



## Frithwood Primary School

Full Governing Board Meeting

NON CONFIDENTIAL

Approved Minutes for the committee meeting held on  
Tuesday 8<sup>th</sup> May at 7.00 pm at the school.

Attendee List		
Full Name	Role	Information
Ann Purcell	Chair of Governors, Parent Governor	Chair of the Resources Committee
Rebecca Garton	Vice Chair of Governors, Parent Governor	Chair of the TLAC Committee
Denise Page	Staff Governor	
Monica Clifford	Co-opted Governor	Chair of the FCC Committee
Michael Chirnside	Co-opted Governor	
Aishya Malik	Co-opted Governor	
Mark Harvey	Parent Governor	
Harris Waseem	Parent Governor	
Frances Saunders	Headteacher	
Dean Morse	Headteacher	
Denise Clark	School Business Manager	
Amy Doody	Clerk to the Governors	
Apologies		
Katherine Cooper	Co-opted Governor	

GB Core Functions	
Code	Function
1	Ensuring clarity of vision, ethos and strategic direction <i>Engaging with stakeholders strategic planning including succession planning; meeting statutory requirements</i>
2	Holding the Headteachers to account for the educational performance of the school and its pupils and the performance management of its staff <i>Appointing Head; self-evaluation including working with data, monitoring visits and responding to reports; performance management</i>
3	Overseeing the financial performance of the school and making sure its money is well spent <i>Pupil premium and PE and Sports budgets.</i>

Meeting Agenda			
Item Reference	Agenda Item	Item Lead	Code
001-2018	<p><b>Welcome, Introductions and Apologies for Absence</b></p> <p>Meeting commenced at 7.05 pm, MCH had not yet arrived.</p> <p>The Chair welcomed the committee and new members. All members introduced themselves. KC sent apologies and these were <b>ACCEPTED</b>.</p> <p>KD has resigned from the committee as LA Governor. A new registry of interests and skills audit will be completed by the Governing Board before GSS assist in recruiting a new LA Governor.</p> <p><b>ACTION</b> AD to send registry of interests and skills to all Governors.</p>	Chair	1

002-2018	<p><b>Disclosure to Register of Interests</b></p> <p>RG is Vice Chair of the Governing Board at Bishop Ramsey School and is a teacher at St. Helen's School.</p> <p>RG has also recently Chaired a Capability Panel at another school. As Chair RG signed letters sent out within the Hillingdon Borough.</p>	Chair	1
003-2018	<p><b>Previous Minutes</b></p> <p><b>APPROVED</b> Governors approved the minutes from the FGB meeting held on 16<sup>th</sup> January 2018.</p> <p>Minutes to be kept as a true and accurate record of the previous meeting. Signed copy to be held at the school.</p>	Chair	1
004-2018	<p><b>Matters Arising</b></p> <p>No matter arising that are not included within the meeting's Agenda.</p>	Chair	1

Item Reference	Agenda Item	Item Lead	Code
005-2018	<p><b>Budget Planning 2018-19</b></p> <p>Chair handed over to DC to discuss the Budget Planning for 2018-19. The Resources committee had already met to go through this in detail.</p> <p>Front cover is a summary of the Budget. Page 1 is DC's breakdown of total expenditure. This is an overview of the budget.</p> <p>Page 2 and 3 is a report from the HCSS budget planning software that the school purchase. The Local Authority finance can remotely log in to the system to see the school's finances. They have full access rights.</p> <p>Page 4 and 5 is a report from HCSS showing income and expenditure breakdown. DC looks at previous years and the SIP to decide if there is any extraordinary spending, leaving us with the leftover contingency. This year is around £70,000. This contingency is then to be discussed with the HTs and Governors to decide a plan for these funds. At the moment it was discussed that it not be allocated to a certain area or project as there is not an immediate need for it. Through rigorous planning and tight spending last year we had over £40,000 contingency. HTs advised that lots of schools run to a zero budget or deficits.</p> <p>DC produces a three year budget plan where the school remains in surplus. It reaches a deficit in 2021. However with the carry forward, careful spending and planning this should be avoidable.</p> <p>The main expenditure is staffing. DC and HTs generate different scenarios to work into the budget. This is constantly changing. Knowing how the budget looks allows the HTs to act quickly with new recruitment opportunities for NQTs. Also, working towards becoming an outstanding school there are areas to improve on where a staff member is essential and it is important for the HTs to know if this is possible within the budget. DC's expertise allows the HTs to get the best outcome for their budget.</p>	DC	3

