

Tweseldown Infant School

Minutes of the Full Governing Board



Date: Wednesday 20th March 2024 at 7.00pm
 Venue: At Tweseldown Infant School and via Zoom

Present:

Kim Tottem	Headteacher	
Deborah Stephenson	Co-opted Governor	Chair
Sarah Pengelly	Co-opted Governor	Vice-Chair
Alison Fairclough	Staff Governor	
Mark Fricker	Co-opted Governor	<i>arrived in item 4</i>
Stuart Meadows	Co-opted Governor	
Phil Sanday	Parent Governor	
Ben White	Parent Governor	<i>arrived in item 5 online</i>

Apologies:

Mark Butcher	Co-opted Governor
Alex Harris-Hooton	Local Authority Governor

In Attendance

Louise Barnes	Deputy Headteacher/ Associate Member
Becki Hilton	Class teacher
Sarah Jewitt	
Rebecca Willows	Clerk

The meeting was Quorate (8/10 Governors in attendance 80%).

The meeting commenced at 1905.

Item		Actions
1	<p>Welcome and apologies for absence The Chair welcomed all to the meeting including Becki Hilton, a member of teaching staff and Sarah Jewitt who had applied to be a Co-opted Governor. Sarah Jewitt introduced herself, detailed her experience in teaching and as a governor and the reasons for her application.</p> <p style="text-align: right;"><i>LB and SJ left the meeting.</i></p> <p>Governors discussed the application and unanimously approved the appointment of Sarah Jewitt as a Co-opted Governor. <i>LB and SJ rejoined the meeting.</i></p> <p>The Chair welcomed Sarah Jewitt to the Governing Body, she would join the Curriculum and Standards Committee.</p> <p>Apologies had been received and were accepted from Mark Butcher and Alex Harris-Hooton.</p>	
2	<p>Declaration of pecuniary and any other conflicts of interest in items on this agenda. There were no declarations of interest made that were not already recorded.</p>	
3	<p>Any urgent matters to be added to the agenda: The following items were added to the agenda and would be included at appropriate points in the meeting:</p> <ol style="list-style-type: none"> 1. Glass in the library 2. Car park gate 3. School Council report 	
4	<p>Minutes of the previous meeting</p>	

Signed by Chair D. Stephenson

Date 15.05.24

	<p>The minutes of the FGB held on 17th January 2024 had been circulated prior to the meeting. The minutes were accepted as a true and accurate record and approved and were signed by the chair.</p> <p style="text-align: right;"><i>MF joined the meeting</i></p>	
<p>5</p>	<p>Actions and matters arising from meeting of 17th January 2024 All actions had been completed except the following:</p> <p>9 and 13: Draft Governor Development Plan <i>This was on the Agenda</i></p> <p>29: Arrange and attend meeting with Airport consultation team about Farnborough airport expansion. <i>A date to meet with the Airport consultation was still being sought.</i></p> <p>30: Seek justification as to why capital expenditure was not available for the new path and the new car park gates from the relevant department. <i>This was now being covered by capital expenditure.</i></p> <p>34: All Governors consider which visits they could carry out this term. <i>Governors who had not already done so were reminded to set up visits.</i> ACTION 41: Remind Governors who need to set up Governor visits.</p> <p>35: Email DHT to arrange visit in their chosen area for this term. <i>Governors were reminded to email the DHT to set up visits in their chosen area for the Summer Term.</i></p> <p>36: Provide report regarding Pupil Premium Inset Day visit in time for the next FGB. <i>This was ongoing.</i></p> <p style="text-align: right;"><i>BW joined the meeting online</i></p> <p>38: Update Training and School Visits plan. <i>All Governors who had not completed the Plan on GovernorHub were reminded to do this. Monitoring in Governor meetings was good but monitoring by school visits was also needed.</i></p> <p>40: Meet with HT to identify risks and steps being taken to reduce/manage risk. <i>BW and the HT had met to discuss the Emergency Response Plan, the Risk Register would be completed following the completion of the Emergency Response Plan actions.</i></p>	<p style="text-align: center;">Chair</p>
<p>6</p>	<p>Any questions arising from the Reports from Committees a. Finance & Personnel (F&P) including approval of School Financial Value Standard (SFVS).</p> <p>The SFVS had been circulated prior to the meeting and discussed in detail by the F&P committee. The committee chair highlighted the action points and recommended that the SFVS be approved. There were no further questions. Governors unanimously approved the SFVS 2023-2024.</p> <p>The draft minutes of the F & P Committee held on 8th March 2024 had been circulated prior to the meeting. A few things were to note from the meeting: Governors had agreed that keeping Dragonfly class in September 2024 with a maximum of 10 pupils was better financially for the school and more beneficial for pupils and staff. The position would be kept under review. A new Disaster Recovery plan had been introduced by the local authority and a governor had met with the headteacher to discuss the plan. There were gaps in the SEN funding which was an ongoing issue. Staffing structure and the possibility of the school taking on wraparound care would be considered by the committee at the next committee meeting.</p>	

