport arrangements or were paying for places on the school bus. The school had not lost any pupils because of the change in transport arrangements.																	
<b>ITEM</b>	<b>SCHOOL IMPROVEMENT</b>																	
<b>5.</b>	<b><u>HEADTEACHER'S REPORT</u></b>																	
<b>5.1</b>	<p>The HT presented her verbal report to governors.</p> <ul style="list-style-type: none"> <li>The new appointments to Foundation Stage and Year 1/2 had commenced at the beginning of term 1 and were considered excellent additions to the team. The children had responded well and were settled.</li> <li>Following the resignation of a teaching assistant (TA), the HT had appointed a highly experienced TA from a strong field of applicants. The new TA would take up post from 30<sup>th</sup> October 2017. The TA was also a qualified HLTA who had indicated their willingness to step up to this role if a future need was identified.</li> <li>There were currently 125 pupils on roll with an appeal for a place in Year 4. Further places were now only available lower down the school with the upper school fully subscribed.</li> <li>The continued focus was to ensure that the school delivered an outstanding and exciting curriculum which would be unique to Wittersham pupils. The HT explained that the medium-term plans reflected a termly theme for each class which would begin with a "hook", a "marvellous middle" and finally, a "fantastic finish".</li> </ul> <p>An example of a "hook" was the study of the book "Sky Hawk" which had involved a Falconer visiting the school with a hawk. Following a demonstration, the children could then write about the hawk. The "marvellous middle" might encompass a guest speaker and the "fantastic finish" a presentation to the parents or perhaps an exhibition.</p> <p>Oxney were currently studying "Wind in the Willows" which would involve a theatre performance to the children during November 2017.</p> <p>The HT explained to ensure that the curriculum was unique to Wittersham, local resources were being explored which would further enrich the curriculum.</p> <p>Staff were also keen to pursue an outdoor curriculum. A trainer had been identified who would provide staff training and development on teaching subjects outdoors using nature's resources.</p>																	
<b>5.2</b>	<p><u>School Summary Sheet (Primary) – Autumn Term 2017</u></p> <p>The summary sheet was provided as a supporting paper for the meeting (filed with the minutes).</p> <p><b>Governors were delighted to note that the school's progress and attainment data for KS1 and KS2 for 2016/17 far exceeded both Kent and National data.</b></p> <p><b>The Chair noted the average progress for Year 6 for the upper categories which were particularly impressive.</b></p> <p>The HT explained that the average progress ranged between a threshold of minus five to plus five. There was evidence of significant progress.</p> <table border="1"> <thead> <tr> <th><b>KS2 - 2017</b></th> <th><b>School</b></th> <th><b>Kent</b></th> <th><b>National</b></th> </tr> </thead> <tbody> <tr> <td>Reading Progress Score</td> <td>6.2</td> <td>0.3</td> <td>0.0</td> </tr> <tr> <td>Writing Progress Score</td> <td>3.1</td> <td>0.4</td> <td>0.0</td> </tr> <tr> <td>Maths Progress Score</td> <td>3.0</td> <td>-0.2</td> <td>0.0</td> </tr> </tbody> </table>	<b>KS2 - 2017</b>	<b>School</b>	<b>Kent</b>	<b>National</b>	Reading Progress Score	6.2	0.3	0.0	Writing Progress Score	3.1	0.4	0.0	Maths Progress Score	3.0	-0.2	0.0	
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	<p><b>Governors asked the HT to pass on their congratulations to all staff. Both the staff and pupils had been "brilliant".</b></p>	
<p><b>6.</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p>	<p><b><u>SEF/ SCHOOL DEVELOPMENT PLAN 2016-17</u></b></p> <p>The Self-Evaluation Summary Sheet and School Development Plan for 2017/18 had been circulated prior to the meeting (filed with the minutes).</p> <p><b>Self-Evaluation Summary Sheet</b></p> <p>The HT said she intended to review the SEF gradings with the school's Improvement Advisor to ensure the accuracy of the benchmarking provided. (A grading of one: 'outstanding' and a grading of two: 'good'.)</p> <ul style="list-style-type: none"> <li>• Overall effectiveness: <b>(-1)</b> <ul style="list-style-type: none"> <li>➤ This had since been revised upwards following the progress and attainment data for 2016/17.</li> </ul> </li> <li>• Effectiveness of Leadership &amp; Management: <b>(2+)</b> <ul style="list-style-type: none"> <li>➤ There would continue to be a focus on building capacity within the Middle Leadership layer.</li> </ul> </li> <li>• Quality of teaching, learning and assessment: <b>(2+)</b> <ul style="list-style-type: none"> <li>➤ Two new teachers had been appointed who were considered outstanding practitioners.</li> </ul> </li> <li>• Personal development, behaviour, and Welfare: <b>(1)</b> <ul style="list-style-type: none"> <li>➤ The recent SIAMS judgement of 'Outstanding' validated this.</li> </ul> </li> <li>• Outcomes for children and learners: <b>(-1)</b></li> <li>• The effectiveness of Early Years provision: <b>(2+)</b></li> </ul> <p><b>Governors considered the gradings appropriate given the school's successes.</b></p> <p><b>A governor thought there was scope to improve the grading for the Quality of Teaching, Learning and Assessment once the two new teacher appointments had been fully evaluated through triangulation.</b></p> <p>The HT said a further focus would be the number of children working at greater depth in Year 2. However, starting points had been low in some cases.</p> <p><b>A governor commented the difference between '+2' and '-1' represented a small threshold.</b></p> <p><b>A governor thought the gradings over time had evidenced the school's journey.</b></p> <p><b><u>School Development Plan – 2017/18</u></b></p> <p>The HT explained that she had attended training provided by the Local Authority and had since changed the format of the SDP. '<i>The Success Criteria – What will success look like in July 2018</i>' had since been incorporated and reflected the school's highest aspirations.</p> <p>Governors were told that staff had reviewed the SDP, were familiar with the priorities for the year ahead and were fully on board. The development points were considered appropriate and the document succinct.</p> <p>The HT referenced priority 4.1 (<i>Gaps narrowed for disadvantaged pupils to ensure they achieve</i>) and said that whilst the school's data didn't identify this as a particular issue, it was an ongoing priority of importance which should always remain in the Plan.</p> <p>The HT said an action arising from the recent SIAMS inspection was the further</p>	

