

CHERTSEY AND DORKING NURSERY SCHOOLS & MOLE VALLEY FAMILY CENTRE

Attendance at Governing Body Meetings 2020-21

last updated: 19/07/21

Governor	Full Governing Body						Resources Committee					Headteacher Performance Review Panel				Admissions	% attendance for the academic year 2020-21 to date					
	1/10/20	19/11/20	28/1/21	11/3/21	29/4/21	8/7/21	24/9/20	13/11/20	22/1/21	5/3/21		2/7/21	17/9/20	27/1/21			8/7/21	3/2/21	FGB	Resources	HT Performance	Admissions
Donna Harwood-Duffy	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P	100%	100%		100%
Clover Maguire	P	P	P	P	A	P													83%	100%		100%
Mary McCrea	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	100%	83%	133%	100%
Jackie Smith	P	P	P	P	P	P													100%			
Andy Whitehouse	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			100%	100%	133%	
Sylvina Mellor	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P	100%	100%		100%
Jo Suchy	P	P	P	P	P	P											P	P	100%		100%	
Yvonne Pohlowan	P	P	P	P	P	P													100%			
Ben Foley												P	P	P	P			83%	67%			
VACANCY																			0%			
Neeva Shore					P	A	P												33%			
Ella Hood		P	P	P	P	P						P	P	P	P			83%	67%			
																			6	6	3	1

P	present
A	apologies noted
	absent
I	in attendance
n/a	n/a

Instructions:

At each update, fill in E4 and cells A121-AQ21.

If a Governor leaves, adjust the formula in the attendance % columns so that the last argument changes from \$A\$21 to the number of meetings the Governor should have attended during their term.

e.g. AF resigned after the FGB on 26/9 so should only have attended 1 FGB giving her a 100% attendance record, the formula for her in cell A110 reads =IF(AJ521=0,"",[COUNTIF(C10:H10,"P")/1]) instead of =IF(AJ521=0,"",[COUNTIF(C10:H10,"P")/(SAJ521)])

If you need to add a Governor, copy DH's whole row and insert copied cells in the correct place. Then ensure that attendance info is correct and grey out committees of which not a member and corresponding % attendance calculation. If a Governor joins midway through a year, adjust the attendance formula by subtracting the number of meetings already held before their appointment.

e.g. if KB had joined in January 2018, she could only possibly attend 4 FGBs as 2 would already have taken place, so the formula for her cell in A19 should read =IF(AJ521=0,"",[COUNTIF(C9:H9,"P")/(SAJ521-2)]) instead of =IF(AJ521=0,"",[COUNTIF(C9:H9,"P")/(SAJ521)])