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<p>A document with details of the quotes for the replacement glass panels had been circulated prior to the meeting. Governors were of the view that although further questions had been asked of the glass firms, the quotes were not like for like as one of the quotes did not include laminated glass and the cost of lamination should be determined. After discussion it was agreed that a like for like quote should be obtained from the companies including the correct specifications by the Admin and Finance Officer. Once these had been obtained, the headteacher would liaise with the Chair and F&P committee Chair to make a decision as the cost would be below £10,000.</p>	
<p>ACTION 42: Email glass companies asking for quote including the specification of the glass.</p>	<p>AFO</p>
<p>ACTION 43: Liaise with Chair of Governors and F&P Committee Chair to decide which glass quote to accept.</p>	<p>HT/DS/SM</p>
<p><u>Gates</u></p>	
<p>Documentation giving quotes for replacing the car park gates had been circulated prior to the meeting. The quotations received contained different specifications and governors considered it important to be clear on what was required so that quotes could be obtained which were comparable. It was agreed to discuss the way forward outside the FGB meeting so that the Admin and Finance Officer could obtain quotes with the same specification.</p>	
<p>ACTION 44: Meet to establish requirements for the car park gate and provide a clear list of specifications.</p>	<p>HT/DS/SM /PS</p>
<p>ACTION 45: Instruct Admin Officer to obtain revised quotes for the car park gate with clear agreed specifications.</p>	<p>HT</p>
<p>b. Curriculum & Standards (C&S)</p>	
<p>The Minutes of the C&S Committee meeting held on 21st February 2024 had been circulated prior to the meeting. Design and Technology had been monitored at the meeting. The Chair of Governors was currently committee chair on a temporary basis. There were no further questions.</p>	
<p><u>School Council</u></p>	
<p>A report on the School Council had been circulated prior to the meeting. The headteacher added that the School Council was looking at the five strands of wellbeing, taking that back to the classroom and each child was taking part in a linked activity.</p>	
<p>There were class meetings where the children discussed the topic and this would be fed back to the School Council meeting by the representatives. As a result, wet play toys had been obtained, and a book sale of old library books had been held.</p>	
<p>Governors discussed what other areas could be discussed and how this could be reported back to Governors such as Governors seeing copies of the School Council minutes. Suggestions of topics for discussion were, what pupils enjoyed about learning? What assemblies they would like? What they want to improve at the school? Their attitudes to behaviour and attendance. They could have a small budget and make choices of items from a catalogue.</p>	
<p>The headteacher pointed out that many of these were covered through Pupil Voice in areas of the curriculum. Governors wanted to know what the process was and how this could be reported to them. Much of this was through the SLT monitoring schedule and could be added as a C&S agenda item.</p>	
<p>ACTION 46: Add Pupil voice/School Council feedback to C&S agenda.</p>	<p>Clerk</p>

