


Full Governing Body Meeting
MINUTES
Wednesday 09 October 2019, 7.30pm

Please note that advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them and are posted on the school website.

Present: Emma Hardy (Co-Chairman), Andrew Stear (Headteacher), Daniel Keat, Melissa Wells, Fiona Campbell, Jackie Morris

In attendance: Rachel Dunnage (Clerk); Lorraine Breen, new School Business Manager (SBM)

Meeting is quorate 6/9

Meeting is quorate by 9

	TOPIC	ACTION Who & when																																												
1.	APOLOGIES: Mel Isherwood (Co-Chairman), Luke Bozeat, Justin Shreeve WELCOME: Emma Hardy welcomed Lorraine Breen, our new School Business Manager (SBM) to her first Governing Body meeting and Jackie Morris who is returning to us following a short break.																																													
2.	DECLARATION OF INTEREST (<i>conflict and pecuniary</i>) Most governors are still to complete the annual review of their Register of Interests and update as required. Governors declared no interests in specific agenda items at this meeting. Remaining governors to send their completed RoI annual update to RD for this Friday.	All Gobs 11 Oct																																												
3.	APPOINTMENTS FOR THE EDUCATIONAL YEAR 2019-2020 Governors confirmed the Statutory Appointments & Nominated Governors appointments. <div><div>1. Vice-Chair – There were no self-nominations for the role of Vice Chair. Governors agreed that this leadership role would be considered again after the parent governor election.</div><div>2. Governor responsible for liaison with LA in the event of allegation (Child Protection) against Headteacher – MI</div><div>3. Safeguarding & Child Protection – JS</div><div>4. Children Looked After (CLA) – JS</div></div> <table><thead><tr><th></th><th>Responsibility, with key focus for 2019-2020</th><th>Lead PROPOSED</th><th>Shadow PROPOSED</th></tr></thead><tbody><tr><td>1.</td><td>Vice Chair</td><td>VACANCY</td><td></td></tr><tr><td>2.</td><td>Safeguarding</td><td>J Shreeve</td><td>J Morris</td></tr><tr><td>3.</td><td>SEND</td><td>M Isherwood</td><td></td></tr><tr><td>4.</td><td>Curriculum</td><td>J Morris</td><td></td></tr><tr><td>5.</td><td>Communication</td><td>E Hardy</td><td>M Wells</td></tr><tr><td>6.</td><td>Finance</td><td>F Campbell</td><td>D Keat</td></tr><tr><td>7.</td><td>Training and skills</td><td>M Isherwood</td><td></td></tr><tr><td>8.</td><td>Premises</td><td>L Bozeat</td><td>M Wells to followed by new Staff Governor</td></tr><tr><td>9.</td><td>Performance Management</td><td>J Shreeve</td><td>J Morris</td></tr><tr><td>10.</td><td>Equality, British Values, etc</td><td>D Keat</td><td></td></tr></tbody></table>		Responsibility, with key focus for 2019-2020	Lead PROPOSED	Shadow PROPOSED	1.	Vice Chair	VACANCY		2.	Safeguarding	J Shreeve	J Morris	3.	SEND	M Isherwood		4.	Curriculum	J Morris		5.	Communication	E Hardy	M Wells	6.	Finance	F Campbell	D Keat	7.	Training and skills	M Isherwood		8.	Premises	L Bozeat	M Wells to followed by new Staff Governor	9.	Performance Management	J Shreeve	J Morris	10.	Equality, British Values, etc	D Keat		
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4.	CONSTITUTION OF THE GOVERNING BODY (Statutory) Governors confirm all appointments/elections will be informed by the skills required to ensure																																													

