



## HARTLIP ENDOWED C.E. PRIMARY SCHOOL

### Minutes of a meeting of the Full Governing Body held virtually on Thursday 23<sup>rd</sup> September 2021 at 5.00 p.m.

Present: Joan Jabbour (Co-Chair), Liz Hadley (Co-Chair), Tracey Jerome (Headteacher), Dionne-Rose Coles, Ryan Condron, Jane Davies, Noel Lander, Revd. Julian Staniforth, Jackie Warncken (Finance Officer)

Attending: Rose Davies (Clerk)

Meeting started at 17.04, conducted using Zoom. All Governors confirmed that they were in a secure environment and that all recording and listening devices were switched off. The meeting was chaired by Joan Jabbour.

Opening prayer led by the Chair.

1	<p><u>Welcome and apologies for absence</u></p> <p><b>The Chair welcomed Governors to the first FGB meeting of the new academic year.</b></p> <p>No apologies. All Governors present. The meeting was quorate.</p>					
2	<p><u>Declarations of business interests</u></p> <p><b>All Governors confirmed that they had confirmed their declarations of business interests on GovernorHub.</b></p> <p>No changes were declared and no declarations were made against any specific item on this agenda.</p>					
3	<p><u>Minutes of last meeting (20.7.21)</u></p> <p>The minutes and confidential minutes were agreed as a true record of the meeting.</p> <p><i>Matters arising (main minutes)</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 45%; padding: 5px;"> <p><b>Headteacher to contact parents in term 1 in case there were any parents who might fit the Local Authority Governor profile.</b></p> </td> <td style="padding: 5px;"> <p>Carried forward.</p> <p><b>ACTION: Headteacher.</b></p> </td> </tr> <tr> <td style="padding: 5px;"> <p><b>Co-Chair to contact the 3 possible Foundation Governors from Inspiring Governance and feed back to the Chair.</b></p> </td> <td style="padding: 5px;"> <p>She had looked at Inspiring Governance but fortunately had found a practising Christian within the benefice, Janine Hamilton, who was very well suited to the role. She had passed her details on to Revd. Staniforth who had contacted the Diocese so hopefully this was in train.</p> </td> </tr> </table>	<p><b>Headteacher to contact parents in term 1 in case there were any parents who might fit the Local Authority Governor profile.</b></p>	<p>Carried forward.</p> <p><b>ACTION: Headteacher.</b></p>	<p><b>Co-Chair to contact the 3 possible Foundation Governors from Inspiring Governance and feed back to the Chair.</b></p>	<p>She had looked at Inspiring Governance but fortunately had found a practising Christian within the benefice, Janine Hamilton, who was very well suited to the role. She had passed her details on to Revd. Staniforth who had contacted the Diocese so hopefully this was in train.</p>	1. TJ
<p><b>Headteacher to contact parents in term 1 in case there were any parents who might fit the Local Authority Governor profile.</b></p>	<p>Carried forward.</p> <p><b>ACTION: Headteacher.</b></p>					
<p><b>Co-Chair to contact the 3 possible Foundation Governors from Inspiring Governance and feed back to the Chair.</b></p>	<p>She had looked at Inspiring Governance but fortunately had found a practising Christian within the benefice, Janine Hamilton, who was very well suited to the role. She had passed her details on to Revd. Staniforth who had contacted the Diocese so hopefully this was in train.</p>					

