

Tweseldown Infant School



Minutes of the Full Governing Board

Date: Wednesday 16th November 2022 at 7.00pm

Venue: Via Zoom

Present:

Kim Tottem	Headteacher		
Deborah Stephenson	Co-opted Governor	Chair	
Mark Fricker	Co-opted Governor	Vice-Chair	<i>arrived in item 5</i>
Alison Fairclough	Staff Governor		
Danica Bulgin	Co-opted Governor		
Mark Butcher	Co-opted Governor		
Stuart Meadows	Co-opted Governor		<i>arrived in item 3</i>
Sarah Pengelly	Parent Governor		
Samantha Read	Co-opted Governor		
Ben White	Parent Governor		

In Attendance

Louise Barnes	Deputy Headteacher	<i>left the meeting for item 9a</i>
Nicola Nolan	Admin & Finance Officer	<i>arrived in item 4 and left in item 8</i>
Rebecca Willows	Clerk	

Apologies:

Ian Humphrey	Co-opted Governor
Alex Harris-Hooton	Local Authority Governor

The meeting was Quorate (10/12 Governors in attendance 83%).

The meeting commenced at 1900.

Item		Actions
1	<p>Welcome and apologies for absence</p> <p>The Chair welcomed all to the meeting including new Parent Governor, Ben White. Apologies were received and accepted from Ian Humphrey and Alex Harris-Hooton. Mark Fricker and Stuart Meadows had apologised as they would arrive late.</p>	
2	<p>Declaration of pecuniary and any other conflicts of interest in items on this agenda.</p> <p>There were no declarations of interest made that were not already recorded.</p>	
3	<p>Minutes of the previous meeting</p> <p>The minutes of the previous FGB meeting held on 20th October 2022 had been circulated prior to the meeting. The minutes were accepted as a true and accurate record and approved and were to be signed online by the chair.</p> <p style="text-align: right;"><i>SM arrived</i></p>	
4	<p>Actions and matters arising from meeting of 20th October 2022</p> <p>All actions had been completed except the following:</p> <p style="text-align: right;"><i>NN arrived</i></p> <ul style="list-style-type: none"> • To examine catch-up funding data in School visit in Autumn Term. IH had a visited school on 9.11.22 and would report at the next FGB meeting. • Review and support school in staffing changes in Governor visits in 2022/23. Ongoing. • Arrange and conduct Individual Governor Reviews with all Governors. Ongoing. • Ensure Site manager completes COSSH training. This was booked on 17th November. • 16: Governors to update School Visit Plan. See Item 7 below. • 19: Add Accessibility (Plan) Policy to next FGB Agenda. This was ongoing. 	