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<p><b>6.3</b></p>	<p>embedding of RE. Whilst SIAMS did not have a separate section within the School Development Plan, it was contained within the section for Subject Leadership. The RE Subject Leader had already begun to work on this.</p> <p><b>Governors ratified the School Development Plan for 2017/18.</b></p> <p><u>Governor Monitoring Roles and Responsibilities</u></p> <p>The monitoring framework for the year ahead was distributed amongst governors (filed with the minutes).</p> <p>The Chair provided an explanation of the new monitoring framework.</p> <ul style="list-style-type: none"> <li>• <b>RE.</b> Each governor to carry out one Collective Worship and one class worship visit during the year. There would be a standard pro-forma visit report enabling governors to complete this at the time.</li> <li>• <b>Focus 1. (L&amp;M)</b> Governors would be linked to a Subject Leader; Literacy, Science, Maths, RE, humanities and Art/PE. There would again be a standard checklist/proforma to ensure a consistent approach to monitoring. Governors would meet their Subject Leader during term 3 to determine the progress made against the actions in Focus 1.</li> <li>• <b>Focus 2. (Q of T, L&amp;A)</b> Governors to monitor this through learning walks and book scrutinies using a modified pro-forma visit report. It was suggested that these walks could be completed following worship monitoring. Subject specific book scrutinies would also take place during Curriculum &amp; Standards committee meetings.</li> <li>• <b>Focus 3. (PDB&amp;W)</b> Progress would be monitored through pupil conferencing carried out during terms 2, 3 &amp; 4. This would include the Chair together with a different governor for each visit.</li> <li>• <b>Focus 4. (O for P)</b> Progress would be monitored via the HT's Pupil Progress Reports to members of the Curriculum &amp; Standards Committee together with reports to the full governing body.</li> </ul> <p><b>A governor thought the standardised method of reporting on visits preferable given it provided a more unified approach to monitoring.</b></p> <p>The following monitoring responsibilities were agreed.</p> <table border="1" data-bbox="261 1256 1235 1529"> <tr> <td>T2 Collective Worship and Class Worship/ Learning Walk</td> <td>Deborah Bennett Johanna Dadson</td> </tr> <tr> <td>Science</td> <td>Chair of governors</td> </tr> <tr> <td>Literacy</td> <td>Deborah Bennett</td> </tr> <tr> <td>Maths</td> <td>Jennifer Maynard</td> </tr> <tr> <td>Humanities</td> <td>Oliver Walker</td> </tr> <tr> <td>RE</td> <td>Rev'd Judy Darkins</td> </tr> <tr> <td>Arts/PE</td> <td>Sue Mash</td> </tr> </table> <p>Action: DB/JD to arrange worship visit dates with the staff governor/RE Subject Leader.</p> <p>Action: DB/JD to contact the HT regarding the dates of their learning walks.</p> <p>The Chair explained that the Rochester Diocese proforma would be used for the worship governor visits. The Chair and HT would prepare a proforma for learning walks before governors undertook these visits.</p> <p>Remaining monitoring visits would commence in term 3.</p>	T2 Collective Worship and Class Worship/ Learning Walk	Deborah Bennett Johanna Dadson	Science	Chair of governors	Literacy	Deborah Bennett	Maths	Jennifer Maynard	Humanities	Oliver Walker	RE	Rev'd Judy Darkins	Arts/PE	Sue Mash	<p><b>DB/JD</b></p> <p><b>DB/JD</b></p>
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<p><b>7.</b></p> <p><b>7.1</b></p>	<p><b>SIAMS</b></p> <p><u>RE Action Plan</u></p> <p>The HT said there were certain aspects which were common across all Action Plans, embedding SMSC was provided as an example.</p>															