	<p>effective governance of the school.</p> <p>a. One governor has been appointed since the last meeting.</p> <p>i. <i>Foundation Governor</i> Jackie Morris has been appointed as Foundation Governor for the term 01.09.19-31.08.23.</p> <p>b. One governor has resigned since the last meeting</p> <p>i. <i>Foundation Governor, Luke Bozeat</i> Luke Bozeat has resigned his position as Foundation Governor but is kindly delaying the date he leaves due to the number of vacancies we are currently carrying.</p> <p>c. The following governors' terms of office are due to expire within the next year:</p> <p>i. <i>Staff Governor, Mrs Melissa Wells, 01.02.20</i> Governors agreed that they will run the staff election during the autumn term so that there can be a handover. Note: MW's final FGB meeting will be in Nov.</p> <p>ii. <i>Co-opted Governor, Mel Isherwood, 15.09.20</i></p> <p>d. Vacancies Governors confirm that they are still seek suitable nominees who have finance or premises skills/experience and/or are prepared to take on a leadership role.</p> <p>i. <i>1x Co-opted Governor</i></p> <p>ii. <i>1x Parent Governor</i> The election is planned for late September. RD to prepare the letter for Friday 11 Oct.</p> <p>iii. <i>1x Foundation Governor</i> See b.i. above.</p> <p>iv. <i>1xStaff Governor</i> See c.i. above. RD to prepare the letter for Friday 11 Oct.</p> <p>Governors agreed they should promote the Foundation and Co-opted governor vacancies in the local area.</p>	<p>R Dunnage 11 Oct</p> <p>R Dunnage 11 Oct</p> <p>All Gavs On-going</p>
5.	<p>EMERGENCY PROCEDURES (Statutory)</p> <p>Governors received confirmation that the emergency contact information for the school has been provided to Surrey County Council (Schools Support Service).</p>	
6.	<p>GOVERNORS' DETAILS: contact information and publication of data</p> <p>Contact Information for Governors Governors verified their contact details are correct and confirm information may be circulated amongst all governors, the school, Surrey County, StrictlyEducation4S, and Cognus.</p> <p>National Governors' Database (Get Information About Schools - GIAS) All maintained school governing bodies are under a duty to provide the information required on GIAS. This must be kept up to date as those involved in governance change. Governors are not, however, required by law to provide the additional personal information requested. Governors confirmed they do not wish to provide their date of birth and nationality to be stored on GIAS along with the rest of their contact information.</p>	
7.	<p>PROCEDURAL MATTERS</p> <p>a. Agree Terms of Reference & delegation Governors agreed their terms of reference and scheme of delegation.</p> <p>b. Open or Closed Meetings Governors agreed to continue with closed meetings. AS flagged up that we may need to invite the local community to a GB meeting; modifying arrangements for one meeting with advance notification is still permitted.</p> <p>c. Alternative Participation/Voting Arrangements Governors agreed their approach, in line with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.</p>	

	<p>d. Code of Conduct Governors agreed the Code of Conduct and signed the commitment document.</p> <p>e. Professional Negligence Statement Governors agreed to record the professional negligence statement: <i>Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Best practice would be to record this on each set of minutes.</i></p> <p>f. Confidentiality Statement Governors agreed to respect the confidence of those items of business which the governing body decides are confidential. Governors may wish to record the following statement on their minutes and other governing body papers: <i>Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them.</i></p> <p>g. Confirm how minutes are available to governors and to the public. Governors agreed to continue with the current system: receive minutes via email and the Governors online resources system. Paper copies will be available to the public once they have been agreed by the Full Governing Body (FGB), with PDF versions posted on the Governance page of the school website by the school.</p>	
8.	<p>COMMITTEES (Statutory)</p> <p>a. Agree membership of the Headteacher's Appraisal Panel Governors agreed JS, MI and JM AS has a meeting with Michael Youlton next week.</p> <p>b. Agree membership of Pay Committee Governors agreed FC, JS and DK</p> <p>c. Agree membership of Governor Panel The Clerk confirmed that the Governor Panel covers those situations where governors must review a staff, pay or admissions issue or a complaint. It is essential that governors do not have any conflict of interest and so the make-up of each panel will necessarily differ. Governors agreed EH plus two other governors who have not yet been involved in the original case.</p>	
9.	<p>FINANCE Governors reviewed the latest Financial Monitoring Report (FMR). They will review the FMR as a standing agenda item at each FGB so that the governors can meet the new criteria in the updated Sept 2019 Schools Financial Value Standards.</p> <p>The new SBM has had a chance to review the school finances. She noted that as a lovely full school we are benefitting from the maximum per pupil funding we can achieve. Her main observation is that we have no other revenue stream that could mitigate the impact of rising costs.</p> <p>Governors agreed and explained some of the ways they had tried to generate income in the recent past. They also explored a number of initiatives to trial.</p> <p><i>School Hall</i> Approach Sainsbury's which runs summer clubs for the whole of the summer. AS explained that there are also some companies that will broker the hiring of your school hall. Governors accepted that there are currently limitations with hiring the hall as it either allows full access to the school or no access to toilets. We could feasibly add in a locked door across the corridor beyond the toilets, but making modifications might not be cost effective. We would also need to explore the arrangement with the kitchen. The agreement with Surrey Commercial Services is that they own the equipment and any use of it must be by suitably trained people. Governors also noted that we have people with a severe nut allergy in school and because it is air-born we have to be very careful about allowing any nuts on site at any time.</p> <p><i>School field</i> The field is a useful resource. AS explained that he has approached the local football club who appeared to be interested but they have not followed it up.</p>	