Signed by Chair: D Stephenson
18.12.2022

Date

	<ul style="list-style-type: none"> • 24: Check COSSH assessments completed in visit in December. • 26: Chair to include a discussion with the Home School Link worker about attendance in a school visit. This was planned later in the term. • 27: Updated SDP to be uploaded to GovernorHub. HT to check the version with attendance included was uploaded. • 33: Governors to review Governor Preparation Document for Inspection and to raise any questions with Chair or on Gobs WhatsApp. All Governors to review. 	
5	<p>Finance</p> <p>a) <u>Review and approve Revised Budget and Financial Statements</u></p> <p>The Revised Budget (HCC Detailed Report Pay Progression included) had been circulated prior to the meeting. This had been amended to include the agreed Pay awards which had not been included in the Revised Budget which had previously been circulated (HCC Detailed Report Gov Report Revision Vs April 22-23). The Budget vs Forecast for Period 2022-006 had also been circulated prior to the meeting.</p> <p>The Governors raised concern that the school had moved from a predicted surplus of £226,546 in 24/25 (according to the revised EFS budget presented to Board May 2022, £188,190 after the accrual was taken into account) to a predicted deficit of (£31,268) which had serious implications.</p> <p>Q: The budget signed off in April showed 5931 HCC SVS schools catering as £134,596 but on this spreadsheet the April figure was shown as £195,459. This was from the accrual from 20/21 but it would be helpful to have a note to this effect. It was not evident from the EFS amended spreadsheet in the May 2022.</p> <p>A: A note would be included regarding the accrual for catering. The accrual was part of the £195,000 (bills for Spring Term 2022 were not received until the next accounting year). This were paid and there should be no further accruals. The Pantry had given a price guarantee which would expire in September 2023. Catering costs would have to be considered for next year's budget. It was noted that catering costs had increased in other schools. Schools received £2.41 for each school meal. HC3S were now charging £2.80 which was a difference of 39p per meal per day, which would result in an increased cost of £14,000 if this cost were incurred by the school.</p> <p>ACTION 37: Admin & Fin Officer to diarise Catering cost review in April 2023.</p> <p>Q: Why wasn't 5934 budgeted for in April. Should there be a budget for '23-'24 and '24-25; £6,000 has been spent in the current year. What was this spent on.</p> <p>A: This related to HSPN2 which finished last year. In April there had been no guidance figures to include in the budget. The Finance Officer would clarify with IBC. There was no budget for the following years as the local authority would no longer be providing this service as the school had moved to Drift.</p> <p>Q: When was the fixed rate for gas and electricity set? Was the school able to take advantage of the Energy relief scheme?</p> <p>A: The utilities were supplied under the local authority umbrella which included gas, electricity and refuse. This was fixed until April 2023. The budget for next year included increased costs as advised by the Hants EFS adviser. The school would be reviewing this before April. Taking advantage in an energy relief scheme might be possible once the current contract came to an end.</p>	Admin & Fin Off.

Signed by Chair: D Stephenson
18.12.2022

Date

Q: Where was the increase in SEND funding being shown? There had been an increase and the notional budget was now £85,606. There was a spreadsheet showing what Dragonfly costs but not the comparative income.

A: This had not been included as the funding was confirmed only when the EHCP was awarded. If they were confirmed in December, any funding might not be available until April 2023. In Dragonfly class some children had arrived at the school with an EHCPs. This funding would be received by the school in the Spring Term as the first tranche had to be funded out of the school's budget. This was included under 7691 HCC Schools - High Needs Top Up Funding. It was anticipated that further funding would be forthcoming so the Revised Budget showed the worst case scenario.

Q: Why was the staffing showing as c£50,000 more in 24/25 than the previous year compared with an uplift of c£15,000 from 22/23 – 23/24. (£28,000+ for assistants and £30,000 for teachers)

A: This was due to pay progression and the uplift in the salary brackets for teachers starting with ECTs. This would increase through the pay scales. Many of the staff would be at M6 at that stage. The school would continue to monitor the situation.

Q: The Revised Budget showed total income reducing over the next 3 years but with costs increasing. This would lead to a reduction in the surplus, which was not considered to be good financial planning; the surplus should be there for projects or unexpected costs not to make up the difference in the budget.

A: Whilst this was correct, the school had received grants in the current year. One of these carried over but there had been no confirmation of additional grants. Further income generation should be considered including encouraging further hiring of the school premises. There was discussion about reviving the Income Generation Committee.

Q. Were there any further grants or funding which the school might hope to receive, either in the current or the next three financial years. Could these be added to the revised budget.

A: There was no guarantee of further grants. Funding might be available from further EHCPs but they could not be included until the funding was guaranteed.

Q: There was a £15k increase for next year staffing (23/24) but then a £50k increase for the year after that (24/25). Why was there such a difference?

A: This was due to the agreed pay increases and pay progression of staff.

Q: Row 3103 - Why was the budget higher for this year and cut for the next two years.

A: This related to training costs which had been put on hold during COVID so there was some catch up training. Training costs will be steadier in future years.