	<p>Page 6 and 7 is an individual breakdown of cost centres, showing how much each is allocated. Each figure can be cross referenced across the document.</p> <p>Page 8 is a comparative view of the expenditure starting from 2014. If there were any areas of extraordinary spending this would be highlighted here. However as you can see we have maintained levels of spending across the years.</p> <p>Page 9 is an analysis of the budget from the LA Bursar. They query an area and request an explanation for the difference. For example they queried why our Educational Support Staff spending was lower this year than previous years. This was due to two full time TAs leaving the school and there was no further need to recruit their positions. It is reassuring that the LA are in constant contact and review of the school.</p> <p>Page 10 is a print out from the LA of our allocated budget, proving where all the figures come from. Also there is a report on budget allocations to every school in the borough showing their breakdown. An explanation of these is provided.</p> <p>Page 22 and 23 shows funding for statements.</p> <p>We have included an additional income. We have an insurance for maternity cover. On average per teacher we can receive around £7000 back for a £450 insurance. Once the Teachers return the school can claim this. We have also extended the numbers for our breakfast and after school club.</p> <p>HTs and DC also discussed the income from the Nursery. The school has not had an afternoon nursery this year. However the school has employed a new Nursery teacher this year and the HTs have decided to run a full day nursery. As long as there were between 5 - 10 pupils for the afternoon they would run the session. They are offering a lunch club and full day sessions as well as the morning and afternoon sessions. HTs have also decided to offer the 30 hour funding. Most of the pupils would be eligible for this. Staffing costs will require two SMSAs for the lunch hour. We cannot charge for lunch for the 30 hours, so we are offering £6 for the additional hour from 2.30 pm to 3.30 pm. HTs want a full nursery to use the excellent facilities, resources and a new full time Nursery Teacher.</p> <p><b>Governor Question:</b> <i>Do you anticipate getting the numbers? Yes it is looking good at the moment. We have four already declared their interest for the extended day.</i></p> <p><b>Governor Question:</b> <i>I had heard positive comments that you were offering flexibility. How many days would this be? We want to offer flexibility. We have limited the number this first year but we would go up to 10. Any numbers above that would need a review into staff ratios. Parents will be given a table to complete based on what sessions they wish their child to attend and over how many days.</i></p> <p>DC has budgeted 5 places, any more places and there is a potential for more revenue.</p>		
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	<p><b>Governor Question:</b> <i>With the flexibility you are offering how does this impact on the teaching?</i> LW the KSL has been to several other nurseries to see how they are doing this. There will be a large number of activities for all the children to participate in throughout the day irrelevant to their sessions, such is the spread of our nursery. There will be defined quiet time after lunch in a separate area for the all-day children and they will then access the activities again in the afternoon. The afternoon children will then have their teaching session during this quiet time. They will also have access to the Butterfly Room.</p>		2
	<p><b>Governor Question:</b> <i>Will it make it difficult to track the children's progress?</i> Not for a good teacher. The software we use lends itself to capturing the information and offering the children the learning opportunities to do certain things. If you opt for a two day week you must accept that there will be some areas the child will miss out on such as PE, however there will always be time for gross motor skill development during the Nursery sessions.</p> <p>Going back to the budget, DC summarised that the £70,000 is a good contingency to have until a time that the HTs and Governors decide if there is anything to spend this on. HTs mentioned that the staff detailed within the budget report are strictly confidential as it has not been made public yet that they are leaving. HTs also have a recruitment advert ongoing for an NQT plus one or two.</p>		2
	<p><b>Governor Question:</b> <i>Would you not considered looking for a more experienced teacher?</i> Generally when expensive teachers have left we start by recruiting NQTs. Experienced teachers are not always better teachers. A Teacher early on in their career is quick to learn and mouldable to our ways. They are enthusiastic and want to progress into responsible, leadership jobs and we want to grow them.</p>		2
	<p><b>Governor Question:</b> <i>You mentioned recruitment at the moment is difficult as there is a shortage of NQTs. If you looked for more experienced teachers would that open up your recruitment pool? Especially with this large contingency the school currently has access too?</i> HTs would rather have teachers at the start of the career, for financial reasons but also to provide fresh life into the school rather than an experienced teacher who is set in their ways and not as flexible. If a lead role was available and we felt we did not have a staff member with a particular skills set for the role then we would definitely look to recruit an experienced teacher for this. However currently we are not lacking in any of these areas.</p>		
	<p><b>Governor Question:</b> <i>We are confident we are getting the best teachers?</i> Yes, it's a balance we look at in our school profile to ensure we have the best possible outcome. We look at where the NQTs would sit within the school, they would be put alongside a more experienced teacher. We have a clear idea of where people fit into the school, so there are experienced teachers throughout the school.</p>		
	<p><b>Governor Question:</b> <i>Do you allow in the budget for maternity leave contingency?</i> I let the budget continue with their salary income even</p>		3