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	<p>Governors expressed thanks to the School Council lead for all their hard work in working with the School Council.</p>	
<p>7</p>	<p>Headteacher’s Report (verbal) <u>School Development Plan update</u></p> <p>An English INSET was planned for the following week. There was a diverse range of genres and sentence level work was continuing. Pupils were developing stamina for writing. There was a focus on handwriting and ensuring that pupils sat correctly at the table when writing. Staff had been reminded of expectations for writing.</p> <p>Consideration was also being given to how to deploy Learning Support Assistants (LSAs) ensuring maximum impact of their time in school.</p> <p>Progress of Pupil Premium children – the school was looking to increase engagement of parents.</p> <p>Communication – the Governor survey had indicated that this could improve. The headteacher had held a coffee and conversation event focussing on communication. All parents attending had indicated that there was not a problem with communication. However, it had been suggested that parents’ expectations of communicating may have been influenced by the daily feedback given from day nurseries. Some parents had indicated that ten minutes at Parents’ evening was not sufficient to discuss their children.</p> <p>Q: What was being considered here, was it feedback to parents about what their children were doing daily or was it the communication from the Admin Office?</p> <p>A: The headteacher had asked parents how the school could foster stronger bonds with parents. Parents at the meeting had indicated that trust and transparency was good, as were the news letters with back up from the website. There were WhatsApp groups for last minute reminders. The news was sent out regularly on a Thursday. Teachers were accessible daily on the door. There was discussion about the communication via email as there had been some errors previously, but these had been corrected quickly.</p> <p>After discussion the Governors were of the view that the school should continue with what it was doing well. Emails should be double checked before being sent out. The format of the email had changed so that important information was on the first page for those parents who did not have time.</p> <p>One area for improvement would be an acknowledgement email if parents communicated by email to the school and to ensure that the email was passed on to the relevant teacher or member of staff.</p> <p><u>Vulnerable pupils</u></p> <p>Data was looking strong for all pupils, and surpassing targets by the end of the year. There had been great progress. Pupils were applying their knowledge and building upon it.</p> <p>All pupils from Aldershot would be leaving, Y1 pupils had already left and YR pupils would be leaving after Easter as new classes had opened in Aldershot.</p> <p>Q: Were there financial implications from losing these pupils?</p> <p>A: This would depend on numbers at the October 2024 Census.</p> <p>Pupils who had joined the school (transient pupils) were mainly working towards expectations, they were all making progress.</p>	

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Progress was strong among EAL pupils across KS1 but especially in Y2 including stamina for writing.

		PP (11)	LAC (1)	EAL (5)
Year R – Word Reading	70%	40%	100%	75%
Year R writing	66%	32% *	WTS	50%
Year R Number	76%	44%	-	50%

*Interventions were in place to support these pupils. Last year many pupils made good progress in the Spring and Summer Terms. The data would be different once the Aldershot pupils had left the school.

		PP	LAC (1)	EAL
Year 1 – Reading	75%	44%	WTS	87%
Year 1 writing	67%	32%	WTS	67%
Year 1 Maths	76%	44%	WTS	80%

The PP LSA was working with PP pupils. Writing was the weakest area and there were interventions in place. Transient children were below expected standard.

		PP	LAC (0)	EAL
Year 2 – Reading	76%	68%		55%
Year 2 writing	74%	58%		64%
Year 2 Maths	87%	79%		82%

There were fewer SEND pupils but they had more complex needs.

The LLPR had visited the school and whilst the written report was awaited, there were some action regarding refining teaching and learning across the school for vulnerable pupils and developing continuous provision in the Early Years especially in relation to communication and language. The report would be circulated to Governors once available.

Attendance

Attendance was at 97%. The headteacher was meeting all parents of pupils with below 90% attendance. There were 14 pupils with below 80% attendance. Case studies were being done for persistent absentee pupils with reasons for absence in each case.

Safeguarding

There were two families on Child Protection and two Children in Need. There had been one suspension. This totalled three and a half days of suspension this year. This related to one pupil.

