

**UPLANDS COMMUNITY PRIMARY SCHOOL
FULL GOVERNORS MEETING
HELD AT SCHOOL ON MONDAY 16TH JULY 2018**

PRESENT: Richard Lucas Clare Le Vay
Andrea Cleaver (acting chair in MI's absence) Heather Francis
Hayley Pownall (minute taker) Carol Wilkins
Richard Williams

IN ATTENDANCE:

APOLOGIES: Mary Inder, Brin Kelleher

Ref	Agenda Item	Action/Date
1	Apologies for absence Mary Inder, Brin Kelleher gave apologies in advance, all accepted.	
2	Declaration of Interest Verbal declaration of interest by all Governors. AC's daughter employed by school as HLTA.	
3	AOB None.	
4	Minutes of the previous meeting – 21.05.18 Minutes agreed and signed by Vice-Chair, CLV. Reminder to all governors that what is discussed is confidential.	
5	Actions Discuss whether Chairs could set the agenda and email them round? Agreed that Chairs can set the agenda based upon the Work Plan and the Policies schedule. Agenda is to be emailed around 2 weeks before so all can review and add anything else in advance.	
6	Matters Arising None.	
7	Head Teacher's Report The majority of actions in the SDP have been completed. Discussed in detail, governors asked various questions and challenged Head. Actions discussed at length. Governors agreed with and are pleased with the actions being taken.	
8	Complaints Feedback Discussed.	
9	Policies Timetable Thanks to Ella for the policies Agenda. Action taken by HP to take the timetable and put it into Excel so it can be ordered alphabetically or by term as required (once editable version has been sent through).	HP
10	Feedback from committees Resources – HP gave an overview of the Finance & Resources Committee Meeting Accounts were reviewed and accepted by Governors. RL reviewed report on Sports Funding. Overview of the Curriculum Small meeting – AC, CLV, RL Vacancy for a Parent Governor Vacancy for a clerk Also need a new staff governor as HF leaving	

	<p>Reviewed SATs and SDP</p> <p>Completed Monitoring visits – Book Marking</p> <p>Reviewed Policies</p> <p>Agreed with Ella that once the minutes of the meetings were approved, to be added to the Governors secure area on the website.</p>	
11	<p>Governor Messages</p> <p>Governors would like to thank Head and the rest of the staff for all their hard work during the year. Governors would also like to thank HF specifically and wish her luck in her new role.</p>	
11	<p>Date & Time of next meeting – 24th September</p> <p>1st October – C&S</p> <p>4th October - Resources</p>	

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Summary of Actions to be taken:

Ref	Action Needed	Name & Date	Update/Date Completed
1	Future agendas will be set by the chair of the committee	Committee Chairs	
2	Send editable format of policy updates	RL	
3	Format policy update lists in excel	HP	
4	Send AC a copy of the terms of reference for Resources Committee	RL	

Matters Arising from Previous Minutes

Ref	Action Needed	Name & Date	Update/Date Completed