	<p>though they only receive half the salary. We then have the buffer to pay for their staff cover.</p> <p><b>Governor Question:</b> <i>Do you have any comment on the deficit in 2021?</i> As long as we can keep a buffer and balance throughout the years this should not be an issue. However it is subject to so many changes, changes in government, maths premium, and sports premium to name a few. It is important to show we have thought about it. Staff salaries will vary over the years. We have worked hard to become stringent with our spending. We have cut curriculum budgets and it forces staff to look after their resources and reuse where they can. We spend when we have too.</p> <p><b>APPROVED</b> Chair proposed the budget was approved, all Governors agreed. The Chair and HTs signed the budget.</p> <p>Governors thanked DC for the depth of evidence produced. Governors agreed that the contingency balance is transparent as is and not to be allocated to a certain area, therefore in future if we want to spend we know where it is coming from.</p> <p><u>DC left at 7.43 pm.</u></p>		
006-2018	<p><b>Report on Memberships</b></p> <p>The new committees are now up and running and have met prior to the Board meeting.</p> <p>There are two resignations, KD and EC, both of whom were on the Resources committee. AM has filled one of these places.</p> <p>HW is a chartered accountant and therefore his skills set would be best put to use on the Resources Committee.</p> <p><b>ACTION</b> HW to visit the FCC and TLAC committee meetings also to see if his skills could be of use in these committees.</p> <p>DP does not sit on any committee yet.</p> <p><b>ACTION</b> DP to visit the FCC and TLAC committee meetings before selecting a committee to sit on.</p> <p>Each committee has a minimum of four members. Each committee meets termly unless there was a specific issue.</p> <p>We are looking for a Health and Safety Governor, it's currently an area the Governors are lacking. The Chair proposed that MCH would be a good candidate for this role. RG and the Site Manager to assist with this role.</p> <p>HTs requested photos of all Governors for their staff leadership board and the website.</p> <p><b>ACTION</b> Chair to discuss this with MCH following the meeting</p> <p><b>ACTION</b> AD to collect photos of all Governors for the schools website</p>	Chair	1

	<b>ACTION</b> AD to investigate a compliant attendance report and where to publish this.		
007-2018	<p><b>Headteachers' Report</b></p> <p>The format of the Headteachers' report is colour coded, this will be used going forward.  Green is above national average  Red is below national average  Yellow is to highlight a headline or comparison</p> <p>The tables used are to be used term by term but the end of year data might be slightly different.</p> <p><i><b>Governor Question:</b> Looking at attendance, is 95% the Ofsted expectation? Yes you are expected to have this, of course we always work for more.</i></p> <p>HTs report going forward will now form the basis of what each committee discusses. Each area of the report is broken down per committee. This would form the Agenda for each meeting. Governors expressed thanks to the HTs for making this clear and easy to read.</p> <p>HTs included a table to show the current school profile as advised by JF, the School Improvement Partner.</p> <p><i><b>Governor Question:</b> For new Governors, would it be possible to receive a Glossary? HTs agreed this was a good suggestion, there is one already which needs to be updated.</i></p> <p><b>ACTION</b> HTs to provide a Glossary.</p> <p><i><b>Governor Question:</b> Within these reports it showed as Governors we understood good Governance with pupil performance data. Is there anything we can do going forward to improve Governance outside of the data? Yes I believe we have already made improvements with the committees working well and having new Governors on board. The HTs felt that a briefing with the Chair of each committee prior to the meeting was a beneficial exercise, allowing both parties to highlight areas in advance for discussion in the meeting. This meant the committee meetings were upscaled and planned proficiently.</i></p> <p><i><b>Governor Question:</b> Communication has also improved and will hopefully continue to improve. However as Governors we do need a secure confidential section on the school website to access documents. When will this become available? At the moment we do not know, it is the confidential part that is problematic. It could be an issue with the website the school is currently using.</i></p> <p>Governors feel this is an important area for investigation. It is an area to improve upon, to have information and data securely stored but accessible at any time. Governors asked the HTs to speak with Azteq, who manage the IT contract to see if there was a solution or perhaps move to a cloud based system for all Governors.</p> <p><b>ACTION</b> HTs to investigate confidential data access on the website</p> <p><u>MCH arrived 8.05 pm.</u></p>	DM/FS	2

	<p><b>Governor Question:</b> <i>I noticed a large percentage increase in Year 5 and Year 2 Pupil Premium pupils, is there anything you are doing to cause this?</i> Yes we had a teacher returning to work part time and they have a complete Pupil Premium reading remit. As this was an area for concern we have invested a lot of time and effort in to allow these children to have the additional support and opportunities to read. It does not matter if the child is a HA PP they will just receive more time to enjoy reading and more access to literature, and if you are a weaker reader you have a teacher working with you all the time and liaising with home, all PP children are receiving this opportunity. Planning for staffing next year has been important as we want to offer the best opportunities to our pupils.</p> <p><b>Governor Question:</b> <i>Are there any negative areas in the report, areas you are concerned about?</i> Our PP children are doing above average compared Nationally. However the Government want to see PP children doing exactly the same as non PP children within the school. Our gap is smaller than most schools, however that will not keep us from improving. Five years previous our PP children did meet the same percentage as non PP children, sometimes it is the nature of the children and their circumstances that make the differences.</p> <p>During the PIV it was noted that the Inspector was surprised by the school's number of PP children, considering the school's location in an affluent area. Compared to other schools the gap between PP and non PP at the school is more often vastly different. Again this can have an effect on the child's progress that the school is working hard to overcome.</p> <p>Governors offered their appreciation to the school and JWJ who works with the PP children and tracking those children.</p> <p><b>Governor Question:</b> <i>The table does not show a combination of reading, writing and maths? This was requested at the PIV, could this be included in future?</i> Yes of course, we will include this.</p> <p><b>Governor Question:</b> <i>Looking at Year 2 Reading it is a very low percentage for HA, how did this occur?</i> As the pupils are starting their SATs, Teachers are being slightly cautious. The KSL would look at these children and discuss them with the Teacher in depth to see if they missed exceeding by one objective or a group of children need a standalone lesson. On occasion these areas have already been addressed and the data not updated yet. In the future the new PUMA/PiRA testing will give us a much more accurate assessment. At the moment the assessments are subjective. Also a group of these pupils are with an NQT Teacher, which has an impact when judging pupil achievements.</p> <p><b>Governor Question:</b> <i>Is support in place for the NQT?</i> Yes with the Year group partner and the KSL.</p> <p>HTs received a follow up from the PIV, the LA brokered an external entity to visit the EYFS, and Christine M came to assist in developing the nursery. Unfortunately there was a mistake in the PIV and CM came with an Agenda for the visit which was completely different to the report. The report stated writing evidence in the Reception as an area for review, when it should have been the Nursery. This caused confusion for the KSL as the writing evidence in Reception was the same as other schools LW had visited. Overall the PiV inspection report was very positive.</p> <p>RG attended a training course in reporting LAC to Governors.</p> <p><b>ACION</b> HTs, JWJ and RG to discuss the training further.</p>		
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	<p><b>ACTION</b> HTs requested a discussion with the Chair and Vice Chair to review the Leadership area in the SIP.</p> <p><u>Year 6 School Residential Risk Assessment</u></p> <p>HTs use a checklist, provided to the Governors, to show all the planning involved in the trip. This includes risk assessments for the centre, liability insurance, policies and protocols for the activities, emergency procedures and we also have the children complete their own risk assessments. Individual risk assessments are completed for children with behavioural issues or special needs. We have been to the same centre for 11 years running, we use the same coach and we have a large number of staff attend who have attended many times. We also provide a down time risk assessment for when the children are not completing organised activities. The children have a fire drill as soon as they arrive at the centre.</p> <p><i><b>Governor Question:</b> What is a children’s risk assessment? It is not compulsory but we feel the children are old enough to take responsibility for themselves and understand their own risks, therefore they complete these documents prior to the trip to get the children involved.</i></p> <p><i><b>Governor Question:</b> With all these documents and risk assessments, this is your assurance to the Board that you are confident to proceed with the trip? Yes we are. JWJ has also attended a full day training course on coordinating visits, it went through all the case studies of the fatalities on school trips and why these occurred.</i></p> <p><i><b>Governor Question:</b> In the event of an incident do you have a procedure to follow? They complete a proforma. The protocol is to ring the HTs, they discuss directly any issue with the parents and LA.</i></p> <p><i><b>Governor Question:</b> In an emergency situation outside of school hours, what is the contingency for dealing with this? The Teachers have access to contact the HTs at all times. The staff with the children have access to a vehicle onsite at Manor Adventure for any emergency travel.</i></p> <p><i><b>Governor Question:</b> What is the process for transfer of data from the incident? All staff on the trip have a pack of information. This includes every child’s consent form, contact details, doctor’s details and allergies. They also have every single piece of information for risk assessments, information on weak swimmers and essential contact numbers. HTs and all staff have a copy available at all times.</i></p> <p>HTs were told by the LA that Governors endorse the trip but HTs authorise the trip. However the Chair was told by GSS that Governors authorise the trip. As a LA school Governors <b>AGREED</b> to follow their advice. Governors believe this procedure for review of the documents and queries regarding the trip are an additional level of assurance that all are confident in the trip’s planning.</p> <p><b>APPROVED</b> Chair signed the completed checklist for the trip.</p>		
008-2018	<p><b>Committee Reports</b></p> <p><u>Governor Visits</u></p> <p>MH attended the school for a PSD Dance and Gymnastics lesson. Feedback was very positive, simple, clear lesson. The teacher was</p>	Various	1