	<p>Q: Was the school working with Primary Behaviour Service for this pupil? A: Not in this case as the pupil had an EHCP. The school had written to the LA SEN Department to request support.</p> <p><u>Accidents</u> There had been a near miss when a light in the kitchen had fallen down and narrowly missed a member of staff. The site manager had subsequently checked all the lights. It was not known why the light had come loose.</p> <p>A pupil had managed to leave the school building by throwing items at a high level release button but had been stopped by a member of staff. Steps had been taken to ensure this could not be repeated.</p> <p>A pupil had managed to self-administer their own medicine. As a result, the policy had been changed and would be discussed under item 10.</p> <p><u>Staff</u> A job share of two experienced staff was working in YR. The Pupil Premium Teaching Assistant post was working well. The Parental Support Advisor and the Home School Link Worker were both on long term sick leave. Another teacher was due to go on maternity leave at the end of May. A new KS1 Lead had been appointed. The interviews for an EYFS Lead and a maternity cover role were due to take place the following week.</p> <p><u>Year 1 survey</u> 99% of parents said their children were happy with their children's progress Most parents said the class teachers and teaching assistant were approachable. 100% said that the children were well looked after. 94% said that the school promoted positive behaviour. 99% said they were kept informed.</p> <p><u>Emergency Response Plan</u> The Emergency Response Plan had been discussed between a governor and the headteacher, some amendments had been made and it was planned to test the plan in a scenario. It had been established that the school had a number of outside telephone lines.</p> <p>Q: Was the Fischer Family Trust Data available? A: This was not available and as KS1 SATs had been stopped, the school would be joining with a group of other schools to compare data and next steps. The school would still get Y1 Phonics data and the EYFS profile. This would be the best way forward to judge against other schools.</p> <p><u>Admissions</u> There were currently 109 pupils for YR in September. This did not include any pupils from out of catchment. Two SEN pupils with EHCPs were due to start in September. Another pupil out of catchment had also applied but their place had not been confirmed. It was expected that approximately seven pupils would be in Dragonfly class for September 2024.</p>	
8	<p>Questions and challenge No further questions were raised.</p>	
9	<p>Health and Safety update. <u>Health and Safety audit and actions required.</u> This had not yet been completed and so it be deferred to the next FGB meeting.</p>	

10	<p>Safeguarding update No issues were raised.</p>	
11	<p>Policies and other statutory/best practice documents to be reviewed/adopted.</p> <p>a. <u>Admissions Policy</u> This was for information only.</p> <p>b. <u>Behaviour and Anti-bullying Policy</u> This policy was not due for consideration until September 2024.</p> <p>c. <u>ICT Acceptable Use Staff</u> The ICT Acceptable Use Staff Policy had been circulated prior to the meeting. This was a model policy but some changes were needed. Paragraphs 1.0-1.3 needed to be deleted. References to SAP and SIMs needed to be changed to Arbor. CPOMS needed to be added to the Policy. Paragraph 8.3 needed to include that if staff take any data off site it should be on an encrypted memory stick.</p> <p>This policy needed to be added the staff induction materials. As there were a number of amendments, it was agreed that this policy would be considered at the next Finance and Personnel committee meeting before approval at the next FGB meeting.</p> <p>ACTION 47: Make amendments to ICT Acceptable Use Staff Policy for consideration by F&P Committee.</p> <p>ACTION 48: Add ICT Acceptable Use Staff Policy to next F&P and FGB Agendas</p> <p>d. <u>Supporting Pupils with Medical Conditions Policy</u></p> <p>The Supporting Pupil’s with Medical Conditions Policy had been circulated prior to the meeting. As a result of the incident in school some additional wording was to be added:</p> <p>‘In class these bags will be kept out of reach of pupils and pupils will be taught not to unzip the bags.’</p> <p>On page 2: ‘Staff will record medication that has been administered on the green form and inform parents.’</p> <p>There was discussion about this wording and whether it should be changed to ‘ staff will endeavour to inform parents if their children have had their medication.’</p> <p>Q: Was there a form for each pupil giving details of their medication?</p> <p>A: This was the case.</p> <p>Q: How did the school ensure that sufficient staff were suitably trained and how should Governors be informed of that this was the case?</p> <p>A: The Governors would be informed once a year at the C&S Committee to inform them of which staff were first aid and paediatric first aid trained.</p> <p>Q: Was there a reason why there were separate policies for Supporting Pupils with medical conditions and Administering Medicines, or could they be combined in one policy?</p>	<p>HT Clerk</p>

