###

### Governing Body EXECUTIVE COMMITTEE Minutes

**Committee: Executive Committee**

**Chair: Mr S Titchard**

**Clerk: Miss J Morris**

**Date of meeting: Friday 20th November 2015**

**Venue: School Library**

**Time: 8am**

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| **­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­Governors:** Mr S Titchard (ST), Mrs B Scott-Herron (BSH), Mr P King (PK), Mrs C Findlay (CF), Mrs L Hendry (LH) |  |  |  |  |
| **Apologies:** Mrs J Griffiths (JG), Mr M Grant (MG), Mrs C Findlay**In attendance:** Mrs B Dutton (BD) (LA), Mr B Padgett (BP) (Diocese),Mrs R Agnew (RG) (NLG), Miss J Morris (JM) (Clerk) |  |  |  |  |

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| **1****2****3** | **Welcome and Opening Prayer**Chair welcomed everyone and opened the meeting with a short prayer.**Attendance and Apologies**Apologies accepted.**Declaration of Business Interests**None declared.  |  |
| **4****5****8** | **Minutes from meeting on 6 November 2015**Minutes accepted subject to amendment to read ‘-0.5 floor standard measure’ and approved for publishing on school website.

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| **Actions** | **Owner** | **Timescale** |
| * Governors section of SIP to include KPI’s
 | ST | ASAP |
| * Dashboard of headline issues (attendance, finance, staffing, curriculum etc) to be provided to IEC
 | BSH | Ongoing |
| * Submit new data based on national guidelines
 | JKo | 18 Dec 2015 |
| * Produce information guidance for parents on progress reporting model
 | JKo | ASAP |

**Full Governing Body Agenda*** Headteacher’s report to include summary report with key details and focus on actions and data from September. Reference to IEC meetings, strengths and areas for development and include outcomes of recent Pay Award.
* Vice Chair to provide brief summary of IEC effectiveness since last year.
* Lead Governor to submit brief report on strengths and areas for development for their specific focus. Reports to be circulated for questions and answers at the FGB meeting
* Governnors section of SIP to include ‘record about knowing your school’. i.e. What governors have done, lessons observed, school visits, who talked to and impact
* Policies - safeguarding

Governors agreed to hold a separate CPD evening session on ‘Changes to assessment to secondary education’. **Any Other Business*** Governors to agree clear timeline and process for the IEC to hand back governance
* RA to provide training to Full Governing Body

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| **Actions** | **Owner** | **Timescale** |
| * Arrange CPD evening training session on Changes to Assessment in Secondary Education.
 | JKo/JM | ASAP |
| * Arrange date for IEC transition session
 | IEC/JM | ASAP |
| * Arrange training for FGB
 | ST/RA | ASAP |

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| **Date and time of next meeting:** | Friday 2 December 2105 at 8am |
| **Agenda items:** | * Teaching and Learning
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Meeting ended at 9.00am

Miss J Morris

Clerk to the Executive Committee

Signed……………………………………………………………….…(Chair/Vice Chair)

Date………………………………………………………………..……