	<p><i>Teacher training</i></p> <p>AS explained that the GLP GET Teaching programme will bring in c£2.5k as we are hosting a School Direct student. Some of this money will of course be used to cover the additional costs in terms of mentor time.</p> <p><i>Increase pupil numbers</i></p> <p>JM: <i>Can we make class sizes larger or grow the school to bring more pupils in? Does the fact that we are a Foundation school mean we can make our own decision?</i></p> <p>As a Foundation school we can determine our admissions criteria, but can't just decide to grow another class or another phase without local and county consultation.</p> <p><i>Onsite Nursery</i></p> <p>The new SBM has experience of setting up an on-site nursery and confirmed that it can bring in a significant sum of money. She explained that you must manage the FEET funded children, free 15 hrs, free 30 hrs places and any waiting lists very carefully. Profit could be as much as £60k, assuming we are able to meet the optimum staffing ratio. She cautioned that this initiative involves significant work working with staff and establishing how you recruit in the future. It is like creating a small business. AS explained this really appeals because it means that you can make an impact on children's education from the age of 2 years. He added that the Local Authority (LA) had applied for infrastructure funding from the Milford Golf Club housing development site but he has heard no more from them.</p> <p>DK: <i>Did you have the physical space to set it up?</i></p> <p>No. It involved building another space and the school received no money from the local authority to set it up.</p> <p>FC: <i>Would this run during the school holidays?</i></p> <p>Not necessarily. If not, it could be created as a multi-purpose building that could be hired out separately during the holidays.</p> <p>MW: <i>What impact would that have on local private nurseries?</i></p> <p>Whilst governors are responsible for ensuring that this school is financially viable they should look into all options. It is likely that the new housing development will bring in additional children and so offering additional nursery places in the village need not necessary have a negative impact on the local private nurseries.</p> <p>MW: <i>Why aren't we offering after-school club?</i></p> <p>We had our fingers burned before because parents didn't support it. However, it is worth looking into again.</p> <p>AS explained that they have conducted a feasibility study on erecting an additional building which could be placed along the edge of the playground and the field. Governors would like to keep a watching brief on this.</p> <p><i>External groups</i></p> <p>The SBM has been talking to a possible new Cub Scout group.</p> <p>FC: <i>Do you know if we are getting a better value offer with Innovate than we did from Surrey Commercial Services?</i></p> <p>The SBM is not clear on this yet. AS explained that it has always been notoriously hard to work the figures out since we pay for meals on a different basis to the way the money comes in.</p> <p>Governors thanked the SBM for helping to focus their minds on sources of additional income.</p> <p><i>Lorraine Breen left the meeting.</i></p>	
10.	<p>ADMISSIONS 2021</p> <p>The Clerk explained to governors that now Milford is a Foundation school, it has the authority to change its admissions criteria. It must, however, comply with the statutory School Admissions code which includes a strict consultation process. She explained that any changes agreed would take place in the September in 2 years' time. If no changes are to be made the 2021 policy must be officially determined by the FGB by 28th February 2020. If we wish to make 'substantive'</p>	