	<p>excellent, enthusiastic and strong with the children when necessary. They did balances and jumps, warm up game, there was also a review at the end of the session to see that they had remembered what they had been taught. This was also the Teachers second lesson with the school. The lesson was simple and is being taught to the Class Teachers to take themselves in the future. They will watch two sessions and then do their own session. HTs have worked to reintroduce dance and gymnastics. The teachers are more likely to use the facilities and apparatus in the hall now.</p> <p><b>Governor Question:</b> <i>How often are the apparatus tested?</i> Every year. We have also invested in new floor mats recently too.</p> <p><b>ACTION</b> MH will be revisiting the lesson once a Class Teacher has taken over the lesson. MH will also do a playground visit.</p> <p>RG visited SW to discuss SEN and a walk through of the school to see the interventions with some of the children without disturbing their sessions. She saw Attention Hillingdon, which was great to see them engaged and focus throughout the session. RG also saw children to have their Time for me session. We discussed the positive data and the children awaiting to put on an EHCP plan. They are waiting on a statutory assessment at the moment.</p> <p><b>ACTION</b> RG to visit the Butterfly nurture group and a session with the Dyslexia group.</p> <p><b>ACTION</b> HTs, JWJ and RG to discuss the LAC training further.</p> <p>HTs mentioned than they are to attend a SEN panel in Hertfordshire. As the parents have named the school, and a place has been allocated to the child, Hertfordshire council do not want to pass provisions over to Frithwood. SW is heavily involved in this.</p> <p>MC visited the Literacy Lead to discuss the data for reading and writing, how she managed literacy across the school. The have also introduce a Guided Reading Programme, MC has agreed to come back to revisit once the next programme is up and running.</p> <p><b>ACTION</b> MC to revisit the Literacy Lead and review the Guided Reading Program.</p> <p>AP visited EYFS with LW the KSL. As ever LW was impressive and knowledgeable, currently she is collecting data on the pupils' progress which in EYFS is difficult to evidence. It was also after the PIV so we discussed the writing evidence, which was misreported. However the depth of information she showed was positive.</p> <p><b>ACTION</b> AP to revisit in the Summer term to observe an EYFS class.</p> <p><u>Committee Updates</u></p> <p>Resources committee discussed staffing and finance. There was an action point that came out of the meeting to look at a workforce analysis to support the budget. The committee agreed to propose a project to the Governing Board with AM's expertise to oversee this.</p> <p><b>APPROVED</b> Governors approved with workforce analysis project</p>		
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	<p>Family, Children and Community committee had their first meeting. They discussed how data about behaviour, attendance, safeguarding and training was handled. The committee also discussed the positive Parent and Staff surveys, the success of the Growth Mindset Initiative as well as the importance of the school's newsletter. Pupils survey to follow.</p> <p>TLAC discussed mainly the data provided in the HTs report relating to pupil progress. The committee discussed a lot regarding PP and next we will look further into the Sport Premium to monitor the impact and longevity for the pupils. During the PIV the school was praised for its use of the funding with CPD for the Teachers as opposed to just resources.</p> <p><u>Terms of Reference</u></p> <p>Chair proposed that all three Terms of Reference for the committees be approved.</p> <p><b>APPROVED</b> Governors approved all three Terms of Reference.</p>		
009-2018	<p><b>School Policies</b></p> <p><u>Anti Bullying Policy</u></p> <p>Discussed within the TLAC committee, the Chair proposed this was approved by Governors.</p> <p><b>APPROVED</b> The Anti Bullying Policy was approved.</p> <p><u>The Medical Policy</u></p> <p><i>Governor Question: Are there any changes to this policy?</i> No changes from last time.</p> <p>Governors were also aware that there are no statutory changes that need to be made to the policy. The Chair proposed this was approved by Governors.</p> <p><b>APPROVED</b> The Medical Policy was approved.</p> <p><u>Sex and Relationship Education</u></p> <p>HTs have updated the wording within the document, not the content.</p> <p><i>Governor Question: Is this a standard policy from the LA or have you tailored this?</i> We have used the standard policy and also clauses from the KEY that show good practice.</p> <p>Wording within the document to be amended to Headteachers from Headteacher. Date on the front of the document to be amended.</p> <p><i>Governor Question: On the Inclusivity section, should the wording "say you will make it accessible to SEN children" rather than "they are included" because you would be adjusting the lesson to suit the needs of the child?</i> If the child is at an age where the parents feel the lesson is not appropriate for them then they would not participate in it. This does not mean they are not included or that the lesson is not accessible to them. The parents of SEN children are more inclined to review the video and lesson prior to it being taught and make their own judgements on whether they feel their child should be included. We have not had to</p>	Chair	1