		<b>ACTION: Revd. Staniforth to send copy of form to the Finance Officer.</b>	2. JS
	<b>Co-Chair to look at Governors4Schools for possible candidates for Governor vacancies, including Local Authority Governor.</b>	She looked at that website but had got the impression that there was a charge so had not taken this further. Hopefully a suitable candidate would come from the school community.	
	<b>Headteacher to contact the editor of The Forum about putting in an advert for a Local Authority Governor.</b>	Completed. The advert had been published in the August/September edition but had generated no interest.	
	<b>Clerk to send FGB attendance chart 2020-21 to Headteacher and Co-Chairs.</b>	Carried forward. <b>ACTION: Clerk.</b>	3. RD
	<b>Headteacher/Co-Chairs to look at dates and a venue for an informal meeting of Governors.</b>	<b>The Chair said that as numbers were too high with Covid this should be done at a safer time.</b>	
	<b>Co-Chairs to email Governors asking for their availability in August for 1:1s.</b>	The 1:1s had been completed in September.	
	<b>Clerk to send out NGA 2021 skills audit form to Governors</b>	Completed. <b>ACTION: Clerk to send again to Joan Jabbour.</b> <b>ACTION: Governors to return forms to Clerk.</b>	4. RD 5. All
	<b>Clerk to send Governing Body healthcheck to Governors for information.</b>	Completed.	
	<b>Clerk to add Governing Body healthcheck to September agenda.</b>	Completed.	
	<b>Headteacher to chase up the video or the slides from her behaviour management course.</b>	Completed.	
	<b>Clerk to add School Improvement Plan and Strategic Planner to September agenda.</b>	Completed.	
	<b>Headteacher to check the school's position on the PP additional claim.</b>	Completed but the school did not have any eligible children.	
	<b>Headteacher to review H &amp; S processes and set them up for next year.</b>	Completed. Dates of regular inspections had been arranged. Plans were also underway to ensure the school diarised the site inspections with the caretaker as this had slipped. <b>ACTION: Finance Officer to send H &amp; S diarised H&amp;S inspections out.</b>	6. JW
	<b>Clerk to check Terms of Reference to see if the F &amp; R Committee had been</b>	The Clerk confirmed that this was a Governing Body responsibility. It was <b>AGREED</b> that the F& R Committee would	

	<p><b>delegated responsibility for the Finance policy.</b></p>	<p>review the policy and recommend it to the Governing Body.</p>	<p>7. DC/ EH</p>
	<p><b>Co-Chairs to sign up to GovernorHub.</b></p>	<p>GovernorHub. The cost was £45+ VAT. Governors <b>AGREED</b> that this was good value for money.</p> <p><b>ACTION: new co-Chairs to take forward in liaison with Finance Officer as necessary.</b></p>	
<p><i>Confidential minutes</i></p>			
	<p><b>Headteacher to send out the Vision to the parents in September.</b></p>	<p>Completed.</p>	
<p>4</p>	<p><u>Election of Chair</u></p> <p>The Governing Body <b>APPROVED</b> the Standing Order for the election, term of office and process for both Chair and Vice Chair, within The Education People’s model Terms of Reference.</p> <p><b>Co-Chair Joan Jabbour advised that she no longer wished to co-chair.</b></p> <p>The Headteacher thanked Joan Jabbour for her service as a Co-Chair.</p> <p>The Clerk conducted the election for Chair or Co-Chair.</p> <p>There were no nominations for Chair.</p> <p>Liz Hadley and Dionne-Rose Coles were nominated as co-Chairs. Both had educational and vocational skills. There were no other nominations. They left the room while the nominations were discussed and the election conducted.</p> <p>Liz Hadley and Dionne-Rose Coles were elected unanimously to serve as Co-Chairs for the next 12 months.</p> <p>It was <b>AGREED</b> that Joan Jabbour would chair the rest of this meeting.</p> <p>Liz Hadley person thanked Joan Jabbour for co-chairing with her and for being a great source of information.</p>		
<p>5</p>	<p><u>Election of Vice Chair</u></p> <p>Deferred until November meeting.</p> <p><b>ACTION: Clerk to add to November agenda.</b></p>		<p>8. RD</p>
<p>6</p>	<p><u>Code of Conduct 2021-22</u></p>		

