

PRESENT: Stuart Wood (SW) Chair
 Mark Askew (MA)
 Lydia Clough (LC)
 Steve Dawson (SD)
 Liz Harrison (LH)
 Henry James (HJ)
 Chris Lindley (CL)
 Layla Skinns (LS)
 Alex Smaridge (AS)
 Stephanie Tabram (ST)
 Simon Wall (SWa)

APOLOGIES: Xavier Castelino (XC)

IN ATTENDANCE: Prue Rayner (PR)
 Stuart Hales (SH) Clerk

Action Log

Item	Action	Resp.
1.	MA to forward recording of meeting to XC	MA/XC
3.	SW to share document with governors	SW
3.	Induction Checklist for New Governors to be taken to LGB on 22.03.21 for adoption	SH/All
3.	SW and SH to review induction process on SharePoint	SW/SH
3.	Governors to notify SH of any training courses attended	All
3.	The Ofsted Framework Governance (AL) document to be shared with governors	MA/SW
4.	CL, LS, MA and PR advised they would attend meeting on 02.03.2021	CL/LS/MA/PR
4.	CL to forward 'flyer' for meeting to those governors and PR interested in attending	CL
4.	Governors to forward photo to ST for inclusion in poster if not already done so	All

No	Description	
1.	Welcome & Apologies	
	SW welcomed all to the meeting. Governors agreed that the meeting be recorded to allow XC to listen to it afterwards. Action: MA to forward recording of meeting to XC	MA/XC
2.	Declarations of Interest	
	HJ advised that he was the brother of Miss James the Deputy Head.	
3.	Training	
	a. Overview of Role of a Governor – SW advised that he was participating in a 'Development for Chairs' course and shared a PowerPoint presentation taken from it focussing on the role of a governor. The first slide focused on the three core functions and eight elements of an effective governing body, the second outlining the concept of triangulation. Action: SW to share document with governors	SW
	b. Governor Induction/Training – Two separate documents titled 'Induction Checklist for New Governors' and 'Trust Governor Application Form' were distributed prior to the meeting. SW advised that he had met with MA and SH during the February half term break to review the induction process for governors and the induction checklist document would be taken to the LGB on 22.03.21 for discussion and governor adoption.	

Signed By:	Date:

	<p>SW then advised that within the folder titled 'Meetings Academic Year 2020-21' on SharePoint was a separate folder titled 'SDP Monitoring' to allow link governors to show evidence of their involvement with each priority over the year. ST then advised that performance management targets are often tied into the five priorities for both teaching and support staff.</p> <p>SW asked if there were any further queries? There were none.</p>	
<p>4.</p>	<p>Any Other Business</p>	
	<p>Anglian Water – CL briefly advised that as part of the Northeast Cambridgeshire Action Plan there were proposals to re-site the Anglian Water sewage treatment works from Milton to allow for redevelopment of the site – Anglian Water had recently announced that their preferred location of the three considered was the site at Honey Hill. Local groups were meeting remotely on 02.03.2021 to discuss the relocation and the affect it would have on the local area. From the school's perspective, it would include the effect of construction works on children accessing the school from Horningsea and north of the A14 together with effects of odour on children and staff.</p> <p>Action: CL, LS, MR and PR advised they would attend meeting on 02.03.2021 Action: CL to forward 'flyer' for meeting to those governors and PR interested in attending</p> <p>Governor Poster – ST had previously sent an email asking governors to forward her a portrait head and shoulders photo of themselves for inclusion in an A3 governor poster located in the main entrance of the school. Several governors had since forwarded photos and she requested that all governors forward her one if they had not already done so.</p> <p>Action: Governors to forward photo to ST for inclusion in poster if not already done so</p>	<p>CL/LS/MA/ PR CL</p> <p>ALL</p>
<p>5.</p>	<p>Future Meetings</p>	
	<p>Meetings for the rest of 2020-21 were: -</p> <p>Monday 22 March at 6.15pm Monday 26 April at 6.15pm Monday 14 June at 6.15pm Monday 19 July at 6.15pm</p>	
	<p>Meeting closed at 8.05pm</p>	

Signed By:	Date: