**LOCAL GOVERNING BODY OF ZETLAND PRIMARY SCHOOL**

**MINUTES OF A MEETING HELD ON TUESDAY 20 NOVEMBER 2018**

**Governors Present:**

**Trustee Appointed Governors:** Mrs S Leng (Chair), Mr J Douglas, Mrs B McGlasson and Mr D Thompson (part of the meeting)

**Head Teacher:** Mr S English

**Non-Governing Staff Members:** Mrs T Barnes (School Business Manager) (part of the meeting) and Mr P Richardson (Deputy Head Teacher)

**Clerk:**

Jonathan Gordon, Redcar and Cleveland School Governance Support Service

**Also Present:**

Mrs M Fellows, prospective parent governor

Mrs M Mamoulides, prospective trust appointed governor

*The meeting was held at the school and started at 4.00 pm. Of the 8 governors in post at the time of the meeting, at least 4 were present for the whole of the meeting and the required quorum was met at all times.*

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| **1.** | | **APOLOGIES AND CONSENT TO ABSENCE** | |
| 1.1  1.2 | | Apologies had been received from Mr P Robinson (Vice-Chair), Mrs K French and Ms M Hill.  RESOLVED to consent to the absences of the above named governors. **ACTION: Clerk** | |
| **2**. | | **ANY OTHER BUSINESS**  The Head Teacher raised the following issues for consideration under Any Other Business: a fixed term exclusion; audit of the ‘Friends of Zetland’ account; governor training dates and a Gazette article. | |
| **3.** | | **DECLARATIONS OF INTEREST**  Governors were reminded that they should declare any interests relevant to the business on the agenda as and when necessary. No declarations were made. | |
| **4.**  4.1  4.2  4.3 | | **APPOINTMENT OF CHAIR**  Governors had been invited in advance to express their willingness to serve as chair of governors for the 2018/19 academic year. Mrs S Leng had put her name forward in advance of the meeting. Other governors were also given an opportunity at the meeting to express their willingness to stand but no further names were forthcoming. Mrs S Leng withdrew from the meeting to allow governors to consider her appointment.  RESOLVED that Mrs S Leng be appointed chair of governors for the academic year 2018/19, subject to formal ratification by the board of trustees. **ACTION: Board of Trustees**  Mrs Leng re-joined the meeting and was informed of the local governing body’s decision. Having accepted her appointment, she then took the chair for the remainder of the meeting. | |
| **5.**  5.1  5.2 | | **APPOINTMENT OF VICE-CHAIR**  Governors had been invited in advance of the meeting to express their willingness to serve as Vice-Chair of governors for the academic year 2018/19. Mr P Robinson had put his name forward in advance of the meeting.  RESOLVED to appoint Mr P Robinson as Vice-Chair for the academic year 2018/19.  **ACTION: Clerk** | |
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| **6.**  6.1  6.2  6.2.1  6.2.2  6.3  6.3.1  6.3.2  6.3.3 | | **MINUTES AND MATTERS ARISING**  **Purpose**  Minutes of the local governing body meeting held on 20 June 2018 had been circulated in advance of the meeting, to be approved and signed as a true record. Governors also had an opportunity to question progress with any matter discussed at that meeting which would not arise during the course of the present meeting.  **Discussion/ Challenge**  Arising from Item 4.3.4- SharePoint  The Head Teacher informed governors that there was a new SharePoint for Ironstone Academy Trust. SharePoint training for governors would be arranged.  Arising from Item 19.2- Link Governor Visits  The Head Teacher would compose a governor calendar for link governor visits. This would then be available on the notice board in the staff room.  **Outcome**  RESOLVED that the minutes of the meeting held on 20 June 2018 be approved and signed by the Chair. **ACTION: Chair**  The Head Teacher would compose a governor calendar and make it available in the staff room. **ACTION: Head Teacher**  Training for SharePoint would be organised in due course. **ACTION: Head Teacher** | |
