

## Petersfield Church of England Voluntary Aided Primary School

Minutes of the meeting of the Governing Body held at the school on  
03 May 2016 at 7.30 p.m.

### MEMBERSHIP OF THE GOVERNING BODY

|                                    |    |    |                               |    |    |
|------------------------------------|----|----|-------------------------------|----|----|
| Rev Felicity Couch                 | aa | FC | Mr Brian Smith                | p  | BS |
| Mrs Helen Daw                      | p  | HD | Mr Adam Sullivan              | na | AS |
| Mrs Karen Gwynn - Co Headteacher   | p  | KG | Mr Nigel Szembel - Vice Chair | p  | NS |
| Mrs Jane Johnson                   | p  | JJ | Mr Colin Wilson – Chair       | p  | CW |
| Mrs Sara Metherell                 | p  | SM | Vacancy – POM Tadlow          |    |    |
| Mrs Kelly Murfet                   | p  | KM | Vacancy – POM Whaddon         |    |    |
| Mrs Laura Penrose – Co Headteacher | p  | LP | Vacancy – Foundation Croydon  |    |    |
| Mrs Katie Reid                     | p  | KR | Vacancy – Foundation Whaddon  |    |    |

Governor present - p, Apologies accepted - aa, Apologies not received/not accepted - na  
The quorum for the meeting was 6. The meeting was quorate throughout.

### ASSOCIATE MEMBERS

|  |   |    |
|--|---|----|
| Mrs Sue Slator   | p | SS |
| Mrs Linda Meredith - Awaiting appointment as Foundation Governor - Croydon | p | LM |

### ALSO PRESENT

|  |   |    |
|--|---|----|
| Mrs Tabitha Smith – Assistant Headteacher          | p | TS |
| Mrs Caroline Fawcus – Observer – left after item 4 |   |    |
| Mrs Maureen Tovey - Clerk                          | p | MT |

### Abbreviations used.

**DBE:** Diocesan Board of Education, **DBS:** Disclosure and Barring Service, **DFE:** Department for Education, **EWO:** Education Welfare Officer, **FGB:** Full Governing Body, **EYFS:** Early Years Foundation Stage, **FGB:** Full Governing Body, **HTs:** Headteachers, **ICT:** Information and Communication Technology, **INSET:** In Service Education and Training, **KPI:** Key Performance Indicator, **KS:** Key Stage, **LA:** Local Authority, **NOV:** Notice of Visit, **OFSTED:** Office for Standards in Education, **PC:** Parish council, **PDM:** Personal Development Meeting. **POM:** Principle Officiating Minister. **PRIDE:** Prejudice-Related Incident Data Entry, **RAG:** Red, Amber, Green, **RE:** Religious education, **SATs:** Standard Assessment Tests, **SDP:** School Development Plan, **SEN:** Special Educational Needs, **SEND:** Special Educational Needs and Disability, **SFA:** Schools' Financial Advisor, **SFVS:** Schools Financial Value Standard, **SIAMS:** Statutory Inspection of Anglican and Methodist schools, **SIP:** School Improvement Partner, **SLAs:** Service Level Agreements. **TOP:** Termly Operating Plan.

### Documents used.

**Agenda, Code of Practice for the Governing Body, Minutes** of the last meeting on 23.02.16, **Headteacher's Confidential Report, SDP - RAG** rated, **NOV - County Advisor** Feb 16, **Budget Report, Budget submission report, Resources Committee** Draft minutes 12.04.16, **Standards Committee** Draft minutes 10.03.16

|          |  |  |
|----------|--|--|
|          | <b>PRAYER – Mrs K Gwynn</b>  |  |
| <b>1</b> | <b>1. APOLOGIES FOR ABSENCE.</b><br>Apologies were received from FC. Consent for absence was agreed.<br>Apologies were not received from AS. Consent for absence was not agreed. |  |