	<p>changes, we must consult for a minimum of 6 weeks between 1st October 2019 and 31st January 2020</p> <p>Governors considered if they wished to make any changes to the admissions criteria for 2021. AS proposed a change to the sibling criteria that would ensure greater chance of keeping links with a family. Currently our sibling criteria is:</p> <ul style="list-style-type: none"> • <i>a child with a sibling on roll at the time of admission</i> <p>He proposes adding the following sibling criteria one below this, and above children with no siblings:</p> <ul style="list-style-type: none"> • <i>a child with a sibling on roll at the time of application.</i> <p>Governors agreed with the principle of Milford making a commitment to the family and not just one child; they agreed with the proposed addition to the sibling criteria.</p> <p>The Clerk confirmed that they will now need to consult with all stakeholders according to the timescales laid out in the Schools Admissions Code.</p> <p>RD will send all governors the consultation procedure.</p> <p>JM will lead on the consultation and changes and will keep Co-Chairmen involved.</p> <p>FC: Can we challenge the admission of children with significant additional needs, when levels are already high in the school?</p> <p>AS explained that if parents of a child with an Education, Health and Care plan (EHCP) name Milford as their school of choice, we are not able to turn them away if we have a vacancy. We currently have 5 children with EHCPs, with a further 2 pending and quite likely another two in the Reception class.</p> <p>Governors expressed concern about the long-term effect of high levels of children with significant additional needs on the education of other children. AS pointed out that high levels can also have an impact on staff, particularly when behaviour is very challenging. He is finding recruiting Learning Support Assistants (LSA) incredibly difficult – he is currently on his 5th round of advertising. Our latest LSA recruits have no previous school experience but are performing well.</p>	<p>R Dunnage 25 Oct J Morris 04 Nov</p>
11.	<p>SAFEGUARDING UPDATE</p> <p>Governors received confirmation that the school's Designated Safeguarding Leads remain the Inclusion Manager and Deputy Headteacher.</p> <p>Governors confirmed they have read the entirety of the new Sept 2019 version of Keeping Children Safe in Education (KCSIE). They will send a confirmatory email to AS as soon as possible;</p> <p>RD will bring the form to sign at the next meeting.</p>	<p>R Dunnage 20 Nov</p>
12.	<p>CHAIR'S ACTION</p> <p>The Clerk reported in MI's absence that MI and JS took part in a Stage 3 complaint in September. The independent complaint review panel has made a number of recommendations for the school to review processes and data protection. The reviews will be reported to governors.</p>	
13.	<p>HEADTEACHER UPDATE</p> <p><i>Attendance</i></p> <p>AS has issued 10 penalty notices since January last year. Unfortunately, the use of this penalty seems to have had no impact whatsoever on the number of parents taking their children out of school for holidays. He has received additional requests for either complete term time holidays or, for example, the last 3 days or so before a school holiday. Nevertheless, AS will continue issuing the penalty. Governors expressed irritation that the fine money does not come into school since it is the school which has to pick up ensure the children's education does not suffer.</p> <p><i>Pupil Performance</i></p> <p>AS confirmed that we still do not have the Inspection Data Summary (IDS) or the Analyse School Performance (ASP) report. He will send it out to all governors as soon as it arrives; he expects no great difference to the data from the Fisher Family Trust (FFT) that governors reviewed in the summer.</p> <p><i>Pupil groups</i></p> <ul style="list-style-type: none"> • SEND support levels look relatively low at the moment but we are still identifying 	

