



Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

**Meeting of Full Governing Body
held on 15th May 2017 @ 5.30pm**

Present:	Ms Marilyn Toft (Chair)	Trust	MT
	Mrs Emma Clifton	Trust	EC
	Mrs Patricia Dobson	Trust	PD
	Mrs Janet Shanks	Teacher	JS
	Miss Trudy Stannard	Trust	TS
	Mr Craig D'Cunha	Executive Head	CD
	Mr Jamie Webber	Staff	JW
	Mr Gavin Fisk	Parent	GF
	Ms Claire Claydon	Incoming Headteacher (Autumn 2017)	CC
Apologies:	Mr Daniel Bloomfield	Parent	DB
	Mrs Sally Wright	Trust	SW
	Mrs Sarah Clayton	Acting Headteacher	SC
In Attendance:	Mrs Liz Talbot (Clerk)		LT

No.	Item	Explanation	Who	When
1.	Apologies/Welcomes/Resignations:	Apologies were received from SW , DB and SC . Consent to absence was given by Governors. MT welcomed all to the meeting and added a special welcome to the incoming Headteacher, Claire Claydon (CC). All members introduced themselves to CC and CC gave a brief introduction adding that she is really looking forward to joining the school.		
	Membership:	There were no changes to report.		
2.	Confirmation of previous minutes	The minutes of the previous meeting held on 20 th March 2017 were agreed as a true and accurate record of the meeting with no additional updates required.		
	Matters Arising from 20th March 2017	The following matters arising updates were noted: Single Central Record - PD confirmed that she had been into the school on 3 rd May 2017 to look at the SCR again and had identified one item of concern that she has raised with Richard Dediccoat - he has agreed to look into this and get back to her. She has heard nothing further at this point and will follow up with him when she is in school again. PD clarified that it appears to be an anomaly regarding a staff member who has been at the school for some time and a note "DBS check cleared with LEA" has been added, hence the query to understand whether or not the check has been dealt with the same as all other staff who transferred from the LEA. PD reassured members that otherwise everything		

	<p>was fine.</p> <p>DBS Check - LT confirmed she has provided Gusford with a copy of her DBS check certificate which is also held on record at Hillside CP.</p> <p>Governor Handbook (Hard Copy) - LT confirmed she has printed a copy of the handbook and stored it at the front of the Confidential Minutes folder held at the school.</p> <p>Ofsted Preparation items - All items were superseded by the Ofsted Inspection on 22/23 March 2017.</p> <p>Budget - LT has added this item to the agenda to be covered later in this meeting.</p> <p>School Visits & Link Governor Reports - The amendments were made to the pupil premium visit report provided by SW and the revised copy is attached to the final minutes of the previous meeting.</p> <p>Visit to Chantry – JW agreed this was a useful opportunity to share experience and TS confirmed that she would contact JW to make arrangements.</p> <p>Observation of SATs process - TS/PD confirmed that they had both observed the process on different days. In addition TS sent a very helpful email to MT advising that an LA Standards Officer was also present and was very positive. PD added that it went very well on the day she came in and she had noticed that everything was covered up on walls etc. She noted that one boy was unwell so she saw how the process worked correctly for this and agreed that it was very efficiently run.</p> <p>MT advised members that she had received a complaint email from a year 6 teacher who had expressed dissatisfaction about the very late change in arrangements, from those in place last year. This teacher had already put in a lot of work on the originally planned arrangements. MT advised that she had responded to this initial email and informed the teacher that the LA Standards Officer had been content with the arrangements he saw. CD explained that the reason for the late change of arrangements was owing to the alternative being to go through the delayed start process at a very late stage. He noted that he regretted that the job had to be redone after the initial work had already been carried out. CC agreed that the waiting is the worst part for pupils so this was the preferred solution. She added that at her current school they re-locate two year 4 classes to accommodate the year groups taking SATs.</p> <p>There was discussion around breakfasts being provided and JS confirmed there was a good take up of this provision. CD added that they had tried to employ Caterlink to provide the breakfasts so that staff could just settle the children but only received a response 2 days before when alternative arrangements had already been agreed.</p> <p>GF asked if sufficient explanation around the change of arrangements had been given to staff members to avoid a complaint being raised.</p> <p>MT concluded this item by confirming she will provide a further response to the complainant.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ Follow up on matter of concern with regards to SCR. ❖ A visit to Chantry School by JW will be arranged in relation to see how Sports Premium funding is used there. ❖ Further response to be provided to member of staff who contacted the Chair regarding the late changes to SATs arrangements. 	<p>PD</p> <p>TS/JW</p> <p>MT</p>	<p>26/06/17</p> <p>03/07/17</p> <p>ASAP</p>
<p>3.</p>	<p>Pecuniary and other interests</p>		
	<p>No new or relevant interests declared.</p>		
<p>4.</p>	<p>Chair's Actions</p>		

