



## WENSLEY FOLD CE PRIMARY ACADEMY

### GOVERNORS COMMUNITY MEETING

#### AGENDA

(incorporating Sites & Buildings and Extended Schools)

15<sup>th</sup> November 2017 at 5.00pm

| Minute No. | Item  | Person Responsible | Action to be taken                            |
|------------|---|--------------------|---|
| CO/01      | Apologies for Absence   | Clerk              | To note                                       |
| CO/02      | Appointment of Chair  | Clerk              | To take nominations                           |
| CO/03      | Appointment of Vice Chair   | Chair              | To take nominations                           |
| CO/04      | Agree Terms of Reference<br>(Pages 59 – 60 of Governors Handbook)   | Chairman           | To agree                                      |
| CO/05      | Declaration of Interests  | Clerk              | To update                                     |
| CO/06      | Code of conduct - Annual  | Clerk              | To update                                     |
| CO/07      | Minutes of the last meeting - 21/6/17   | Chairman           | For information already approved by Governors |
| CO/08      | Matters Arising from the Minutes  | Chairman           | To respond                                    |
| CO/09      | Review & Monitoring of Service Level Agreements <ul style="list-style-type: none"> <li>• Safeguarding Board</li> <li>▪ Grounds Maintenance – Park View (increase from 1/11/16)</li> <li>▪ Property Services - LA</li> <li>▪ Waste collection – LA</li> <li>▪ CLEAPPS</li> <li>▪ Pest Control</li> </ul> | Chairman           | To review & monitor providers                 |
| CO/10      | Approve School Development Plan ( <i>copy distributed to Governors on 28/9/16 meeting</i> )   | Chairman           | To monitor                                    |
| CO/11      | Asset Management Plan   | S. Blackwell       | To report and discuss                         |
| CO/12      | Health and Safety Issues <ul style="list-style-type: none"> <li>• Car Access</li> </ul>   | Headteacher        | To report and discuss                         |
| CO/13      | Planned Maintenance Work <ul style="list-style-type: none"> <li>• CCTV Upgrade - £8k</li> <li>• Tarmac of Foundation Stage &amp; Playground - £7k</li> <li>• H&amp;S New Legislation – Safety Measures on Gates - £3K</li> <li>• New Perimeter Fencing - £12k</li> </ul>                                | Headteacher        | To report and discuss                         |
| CO/14      | Update of Policies: <ul style="list-style-type: none"> <li>• Safeguarding/Child Protection</li> <li>• British Values</li> <li>• Equality</li> <li>• Children in our Care</li> <li>• Admissions Including Fair Access</li> </ul>   | Headteacher        | To review and update                          |

|       |   |                              |                  |
|-------|---|------------------------------|------------------|
|       | <ul style="list-style-type: none"> <li>• Charging and Remissions</li> <li>• Car Parking</li> <li>• Attendance Policy</li> <li>• Discretionary Leave of Absence policy for pupils</li> </ul> |                              |                  |
| CO/15 | Extended Schools Report   | Extended Schools Coordinator | To report        |
| CO/16 | School Holiday Pattern 2018 - 2019  | Headteacher                  | To approve       |
| CO/17 | Governor Training + Gov visits to school  | Headteacher                  | To identify need |
| CO/18 | School Direct   | Headteacher                  | To report        |
| CO/19 | Any Other Business  | Headteacher                  | To discuss       |
| CO/20 | Date & Time of Next Meeting<br>Wednesday 28 <sup>th</sup> February 2018   | Clerk                        | To confirm       |