Q: Row 4540 - Why was the budget for stationary so high this year compared to the plan for the next two years.

A: These were departmental costs which included the MUGA pitch and outdoor development costs.

The Pupil Premium Analysis and Impact Report had been circulated prior to the meeting.

Signed by Chair: D Stephenson
18.12.2022

Date

Q:What was Ever 6?

A: This was pupils who had been Free School Meals(FSM) or Military families in the past 6 years and they were entitled to funding.

Q: Why are FSM included in PP funding when all pupils get this?

A: The funding for FSM pupils whose parents were on benefits was at a different level to the universal free school meals for all infant aged pupils.

Q. In the could you explain what the figures next to the 5 and 7 months mean?

A: The Pupil Funding was given over a financial year. However, this did not tally with the Academic year; it covered 5 months in one academic year and 7 months in the next.

Q: The spend for Chill Out Club, Military Mates and staff run clubs were all exactly £1000.00, is this a coincidence that they are a round number and all the same or was there just this much given to facilitate the clubs? If so, what was the exact spend and what was done with any underspend?

A: Each club was given £1000 to cover resources and teachers' time. PP funding was used for this. Most clubs used all of the funds

Q:Was the Post Looked After Children funding being separately accounted for as it was for specific pupils.

A: £9,400 related to 2 children. It covered nurture group time and teacher support.

Q: The Budget had been £9640 which was an underspend. As Post LAC children were entitled to as a personal spend, how was a record of this kept was it in a separate SIO?

A: A separate spreadsheet was kept if not under a separate SIO for each child. It was understood that spending was done in consultation with the child and their parents via the teachers.

ACTION 38: Share with Governors anonymised spreadsheets to show how Post LAC funding was spent for next FGB.

MF arrived.

Q: In the Revised Budget (HCC Detailed Report Pay Progression included), the staff pay costs for 23/24 and 24/25 seemed light, was there confidence in those figures.

A: The budgeting tool had been applied for each member of staff and this was the result. There were some staffing changes including staff on maternity leave which had been factored in. The results of the Pay committee review had also been factored in.

It was suggested that a Risk Register be prepared for the school. After discussion **it was agreed that the Chair, BW and SM would form a working party**, which would assess risks to the school including financial risks, action from risks and income generation.

ACTION 39: Email members of Risk working party with Risk Register example.

The Revised Budget for 2022-2023 set out below was approved by the Governing Board :

Revised Budget	2022 – 23	
Total Expenditure	2,032,179	Two million and thirty two thousand one hundred and seventy nine pounds

Admin & Fin Off.

Chair

Signed by Chair: D Stephenson
18.12.2022

Date

Total Income	1,864,440	One million eight hundred and sixty-four thousand four hundred and forty pounds
In Year Surplus/(Deficit)	(167,738)	One hundred and sixty-seven thousand seven hundred and thirty-eight pounds
Surplus/(Deficit) Brought Forward	322,581	Three hundred and twenty-two thousand five hundred and eighty-one pounds
Cumulative Surplus/(Deficit) carried forward	154,843	One hundred and fifty-four thousand eight hundred and forty-three pounds

The governing body is aware of the future year deficit as in the Revised Budget, and will take action to address it.

b) Financial impact of SEN children

The LSC was set up now and spending on the LSC had been stopped. Applications for EHCPs for 6 children were being processed. 3 had been submitted and were being considered by the Local Authority's (LA) SEN Department. Once the EHCPs were awarded, the LA had indicated that they would double the funding. The impact of the Learning Support Classroom (LSC) could already be seen for those children; they would all be full time in school from Monday 21st November. **Congratulations should be extended to the staff in Dragonfly Class.** Governors were encouraged to visit the class when visiting the school.

c) Review benchmarking data – there was none.

d) Review implications of census – not available.

e) Evaluate impact of spending on SDP priorities

Each area of the School Development Plan (SDP) for the previous academic year had its own SIO. In each SIO most of the funds had been spent but not in every case.