	<p>MT advised of two recent actions.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		
5.	<p>Headteacher's Report [Standing Item]</p> <p>CD circulated his May 2017 Report at the meeting and advised that in future it will be available in advance of the meeting for Governors to prepare questions. Highlights were as follows:</p> <p>Safeguarding review - CD advised that they are waiting to hear the results of this review from Theresa Gillen but early indications were encouraging and added that Gary Peile from the Trust had also been into the school.</p> <p>Ofsted Report - CD advised that the report is still at Stage 3 review and is therefore on the desk of a Senior HMI. After review it will then go to proof reading and then be put on the portal for access by the school.</p> <p><u>MT asked if they are ready with communications that will be needed once the report is published.</u></p> <p>CD confirmed that the communications are already drafted and if the results of the safeguarding review are released at the same time this information will also be included in the communication.</p> <p>MT confirmed that the safeguarding review will be available at this time.</p> <p>Other significant events - CD advised that the Regional Schools Commissioner will be visiting the school on 6th July 2017 and this visit will coincide with the release of the SATs results. All school trips were also listed on the report.</p> <p>Student numbers - The number on role was confirmed as 654 and a breakdown including demographics was provided on the report.</p> <p>Finance - The report included four graphs which CD explained and noted the following:</p> <ul style="list-style-type: none"> ➤ Income/Expenditure - 2017/18 budget can be set with a small surplus. However, costs will increase over the next five years but income will remain the same. ➤ The impact on the cumulative c/f over the five years was shown and will end up in a negative position. ➤ Teacher costs - changes in NI contributions, inflation and employment costs all impact. However, significant numbers of staff are already at the top of their scale and we are facing the same issue as many schools over the next five years. <p>Staffing breakdown - A breakdown of staffing was included in the report and significant staffing issues were highlighted:</p> <ul style="list-style-type: none"> ➤ CD confirmed appointment of two teachers (Rebecca and Joanne). <u>PD was on the interview panel and confirmed that they were excellent candidates and one will be appointed to Reception and the other to Year 1.</u> CD noted that he is aware of 3/4 applicants coming through who appear to be quality candidates. With regard to the candidate for the Reception post, her mentor is already working in Reception. <p><u>MT advised that the school need to recruit for the remaining vacancies as soon as possible</u> and CD confirmed that they have already advertised for three more teachers. <u>JS highlighted her concern that in relation to budget, members had been talking about possible reductions in staffing so this recruitment was at odds to this.</u> CD explained that the school is not in a position to consider staff reductions at this stage and</p>		

needs to look elsewhere for savings.

MT asked if references have been obtained for these two appointments and **CD** clarified that the offers have been made subject to suitable references being obtained. **PD** added that all three members of the interview panel had been 'Safer recruitment' trained.

HR Issues - **CD** advised that Return to Work (RTW) interviews had been introduced in line with policies already in place and had been carried out by himself, Sarah or Richard. Staff members are told in the RTW interview if they hit a trigger point.

CD confirmed that they have extended Sarah's acting Deputy Head position to the end of August 2017. He has also been notified by two members of staff of their pregnancy. Additionally one member of staff is currently signed off work for two weeks.

Staff attendance - A full breakdown of attendance can be found in the HT Report. **CD** advised that the total number of days lost for staff absence since September is 723 days.

MT asked what this is attributed to and **CD** advised that these were sickness absence figures - 356 and 233 days for support and teaching staff respectively. In addition other absences account for 87 and 47 days for support staff and teaching staff respectively. These figures translate to the school losing 4 staff members from work every day.

JS asked if that includes long term absences and **CD** confirmed this. **MT** acknowledged that there have been staff on long term sick.