| **7.**  **7.1**  **7.2**  7.2.1  7.2.2  7.2.3  7.2.4  7.3  7.3.1  7.3.2 | | **FINANCE WORKING PARTY MINUTES**  **Purpose**  Minutes of the Finance Working Party meetings dated 17 May 2018 and 12 November 2018 had been circulated to governors to inform them of discussions that had taken place.  **Discussion/ Challenge**  The Head Teacher informed governors that pupil premium numbers were declining. The 2018 Year 6 cohort had more pupil premium numbers than those currently in reception. Governors discussed the need to adjust forecasts and canvas parents directly.  The school had appointed to the 20 hour administration post. The school office had more work around General Data Protection Regulations (GDPR) and attendance. The school had budgeted for the post to be 25 hours and governors were asked for those hours to be increased from December 2018. The increase would be a temporary arrangement until February 2019. In response to a governor’s question, governors discussed that it would be a contract variation.  Staffing updates and costs were discussed with governors. With savings in other areas, the five additional hours would mean that the school would not be overspending on staff costs.  There would be an overspend on the IT curriculum and savings would need to be made elsewhere to counterbalance. At the finance working party it had been discussed where the savings could be made. The cost of new laptops (8 in total) would be £3,427.20 excluding VAT.  **Outcome**  Governors agreed to the temporary increase of the 20 hour administration post to 25 hours. Governors noted that the member of staff in the school office would also be professionally developed in relation to GDPR. The contract variation would be reviewed in February 2019. **ACTION: School Business Manager and Head Teacher**  Governors agreed to the purchase of additional laptops in the sum of £3,427.20 excluding VAT. | |
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| **FINANCE** | | |
| **8.**  8.1  8.2  8.2.1  8.2.2  8.3 | | **SCHOOL BUSINESS MANAGER’S REPORT**  **Purpose**  A copy of the School Business Manager’s report along with the management accounts had been circulated for governors’ information. Additionally, the School Business Manager had provided governors with the estimated outturn compared to actual spend for 2017/18.  **Discussion/ Challenge**  The School Business Manager informed governors that the report was in a consistent format across all schools in Ironstone Academy Trust.  In relation to staffing one Higher Level Teaching Assistant (HLTA) post ended in July 2018. Two teaching assistants had reduced hours and two casual teaching assistants recruited. One teacher was on maternity leave.  **Outcome**  Governors noted the information contained within the School Business Manager’s report, as well as the management accounts and trial balance outturn report. | |
| **9.**  9.1  9.2  9.2.1  9.2.2  9.3 | | **FINANCIAL MONITORING**  **Purpose**  The management accounts for 2018/19 along with theestimated outturn compared to actual spend for 2017/18 had been circulated for governors’ information.  **Discussion/ Challenge**  The School Business Manager noted the savings made on pupil meals. The school, along with the trust, had changed catering companies.  The School Business Manager noted the need for a governor to audit the ‘Friends of Zetland Account’.  **Outcome**  Mr D Thompson would audit the ‘Friends of Zetland’ account. **ACTION: Mr D Thompson** | |
| **10.**  10.1  10.2 | | **RESPONSIBLE OFFICER VISIT REPORT**  **Purpose**  Governors were provided with the responsible officer visit report, to note items auditors had identified during their visit.  **Outcome**  Auditors had confirmed that there were no weaknesses in the controls and compliance standards which require the attention of management. Governors noted the report. | |
| **11.**  11.1  11.2 | | **STAFFING**  Governors noted that staffing matters had been discussed during the school business manager’s report. The Head Teacher reported on two members of staff that were delivering a programme of work to all year groups entitled ‘Kidsafe’. This was to help children keep themselves safe. The programme had five sessions with a re-cap at the end.  It had been necessary to recruit two casual level three teaching assistants in response to: pupils with additional Special Educational Needs and Disabilities (SEND); a request from two existing teaching assistants for a reduction of hours and a HLTA teaching assistant that had left in July. | |
| **12.** | | **SIGNING IN PROCEDURES**  At the last meeting, governors had discussed improving signing in and entry procedures. The Head Teacher confirmed that the school would use the same procedures as others in the trust and use an IPad with a signing in app. This was in the process of being implemented. | |