	<p>A: This would be reviewed and if it could be combined, the policy would be considered by the C&S Committee.</p> <p>ACTION 49: Review whether Supporting Pupils with medical conditions and Administering Medicines Policies could be combined</p> <p>ACTION 50: Add consideration of which Staff were First Aid and Paediatric First Aid to Agenda of C&S Committee annually in Summer TermJun</p> <p>Q: The wording of the section Unacceptable Practice was not clear, could the wording be reconsidered?</p> <p>A: This would be reworded.</p> <p>It was agreed that the policy would be reworded and brought back to the next FGB Meeting.</p> <p>ACTION 51: Make amendments and reword Unacceptable Practice section of the Supporting Pupils with medical conditions policy before next FGB meeting</p> <p>ACTION 52: Add Supporting Pupil's with Medical Conditions Policy to agenda of next FGB meeting.</p> <p>e. <u>Internal Control and Financial Value Statement</u></p> <p>The Internal Control and Financial Value Statement had been circulated prior to the meeting. There were no further questions. The Governing Body unanimously approved the Internal Control and Financial Value Statement.</p> <p>f. <u>Performance Management Policy</u></p> <p>This was not due for review at this stage.</p> <p>g. <u>Confidentiality Policy</u></p> <p>The Confidentiality Policy had been circulated prior to the meeting. The reference Governing Board had been amended to Governing Body and a few typographical errors had been corrected. The Governing Body unanimously approved the Confidentiality Policy subject to the minor amendments above.</p> <p>h. <u>Educational Visits and Activities Policy</u></p> <p>The Educational Visits and Activities Policy had been circulated prior to the meeting. Some wording had been added to the policy; ' Other trips may be added to increase children's cultural capital'. The Governing Body unanimously approved the Educational Visits and Activities Policy subject to the amendment above.</p> <p>Q: The school had a lot of policies which Governors had to approve, was there a working party to review this? A: This was being reviewed by the Senior Leadership Team and was ongoing.</p>	<p>HT</p> <p>Clerk</p> <p>HT</p> <p>Clerk</p>
12	<p>Governor Matters</p> <p>a) <u>Governor Development Plan</u></p>	

	<p>The draft Governor Development Plan had been uploaded to GovernorHub and was a work in progress. Governors were invited to look at the draft plan and let the Chair have any comments. The Plan would be reviewed in the Summer Term.</p> <p>It was proposed that the Governing Body and the SLT had a Strategic Planning half day to set the Strategic Plan for the school which should be separate from the SDP. The meeting was scheduled for Monday 13th May 8.45am – 11.45am at the school. All Governors should read the Maintained Schools Governance guide before the meeting (https://www.gov.uk/guidance/governance-in-maintained-schools).</p> <p>ACTION 53: Read Maintained Schools Governance Guide before Strategic Planning meeting on 13th May.</p> <p>b) <u>Governor Vacancies</u> There was still one Co-opted Governor vacancy. Governors were encouraged to consider any contacts they might have outside the school</p> <p>c) <u>Governor Visit Action Plan for 2023-2024.</u> Governors were encouraged to complete the Governor Visit Plan for visits they were carrying out. There was a link to the document in the meeting folder on GovernorHub.</p> <p>ACTION 54: All Governors complete the Governor Visit Action Plan</p> <p>d) <u>Governor Visit Reports</u> The Pupil Premium Inset Day visit would be carried forward to the next FGB meeting.</p> <p>e) <u>Governor Training – update.</u> The Chair and Vice Chair had completed Safeguarding Training as well as the Governor’s Role in Behaviour Management Training.</p> <p>f) <u>Hampshire Services for Schools</u> The clerk explained that Hampshire’s subscription to GovernorHub was due to cease on 31st March 2024. A three month extension to the subscription had been obtained for the school, but a decision about future meeting management had to be made. Options were to continue using GovernorHub, and the costs were being explored, using Sharepoint through Microsoft Office 365 and Teams, using Hampshire Services for schools, although there was not the same capacity to store documents. Further consideration would be given to this once the cost of GovernorHub had been obtained. Additional training may be required for some members if the Microsoft 365 route was to be taken.</p> <p>ACTION 55: Add consideration of Meeting Management tools options to next FGB agenda.</p>	<p>All Govs</p> <p>All Govs</p> <p>Clerk</p>
13	<p>Marketing strategy and committee A football party proposal was suggested as an income strategy for the school. The soccer school wanted to run football parties at the school. There were a number of issues to be considered, how to scope the contract regarding risk and warranties, any external provider would need DBS checks. The school did not want to limit the booking of the facilities to other providers such as another soccer club if they wanted to book the MUGA on a regular basis, this would have to be included in the wording of the contract.</p>	