Q: Could the funds spent be linked to the outcomes.

A: Staff could explain how the money had been spent and the impact that it had on children. This work had taken place in a Professional Development Session.

f) Marketing assistant proposal

A job description for a School Public Relations Assistant had been circulated prior to the meeting. Currently there were 4 members of admin staff. Staff were spending time doing marketing, which meant that other deadlines were not always being met. The role proposed would be for 3 days a week with flexibility on the days worked dependant on the school diary. It would include the weekly newsletter, uploading events to social media to promote and showcase the school, and to keep the website up to date. This would release admin staff to do other important tasks.

Signed by Chair: D Stephenson
18.12.2022

Date

	<p>Q: If a parent were appointed, how would they liaise with the PTA as they would be a school representative. A: It would be expected that the person appointed would act professionally. This could be addressed at interview.</p> <p>Q: What would be the cost. Had this been included in the Budget. A: It would be in the region of £6,000. It had not been included in the Budget.</p> <p>After discussion it was agreed that the job specification should include ad hoc admin duties, income generation and coordinating and checking communications sent out from the school, and understanding and using social media. After discussion, the appointment of a Marketing Media and Communications Assistant on a one year fixed term contract for 3 days a week was agreed.</p> <p>g) <u>Working party to look at SIO spend</u> – to be carried forward.</p> <p>h) <u>Catering update.</u></p> <p>There were no financial concerns. The cost was covered by universal free school meals. A new chef manager had been in place for the past two weeks, with a positive impact. Issues were dealt with on a weekly basis including ensuring the Pantry staff were complying with the terms of the contract.</p>	
6	<p>Headteacher’s Report a. <u>Impact Report for Pupil Premium</u> The Data for TA afternoon interventions groups 2021/2022 (Covid Funding Catch up Groups) had been circulated prior to the meeting.</p> <p>Q: The document related to Covid catch up funding, was this the same as Pupil Premium Funding. A: Many of the Pupil Premium children were included in this data. It was agreed this would be made clearer in the document. ACTION 40: Clarify Pupil Premium pupils included in report</p> <p>The Headteacher explained the document, which showed the number of children who had been involved in the interventions, and showed the Data for children Working Towards (WTS) and at Expected (EXS) at September 2021 and July 2022. It also included data for SEND children. It showed good progress for many children.</p> <p>Some children had made progress from WTS to EXS and others had made good progress within WTS. The school had accurate records of the progress they had made. The number of children working at EXS increased in Reading, Writing and Maths. The greatest amount of progress was in Maths which showed an increase of 40% for the amount of children working at EXS. There was a 15.4% increase in Reading and a 5.1% increase in Writing.</p> <p>Q: In the case of children who did not make good progress, could the school explain why this was the case. A: The school could explain this and had evidence of the outside agency involvement, interventions and support from school those children had been given.</p> <p>There was always room for improvement but it was a positive picture.</p>	DHT

Signed by Chair: D Stephenson
18.12.2022

Date

Inclusion was part the School Development Plan and Pupil Premium pupils were included in that. It was noted that whilst the school was closing the gap for Pupil Premium pupils, as evidenced by the Headteacher's presentation in the October FGB, it was widening in the rest of Hampshire and should remain a focus. The Senior Leadership Team were still focussing on reducing the gap and implementing strategies to do so.

The Governors commended the staff for the positive situation and thanked them for their continuing effort.

b. Position statement regarding SEN children

The Rationale of the Learning Support Classroom (LSC) document had been circulated prior to the meeting. Since the document had been drawn up, all children would be attending school full time from 21st December due to the good progress the pupils had made.

Q: How were the pupils from the LSC being integrated in mainstream activities.

A: Integration was beginning and had been carefully planned. The staff had wanted to get the pupils settled and into their routines at first. Some of the pupils would take part in play times, assemblies, lunch time, PE lessons, and some would join in Christmas Performances.