**Petersfield Church of England Voluntary Aided Primary School**

|   |  |   |            |                                   |                  |         |        |           |    |                             |        |                           |        |                             |    |                   |        |           |    |  |
|---|--|---|------------|-----------------------------------|------------------|---------|--------|-----------|----|-----------------------------|--------|---------------------------|--------|-----------------------------|----|-------------------|--------|-----------|----|--|
| <b>2</b>                                | <p><b>2. MEMBERSHIP OF THE GOVERNING BODY AND COMMITTEES.</b></p> <p><b>2.1.</b> Vacancies were noted.</p> <p><b>2.2.</b> Governors welcomed Mrs Caroline Fawcus who has expressed an interest in becoming a governor. She has arranged to meet the POM for Whaddon to discuss taking one of the vacant posts.</p> <p><b>2.3.</b> Governors were reminded of their responsibilities set out in the Code of Practice for the Governing Body.</p>  |   |            |                                   |                  |         |        |           |    |                             |        |                           |        |                             |    |                   |        |           |    |  |
| <b>3</b>                                | <p><b>3. DECLARATION OF INTERESTS.</b> None.</p>   |   |            |                                   |                  |         |        |           |    |                             |        |                           |        |                             |    |                   |        |           |    |  |
| <b>4</b>                                | <p><b>MINUTES OF PREVIOUS MEETINGS.</b></p> <p><b>4.1. Minutes: 23.02.16.</b> The minutes were approved.</p>   |   |            |                                   |                  |         |        |           |    |                             |        |                           |        |                             |    |                   |        |           |    |  |
| <b>5</b>                                | <p><b>ARISING.</b></p> <p>ed governors with relevant experience should be associated with the key areas of DP for reporting to the FGB - Table updated.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Working Group for strategic development</td> <td>FC, JJ, SS</td> </tr> <tr> <td>Safeguarding and Child Protection</td> <td>FC, KR (for H&amp;S)</td> </tr> <tr> <td>Finance</td> <td>HD, BS</td> </tr> <tr> <td>Inclusion</td> <td>CW</td> </tr> <tr> <td>Foundation Governors, SIAMS</td> <td>KR, SM</td> </tr> <tr> <td>Leadership and Management</td> <td>SS, NS</td> </tr> <tr> <td>Teaching and Learning, EYFS</td> <td>JJ</td> </tr> <tr> <td>Outcomes and data</td> <td>LM, SM</td> </tr> <tr> <td>Behaviour</td> <td>KM</td> </tr> </table> <p>had agreed that Puffins would continue until half-term. Potential applicants had enquiries about the post of full time play leader and HTs were unwilling to suspend a play leader could be recruited in the immediate future. Governors supported on but had concerns about the impact on the wellbeing of school staff involved in the club.</p> <p>ave Standards Committee meetings been set for the best times to examine data. Yes they have, though this year was difficult as the spring term was so short rescale for the FGB to set the budget was fixed by budget submission deadline.</p> <p>her actions had been completed.</p> | Working Group for strategic development | FC, JJ, SS | Safeguarding and Child Protection | FC, KR (for H&S) | Finance | HD, BS | Inclusion | CW | Foundation Governors, SIAMS | KR, SM | Leadership and Management | SS, NS | Teaching and Learning, EYFS | JJ | Outcomes and data | LM, SM | Behaviour | KM |  |
| Working Group for strategic development | FC, JJ, SS   |   |            |                                   |                  |         |        |           |    |                             |        |                           |        |                             |    |                   |        |           |    |  |
| Safeguarding and Child Protection       | FC, KR (for H&S)   |   |            |                                   |                  |         |        |           |    |                             |        |                           |        |                             |    |                   |        |           |    |  |
| Finance                                 | HD, BS   |   |            |                                   |                  |         |        |           |    |                             |        |                           |        |                             |    |                   |        |           |    |  |
| Inclusion                               | CW   |   |            |                                   |                  |         |        |           |    |                             |        |                           |        |                             |    |                   |        |           |    |  |
| Foundation Governors, SIAMS             | KR, SM   |   |            |                                   |                  |         |        |           |    |                             |        |                           |        |                             |    |                   |        |           |    |  |
| Leadership and Management               | SS, NS   |   |            |                                   |                  |         |        |           |    |                             |        |                           |        |                             |    |                   |        |           |    |  |
| Teaching and Learning, EYFS             | JJ   |   |            |                                   |                  |         |        |           |    |                             |        |                           |        |                             |    |                   |        |           |    |  |
| Outcomes and data                       | LM, SM   |   |            |                                   |                  |         |        |           |    |                             |        |                           |        |                             |    |                   |        |           |    |  |
| Behaviour                               | KM   |   |            |                                   |                  |         |        |           |    |                             |        |                           |        |                             |    |                   |        |           |    |  |
| <b>6</b>                                | <p><b>RAISING STANDARDS.</b></p> <p><b>6.1. Headteachers' report.</b><br/>Mrs Penrose and Mrs Gwynn presented the confidential report.</p> <p><b>The report covered:</b></p> <ul style="list-style-type: none"> <li>• <u>Key achievements</u> in Safeguarding, Curriculum, Pupils' personal development, Early Years.</li> <li>• <u>Key priorities</u> and the actions required to meet priorities<br/>NOV – SIP: Book Scrutiny. The SIP had identified clear improvement and good progress from a low starting point in September.<br/>Workbooks show pupil progress with an effective dialogue of marking and</li> </ul>   |   |            |                                   |                  |         |        |           |    |                             |        |                           |        |                             |    |                   |        |           |    |  |