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	<p>Initially, it was considered expedient to have a trial period for the summer maybe limiting it to pupils of the school for the time being. One of the governors agreed to liaise with the school to work out wording.</p> <p>Setting Strategic Direction - Marketing at Tweseldown (Feb 2024) was available in the meeting folder on Governor Hub. It had been drafted as a concept and governors were encouraged to review the document and provide feedback before the next F&P meeting on 30th April. The focus was on Strategic decision making in three areas: income, advertising and facilities.</p> <p>ACTION 56: Read Setting Strategic Direction document and provide any feedback to Phil Sanday before 30th April.</p>	All Govs
14	<p>Clerk's briefing update</p> <p>The clerk reported there updates to the Ofsted inspection handbooks which included changes to inspection of safeguarding, changes to the complaints procedure, who can attend meetings with the inspectors and the sharing of inspection outcomes.</p> <p>The DfE has updated its statutory guidance Working together to safeguard children focussing on strengthening multi agency working across the system.</p> <p>Prevent Duty guidance had been updated and training for governors was recommended even though not statutory. There was training available through a free DfE course.</p>	
15	<p>Impact of the Meeting</p> <ul style="list-style-type: none"> • Ensuring effective financial management through the SFVS approval • Strategic planning for school improvement through ensuring procurement procedure is followed for obtaining quotations. • Approving Policies and plans for how to deliver the aims. • Developing GB membership through training • Monitoring pupil progress to ensure targets are met • Monitoring the School Council and Pupil Voice. • Planning for setting the school's strategic direction through Strategy day and review of Setting Strategic direction paper. 	
16	<p>Date of Next Meetings</p> <p>F&P: Tuesday 30th April at 8.45am at Tweseldown Infant School. Strategic Planning Meeting: Monday 13th May 8.45am at Tweseldown Infant School. FGB: Wednesday 15th May 2024 at 7pm at Tweseldown Infant School. C&S: Wednesday 12th June 2024 at 7pm at Tweseldown Infant School.</p>	

There being no other business the Chair closed the meeting at 9.04pm.

Summary of Outstanding Actions

Date set	Action	Who
17/01/24	29: Arrange and attend meeting with Airport consultation team about Farnborough airport expansion	Chair/BW
17/01/24	34: All Governors consider which visits they could carry out this term.	All Govs
17/01/24	35: Email DHT to arrange visit in their chosen area for this term.	All Govs
17/01/24	36: Provide report regarding Pupil Premium Inset Day visit in time for the next FGB.	AHH
17/01/24	37: Update the Training and School Visits Plan on GovernorHub.	BW
17/01/24	38: Update Training and School Visits plan.	All Govs

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17/01/24	39: Consider and book Governor Training and input on Training and School Visits Plan.	All Govs
17/01/24	40: Meet with HT to identify risks and steps being taken to reduce/manage risk.	Chair/BW
20/03/24	41: Remind Governors who need to set up Governor visits.	Chair
20/03/24	42: Email glass companies asking for quote including the specification of the glass.	Admin & Fin Officer
20/03/24	43: Liaise with Chair of Governors and F&P Committee Chair to decide which glass quote to accept.	HT/DS/SM
20/03/24	44: Meet to establish requirements for the car park gate and provide a clear list of specifications.	HT/DS/SM/PS
20/03/24	45: Instruct Admin Officer to obtain revised quotes for the car park gate with clear agreed specifications.	HT
20/03/24	46: Add Pupil voice/School council feedback to C&S agenda.	Clerk
20/03/24	47: Make amendments to ICT Acceptable Use Staff Policy for consideration by F&P Committee.	HT
20/03/24	48: Add ICT Acceptable Use Staff Policy to next F&P and FGB Agendas	Clerk
20/03/24	49: Review whether Supporting Pupils with medical conditions and Administering Medicines Policies could be combined?	
20/03/24	50: Add consideration of which Staff were First Aid and Paediatric First Aid to Agenda of Curriculum and Standards Committee Annually in Summer Term	Clerk
20/03/24	51: Make amendments and reword Unacceptable Practice section of Supporting Pupil's with Medical Conditions Policy before next FGB meeting	HT
20/03/24	52: Add Supporting Pupil's with Medical Conditions Policy to agenda of next FGB meeting	Clerk
20/03/24	53: Read Maintained Schools Governance Guide before Strategic Planning meeting on 13th May.	All Govs
20/03/24	54: All Governors complete the Governor Visit Action Plan	All Govs
20/03/24	55: Add consideration of Meeting Management tools options to next FGB agenda.	Clerk
20/03/24	56: Read Setting Strategic Direction document and provide any feedback to Phil Sanday before 30th April.	All Govs

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