A Governor commended the rationale of the room.

Q: What was the impact of the LSC on the whole school and the implications for the future.

A: There had been a positive impact on the rest of the school. Some mainstream children had visited the LSC and given positive feedback. More children wanted to visit the LSC. It demonstrated inclusive practice and there was integration and learning in both directions.

The Whole Governing Body Training on Outstanding Governance would focus on Strategic planning and the School's Vision and Ethos. The long term Strategic Plan would be looked at and consideration would be given to the direction of the school, SEN provision, Budget analysis and the impact on finances moving forward. It would give Governors an opportunity to look forward strategically. Consideration would also have to be given to the possibility of joining a Multi Academy Trust as it was intended that all schools should be part of one by 2025.

The SLT had engaged in some idea generation without limits about the future of the school. The Headteacher shared the results on the screen. This was a starting point for thinking about the Strategic direction of the school

ACTION 41: Upload SLT ideas document onto Governor Hub.

ACTION 42: Governors to consider SLT ideas document and other ideas for the Strategic direction of the school in readiness for WGB training in January.

c) Inspection Data Summary Report (IDSR)

The IDSR had been circulated prior to the meeting. Ofsted would receive the report before an inspection. It was noted that the school would need to point out that it had a different demographic than other Hart Schools, i.e. the levels of social housing, Free School Meals, Service PP pupils, EAL, EHCPs and yet the school achieved comparable results. The Greater Depth writing data would have to be

HT
All Govs

Signed by Chair: D Stephenson
18.12.2022

Date

	<p>explained. The Free School Meals attendance data was given from 2018/19. The Headteacher and Home Link Worker had analysed the data and could give reasons for it. The trend for Free School Meal attendance for 2021/22 had been calculated at 96.2% which was not included in the IDSR.</p> <p>ACTION 43: Upload Free School Meals attendance data analysis summary for 2018/19 on GovernorHub.</p>	HT
7	<p>Governor Matters</p> <p>a. Governor vacancies – there were no vacancies.</p> <p><u>b. Review of Stakeholder Engagement and Stakeholder opinions</u> The Review document had been circulated prior to the meeting. After discussion additions and amendments were made to the Review document including Governor Awards (Children), INSET day attendance (Staff), YR Welcome Meeting (Parents), Hart Eco Active Team (Wider Community), there was also discussion of the Governors and PTFA having a free stall at Fleet Market. ACTION 44: Send any additional ideas for Stakeholder Engagement to Chair.</p> <p><u>c. The Delegated Responsibility Planner 22-23</u> The Delegated Responsibility Planner 22-23 had been circulated prior to the meeting. There was discussion about whether the £1,000 limit for financial decisions was still sufficient. After discussion it was decided to keep it at the same level but to review if it became an issue.</p> <p><u>d. Governor Health Check</u> The Anonymised Governor Health check responses 2022-23 had been circulated prior to the meeting. There were no further questions. ACTION 45: Input data onto Health Check on GovernorHub and areas for action would be considered at next FGB.</p> <p><u>e. Governor Visit Planning for 2022/23 - outline areas for visits</u> The link to the Governor Monitoring 22-23 spreadsheet had been circulated prior to the meeting. All Governors were encouraged to book in a visit or training. In their visits Governors needed to ensure impact of the School Development Plan and that statutory duties were being met. Specific areas to be covered were SEND and Writing. An EYFS visit was planned in December planned. The Safeguarding Assembly was timetabled for 5th December. ACTION 46: Visit to focus on SEND in the week after 4th December.</p> <p><u>f. Governor Visit Reports</u> A report had been uploaded about Parents evenings, including Stakeholder engagement and feedback. Governors were requested to add to Governor Training School Visits Plan on GovernorHub. ACTION 47: Add Planned Visits to the Governor Training/Schools Visit Planner on GovernorHub.</p> <p><u>g. Governor Training – update</u></p>	<p>All Govs</p> <p>Chair</p> <p>Chair/DB</p> <p>All Govs</p>