	<p>The Governing Body <b>APPROVED</b> The Education People’s model Code of Conduct 2021-22.</p> <p><b>ACTION: Governors to scan or send signed last page to Finance Officer.</b></p>	<p>9. All</p>
<p>7</p>	<p><u>Instrument of Government/review of membership</u></p> <p><b>The Chair reported that there were currently two vacancies, one for a Local Authority Governor and the other for a Foundation Governor. She had twice tried to contact the Foundation Governor Simon Ward who had had to step aside for several months now, and left messages but had had no response. She suggested that it might be too much for him to be a Governor at this time. If he were to resign this would leave another Foundation Governor vacancy.</b></p> <p><b>The Chair of Quality of Education said she was seeing Simon Ward tomorrow and would clarify the situation with him and report back to the Co-Chairs.</b></p> <p><b>ACTION: Chair of Quality of Education .</b></p>	<p>10. JD</p>
<p>8</p>	<p><u>Annual review of Governing Body</u></p> <p><b>The Chair summarised that:</b></p> <ul style="list-style-type: none"> <li>• <b>1:1 meetings had been undertaken.</b></li> <li>• <b>The 360 degree review had been dropped for this year.</b></li> <li>• <b>Self evaluation was underway (see item 3).</b></li> <li>• <b>The Co-Chairs and Headteacher would discuss objectives for the governance action plan for 2021-22 and bring these to the next meeting.</b></li> </ul> <p><b>ACTION: Co-Chairs and Headteacher.</b></p> <p>It was <b>AGREED</b> to continue to operate the Committee operating model as it had proved effective for this Governing Body.</p> <p><i>Terms of Reference</i></p> <p>The Education People’s model Terms of Reference for the Committee model was <b>APPROVED</b>.</p> <p><i>Committee Chairs</i></p> <p><b>AGREED</b> as:</p> <p>Admissions: Noel Lander to continue.  Quality of Education: Jane Davies to continue.  F &amp; R: Ryan Condron but he would not be able to carry out this role for longer than this academic year.</p> <p><i>Headteacher Performance Management (HTPM) Panel</i></p>	<p>11. EH/ DC /TJ</p>

	<p>This was chaired by Revd. Staniforth and the other members were Liz Hadley and Joan Jabbour. The Panel had met with the Headteacher to discuss her performance against targets in the last academic year. Membership for this academic year was deferred until the next meeting.</p> <p><b>ACTION: Clerk to add to next agenda.</b></p> <p><i>Pay panel</i></p> <p>The Governing Body had delegated responsibility for pay decisions to the Headteacher.</p> <p><i>Lead Governor/monitoring roles</i></p> <table border="1" data-bbox="183 772 1276 1220"> <tr> <td><i>Safeguarding</i></td> <td>Jane Davies</td> </tr> <tr> <td><i>SEND</i></td> <td>Liz Hadley</td> </tr> <tr> <td><i>H &amp; S</i></td> <td>Dionne-Rose Coles</td> </tr> <tr> <td><i>Finance</i></td> <td>Ryan Condron (as F &amp; R Chair)</td> </tr> <tr> <td><i>Pupil Premium (PP)</i></td> <td>Joan Jabbour</td> </tr> <tr> <td><i>EYFS</i></td> <td>Left open until next meeting. <b>ACTION: Clerk to add to next agenda.</b></td> </tr> <tr> <td><i>Wellbeing</i></td> <td>Left open until next meeting. <b>ACTION: Clerk to add to next agenda.</b></td> </tr> </table>	<i>Safeguarding</i>	Jane Davies	<i>SEND</i>	Liz Hadley	<i>H &amp; S</i>	Dionne-Rose Coles	<i>Finance</i>	Ryan Condron (as F & R Chair)	<i>Pupil Premium (PP)</i>	Joan Jabbour	<i>EYFS</i>	Left open until next meeting. <b>ACTION: Clerk to add to next agenda.</b>	<i>Wellbeing</i>	Left open until next meeting. <b>ACTION: Clerk to add to next agenda.</b>	<p>12. RD</p> <p>13. RD</p> <p>14. RD</p>
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9	<p><u>External adviser for HTPM</u> The Headteacher advised that this was Jane True, the school’s former School Improvement Adviser.</p>															
10	<p><u>Governor monitoring</u></p> <p>The Governing Body <b>APPROVED</b> The Education People’s model policy for the Committee operating model.</p> <p><i>Monitoring schedule</i></p> <p>The Headteacher had sent through a monitoring schedule.</p> <p><b>Q: was it possible to add in some humanities monitoring such as history and geography? If Ofsted were to come in, what would the children say if they were asked what they knew of these subjects?</b></p> <p>A: the Headteacher said that monitoring of Foundation subjects such as History/Geography would take place in term 2, as term 1 was focused on core subjects. Staff needed to do CPD, then staff meetings, then training and the monitoring would follow after this.</p>															