<p>additional needs of the children who are new to the school.</p> <ul style="list-style-type: none"> • We have 11 children with English as an additional language (EAL); external support for EAL is now very poor. • Pupil Premium numbers are quite low at the moment. We are still encouraging Reception parents to declare. • We have one Forces child who attracts additional funding. <p>JM: <i>How did Pupil Premium children do last year?</i> They did quite well.</p> <p>FC: <i>What is the school doing to keep driving the challenge for children working at greater depth?</i> We were above national average for maths and writing at greater depth and slightly dipped in reading for no sensible reason. It was very pleasing that the combined score of children reaching reading, writing and maths at expected has risen significantly since we started. MW explained that challenge in the classroom can take the form of individual children being given individual challenges from the teacher.</p> <p>JM: <i>Is the differentiation using scaffolding, extension and challenge embedded across the curriculum?</i> AS confirmed that there is now much more evidence of differentiation coming across in Foundation subjects.</p> <p><i>Staffing</i> We have two excellent members of staff leaving. They have been given an exit questionnaire to see what lessons we can learn from them leaving. Governors would like to offer to follow up with a phone call if staff are happy to provide their telephone number. AS will send governors a blank version of the questionnaire and ask leaving staff if they are happy for governors to contact them.</p> <p><i>Ofsted</i> AS highlighted that the Education Inspection Framework has changed and now uses different headings. He therefore plans to adapt his HT Report to fit this change. The fundamental difference is that the curriculum has a much higher profile than previously. JM explained that at her Hot Topics session it was suggested that the school's curriculum does not have to be perfect but inspectors will want to see that schools are well on the way to ensuring appropriate breadth. She explained that at an Ofsted <i>mocksted</i> she had recently undergone in a different school the governors were asked how they knew, other than through data, that the school curriculum will meet the needs of all learners across all areas and achieve what the school intends.</p> <p><i>School Development Plan (SDP)</i> The new School Development Plan is very similar to last year so that we truly embed all our past developments. One of the priorities involves strengthening the governing body. We have also chosen to develop co-coaching and ensuring that Foundation Subject leads have time to visit other classes so that they are clear on how their subject is being taught in other year groups.</p> <p><i>Note: Foundation subjects are classed in the National Curriculum as Art and Design, Citizenship, Computing and IT, Design and Technology, Languages, Geography, History, Music and P.E. Core subjects are English, Maths, Science and R.E.</i></p> <p><i>Collaboration</i> AS reported that the Godalming Learning Partnership has planned a particularly exciting two year Talk for Writing training programme which is an incredibly cost-effective and valuable way for the school to access this important method for improving children's general literacy.</p> <p><i>Safeguarding</i> There is a high level of safeguarding need within the school at the moment.</p> <p><i>Behaviour</i> AS explained that it has been a really tough start to the year for staff due to the impact of challenging behaviour from a small number of children. One child is on a reduced timetable at the moment.</p>	<p>A Stear 25 Nov</p>
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	<p>There have been 4 fixed term exclusions this half-term when there were a couple across the whole of last year.</p> <p>FC: How do you ensure the safety of children and staff? We do not use restraint but encourage the child towards a safe place. If this is not possible, we will remove the other children.</p> <p>JM: Is this a pattern of behaviour or isolated incidents? With a couple of children it has become a pattern of behaviour. AS is working with the parents who are in turn supporting the school with their actions. The challenging behaviour has put significant strain on the Learning Support Assistants and teachers who are now becoming concerned over its impact on the other children in school. This concern is what has led AS to go down the route of exclusions and part-time timetables as well as seeking early reviews and alternative placements.</p> <p>EH: How do we support the children who have witnessed incidents? We use circle time to help other children understand and manage their feelings.</p> <p>FC: Have there been complaints from other parents? Not so far.</p> <p>Successes:</p> <ul style="list-style-type: none"> • All families who accepted places arrived on the first day of school, which did not happen last year. JM feels that there is a real sense in the local community that Milford is a great school to be at. • The Harvest service was wonderful and well supported by the community. • The Yr2 children have continued with the shared poetry writing initiative with the local Clockhouse (a social day centre, providing a range of activities for those pre & post retirement). 	
14.	<p>POLICIES</p> <p>a. Policies considered and ratified since July FGB Governors confirmed no policies have been ratified since the last meeting.</p> <p>b. Policies to be considered and ratified at this meeting AS confirmed that most changes are minimal.</p> <ol style="list-style-type: none"> <i>Admissions 19-20</i> Ratified without amendment <i>Anti-bullying</i> EH: what is the difference between minor and major fixed term exclusion? One example might be an afternoon out of school when A major exclusion would be something that is several days. Ratified without amendment <i>Attendance</i> Ratified without amendment <i>Behaviour, Pay, Recruitment, Safeguarding, SEND</i> will all be sent out via email. 	
15.	<p>GOVERNOR TRAINING & DEVELOPMENT</p> <p>a. Governors to confirm the training they have planned for this term. Governors reported that the Strictly education website is proving difficult to log in to. DK is booked to complete a safeguarding course. Governors agreed they will monitor their use of Strictly4S training to evaluate whether or not it remains a good use of school funds.</p> <p>b. Governors to consider joint FGB training with other GLP governing bodies. Governors were open to this idea and JM will include the proposal in her training review.</p> <p>c. Governors to consider visiting other GLP governing bodies meetings and inviting their governors to visit our meetings. As above, JM will include the proposal in her training review</p> <p>d. Governor Monitoring development Governors considered how they might develop monitoring including introducing a termly</p>	<p>J Morris Jan 2020?</p>