There was some discussion around the detailed procedure required to take place in the RTW policy and **CD** clarified that there are some differences between the policy in place for staff who are still under TUPE and the ALT policy and added that patterns of absence are being investigated and they are being more robust.

GF pointed out that RTW policies have been discussed previously and the details of other policies have been shared. He felt the period before hitting a trigger sounded quite significant and he would have expected this to be less.

Different scenarios and trigger points were explored and it was acknowledged that there is a difference between a long-term absence and a number of smaller absences. **CD** also advised that they cannot retrospectively implement the policy but will ensure it is fully implemented going forwards.

JS pointed out that she was not sure all staff had been informed of the implementation of this policy and **CD** advised that all policies have always been published and shared with staff so it is not necessary to publicise that the process is happening correctly now. However, he could reissue the policies and procedures to make it absolutely clear. In his view this could save £80k (£40K of which is supply cover costs).

CC agreed that dealing with absence on a case by case basis is appropriate at this time. She added that she had a similar issue at her current school and implemented a policy that all staff have to phone her if they were going to be absent and she believes that this and RTW interviews have made a difference.

JS suggested that maybe a blanket reminder to all staff in September would be appropriate whilst agreeing that it is important initially to refer to the individuals in question only. **CD** agreed that this kind of thing tends to unsettle those that don't have a problem and he believes that some improvement has been seen already.

CD advised that alongside the implementation of this policy he expects there will be some referrals to occupational health (OH), some of which, will come back with reasonable adjustments being required.

JS pointed out there will be cost implications in that and **CD** whilst agreeing, added

that he expects an initial larger number of referrals to reduce, meaning less money for supply and more for OH referrals and eventually resulting in a reduction for both areas.

Staff well-being - CD advised that the Employee Assistance Programme (EAP) has now been made available to staff but he is not sure how well this has been received.

JS advised that she is aware that some staff have used this service and found it useful.

MT asked if the Staff Well-being group is still active and JS confirmed it is.

Exit interviews - CD confirmed that they need to get exit interviews going.

MT agreed that it's really important to help us to understand any issues the staff have.

CD believes that one of the headship team should do the interviews and **MT suggested that it could be one of the staff well-being group instead**. **GF suggested that it could be a role for the new Business Manager when in post** and CD agreed this would be considered when reviewing roles.

Year 6 data - The report included a chart of data produced at Phase Leader level and CD explained some of the detail as follows:

- Looking at the row for Year 6 beginning and above, these are the current working grades from uplift in middle of April 2017 - Reading 44%, Writing 37%, Maths 56% and SPAG 41%.
- Data for 2016 - Reading 67%, Writing 75%, Maths 62%, Combined 38% and SPAG 71%.
- Projected position on latest results in April 2017- Reading 67%, Writing 70%, Maths 61%, Combined 60/61% and SPAG 65%.
- To help put in context, 2016 National figures - Reading 66%, Writing 74%, Maths 70%, Combined 53% and SPAG 72%.
- Inconsistent picture but generally Reading is at or above the national figure, Writing, Maths, Combined and SPAG are below the national figure.

MT asked how confident we are of the predictions. CC acknowledged that there is an expectation nationally that the results will be higher this year.

MT asked if she thought the papers were fairer this year - CC thought so but the maths test was tough. CD noted that we need to be better than last year and CC acknowledged that the Reading level is already good. JS recognised that this was the subject that we particularly focused on this year.

CD explained that on the 2nd chart all figures highlighted in green show better than average progress (higher than 103.5 which is where children are expected to be). CD noted that the average point scores are inconclusive but highlight that reading and writing are good for girls and low for SEN pupils.

Behaviour - CD explained that the chart shows the data for negative behaviour in 2015/16 compared with 2016/2017 but currently there is no data for positive behaviour. Significantly positive or negative figures for 2016/17 have been highlighted by colour coding. For example, mild incidences are up to 126 from 102 and Year 5 incidences are down from 485 in the previous year to 312, also the same cohort has actually improved (485 to 126 in the following year). JS added that in Year 6 last year there were 3 individuals who were of concern who have all gone on to alternative provision.

MT asked if the data in future could show the number of pupils in addition to the number of incidents and capture positive behaviour too. CD confirmed that this can be done in future. He added that the Behaviour policy had been reviewed and pupils get praise all the time in various ways, it's just not captured centrally. JS asked if this could be delayed until the new academic year and there was then further discussion around how praise could be monitored and logged.

