

**BROOKLAND INFANT AND NURSERY SCHOOL  
GOVERNING BODY**

**Minutes of the Governing Body Meeting held on  
Thursday 23<sup>rd</sup> November 2017 at 8pm**

<p><b>Present:</b> Sheila Farmer Alison Atkinson Alison Worsley Steve Pearce Tony Mizon Kerry Thomas Steve Bowman Sarah Small Dave Smith</p> <p><b>In Attendance:</b> Jane Allen</p>	<p>Chair Headteacher Vice Chair</p> <p>Clerk</p>
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<b>Summary of Actions</b>	
<ul style="list-style-type: none"><li>• Sheila to speak to Jamil</li> <li>• Alison to send governors up to date copy of SDP</li> <li>• Alison W to create parent questionnaire to hand out at concerts</li></ul>	

Items Discussed	Decisions/Actions
<p><b>Item 1 - Apologies for Absence</b>                      Apologies for absence were received from Jamil Walcott, Maxine Meadows and Debs Marshall.</p>	<p>These absences were approved.</p>
<p><b>Item 2 - Declaration of Business Interest</b>                      There were none</p>	
<p><b>Item 4 - Appointment of Chair of Governors from January 2018</b>                      Alison Worsley and Steve Bowman agreed to be co-chairs with Dave Smith as Vice-Chair from January 2018.</p> <p>Sheila will remain as a governor.</p> <p>Sheila agreed to speak to Jamil as Jamil is unable to commit to attending meetings due to family circumstances for a while. Sheila will suggest she moves into an Associate Governor role and that Sheryl is moved from Associate Governor to Co-opted Governor from January.</p>	<p>These appointments were approved</p> <p>Sheila</p>
<p><b>Item 5 - Any Other Business</b>                      Question: Is the SDP close to completion.                      Response: Alison A replied that it was.</p> <p>Question: Strategy portfolio group need an up to date copy in order to work so when will they be able to have this?                      Response: Alison replied that she had sent the draft plan to governors and will send the updated one out next week.</p> <p>Alison Worsley had attended an Ofsted training session and fed back items to governors.</p> <p>Inspectors can be flexible so governors that are interviewed by Ofsted can push back on comments if they think they are wrong.</p> <p>Portfolio visits and reports - this has been very good so far with quite a few visits taking place and reports being circulated.</p>	<p>Alison A</p>

<b>Items Discussed</b>	<b>Decisions/Actions</b>
<p><b>Item 5 - Any Other Business (Cont'd)</b></p> <p>The school will use texting service to let governors know if Ofsted call is received and will also use this method to let governors know of other incidents that they need to be informed of.</p> <p>Alison W had looked at responses on Parent View. There were a very small number of responses (0.5% response rate), but some negative comments. It was decided to create a questionnaire to hand out to parents at start of concerts to gather views to enable governors and the school to address these.</p>	<p>Alison W</p>