	<p><b>A Governor said that there was so much for the school had to do that the focus needed to be on core skills first e.g. Writing, that had fallen behind in the lockdowns. As a Governor she was concerned how the foundation subjects had been impacted by Covid.</b></p> <p>The Headteacher said this would be picked up cross curricularly in Writing monitoring. Pupil Voice would feed into humanities and these subjects were also looked at under engagement monitoring. She was confident that she could show a clear plan of progression which came through in the school plan and this was what Ofsted would want to see.</p> <p>It was <b>AGREED</b> to revise term 2 monitoring of the foundation subjects.</p> <p><b>ACTION: Headteacher.</b></p> <p><b>The Literacy Governor said that she would look at cross curricular matters when monitoring this.</b></p> <p><b>Q: would Governors be able to come into school monitor the subjects in term 3?</b></p> <p>A: if it was safe to do so.</p> <p><i>Subject Leads</i></p> <table border="1" data-bbox="181 1167 780 1487"> <tr> <td><i>English</i></td> <td>Liz Hadley</td> </tr> <tr> <td><i>STEM</i></td> <td>Jane Davies</td> </tr> <tr> <td><i>Maths</i></td> <td>Joan Jabbour</td> </tr> <tr> <td><i>Humanities</i></td> <td>Ryan Condron</td> </tr> <tr> <td><i>RE</i></td> <td>Ryan Condron</td> </tr> <tr> <td><i>Healthy Minds and Healthy Bodies</i></td> <td>Noel Lander</td> </tr> <tr> <td><i>Worship</i></td> <td>Revd. Staniforth</td> </tr> </table>	<i>English</i>	Liz Hadley	<i>STEM</i>	Jane Davies	<i>Maths</i>	Joan Jabbour	<i>Humanities</i>	Ryan Condron	<i>RE</i>	Ryan Condron	<i>Healthy Minds and Healthy Bodies</i>	Noel Lander	<i>Worship</i>	Revd. Staniforth	15. TJ
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11	<p><u>Governor Safeguarding</u></p> <p><b>All Governors confirmed that they had read Keeping Children Safe In Education part 2.</b></p> <p><b>ACTION: remaining Governors to confirm on GovernorHub.</b></p>	16. All														
12	<p><u>Safeguarding</u></p> <p>The Headteacher said once Governors approved the Child Protection policy (item 16) staff would read that which included Keeping Children Safe In Education and would sign to confirm that they had done so.</p> <p><b>ACTION: Headteacher to arrange.</b></p>	17. TJ														

	<b>ACTION: Safeguarding Lead Governor to check evidence on her next visit.</b>	18. JD
13	<p><u>School Improvement Plan (circulated in advance)</u></p> <p>The Headteacher drew Governors' attention to the additions made since the HTPM discussion with external adviser Jane True, e.g. on strategic aspects of subject leadership, on progression documents being in place, 'Happy Hartlip' days, tracking of foundation subjects and updating curriculum maps.</p> <p><b>Q: were Governors now allowed to come into school to monitor collective worship?</b></p> <p>A: yes, but parents were not yet allowed.</p> <p><b>ACTION: Governors to liaise with Headteacher about dates to come into school to monitor collective worship.</b></p> <p>The Governing Body <b>AGREED</b> the School Improvement Plan as amended after discussion with the external adviser.</p>	19. All
14	<p><u>Headteacher's report (circulated in advance)</u></p> <p>The Headteacher sought questions on her report.</p> <p><b>Q: in Year 4 performance data appeared to be very low on Greater Depth. Was this correct and if so, what were the reasons behind it?</b></p> <p>A: the Headteacher explained that numbers and figures were very low because children's starting points had not been at not age expected and they would have to make accelerated progress to reach Age Related Expectations and of course Greater Depth was beyond this. At the end of last year 100% of children in school had made progress so this demonstrated that a difference could be made over time and accelerated progress was hoped for.</p> <p><b>Q: what did 'combined' mean?</b></p> <p>A: reaching age expected in each of the 3 core subjects, i.e. Reading, Writing and Maths.</p> <p>The Headteacher updated Governors that today had seen the first Covid positive child. This was on a Lateral Flow test; the next step was a PCR test and she expected this to be positive. She would have to go to contingency plans but hoped it was an isolated case. She had not intended to go live to the school community on the basis of a Lateral Flow test only but had changed her mind because the child was asymptomatic. She would keep the Governing Body informed.</p> <p><b>Q: as this was an asymptomatic, had it been picked up by pure luck?</b></p>	