Signed by Chair: D Stephenson
18.12.2022

Date

	<p>f. <u>Managing Sickness Absence Policy</u> The Managing Sickness Absence Policy had been circulated prior to the meeting. The Governors approved the Managing Sickness Absence Policy</p> <p>g. <u>The Complaints Procedure</u> The Complaints Procedure was circulated prior to the meeting. It was recommended that this be reviewed annually. Q: Could complaints made by email be included in the Policy and to reiterate that complaints should not be made through social media. A: This was agreed and would be included in the policy. Q: Would it be possible to include reference to access to Child Protection Policy on School website. A: This was agreed. The Governors approved the Complaints Procedure subject to the above amendments.</p> <p>h. <u>Managing Non-Sickness Absence Policy</u> The Managing Non-Sickness Absence Policy had been circulated prior to the meeting. The Governors approved the Managing Non-sickness Absence Policy</p> <p>i. <u>Medical Policy including children who are unable to attend</u> It was agreed that this policy would be deferred to the next FGB meeting. ACTION 51: Add Medical Policy to be added to next agenda.</p> <p>j. <u>School Performance Management Policy</u> The School Performance Management Policy had been circulated prior to the meeting. This was an HCC Model Policy The Governors approved the School Performance Management Policy.</p> <p>k. <u>Accessibility (Plan) Policy</u> Work was continuing on the Accessibility (Plan) Policy and would be deferred to the next meeting. See Action 19</p> <p>l. <u>Code of Conduct for Parents</u> This was due to review in 2023 and would be deferred until then.</p> <p>m. <u>Single Equality Policy</u> This was in the course of review and would be deferred to the next meeting. ACTION 52: Add Single Equality Policy to be added to next agenda.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>
<p>10</p>	<p>Any other business The School had been approached to display a banner around it's railings for a Carol Concert by a church. A fee of £75 would be payable. After discussion it was decided not to agree to this as the school had been set up as a non-denominational faith school and could not show favouritism towards one denomination. ACTION 53: Policy to be developed concerning which advertising/banners could be displayed by the school.</p> <p><u>Rewilding</u> Hart Environmental Action Team had visited the area and put together a proposal for rewilding part of the school grounds. A link to the Report had been circulated prior to the meeting. It would enable Forest School to use more of the land in questions. It would promote biodiversity and include developing natural pathways and ponds. Waitrose had donated £725 to fund the scheme. If the scheme was approved costings would be worked out. The work would be carried out by volunteers. It was also suggested that the grass area outside the front of the</p>	<p style="text-align: center;">Tbc</p>

Signed by Chair: D Stephenson
18.12.2022

Date

Tweseldown Infant School
Minutes of the Full Governing Body
Wednesday 16th November 2022 at 7.00pm

	<p>school could also be rewilded. It was agreed that this would make a positive impact and involve the wider community in the life of the school. Governors approved the scheme.</p> <p>Governor Cakes would be on Monday 12th at 10.15am. The Chair, MB and BW agreed to attend.</p> <p>Governors were invited to attend the Christmas Performances. ACTION 54: Governors to email HT with date to attend Christmas Performances.</p> <p>Governors were invited to help with Christmas lunch on 14th December 11.30am - 1pm. SP and DB offered to help. ACTION 55: Enter Governor Cakes and Christmas lunch into GovernorHub Calendar.</p> <p>Father Christmas would be visiting the school arriving by Chinook landing on the school field on 6, 7 or 8 December, date to be confirmed.</p>	<p style="text-align: center;">All Govs</p> <p style="text-align: center;">Clerk</p>
15	<p>Impact of the Meeting</p> <ul style="list-style-type: none"> • Ensuring the school is linking expenses to the SIP priorities • Evaluating how school is using Pupil Premium, SEN , Catch Up Funding to benefit T&L • Ensuring effective financial management by analysing and approving Revised Budget • Supporting Strategic Planning with Risk Register • Approving Policies and plans for how to deliver the aims. • Maintaining a skilled and knowledgeable governing body through reviewing areas for training and developing knowledge. • Monitoring compliance with Policies and plans through planned visits 	
16	<p>Date of Next Meeting FGB – Wednesday 14th December 2022 at 7pm at Tweseldown Infant School.</p>	