| **13.**  13.1  13.2  13.3 | | **PREMISES MATTERS**  The Head Teacher confirmed that the School Business Manager’s office had been completed over the summer holiday period, along with the new Early Years Foundation Stage (EYFS) room and an additional planning preparation and assessment area.  Lockers had been installed for visitors to place their belongings, which would improve safeguarding arrangements at the school.  In order to continually improve safeguarding practice a particular area of school had been improved to prevent an incident from happening. Premises staff had been flexible to upgrade the area of school.  *Mrs T Barnes left the meeting at 5.00 pm* | |
| **14.**  14.1  14.2  14.2.1  14.2.2  14.2.3  14.2.4  14.3 | | **PUPIL PREMIUM REPORT 2017/18 AND PUPIL PREMIUM STRATEGY 2018/19**  **Purpose**  The pupil premium strategy for 2018/19 had been circulated for governors’ information. The pupil premium strategy noted the budget, attainment, barriers to future attainment, desired outcomes and planned expenditure. Included in the pupil premium strategy was the review of expenditure for the 2017/18 academic year detailing the desired outcomes, chosen action/ approach, impact, lessons learnt and cost.  **Discussion/ Challenge**  The Chair asked the following: ‘When Governors visit the academy what areas of the school’s performance will staff be celebrating and which should governors see developing?’  The Head Teacher confirmed that staff would be celebrating the performance of pupil premium children and that of vulnerable children. Pupil premium pupils out performed national ‘other’ pupils in all areas at Key Stage 2 (KS2). Pupil Premium progress scores also out performed national ‘other’.  The school would also be celebrating its EYFS outcomes for 2018. The Head Teacher informed governors that 73% of pupils achieved a ‘Good Level of Development’ (GLD).  In relation to areas that would be developing the Head Teacher confirmed that a priority of the school would be to improve middle attaining girls’ performance at the greater depth standard in maths at the end of both key stages and to ensure all girls make progress from starting points as identified by the end of key stage results to diminish the difference by the end of KS2 at the high level. Additionally, to improve girls’ progress scores in maths so differences were diminished between boys and girls. Governors noted that there was a trend in relation to maths and girls. Mr Richardson had picked some girls at random and had asked their views on maths to obtain their feedback. Mr Richardson noted that boys were getting to greater depth in maths but not necessarily girls. Boys were happy to use pen in class whereas girls were more apprehensive, maybe out of nervousness of making a mistake. The Head Teacher confirmed that boys and girls were getting the same quality of provision and the learning environment was the same but boys were getting to greater depth in maths, whereas girls were generally not. The Chair commented that perhaps the school needed to try different things, with girls, in maths. The Head Teacher confirmed a focus throughout the year would be to ensure pupils were consistently developing effective mental maths skills so that they could apply efficient strategies to their work and were not overly reliant on written methods. All year groups would use Andrew Brodies mental maths tests which would maintain familiarity with a range of maths concepts whilst building up speed and resilience.  The Head Teacher noted some of the planned expenditure of the pupil premium funding. One of the desired impacts from the targeted support was to improve that of pupil premium attendance. Governors discussed various attendance strategies that the school had in place. One strategy that was being developed was the stamping of a card, which would build up throughout the week and the card could be ‘cashed in’ or saved by banking full weeks in school. The Chair confirmed the need to develop good habits in EYFS around attendance. Governors queried whether there could be a reward scheme for parents e.g. shopping voucher and discussed what the threshold could be set at. The Head Teacher confirmed that it could be based around pupils’ low persistent absence figures. The Chair confirmed that the reward for parents should not be disproportionate.  **Outcome**  Governors noted the information. The Head Teacher would continue to monitor/develop attendance strategies. | |