	<p>A: no, the father had tested positive. The family had done exactly as it should, conducting Lateral Flow tests every day and the first ones had not picked up the infection in the child.</p> <p>18.31: Revd. Staniforth left the meeting.</p>	
15	<p><u>Budget</u></p> <p><i>End of August budget monitoring report</i></p> <p>The Finance Officer reported that the predicted revenue rollover was now £61509, within the Balance Control Mechanism (£77173).</p> <p><b>Q: why were there significant variances on I08B, I13, E03, E07 and E13?</b></p> <p>A: the forecast for <b>Other Income from facilities and services (I08B)</b> had been based on conservative numbers for Breakfast Club and After School Club but these had both risen, so the outturn was predicted at about £22K though this service was not intended to make a profit. This might however change if parents went back to work. The variance in <b>Donations and/or voluntary funds (I13)</b> was largely related to the closing of current PTA bank account as there was a new Committee. The balance of £4700 had come in as a donation from the PTA.</p> <p><b>Q: had the school decided how to spend this?</b></p> <p>A: not yet.</p> <p><b>Education support staff (E03)</b> was showing an underspend at present but this would change later in the year with additional recruitment, as a new child with an Education and Health Care Plan had come in. <b>Other Staff (E07)</b> was showing an overspend as an extra staff member had been added to Breakfast Club and After School Club to assist at busy times.</p> <p>18.37: Noel Lander left the meeting.</p> <p>The F &amp; R Committee would look at the 6-month report on 15<sup>th</sup> October.</p>	
16	<p><u>Policies</u></p> <p><i>Child Protection</i></p> <p><b>Q: what was ‘faith abuse’?</b></p> <p>A: abusing people for their faith or practices within their faith.</p> <p><b>The Safeguarding Lead Governor said she had a list of minor typos which she would send to the HT.</b></p> <p><b>ACTION: Safeguarding Lead Governor.</b></p>	20. JD



	<p><b>AGREED</b> subject to the typos being corrected.</p> <p><i>SEND policy and report</i></p> <p><b>AGREED.</b></p> <p><i>Pay</i></p> <p>Not released yet.</p> <p>The Headteacher said she would send the other policies out gradually before the next meeting so that Governors would not be overwhelmed.</p> <p><b>ACTION: Headteacher.</b></p> <p><b>A Governor said that this was very welcome as a theme that had arisen in the 1:1s had been the huge amount of paperwork that GVs had to absorb for meetings.</b></p>	21. TJ
17	<p><u>The Education People monthly newsletters</u></p> <p>July and September editions <b>NOTED.</b></p> <p><b>The Chair reminded all Governors to look at these regularly.</b></p> <p><b>ACTION: Clerk to include links in each agenda to newsletters published since the previous meeting.</b></p>	22. RD
18	<p><u>Governor training</u></p> <p>Deferred until skills audit completed.</p> <p><b>ACTION: Clerk to add to next agenda.</b></p>	23. RD
19	<p><u>Co-Chairs' actions/correspondence</u></p> <p>The Headteacher advised that the architect for the project had joined another company and so the Co-Chairs had had to agree to the project going with him to make sure the timetable was met to spend the grant by end of March.</p> <p>Decision <b>RATIFIED.</b></p> <p>The Headteacher had now sent this proposal to the Diocesan Directors for their permission.</p> <p><b>Liz Hadley reported that she had received the Governor annual survey from The Education People, which she completed on behalf of the Governing Body.</b></p>	
21	<p><u>Any Other Urgent Business</u></p> <p><i>Part of this item is recorded in the confidential part of these minutes.</i></p>	