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	<p>The HT reported that the statutory RE curriculum would change from September 2018. The Diocese had provided 2½ days of training on the new curriculum “Understanding Christianity”. The RE Subject Leader had since led a staff meeting to ensure that staff were well prepared to meet the needs of the new curriculum.</p> <p>It was noted that this was a completely different approach to the teaching of RE, was considered more vibrant with some fantastic resources. It was more Christianity biased which would be taught through to term 4/5 with the bible taught in chronological order. Other faiths would be taught towards the end of the academic year.</p> <p>The HT said the new RE curriculum would fit well with enquiry based learning, would be more engaging and provide children with the capacity to ask the bigger questions. This would also address the SIAMS action of further embedding RE.</p>																					
<p><b>8.</b></p>	<p><b><u>FINANCE/HEALTH &amp; SAFETY / PREMISES</u></b></p> <p>The HT reported that a potential health &amp; Safety issue had been identified in respect of the blackout blinds in the hall. A ground based pully system had since been ordered to avoid the closing of the blinds at height.</p> <p><b>A governor asked if there were any further updates on the boiler.</b> The HT said the work on the boiler continued to be awaited.</p> <p>The HT reported that the exterior to the front of the school had been repainted during the summer holidays. The outside storage doors had also been replaced.</p>																					
<p><b>9.</b></p>	<p><b><u>SAFEGUARDING</u></b></p> <p>The HT advised governors that the swimming pool had been broken into for the second time during a recent weekend. This was considered a Safeguarding issue because of the vandalism caused to the pool and more importantly the cover had been pulled back which was considered dangerous. Both break-ins had been reported to police and additional signage had been ordered for the area. Additional security had also been implemented.</p> <p>There were no other incidents, issues, or concerns to report.</p>																					
<p><b>10.</b></p> <p><b>10.1</b></p>	<p><b><u>POLICIES</u></b></p> <p>All policies due for review were circulated prior to the meeting (filed with the minutes).</p> <p>It was noted that most policies under consideration were Kent model policies.</p> <p><b>Governors reviewed the following policies:</b></p> <table border="1" data-bbox="261 1473 1254 1845"> <thead> <tr> <th></th> <th><b>Frequency of Review</b></th> </tr> </thead> <tbody> <tr> <td>Admissions Policy for 2018</td> <td>One Year</td> </tr> <tr> <td>*Safeguarding/Child Protection Policy</td> <td>"</td> </tr> <tr> <td>*Child Protection Policy for Early Years Settings</td> <td>"</td> </tr> <tr> <td>Supporting Pupils with Medical Needs</td> <td>"</td> </tr> <tr> <td>Instrument of Government</td> <td>"</td> </tr> <tr> <td>*Pay Policy (SPS model)</td> <td>"</td> </tr> <tr> <td>*Anti-Bullying Policy</td> <td>Three Years</td> </tr> <tr> <td>*Allegations of Abuse Against a Member of Staff</td> <td>"</td> </tr> <tr> <td>Staff Code of Conduct</td> <td>"</td> </tr> </tbody> </table> <p>*Kent model policies</p> <p><b>Action: The HT to include Jennifer Maynard’s name in the Safeguarding policy as Safeguarding governor.</b></p>		<b>Frequency of Review</b>	Admissions Policy for 2018	One Year	*Safeguarding/Child Protection Policy	"	*Child Protection Policy for Early Years Settings	"	Supporting Pupils with Medical Needs	"	Instrument of Government	"	*Pay Policy (SPS model)	"	*Anti-Bullying Policy	Three Years	*Allegations of Abuse Against a Member of Staff	"	Staff Code of Conduct	"	<p><b>HT</b></p>
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	<p>The HT advised that she would remove point 10 (dress code) from the Staff Code of Conduct and that this would be addressed through H&amp;S or a separate document on proper attire. Staff had previously been consulted as to the policy wording for the Code of Conduct and were aware of it.</p> <p><b>Governors ratified all policies presented.</b> All policies would be reviewed as indicated unless a need was determined earlier.</p>	
<b>10.</b>	<b><u>GOVERNOR TRAINING AND DEVELOPMENT</u></b>	
<b>10.1</b>	<p><u>Governor Training Undertaken</u></p> <p>DB reported that she had completed E-learning modules on the following:</p> <ul style="list-style-type: none"> <li>Effectiveness: governance making an impact and changing lives.</li> <li>Governor Visits to Schools.</li> </ul> <p><b>A governor queried what steps would need to be taken if a pupil made a disclosure or concern of some sort during a governor visit.</b> The HT advised that if the disclosure was regarding a Safeguarding or Child Protection concern, the governor should contact the HT or school Business Manager who were the Designated Safeguarding Leads (DSL's). If the concern was regarding the school in general, the concern should be raised with the HT. If the concern was about the HT, it should be raised with the Chair of governors.</p> <p>Certificates were passed to the T&amp;D governor for inclusion in the governance training file.</p>	
<b>10.2</b>	<p><u>Governor Training Due to be Attended</u></p> <p>The Ex Officio Foundation governor reported that she would attend the Diocesan Conference on Tuesday, 10<sup>th</sup> October 2017. The subject matter would be "Sacred Spaces".</p> <ul style="list-style-type: none"> <li>Tenterden Rural Alliance Joint Governors' Meeting, 6<sup>th</sup> November 2017 (6-8pm @ Homewood School). The evening would include a presentation on the governors' role in Safeguarding.</li> </ul> <p><b>Action: The HT, JM, and JD to attend the TRA joint governors' meeting.</b></p> <p>The F, F&amp;P Committee would continue to take place as scheduled. However, JM would not attend on this occasion given her attendance of the TRA meeting later that day.</p>	<b>HT/JM/JD</b>
<b>ITEM</b>	<b>OTHER</b>	
<b>12.</b>	<b><u>CHAIR'S ACTIONS / CORRESPONDENCE</u></b>	
	<p>The Chair made governors aware of a possible need to form a governor panel. SM, JD and OW agreed to form such a panel if the need arose. (<i>Clerk's note: This was subsequently unnecessary.</i>)</p>	
<b>13.</b>	<b><u>ANY OTHER URGENT BUSINESS</u></b>	
	<p>The HT explained that a SDP focus was to address unauthorised absence given there were some parents who chose to take their children on holiday during term time.</p> <p>The HT had contacted KCC's Schools Liaison Officer (SLO) and had explained that it was not the school's policy as a Church school to fine parents in such situations. Whilst not recommending that the school should apply fines in future, the SLO proposed that this item should be raised and discussed with governors.</p> <p>The HT intended to draft a new Attendance policy later in the year and wished to seek governor opinions as to whether penalties should be applied in future.</p>	

