

**CHERTSEY AND DORKING NURSERY SCHOOLS & MOLE VALLEY FAMILY CENTRE**

**Attendance at Governing Body Meetings 2022-23**

last updated: 01/08/23

Governor	Full Governing Body					Resources Committee					Headteacher Performance Review Panel			Admissions	% attendance for the academic year 2022-23 to date					
	29/9/22	24/11/22	26/1/23	16/3/23	25/5/23	6/7/23	30/9/22	18/11/22	20/1/23	24/3/23	27/4/23	14/7/23	14/9/22		1/2/23	17/7/23	1/2/23	FGB	Resources	HT Performance
Tessa Barnes	P	A	P	P	A	P											67%	0%		
Jennifer Devane	P	A	P	A	P	P											67%			
Michael Folan	P	P	A														33%			
Ben Foley	P	P	P				A	P	P								50%	33%		
Donna Harwood-Duffy	P	P	P	P	P	P	P	P	P	P	P	P	P			P	100%	100%		100%
Ella Hood	P	P	P	P	P	P	P	P	P	P	P	A					100%	83%		
Mary McCrea	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	83%	100%	100%	100%
Sylvina Mellor	P	P	P	P	P	A	P	P	P	P	P	P				P	83%	100%		100%
Neeva Shore		P	P	P	P	A	P		P	P	P	P					67%	83%		
Jackie Smith	A	P	A	P	A	P											50%			
Jo Suchy	P	P	P	P	P	P							P	P	P	P	100%		100%	100%
Andy Whitehouse	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A		100%	100%	67%	

P	present
A	apologies noted
	absent
I	in attendance
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 SA?S21 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(A1S21=0,"",(COUNTIF(C10:H10,"P")/1)) instead of =IF(A1S21=0,"",(COUNTIF(C10:H10,"P")/(SA1S21)))

If you need to add a Governor, copy DHD'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(A1S21=0,"",(COUNTIF(C9:H9,"P")/(SA1S21-2))) instead of =IF(A1S21=0,"",(COUNTIF(C9:H9,"P")/(SA1S21)))