GF noted that the level of mild is significantly lower in 2016/17 and questioned how

consistent the interpretation was and **JS** advised that the 'Yellow/Orange/Red' system is clear but the electronic logging system can fail at times.

CC added that a similar scheme is used at her current school but they are tracked manually on a chart and the children work towards earning gold, silver, and bronze badges and certificates which are distributed in assembly.

Attendance - **CD** provided members with an Attendance Summary Report and highlighted the following:

- The national average primary attendance figure is 96.1% (latest SFR autumn 2016)
- Gusford's attendance figure for all years is currently 95.3% that is currently down on the figure for 2016 which was 95.5%.
- Persistent absence is static @ 10% and the Family Engagement Team (FET) are working hard on improving this (latest SFR autumn 2016 is 10%)

MT noted that over the last 2 years they had raised the bar on this.

Pupil premium - **CD** referred to the Pupil Premium chart in his report and highlighted the following:

- There is a significant gap in every area between the Pupil Premium and non Pupil Premium figures.
- The Pupil Premium review has been organised for 22nd June 2017.

CD assured governors that other relevant items will be added to this report in the future.

MT enquired about progress with the Safer recruitment issues and backlog of paperwork on files. **CD** confirmed that they have all missing application forms now and are gap checking. In addition all missing references have been called for.

MT informed members that Theresa Gillen who had undertaken the external review had randomly selected six personnel files which she had found to be fully up to date but understands that there are still some gaps. **MT added that the Single Central Record (SCR) must show the dates when references are received and PD noted that when staff leave, the date they leave is not currently included on the SCR.** **MT** confirmed that asterisks on the SCR are not acceptable.

JS asked if a section on exclusions should also be included in the report and **MT** concurred.

CD confirmed that all of this information will be in the Headteacher's report in future and it will be available to governors in advance of the meeting.

GF referred to communications and asked if issues are identified can governors be reassured that those issues have been rectified. **CD** advised that communication does not list specific issues but reassures that children are safe when they are in school and that the significant issues were administrative issues. **MT** noted that pupils had reported that they felt safe to Ofsted and the external reviewer was happy with safeguarding and had commented that it was one of the best she has seen but it is safer recruitment that is the issue.

Members noted that the Budget has to be submitted by 31st May 2017 and **CD** confirmed that Clive Pascal, the Finance Director at ALT has worked alongside Richard Marlowe and SLT on this and all the necessary work has been completed already. They will need to consider where savings can be made.

CD provided members with a copy of the Master Draft Budget 2017/18 and a line by line account for 2017/18 and noted that they are showing an in-year surplus of £22K and

	<p>cumulative carry forward of £110K for 2017/18. CD noted that the budget is set by the Trust and governors only need to confirm that they have seen it. MT confirmed the Trust's change of approach to this and added that this is reflected in the decision to merge the Personnel and Resources Committees.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		
<p>6.</p>	<p>Trust Business [Standing Item]</p> <p>MT referred to the training session which ALT had provided on 9th May 2017 and highlighted the following issues:</p> <ul style="list-style-type: none"> ➤ There are due to be changes to the Scheme of Delegation, with the aim of minimising the number of governor meetings. This will mean that Sub Committees are not mandatory. It will be for the school to decide. ➤ A self-evaluation process is necessary to establish how much information you need to hold the school to account. Is there sufficient information in the HT Report to ask the right questions? ➤ Important over next 12 months to have a Standards Committee, given the current position of the school. ➤ Policies and procedures - ALT produce policies for adoption by the school so there is no need to discuss in detail at meetings but important to make sure school procedures are in place to implement policies. <p><u>JS noted that we need to be assured that what we are doing is what we should be doing and MT added that we need to be sure we are adding value.</u></p>		
<p>7.</p>	<p>Committee Meetings</p> <p>The first Standards Committee meeting took place on 4th May 2017 and was chaired by TS who summarised as follows:</p> <ul style="list-style-type: none"> ➤ Members had reviewed the Terms of Reference for this committee and made minor changes. ➤ CD had gone through the action plan and explained actions to date, concluding that it is too early to monitor impact. ➤ The minutes were taken by Anne McCarthy and passed to TS for review. However, they were not then made available to all members and the clerk as TS had expected, making it difficult to discuss at this meeting ➤ Members had agreed to using standard templates going forward. ➤ 26th June 2017 is date of next meeting. <p>LT was asked to circulate the amended ToR and minutes to all governors once received from TS and advise of a date by which they should comment and/or approve by.</p> <p>MT advised that members needed to now review membership of both Committees. The Chair of Standards was nominated by MT and seconded by PD and the Chair of Resources was nominated by JS and seconded by JW. Full membership was then agreed as follows:</p> <p>Standards Committee - TS (Chair), MT, JS, JW, SW and Headteacher.</p> <p>Resources Committee - GF (Chair), MT, PD, EC, DB, and Headteacher.</p> <p>LT was asked to also circulate the ToR for the Resources Committee and ask SW and DB if they are happy to be members of the committees as shown above.</p>		