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	<p>Action: The Clerk to include an item on penalties for unauthorised absence within the agenda of the FGB meeting of 7<sup>th</sup> December 2017.</p> <p><b>Governors briefly discussed whether there was evidence that a penalty notice was a sufficient deterrent for unauthorised absence.</b></p> <p>The HT told governors that a school ball would take place at the London Beach Golf Club on 18<sup>th</sup> November 2017. Tickets were available and for sale in the school office.</p>	<b>Clerk</b>
<b>14.</b>	<p><b><u>CONFIDENTIALITY</u></b></p> <p>There were no minutes considered confidential.</p>	
<b>15.</b>	<p><b><u>DATE OF THE NEXT MEETING</u></b></p> <p>The next meeting would take place on <b>Thursday, 7th December 2017 at 6.30 pm.</b></p>	

The meeting concluded at 8.00 pm

Signed:.....  
(Chair)

Date: .....

#### **ACTION SUMMARY**

<b>Action Item</b>	<b>Agenda Item</b>	<b>Governor/ HT/DHT/ Clerk</b>	<b>Action</b>
1.	3.2	Clerk	To advise the Local Authority of the Chair's and Vice Chair's appointments.
2.	3.2	Clerk	To circulate the updated TOR for the governing body.
3.	3.6	Clerk	To prepare an annual summary of governor business interests for inclusion on the school's website once TF's declaration had been received.
4.	4.1	H&S Gov	To conduct a H&S walk early in term 2.
5.	6.3	DB/JD	To arrange Collective Worship/Class Worship visit dates with the RE Subject Leader (GD)
6.	6.3	DB/JD	To contact the HT regarding the date of their learning walks.
7.	10.2	HT/JM/JD	To attend the TRA joint governors' meeting on 6 <sup>th</sup> November 2017.
8.	13.	Clerk	To include an item on penalties for unauthorised absence within the agenda of the FGB meeting of 7 <sup>th</sup> December 2017.

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