| **15.**  15.1  15.2 | | **SPORTS PREMIUM REPORT 2017/18 AND SPORT PREMIUM STRATEGY 2018/19**  A copy of the Sports Premium Report for 2017/18 highlighting spend and impact as well as the Sports Premium Strategy for 2018/19 noting the type of provision the school would provide (and who it was led by), the cost of providing the provision and its desired impact/sustainability, had been circulated for governors’ information.  Governors noted the reports. | |
| **16.**  16.1  16.2 | | **SPECIAL EDUCATIONAL NEEDS (SEN) INFORMATION REPORT**  A copy of the SEN information report had been circulated to governors in advance of the meeting for information purposes.  Governors noted the report. | |
| **17.**  17.1  17.2 | | **PERFORMANCE MANAGEMENT/ PAY ARRANGEMENTS**  The Head Teacher confirmed that all teaching staff have had their performance management reviews.A summary of performance management reviews had been circulated to the board of trustees Pay Review Committee.  Mr Douglas would discuss how performance management objectives were set, with staff. **ACTION: Mr Douglas** | |
| **EVALUATION OF PERFORMANCE, COMPLIANCE AND RISK MANAGEMENT** | | |
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| **18.** | | **HEAD TEACHER’S REPORT/ KEY PERFORMANCE INDICATORS (KPIs)** | |
| 18.1  18.2  18.2.1  18.2.2  18.2.3  18.2.4  18.2.5  18.2.6  18.2.7  18.2.8  18.2.9  18.2.10  18.3 | | **Purpose**  Governors were provided with the Head Teacher’s report and supplementary report which set out information relating to: school contextual data, leadership, management and finance, teaching performance and staff data, personal development, behaviour and welfare, outcomes for pupils, safeguarding, premises matters and analysis against Key Performance Indicators (KPIs).  **Discussion/Challenge:**  The following matters were brought to the attention of governors and/or discussed in greater detail:  The Head Teacher informed governors that there had been one fixed term exclusion.  There was one looked after child.  The school was having its peer review on 20 and 21 November 2018. Once feedback had been received, the Head Teacher would circulate the feedback to governors.  School Activity Update  There was a group of children(10) that were below or well below on entry to reception particularly in communication, language, phonics (letters and sounds) and initial number recognition. As a result all of the 10 children were receiving additional one to one or small group sessions in the new EYFS room. Governors discussed issues about children using IPads and not communicating properly. The Head Teacher confirmed that it was a national problem with more children having access to phones, IPads, games consoles and having televisions in their rooms.  At the end of the summer term the school altered provision so that it held a two week transition. All staff felt like the arrangement was an improvement on previous years as new topics were started and work in the new year groups began. Pupils completed a questionnaire in relation to transition and the results were very positive.  The Head Teacher confirmed that all curriculum subject policies had been reviewed and were on the school’s website. The Head Teacher had updated the acceptable use policy and e-safety policy.  Teaching Update  Staff were receiving further Prevent training.  Outcomes  The Head Teacher reported on the positive 2018 outcomes. Following the 2018 outcomes, the school improvement priorities were to: ensure that the school moved closer to the national average for greater depth in Key Stage 1 and was at least in line with national average at the end of KS2; closely track disadvantaged pupils progress from the expected level at EYFS to ensure they attain age expected level in reading, writing and maths at Year 2; improve middle attaining girls performance at the greater depth standard in maths at the end of both key stages; improve more able girls’ progress in all year groups; produce a Year 1 readiness document explicitly detailing Zetland expectations in key Early Learning Goals (ELG) to guide provision; and revise provision to support greater depth in shape, space and knowledge and understanding of the world.  Safeguarding  The Single Central Record (SCR) had been reviewed by Mrs O’Gara, Nunthorpe Primary Academy Head Teacher on 19 October 2018.  **Outcome**  Governors noted the Head Teacher’s report. Once the peer review had finished, the Head Teacher would circulate the feedback to governors. **ACTION: Head Teacher** | |
