

Duddon St. Peter's CE Primary School – Governors' Meeting
Minutes of the Leadership & Management Committee meeting held at Duddon School on 2nd August 2016 at 7pm.

PART ONE

Present: Liz Smith Paul Hudson Andy Jackson (Chair) Susan Gregory
 Nicky Greaves John Davies Chris Lightfoot Chris Ward
 Adam Friend

Apologies: Claire Entwistle, Lesley Garnham, Jackie Wilson, Jonathan Curwen

Pecuniary Interest: None

Matters arising from Staff/Governor meeting on 20th July:

- Priority around SENDCo provision / achievement?
- Strategy over staffing structure for middle management / deputy head?

AGENDA

- To agree first draft of SSDP – all governors discussed the proposed items on the draft SSDP, which had been put together using last year's SSDP, and the suggested priorities suggested at the staff/governor meeting. **ACTION:** Document to be edited with the agreed priorities and circulate to governors. (Staff will receive a copy at the beginning of term, along with the table of priorities suggested at the meeting.) Priorities were allocated to committees/individuals.
- A governor commented that on looking at the document it was evident how much work had been done over the last year and how much progress has been made.
- **ACTION:** Committee chairs to take priorities and put them on agendas/ develop action plans.
- **SSDP** to be an agenda item on all committee meetings and Full Governor meetings, to give updates on progress. **ACTION:** All chairs to ensure this is done, and all chairs to develop a consistent template for agendas.
- **ACTION:** HT contact staff regarding the EYFS priorities, so that they can develop an action plan ready for the first T & L meeting of the term.
- **Future planning:** Plans for the school's development over the next 1, 3 and 5 years to be developed by the L & M Committee.

AOB:

- **Governor Mark** – the position regarding Governor Mark was updates. **ACTION:** previously used document to be emailed document to CL, AJ and JD to consider how evidence is collated and recorded.
- **Class Four visit to London** - advice and approval for the upcoming visits to London by Class Four in the autumn term was sought from governors. Governors were in agreement that the visits should go ahead.

Next meeting: Monday 12th September