## **Petersfield Church of England Voluntary Aided Primary School**

feedback, next steps and a focus on improved presentation.

Ofsted look for evidence of progress in workbooks.

Governor visits should include workbook scrutiny.

**Q. Would HTs say that progress has been consistent?** No not yet. It is variable, but we are building capacity/ leadership in the staff team to secure good progress.

- Staff changes. Appointments and proposed recruitment noted.
- Budget. See item 7.
- Teaching and Learning. HT's have re evaluated coaching and lesson observations and are raising standards as the impact on progress seen in workbooks was not consistent.  
**Q What approach is now being used?** HTs have made a shift in emphasis and have increased monitoring and support through drop-ins with the focus on books on each occasion. In-class PDM feedback is given. The quality of work in books has noticeably improved.  
**Q How is consistency ensured in classes with part-time staff working at different times?** Discussion and planning between staff and HTs monitoring. PDMs alternate between KS and Y6. Thurs and KS meeting are on different days with minutes and agendas circulated. Moderating with Barrington School had been positive and useful.
- Personal Development, Behaviour and Welfare.  
Attendance is 96.74% with 2.63 % authorised absence, 0.62 % unauthorised absence and 0.62 % unexplained absences as at 25.04.16. This is above national expectations despite significant sickness in the spring term. Actions to improve attendance are in place and external agencies involved where needed.  
**Q Do absences frequently involve the same children?** Generally no, but HTs track persistent late and absent children and the reasons for their absence. There is some persistent absence. EWO is involved when appropriate.  
Incidents reported to PRIDE.  
**Q How are incidents dealt with in school?** Staff follow the policy and check the circumstances of the incident. Was the incident intentional and the effect understood? All incidents are logged and reported but can also be used as opportunities for personal growth. The whole school has training to promote keeping safe, being resilient and understanding.

### **6.2. Pupil numbers/Class structure.**

**Petersfield Church of England Voluntary Aided Primary School**

**Q. How is the comparison school for benchmarking chosen?** The LA produces standard information for all schools. Governors should look for a Church of England school close size and location as Petersfield for comparison. This is to ensure that spending at Petersfield is similar to other schools with similar schools. It could flag up discrepancies that may need investigating. However, income from Petersfield's out of hours club tends to skew some comparison figures and of coding income and expenditure accounts for other slight differences.

**6.4. Standards Committee Draft Minutes.**

- **10.03.16.** No further report.

**6.5. Governor Monitoring Visits**

| Visit                                     | Governor | Visit done | Report circulated |
|---|----------|------------|-------------------|
| SEN funding – impact of spending          | CW       | yes        |                   |
| Marking and Feedback                      | SM       | yes        | yes               |
| Lunchtimes                                | SM       | yes        | yes               |
| Safeguarding – Pupils CW, FC              | CW, FC   | yes        |                   |
| Child Protection - FC                     | FC       | yes        |                   |
| British Values – KM – report circulated.  | KM       | yes        | yes               |
| Health and Safety - Initial visit         | KR       | yes        | yes               |
| Health and Safety - follow up after audit | KR       | ?          |                   |
| Safeguarding – Audit of staff files       | SS       | yes        | N/A               |
| Marking and Feedback                      | JJ, KM   | ?          |                   |
| SATs                                      | LM       | yes        | yes               |
| Forest Schools                            | LM JJ    |            |                   |

Governors who had not already done so were asked to do a written report.

**Q. How does the focus of monitoring visits fit with the areas of governor responsibility decided? See item 5.1.** Monitoring visits look in detail at an aspect of school life. The responsibility take a strategic view of school development. Governors will meet with staff for the same area to focus on school development.

**Named  
Govs**

**7**

**SCHOOL BUDGET**

Governors set the budget to raise standards through addressing the priorities in the SDP. Services tend now to be buy-in options and SLAs are assessed to ensure they meet the school's needs and for value for money.

The largest proportion of the school's funding is used to provide

- Staff - Quality teaching, Staff training and development
- Building and grounds maintenance
- SLAs for LA support, SIP, EYFS, Target tracker and ICT
- Curriculum resources

There are some areas in which choices can be made but are 'must have's' for the school to function effectively

- Caretaker
- Staff sickness insurance
- Grounds maintenance contract
- Health and Safety support.

A balanced budget for 2016 – 17 had been set in consultation with the SFA and was recommended for approval.

There is some flexibility to allow the school to respond to changing circumstance as the