| **19.**  19.1  19.2  19.3 | | **SELF-EVALUATION FORM (SEF)**  **Purpose**  A copy of the SEF had been circulated to governors in advance of the meeting. This was to highlight the strengths and weaknesses of the school and to tackle areas of development rigorously in order to improve the quality of provision pupils receive and standards they achieve.  **Discussion/ Challenge**  The Head Teacher confirmed that the SEF had been updated following the 2018 outcomes. The SEF had been developed with the help of an external consultant.  **Outcome**  Governors noted the SEF documentation. | |
| **20**.  20.1  20.2  20.2.1  20.2.2 | **SCHOOL IMPROVEMENT PRIORITIES**  **Purpose**  A copy of the School Improvement Plan (SIP) had been circulated to highlight to governors the key priorities as well as providing the process through which all those involved in the management and development of the school were drawn to make their respective contribution. Staff, governors, parents and pupils all had their part to play in the process. The SIP becomes a statement of management intentions and was a central document in both internal and external monitoring of the school’s progress.  **Outcome**  Governors noted that the school improvement priorities had been discussed at various points throughout the meeting.  Governors noted the detailed SIP. | | |
| **21.**  21.1  22.2  22.2.1  22.2.2  22.3 | **GOVERNOR FEEDBACK**  **Purpose**  An opportunity was provided for governors to provide feedback on link governor visits.  **Discussion/ Challenge**  Governors had continued to be active in school. Since September, Year 5 and 6 have had a link governor visit.  The Designated Safeguarding Governor had been into school for a safeguarding update. The school had professionally challenged the local authority on safer referrals. Training had been received on safeguarding procedures- there was a new model in place for Redcar and Stockton to make the approach more child centred.  **Outcomes**  Governors noted the feedback. | | |
| **22.**  22.1  22.2  22.3 | **WEBSITE COMPLIANCE**  The Head Teacher confirmed that the curriculum plans had been uploaded to the website. A link to the school’s Twitter feed was also available on the website. A governor noted to the Head Teacher not to hashtag on Twitter.  Policies had been updated and placed on the website.  A governor challenged that the governor section of the website was out dated. In the short term the Head Teacher would update the governor information following the meeting. Pen portraits would be developed by governors and placed on the website. Governors were to bring in their pen portraits at the governing body training session in January 2019. **ACTION: Head Teacher and Governors** | | |
| **GOVERNANCE** | | |
| **23.**  23.1  23.2  23.3  23.3.1  23.3.2  23.3.3  23.3.4 | | **MEMBERSHIP UPDATE**  **Purpose**  A copy of the local governing body membership list had been circulated to governors in advance of the meeting to highlight terms of office, vacancies and issues of the local governing body. Additionally, copies of application forms had been circulated to recommend to the board of trustees for approval.  **Discussion/ Challenge**  Mrs Fellows had applied to become a parent governor. Mrs M Mamoulides also applied to become a governor. A staff election had been held and Mr Richardson expressed an interest to be a staff governor. Mr Richardson, Mrs Fellows and Mrs Mamoulides left the meeting whilst their appointments were discussed.  **Outcome**  Governors noted the resignations from Mrs S Young and Mrs E Berry.  Governors recommended the appointment of Mrs Fellows, as a parent governor. Governors recommended the appointment of Mrs Mamoulides, as a trust appointed governor. Both appointments were subject to board of trustee approval. **ACTION: Board of Trustees**  Governors recommended the appointment of Mr P Richardson as a staff governor, subject to confirmation by the board of trustees. **ACTION: Board of Trustees**  Mr Richardson, Mrs Fellows and Mrs Mamoulides returned to the meeting. | |
