



- v. **Update school accessibility plan:** As above
- vi. **Review performance management process:** HT shared the anonymised data concerning the staff's performance management process conducted during the autumn term. This included an explanation of the range of staff grades, what percentage of the staff who have met/partially met their performance management objectives.  
A governor queried some objectives not being met. Another governor asked what was being done about the underperformance. HT responded that this was being dealt with through setting targets etc.  
Governors had requested an understanding of the coverage of objectives from the SSDP. HT presented a document itemising the objectives given in performance management, and the CPD matrix which shows the training which has been completed this year.
- vii. **Terms of reference:** Agreed

**AOB:**

A governor asked how governors and the school should celebrate achievements.

HT raised the matter of responding to governors' emails. It was agreed that any governor named on an agenda, should respond the Chair of that committee, to confirm attendance and readiness for the meeting.

**Next meeting: Monday 23<sup>rd</sup> January 2017**