**Petersfield Church of England Voluntary Aided Primary School**

|          | <p>year progresses.</p> <p><b>Governors approved</b> the budget. The budget must be submitted to the LA by 06.05.16.<br/> <b>Action: LP to submit the budget to the LA</b><br/> <b>Action: CW to sign the final budget submission report for school records.</b></p>   | <p>LP<br/>CW</p> |        |           |     |                       |  |    |                        |  |    |                        |  |    |                          |  |    |                                      |  |    |                        |  |    |                  |  |                                     |
|----------|--|------------------|--------|-----------|-----|-----------------------|--|----|------------------------|--|----|------------------------|--|----|--------------------------|--|----|--------------------------------------|--|----|------------------------|--|----|------------------|--|-------------------------------------|
| <p>8</p> | <p><b>OR MATTERS</b></p> <p><b>Evaluation – Strategic Review.</b><br/>         How co-ordinating governor contributions.</p> <p><b>Governor Induction Policy</b><br/>         Governors discussed the school’s safeguarding requirements for school volunteers<br/>         How best to include governors in that process. The school’s volunteer registration<br/>         asks those who want to carry out voluntary work in the school to provide<br/>         references. It is not a statutory requirement for a governor to provide references to<br/>         anybody that appoints them but in line with school policies. Therefore this should be<br/>         clear to any new Governors who should discuss any concerns with the chair of<br/>         governors.</p> <p><b>Action: TS to email the volunteer pack to all governors</b><br/>         Governors noted that<br/>         New governors should have a school visit as part of the governor induction<br/>         process and should also have Prevent and Safeguarding training.<br/> <b>Action: HTs to arrange with KM and BS</b><br/>         All governors must have a DBS check<br/> <b>Action: All governors to arrange via the school office.</b></p> <p><b>Code of Conduct</b> – Noted at the beginning of the meeting.</p> <p><b>Ofsted and Ofsted – information for governors.</b><br/>         Governors are working on a briefing for governors to include, aims, priorities and KPIs for<br/>         bringing progress against priorities.</p> <p><b>Recruitment and Induction.</b> See 8.2.</p> <p><b>Training</b><br/>         Governors noted the following training planned.</p> <table border="1" data-bbox="164 1375 1133 1635"> <thead> <tr> <th>Governor</th> <th>Course</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>ALL</td> <td>BCR training 12.05.16</td> <td></td> </tr> <tr> <td>BS</td> <td>New Governor Induction</td> <td></td> </tr> <tr> <td>JJ</td> <td>New Governor Induction</td> <td></td> </tr> <tr> <td>JJ</td> <td>Governor Termly Briefing</td> <td></td> </tr> <tr> <td>KR</td> <td>Governor Workshop – Wider Curriculum</td> <td></td> </tr> <tr> <td>LM</td> <td>New Governor Induction</td> <td></td> </tr> <tr> <td>MT</td> <td>Clerk’s briefing</td> <td></td> </tr> </tbody> </table> | Governor         | Course | Completed | ALL | BCR training 12.05.16 |  | BS | New Governor Induction |  | JJ | New Governor Induction |  | JJ | Governor Termly Briefing |  | KR | Governor Workshop – Wider Curriculum |  | LM | New Governor Induction |  | MT | Clerk’s briefing |  | <p>TS</p> <p>HTs</p> <p>All gov</p> |
| Governor | Course   | Completed        |        |           |     |                       |  |    |                        |  |    |                        |  |    |                          |  |    |                                      |  |    |                        |  |    |                  |  |                                     |
| ALL      | BCR training 12.05.16  |                  |        |           |     |                       |  |    |                        |  |    |                        |  |    |                          |  |    |                                      |  |    |                        |  |    |                  |  |                                     |
| BS       | New Governor Induction   |                  |        |           |     |                       |  |    |                        |  |    |                        |  |    |                          |  |    |                                      |  |    |                        |  |    |                  |  |                                     |
| JJ       | New Governor Induction   |                  |        |           |     |                       |  |    |                        |  |    |                        |  |    |                          |  |    |                                      |  |    |                        |  |    |                  |  |                                     |
| JJ       | Governor Termly Briefing   |                  |        |           |     |                       |  |    |                        |  |    |                        |  |    |                          |  |    |                                      |  |    |                        |  |    |                  |  |                                     |
| KR       | Governor Workshop – Wider Curriculum   |                  |        |           |     |                       |  |    |                        |  |    |                        |  |    |                          |  |    |                                      |  |    |                        |  |    |                  |  |                                     |
| LM       | New Governor Induction   |                  |        |           |     |                       |  |    |                        |  |    |                        |  |    |                          |  |    |                                      |  |    |                        |  |    |                  |  |                                     |
| MT       | Clerk’s briefing   |                  |        |           |     |                       |  |    |                        |  |    |                        |  |    |                          |  |    |                                      |  |    |                        |  |    |                  |  |                                     |
|          | <p><b>Recruitment to employers.</b><br/>         How past CW has written to governors’ employers to tell them about the essential<br/>         information that governors have in supporting schools. He is happy to do this if governors</p> <p>Recruitment position is to be advertised. A job description and person specification is<br/>         available for governors to use.</p> <p><b>Action: T to check documents.</b></p>  | <p>MT</p>        |        |           |     |                       |  |    |                        |  |    |                        |  |    |                          |  |    |                                      |  |    |                        |  |    |                  |  |                                     |