There being no other business the Chair closed the meeting at 9.47pm.

Summary of Outstanding Actions

Date set	Action	Who
13/07/2022	To examine catch-up funding data in School visit in Autumn Term	IH
13/07/2022	Review and support school in staffing changes in Governor visits in 2022/23.	All Govs
13/07/2022	Arrange and conduct Individual Governor Reviews with all Governors	Chair
21/09/2022	10: Ensure Site manager completes COSSH training.	HT
21/09/2022	15: Assess whether remaining Policies in MOPP needed.	HT
21/09/2022	16: Governors to update School Visit Plan	All Govs
21/09/2022	19: Add Accessibility (Plan) Policy to next FGB Agenda	HT/Clerk
20/10/2022	24: Check COSSH assessments completed in visit in December.	AHH
20/10/2022	26: Chair to include a discussion with the Home School Link worker about attendance in a school visit.	Chair
20/10/2022	27: Updated SDP to be uploaded to GovernorHub.	HT
20/10/2022	29: DTG to recirculate safeguarding course information to Govs	DTG
20/10/2022	33: Governors to review Governor Preparation Document for Inspection and to raise any questions with Chair or on Govs WhatsApp	All Govs
16/11/2022	37: Diarise Catering cost review in April 2023.	Admin & Fin Off

Signed by Chair: D Stephenson
18.12.2022

Date

Tweseldown Infant School
Minutes of the Full Governing Body
Wednesday 16th November 2022 at 7.00pm

16/11/2022	38: Share with Governors anonymised spreadsheets to show how Post LAC funding was spent for next FGB.	Admin & Fin Off
16/11/2022	39: Email members of Risk working party with Risk Register example	Chair
16/11/2022	40: Clarify Pupil Premium pupils included in report	DHT
16/11/2022	41: Upload SLT ideas document onto Governor Hub.	HT
16/11/2022	42: Governors to consider SLT ideas document and other ideas for the Strategic direction of the school in readiness for WGB training in January.	Govs All Govs
16/11/2022	43: Upload Free School Meals attendance data analysis summary for 2018/19 on GovernorHub.	HT
16/11/2022	44: Send any additional ideas for Stakeholder Engagement to Chair	All Govs
16/11/2022	45: Input data onto Health Check on GovernorHub and areas for action would be considered at next FGB.	Chair
16/11/2022	46: Visit to focus on SEND in the week after 4th December.	Chair/DB
16/11/2022	47: Add Planned Visits to the Governor Training/Schools Visit Planner on GovernorHub.	Govs
16/11/2022	48: Report on Training Courses booked and/or attended at next FGB meeting.	All Govs /Clerk
16/11/2022	49: Send revised Governor Awards Panel letter to admin office showing agreed dates.	DB
16/11/2022	50: Review school's website against DfE requirements for school websites.	SP
16/11/2022	51: Medical Policy to be added to next agenda.	Clerk
16/11/2022	52: Add Single Equality Policy to be added to next agenda.	Clerk
16/11/2022	53: Policy to be developed concerning which advertising/banners could be displayed by the school.	tbc
16/11/2022	54: Governors to email HT with date to attend Christmas Performances.	All Govs
16/11/2022	55: Enter Governor Cakes and Christmas lunch into GovernorHub Calendar.	Clerk

Signed by Chair: D Stephenson
18.12.2022

Date