	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ Add Standards Committee meeting on 26th June 2016 to Meetings Planner. LT ASAP ❖ Circulate ToR of both sub-committees and minutes of 1st Standards Committee to all governors, requesting feedback to MT and TS. LT ASAP ❖ Check agreement of committee membership with SW and DB. LT ASAP 		
8.	<p>Schools Visits and Link Governor Reports</p> <p>The listed School Visit has been undertaken since the last FGB and a copy of the report can be found in the Appendix of these minutes.</p> <p><u>Family Engagement Team - Termly visit - PD.</u></p> <p><u>MT asked what the key issues were</u> and PD highlighted as follows:</p> <ul style="list-style-type: none"> ➤ In view of what has been going on the team are working very well but felt undervalued. However they seemed a lot happier after the visit. ➤ Communication is considered a particular issue and PD feels that it is important that the Head of FET is informed. She did not know about the external safeguarding review until the last minute. CD confirmed that this was an oversight. <p>CD admitted the action plan had been implemented at a pace, meaning some communication could have been better. He apologised for that.</p> <p><u>MT noted that regular Monday meetings were previously held with the head and PD confirmed that they would like this going forward.</u> It provides an opportunity to talk about plans for the week and on-going problems. CD advised there is no quick fix for this as he is not at the school full-time but the Head of FET will receive communications as part of SLT.</p> <p>PD suggested having an additional meeting after half term when normally these would be termly - arranged for 27th June 2017. She is also due to meet with JS as a follow up on the earlier behaviour visit and will arrange this for June as well.</p> <p>There was some discussion about staff morale and the impact the Ofsted inspection and delay in the release of the report was having. PD added that she felt the staff are now more relaxed than when she came into school in April.</p> <p><u>GF asked what plans are in place to support staff once the report has been released as they need to see themselves as part of the journey and resolution.</u> CD confirmed that a staff meeting is planned with the intention of breaking away into phase teams and highlighting the good and areas for development. He added that the staff meeting will be first and parents will receive communication the same day but later. The report will be published 5 days later on the Ofsted website. <u>JS stressed the need for staff to feel like they are involved with the process of improvement and it is not done to them.</u> CC noted that this is difficult at the moment as everything is being done to them until the report is published. When everyone can talk openly it will help.</p> <p><u>GF asked if there has been an improvement since the recent meeting with staff which included some governors.</u> JS confirmed that the meeting was welcomed and staff were willing to engage.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ Follow up FET and governor visit to take place in June 2017. PD 26/06/17 ❖ Follow up behaviour link visit to take place in June 2017. PD 30/06/17 ❖ Staff meeting and parent communication to take place once Ofsted report released. CD 30/06/17 		
9.	<p>Safeguarding</p>		

	<p>This item has been covered in the Headteacher’s report earlier in the meeting.</p> <p>MT highlighted the need for governors to have their Safeguarding and Prevent training and asked LT to proceed with organising this for 6th July 2017. MT explained that the Head of the FET had advised that this needed to be provided by an external body. JS asked if staff governors needed to attend this training and MT thought not but this will be confirmed. PD advised that she has completed her Designated Lead Safeguarding training and Safer Recruitment training.</p> <p>JS and JW informed governors that they had both attended an “Understanding Safeguarding and Governance” training session at Suffolk One, provided by Andrew Hall (Specialist Safeguarding Consultant). With his permission, they provided members with a copy of the course notes. JS informed members that there is a free email course you can sign up for and CC added that she is also aware of the presenter and his useful email bulletins. JS advised members that one course attendee had talked about how their Safeguarding Lead speaks to staff once a month at a briefing and how safeguarding is an ‘every day’ issue which means that things can come up every day.</p> <p>PD asked opinions about the idea of having two colour lanyards, one for those who have to be accompanied in the school and another for those who don’t. After discussion members concluded that different colour lanyards could make people less vigilant. Staff should be approaching every stranger they see on their own.</p> <p>JS and JW will be meeting with the Head of FET and will feedback to members at the next FGB.</p> <p>TS highlighted the issue of governors and the clerk routinely gaining access to the school in the evenings when someone is leaving the building without any questions being asked. CD agreed this needs reviewing at an operational level and he will report back.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ Feedback will be provided at the next FGB following meeting with Head of FET about the Safeguarding and Governance training session. ❖ To review access to the school after hours and report back to Governors. 	<p>JS/JW</p> <p>CD</p>	<p>03/07/17</p> <p>03/07/17</p>
<p>10.</p>	<p>Health and Safety [Standing Item]</p>		
	<p>GF advised that he is due to carry out an external inspection next half term with Richard Marlowe.</p> <p>MT asked if Karen Jarvis is also involved in this and GF said not.</p>		
<p>11.</p>	<p>Policies and Papers for Approval</p>		
	<p>There were minor or no amendments to the following policies which required annual review at this meeting:</p> <p>Safer Employment Policy - The policy was discussed and it was agreed to amend the page numbers and referencing that does not work and noting who is responsible for the policy. CD will pass the finalised version to LT when completed for saving in the school’s documents. JS noted that it is up to the school to ensure this is in place, which is a relevant issue at the moment. MT and CD confirmed that the Executive Head is currently responsible and MT added that we have to ask ourselves did we monitor this closely enough as it is our responsibility to ensure that these policies are adhered to. CD will bring the flow chart and procedure documents to the Resources meeting to show what is now being done.</p> <p>ALT esafety Policy - Policy noted by members.</p>		

	Gusford online safety policy - The Gusford policy is based on the ALT policy and was reviewed in February 2017 but not finalised. CD and MT will review again for approval at the next FGB meeting.		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ Safer Employment procedures to be finalised and passed to LT. ❖ Flow chart and procedure documents to be shared at the Resources Meeting. ❖ Online Safety Policy to be finalised and reviewed at next FGB meeting. 	CD CD CD/MT	ASAP 12/06/17 03/07/17
12.	Governor Critical Friends		
	<p>It was agreed cards would be sent to:</p> <ul style="list-style-type: none"> • Year 6 staff to acknowledge their successful work with the SATs arrangements. • Year 2 staff to acknowledge their successful work with the SATs arrangements. • The PE Team for their successful work providing PE week. 		
13.	Any Other Business		
	<p><u>GF asked about there being no swimming provision this summer.</u> CD confirmed this had been the original decision owing to the swimming pool being in a terrible state and the caretaker having injuries that mean that he is unable to clear it out. They had also been advised that the usual swimming coach would not be available this year. However, they have now had agreement from Birch Farm who will provide coaching for free in agreement for some advertising for them. They have also received quotes for cleaning the pool at a cost of £2K and £500 and will be taking up the latter, so the swimming will now go ahead in the summer term.</p> <p>JS asked if the coaching staff have been DBS checked and CD confirmed this but also advised they will not be left alone with pupils. JW asked if there will be shallow water training and CD will check this out.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ Check out whether or not shallow water training will take place. 	CD	ASAP
15.	Date and Time of next meeting		
	<p>Monday 3rd July 2017 @ 5.30pm</p> <p>LT presented a list of proposed dates for 2017/18 Full Governor meetings and Committee meetings for consideration. Members pointed out that the timing of the first FGB meeting each term should be after the Committee meetings so MT asked LT to revisit this for sharing at the next FGB Meeting. Members of the Committees may agree their Committee dates prior to the next FGB Meeting.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ Review the 2017/18 Meeting Planner for sharing at the next FGB meeting. 	LT	03/07/17

The meeting closed at 7.45 pm

Minutes Agreed:

Name: _____

Signature:

Date:
