

**Townley Governors: note of visits to school by Governors in November 2014**

(Master final vers 1.0)

<b>Date</b>	<b>Governor name(s)</b>	<b>Reason</b>	<b>Summary</b>
Nov 2014	Aamer Safdar	Curriculum review	Oversight of Townley Curriculum review
5/11/14	Stephen Hailes Aamer Safdar Jane Wrigley & Other Governors	Governing Body meeting	Staffing Committee
10/11/14	Sharon Massey	Arts	Othello at the Orchard Theatre
11/11/14	Janet Pearce	To discuss safeguarding training in relation to the Single Central Record with HR Manager	Information was shared on the updating of staff training with regard to safeguarding. With regard to other adults who regularly attended the school, such as PTA members, they were also subject to DBS (Disclosure and Barring Service) checking procedures. The "Single Central Record for schools and FE settings" audit tool had been purchased and would be used as a checklist to ensure that there were no gaps in the schools procedures with regard to safeguarding.
11/11/14	Jane Wrigley	Training	Keeping Children Safe in Education
13/11/14	John Paterson, Aamer Safdar	Staff pay review	Pay committee review of pay decisions for all staff who were eligible for a pay rise.
13/11/14	Aamer Safdar, Sharon Massey	6 <sup>th</sup> Form Open Evening	To observe the process from when parents and students were received into the school, walked around the school, including observation of classroom events and attended the Head Teacher's speech
14/11/14	Aamer Safdar	Sharing experience	Introduced a senior leadership team member to the admissions tutor for pharmacy at Kings College London to discuss chemistry A level changes. Arranged for Townley students to visit the university facilities for a Spectroscopy Day which will involve a lecture, followed by a lab session on Infrared (IR) spectroscopy, nuclear magnetic resonance (NMR) and mass spectroscopy (MS). Arranged an ethical seminar on the use of medicines and invited some students to the annual debate on ethical issues in March 2015.
17/11/14	Sharon Massey Jane Wrigley, Jude Greene-Steward & Other Governors	Governing Body Meeting	Curriculum Committee
24/11/14	Stephen Hailes	Governor's visit	Visit to see the school estate, and to meet members of the senior team and teaching staff, as well as to observe some of the computing classes.