**Petersfield Church of England Voluntary Aided Primary School**

| <p><b>8</b></p> | <p><b>DR MATTERS</b></p> <p><b>Evaluation – Strategic Review.</b><br/>How co-ordinating governor contributions.</p> <p><b>Governor Induction Policy</b><br/>Governors discussed the school’s safeguarding requirements for school volunteers and how best to include governors in that process. The school’s volunteer registration asks those who want to carry out voluntary work in the school to provide references. It is not a statutory requirement for a governor to provide references to anybody that appoints them but in line with school policies. Therefore this should be clear to any new Governors who should discuss any concerns with the chair of governors.</p> <p><b>Action: TS to email the volunteer pack to all governors</b><br/>Governors noted that<br/>New governors should have a school visit as part of the governor induction process and should also have Prevent and Safeguarding training.<br/><b>Action: HTs to arrange with KM and BS</b><br/>All governors must have a DBS check<br/><b>Action: All governors to arrange via the school office.</b></p> <p><b>Code of Conduct</b> – Noted at the beginning of the meeting.</p> <p><b>Ofsted and Ofsted – information for governors.</b><br/>Governors are working on a briefing for governors to include, aims, priorities and KPIs for bringing progress against priorities.</p> <p><b>Recruitment and Induction.</b> See 8.2.</p> <p><b>Training</b><br/>Governors noted the following training planned.</p> <table border="1" data-bbox="164 1187 1133 1444"> <thead> <tr> <th>Governor</th> <th>Course</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td><b>ALL</b></td> <td>BCR training 12.05.16</td> <td></td> </tr> <tr> <td><b>BS</b></td> <td>New Governor Induction</td> <td></td> </tr> <tr> <td><b>JJ</b></td> <td>New Governor Induction</td> <td></td> </tr> <tr> <td><b>JJ</b></td> <td>Governor Termly Briefing</td> <td></td> </tr> <tr> <td><b>KR</b></td> <td>Governor Workshop – Wider Curriculum</td> <td></td> </tr> <tr> <td><b>LM</b></td> <td>New Governor Induction</td> <td></td> </tr> <tr> <td><b>MT</b></td> <td>Clerk’s briefing</td> <td></td> </tr> </tbody> </table> <p><b>Recruitment to employers.</b><br/>The past CW has written to governors’ employers to tell them about the essential role that governors have in supporting schools. He is happy to do this if governors agree. The position is to be advertised. A job description and person specification is available for governors to use.</p> <p><b>Action: MT to check documents.</b></p> | Governor  | Course | Completed | <b>ALL</b> | BCR training 12.05.16 |  | <b>BS</b> | New Governor Induction |  | <b>JJ</b> | New Governor Induction |  | <b>JJ</b> | Governor Termly Briefing |  | <b>KR</b> | Governor Workshop – Wider Curriculum |  | <b>LM</b> | New Governor Induction |  | <b>MT</b> | Clerk’s briefing |  | <p><b>TS</b></p> <p><b>HTs</b></p> <p><b>All gov’s</b></p> <p><b>MT</b></p> |
|-----------------|---|-----------|--------|-----------|------------|-----------------------|--|-----------|------------------------|--|-----------|------------------------|--|-----------|--------------------------|--|-----------|--------------------------------------|--|-----------|------------------------|--|-----------|------------------|--|---|
| Governor        | Course  | Completed |        |           |            |                       |  |           |                        |  |           |                        |  |           |                          |  |           |                                      |  |           |                        |  |           |                  |  |   |
| <b>ALL</b>      | BCR training 12.05.16   |           |        |           |            |                       |  |           |                        |  |           |                        |  |           |                          |  |           |                                      |  |           |                        |  |           |                  |  |   |
| <b>BS</b>       | New Governor Induction  |           |        |           |            |                       |  |           |                        |  |           |                        |  |           |                          |  |           |                                      |  |           |                        |  |           |                  |  |   |
| <b>JJ</b>       | New Governor Induction  |           |        |           |            |                       |  |           |                        |  |           |                        |  |           |                          |  |           |                                      |  |           |                        |  |           |                  |  |   |
| <b>JJ</b>       | Governor Termly Briefing  |           |        |           |            |                       |  |           |                        |  |           |                        |  |           |                          |  |           |                                      |  |           |                        |  |           |                  |  |   |
| <b>KR</b>       | Governor Workshop – Wider Curriculum  |           |        |           |            |                       |  |           |                        |  |           |                        |  |           |                          |  |           |                                      |  |           |                        |  |           |                  |  |   |
| <b>LM</b>       | New Governor Induction  |           |        |           |            |                       |  |           |                        |  |           |                        |  |           |                          |  |           |                                      |  |           |                        |  |           |                  |  |   |
| <b>MT</b>       | Clerk’s briefing  |           |        |           |            |                       |  |           |                        |  |           |                        |  |           |                          |  |           |                                      |  |           |                        |  |           |                  |  |   |
| <p><b>9</b></p> | <p><b>ACADEMIES</b></p> <p>Governors decided to keep a ‘watching brief ‘ on developments given recent changes in government strategy and the white paper to be published.</p>   |           |        |           |            |                       |  |           |                        |  |           |                        |  |           |                          |  |           |                                      |  |           |                        |  |           |                  |  |   |