	<p><i>KLZ issues</i></p> <p><b>Several Governors reported that they were still unable to open or were having difficulties in accessing KLZ.</b></p> <p>The Headteacher said she had the same issue in school. The school was seeking support from Cantium.</p> <p>The Finance Officer said that once the school had signed up to GovernorHub, emails would come through Office 365 and all the documents could be uploaded onto it rather than sent out through emails.</p> <p><i>Pen pictures not on website</i></p> <p><b>A Governor said he had checked the website for these but had also noticed that FGB minutes had not been posted since 2018.</b></p> <p><b>ACTION: Headteacher in future to upload minutes once they had been approved by the Governing Body.</b></p> <p><i>Follow up on 1:1 discussions</i></p> <p><b>The former Co-Chairs reported that these had been very useful and thanked Governors for taking part. Overall feedback had been very positive. Some of the suggestions for improvement were that any changes in documents be highlighted for easy reading; and that the Governors received the data summary sheet along with data in one format only for a high-level strategic view. The Governors would still have the full data for disadvantaged groups. The new FGB meeting start time of 5 p.m. suited everyone.</b></p> <p>The Headteacher suggested that the above recommendations be discussed with the co – chairs and then included in the Governors Action Plan.</p>	24. TJ
22	<p><u>Confidentiality</u></p> <p>Items deemed confidential are recorded in a separate part of these minutes.</p>	
23	<p><u>Date of next meeting</u></p> <p>18<sup>th</sup> November at 5.00 p.m., hopefully at the school.</p>	
24	<p><u>Impact of meeting</u></p> <p><b>The Chair said that the meeting had set in place sound governance for this academic year and approved the School Improvement Plan.</b></p>	
	Meeting ended at 19.05.	

ACTIONS SUMMARY		
Who	What	By when

1	Headteacher	To contact parents in term 1 in case there were any parents who might fit the Local Authority Governor profile.	
2	Revd. Staniforth	To send copy of Janine Hamilton's Foundation Governor application form to the Finance Officer.	20 <sup>th</sup> October
3	Clerk	To send FGB attendance chart 2020-21 to Headteacher and Co-Chairs.	30 <sup>th</sup> September
4	Clerk	To send NGA skills audit form 2021 again to Joan Jabbour.	30 <sup>th</sup> September
5	Governors	To return their forms to the Clerk.	13 <sup>th</sup> October
6	Finance Officer	To send H & S report to new Co-Chairs	18 <sup>th</sup> November
7	Co-Chairs	To take forward joining GovernorHub in liaison with Finance Officer as necessary.	11 <sup>th</sup> November
8	Clerk	To add Election of Vice Chair to November agenda.	4 <sup>th</sup> November
9	Governors	To scan or send signed last page of Code of Conduct 2021-22 to Finance Officer.	4 <sup>th</sup> November
10	Chair of Quality of Education	To clarify the situation with Simon Ward and report back to the Co-Chairs.	30 <sup>th</sup> September
11	Co-Chairs/ Headteacher	To discuss objectives for the governance action plan for 2021-22 and bring these to the next meeting.	11 <sup>th</sup> November
12	Clerk	To add membership of Headteacher Performance Management Panel to next agenda.	4 <sup>th</sup> November
13	Clerk	To add EYFS lead responsibility to next agenda.	4 <sup>th</sup> November
14	Clerk	To add Wellbeing lead responsibility to next agenda.	4 <sup>th</sup> November
15	Headteacher	To revise term 2 monitoring of the foundation subjects.	15 <sup>th</sup> October
16	Governors	To confirm on GovernorHub that they had read Keeping Children Safe In Education part 2.	15 <sup>th</sup> October
17	Headteacher	To arrange for staff to read and sign to confirm they had read Keeping Children Safe In Education part 1.	5 <sup>th</sup> October
18	Safeguarding Lead Governor	To check evidence of this on her next visit.	22 <sup>nd</sup> October
19	Governors	To liaise with Headteacher about dates to come into school to monitor collective worship.	Ongoing
20	Safeguarding Lead Governor	To send a list of minor typos in the Child Protection policy to the Headteacher.	30 <sup>th</sup> September
21	Headteacher	To send the other policies out gradually before the next meeting.	11 <sup>th</sup> November
22	Clerk	to include links in each agenda to The Education People newsletters published since the previous meeting.	Ongoing
23	Clerk	To add Governor training to next agenda.	4 <sup>th</sup> November
24	Headteacher	To upload FGB minutes once they had been approved by the Governing Body.	Ongoing

Signed: \_\_\_\_\_ (Chair)

Dated: \_\_\_\_\_