| **24.**  24.1  24.1.1  24.1.2  24.2  24.2.1  24.2.2  24.2.3  24.3  24.3.1  24.3.2  24.3.3  24.3.4 | | **GOVERNOR MONITORING AND EVALUATION ARRANGEMENTS**  **Purpose**  Governors were to arrange visits to the school and challenge information received in governing body meetings.  Additionally, a copy of the committee/working party structure had been circulated to update accordingly.  **Discussion/ Challenge**  Governors discussed the need to obtain parental views in addition to parental surveys.  The Head Teacher confirmed that there would be a curriculum/standards working party meeting in January that all governors were invited to.  Governors discussed amendments to the committee/working party structure.  **Outcome**  The Head Teacher would compose a governor calendar for link governor visits. This would then be available on the notice board in the staff room. **ACTION: Head Teacher**  Governors agreed to be available at parent evenings.  The Clerk would amend the remits to the finance and staffing committee and curriculum and standards committee to reflect that they were working parties. **ACTION: Clerk**  The Chair would be a member of the performance management committee. Mr Douglas, the Vice Chair and Chair would be members of the pay committee. The link governors section of the document would be updated to reflect that Mrs McGlasson was Designated Safeguarding Governor. Mrs Fellows and Mrs Mamoulides would be KS1 link governors. Mrs McGlasson would then be a Year 3 and 4 link governor (along with Mr D Thompson). Mrs McGlasson was SEN link governor. The Clerk would make the amendments to the committee/ working party structure and send it to the Chair and Head Teacher. **ACTION: Clerk**  *Mr D Thompson left the meeting at 6.00 pm* | |
| **25.**  25.1  25.2 | | **COMPLIANCE FORMS**  **Purpose**  The Clerk had circulated a compliance form in advance of the meeting for governors to confirm:   * that they had read and would abide by the Code of Conduct for governors; * that their details contained within the business interests register were correct/valid; * that they had read the document detailing criteria that must be met to avoid disqualification from being a governor, that they were not disqualified from remaining as a governor and they would notify the Clerk immediately if they ever did become disqualified.   **Outcome**  Governors returned their compliance forms to the Clerk at the meeting. | |
| **26.**  26.1  26.2  26.3 | | **GOVERNOR TRAINING ISSUES/ REPORT**  As part of the governing body’s continued development a training report was circulated for governors’ information.  Governors agreed an in-house training session with Redcar and Cleveland Governance Support Service on Wednesday 16 January 2019 at 4.00 pm.*Following the meeting, the Clerk noted that Ironstone Academy Trust governors and trustees were having data training from Mr A Conlin on that evening. The Clerk therefore arranged for the in-house training session to take place on Tuesday 15 January 2019.* **ACTION: Clerk**  Governors were reminded of the data training session on Thursday 13 December 2018 at 4.00 pm at the school. The training session was being delivered by Mr A Conlin. | |
| **27.** | | **GOVERNANCE SUPPORT TERMLY BRIEFING PAPER**  A copy of the Redcar and Cleveland Governance Support Service Termly Briefing Paper had been circulated to governors in advance of the meeting. The Clerk highlighted the key areas of the paper as follows:   * Academies Financial Handbook   As Zetland Primary School was part of a multi academy trust, the Clerk advised governors to read the updates in relation to the Academies Financial Handbook. **ACTION: Governors**   * Early Years Staffing Ratios   Information on staffing ratio requirements were detailed to governors and governors were asked to familiarise themselves with staffing and class grouping arrangements in the early years and assure themselves that staffing ratios were being met.   * Online Publication of Statutory Information   The Department for Education’s (DfE) guidance on information that schools maintained by their local authorities and academies (including 16 to 19 colleges and any educational institution that has academy arrangements) must publish on their websites was updated in May 2018. A list of information that should be published on the school’s website was included in the briefing paper. Mrs Fellows confirmed that she would check over the website to ensure that it was statutory compliant. The Clerk would send through an audit tool to help assist Mrs Fellows in this process. **ACTION: Mrs Fellows and Clerk**   * Keeping Children Safe in Education   The DfE had published an updated version of the statutory guidance Keeping Children Safe in Education (September 2018), which revised and replaced the 2016 guidance. The guidance set out what schools and colleges in England must do to safeguard and promote the welfare of children and young people under the age of 18. Governors were required to read the whole document. **ACTION: Governors**   * Disqualification by Association   The Clerk advised that schools would no longer need to establish whether a member of staff providing, or employed to work in, childcare was “disqualified by association”. The Clerk recommended that governors and trustee; ensured: arrangements were put in place for schools to review their staffing policies and safer recruitment procedures and make changes accordingly; relevant employees covered by the 2018 regulations were made aware of the regulations and should draw their attention to the supporting statutory guidance published by the DfE and consideration should also be given to providing training to governors and staff with management responsibilities in this area. | |
| **OTHER** | | |
| **28.**  28.1  28.2 | | **IRONSTONE ACADEMY TRUST UPDATE**  Information relating to the continued development of the academy trust had been conveyed throughout the meeting. Minutes of the most recent meeting of the Trust Board was also circulated for information purposes.  Governors noted the minutes. | |
| **29.**  29.1  29.1.1  29.1.2  29.1.3  29.2 | | **ZETLAND PRIMARY SCHOOL POLICY REVIEW**  **Purpose**  The following trust policies were circulated for information: Carer Leave Policy; Special Leave Policy and the Pay Policy.  The Head Teacheralso presented the following policies, which, although were based on a model trust policy had been adapted to be applied in the school:   * Staff Code of Conduct and Behaviour Policy * Staff Handbook * Child Protection Policy   The Head Teacher provided feedback on updates to the emergency plan.  **Outcome**  RESOLVED to approve the above named policies for their immediate implementation within school. | |
| **30.** | | **CHAIR’S CORRESPONDENCE/ REPORT** | |
|  | | The Chair had received no items of correspondence. | |
| **31.**  31.1  31.2  31.3  31.4 | | **ANY OTHER BUSINESS**  Exclusion  The Head Teacher had informed governors that there had been one fixed term exclusion.  Audit of the ‘Friends of Zetland’ Account  It had been agreed at agenda item 9.3 that Mr D Thompson would audit the ‘Friends of Zetland’ account.  Governor Training Dates  It had been agreed at agenda item 26.2 that the governing body would have an in-house training session on Wednesday 16 January 2019. *Due to a training clash this had been changed to Tuesday 15 January 2019.*  Gazette Article  The Head Teacher informed governors of a recent article in the Gazette. Parents had been fined following their child’s holiday absence. The Head Teacher reported that the school had followed the trust’s attendance policy and procedures. The local authority then fined the parents. | |
| **32.** | | **APPROVAL OF DOCUMENTS FOR INSPECTION**  RESOLVED that the agenda and supporting documents of the present meeting be made available for public inspection with the exception of:   * board of trustee minutes (until approved by trustees); * SEF; * SIP; * governor application forms and resignations; * Anderson Barrowcliff LLP Responsible Officer Report; * emergency plan; and * confidential appendix to the minutes dated 20 June 2018. | |
| **33.** | | **ACTION: Clerk**  **IDENTIFICATION OF MATTERS FOR TRUSTEES**  The following matters were identified for consideration by trustees:   * governor appointments; and * ratification of Chair. | |
| **34.** | | **DATE AND TIME OF FUTURE MEETINGS**  Governors were reminded that meetings would be held at 4.00 p.m. on:   * Thursday 7 March 2019 * Monday 10 June 2019   Meeting closed at 6.30 p.m. | |

These minutes have been approved by the local governing body as a true record of proceedings:

**Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**