**Petersfield Church of England Voluntary Aided Primary School**

|           |  |  |
|-----------|--|--|
| <b>14</b> | <p><b>REVIEW OF THE MEETING</b> – what have governors done to support raising standards</p> <p>At this meeting governors</p> <ul style="list-style-type: none"> <li>• Appointed a new Local Authority representative governor. Mrs Jane Johnson has already contributed to the work of the governing body and its committees as she was appointed as an associate member in December 2015 while waiting to be appointed as a governor.</li> <li>• Carried out their statutory duty to set a balanced budget for 2016-17. Priorities for raising standards effectively have been set out in the school development plan. The budget is set in consultation with the school's financial advisor to target those priorities and underpin school development for the coming year.</li> <li>• Discussed strategies and put a system in place for named governors to make monitoring visits in school to examine particular areas of responsibility. The emphasis for raising standards will be on looking at consistency in marking and feedback.</li> <li>• Set up a working group to monitor developments in government initiatives for schools to become academies. The governors have already had training and presentations from representatives of the Diocese of Ely and other academy trusts. Governors want to be in a strong position to make the right decisions for Petersfield should it be necessary for the school to become an academy.</li> <li>• Began to review the governor induction process to highlight the role of governors in raising standards and to make sure that governor induction is in line with the school's safeguarding procedures.</li> </ul> |  |
| <b>15</b> | <b>OTHER BUSINESS</b> - None   |  |
| <b>16</b> | <b>DATE OF NEXT MEETING</b> - 07 June 2016   |  |

**Dates of meetings - Meetings are at 7.30 at school.**

| <b>Autumn Term</b>          | <b>Spring Term</b>           | <b>Summer Term</b>           |
|-----------------------------|------------------------------|------------------------------|
| FGB – Thursday 24 Sept      | Standards - Thursday 4 Feb   | Resources - Tuesday 12 Apr   |
| Standards – Thursday 8 Oct  | Resources - 9 Feb - Tuesday  | FGB - Tuesday 3 May          |
| Resources – Tuesday 20 Oct  | FGB - Tuesday 23 Feb         | Standards - Thursday 19 May  |
| Resources - Tuesday 17 Nov  | Standards - Thursday 10 Mar  | FGB - Tuesday 7 June         |
| Standards - Thursday 26 Nov | Resources - 15 Mar - Tuesday | Resources - Thursday 23 June |
| FGB - Thursday 10 Dec       |                              | Standards - Thursday 30 June |
|                             |                              | FGB - Thursday 14 July       |