	<p>differentiate between pupils in the class before, they have either been included or withdrawn from the lesson. If the parents still wanted their child to be included in the lesson we would make allowances to have support there if necessary. HTs agreed to add wording to make this clear.</p> <p>The Chair proposed this was approved by Governors subject to the changes discussed.</p> <p><b>APPROVED</b> The Sex and Relationship Education Policy was approved.</p> <p><u>Staff Code of Conduct</u></p> <p>Discussed within the TLAC committee, the Chair proposed this was approved by Governors.</p> <p><b>APPROVED</b> The Staff Code of Conduct was approved.</p> <p><u>Teaching and Learning Policy</u></p> <p>Discussed within the TLAC committee, the Chair proposed this was approved by Governors.</p> <p><b>APPROVED</b> The Teaching and Learning Policy was approved.</p>		
<b>Any Other Business</b>			
010-2018	<p><b>Any Other Urgent Business</b></p> <p>HTs requested the presence of one Governor to review the KS2 SATs.</p> <p><b>ACTION</b> AM volunteered to complete this review.</p>	Chair	1
011-2018	<p><b>Dates and Times of Future Meetings</b></p> <p>FGB Meetings agreed for the next Academic year:  Wednesday 10<sup>th</sup> October 2018  Monday 11<sup>th</sup> February 2019  Thursday 9<sup>th</sup> May 2019  Tuesday 2<sup>nd</sup> July 2019</p> <p>Committee dates to be arranged a minimum of a week prior to the FGB meetings.</p> <p><b>ACTION</b> AD to arrange committee meetings for the next Academic year</p> <p><b>ACTION</b> AD to send updated Calendars to all Governors and HTs</p>	Chair	1

Meeting finished at 9.32 pm

<b>Summary of Action Points</b>		
<b>Agenda Item Ref</b>	<b>Action</b>	<b>Responsible</b>
001-2018	Registry of interests and skills to be sent to all Governors	AD
006-2018	Visits to FCC and TLAC meetings	DP/HW
006-2018	Discuss with MCH becoming Health and Safety Governor	AP/MCH
006-2018	Governor photos to be updated	AD
006-2018	Investigate a compliant attendance report	AD
007-2018	Glossary to be provided to all Governors	HTs

Chair's Initials: \_\_\_\_\_

007-2018	Investigate confidential data access on the website	HTs
007-2018	Discuss an update to the SIP with HTs	AP/RG
008-2018	Governor to observe a Class Teacher's Dance and Gymnastics lesson	MH
008-2018	Governor visit to the Butterfly Nurture Group	RG
008-2018	Governor to observe a session with the Dyslexia group.	RG
008-2018	Governor visit to Literacy Lead and review the Guided Reading Program.	MC
008-2018	Governor visit to an EYFS class in the Summer Term	AP
010-2018	Governor review for KS2 SATs	AM
011-2018	Arrange committee meetings for 2018-19	AD
011-2018	Update and distribute the Calendar for 2018-19	AD

Minutes approved:

\_\_\_\_\_  
Chair of the committee

\_\_\_\_\_  
Date

Chair's Initials: \_\_\_\_\_