	<p>group monitoring session when all governors come in to the school to monitor together and also have lunch/coffee with staff. MW confirmed that staff would appreciate this approach. Governors agreed that monitoring the breadth of curriculum would be a very good place to start. Governors thought it would be a good idea to start this approach when we have new governors in place as it would serve as an excellent introduction to the school.</p> <p>MW will go back to staff to ascertain how they think it would be best to hold such a session.</p> <p>e. Annual school improvement calendar & additional tools Governors agreed that they could usefully use the annual school improvement calendar and stakeholder engagement plan; they will help strategic allocation of time and effort and ensure regular input of school community views.</p> <p>RD and JM will put together a format for review at Nov meeting.</p>	<p>M Wells 08 Nov</p> <p>R Dunnage J Morris 13 Nov</p>														
16.	<p>MINUTES OF PREVIOUS MEETING Governors agreed the minutes of the July meeting as an accurate record. Minutes to be signed by the Chair and passed to the Headteacher for storing in the Governors’ file at school.</p>															
17.	<p>ACTIONS See table at end of Minutes.</p>															
18.	<p>To note any Part 2 business Governors did not identify any issues to be considered part 2 business.</p>															
19.	<p>DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS Governors confirmed the dates of meetings for the year.</p> <p>a. Dates:</p> <table><tr><th>DATE</th><th>FOCUS</th></tr><tr><td>09 Oct</td><td>Governance regulations, ToR & Standing Orders, KS1 SATs</td></tr><tr><td>20 Nov</td><td>HT report; Draft budget NB the Pay Committee will meet beforehand at 6.45pm</td></tr><tr><td>05 Feb</td><td>Autumn term data analysis; SFVS</td></tr><tr><td>18 Mar</td><td>HT report; Finance update; Monitoring session</td></tr><tr><td>22 Apr</td><td>Spring term data analysis; Budget approval</td></tr><tr><td>08 Jul</td><td>HT report ; Summer term data analysis; GB business</td></tr></table> <p>b. Future Agenda items: Nothing was identified.</p>	DATE	FOCUS	09 Oct	Governance regulations, ToR & Standing Orders, KS1 SATs	20 Nov	HT report; Draft budget NB the Pay Committee will meet beforehand at 6.45pm	05 Feb	Autumn term data analysis; SFVS	18 Mar	HT report; Finance update; Monitoring session	22 Apr	Spring term data analysis; Budget approval	08 Jul	HT report ; Summer term data analysis; GB business	
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Meeting closed 10.00pm

ACTIONS

RD to change actions to group by person - completed.

	ACTION	Who & when
1.	Governors asked that the HT add all staff CPD to his regular HT report so they can have a better idea of the training and development that all staff are undertaking.	A Stear On-going
2.	Governors asked that AS pass on their regards to our previous Chairman. Completed.	A Stear When possible
3.	AS will include the online safety tip from the NSPCC whereby any O2 store will help parents set up parental controls on any device in newsletters home.	A Stear On-going
4.	AS to ask Jon O'Connor from CSNet to clarify the position with regard to insurances for the Governing Body as it becomes an employer of support staff & teachers. (FC thinks this is about the GB not being sued for liability.)	A Stear 20 July
5.	AS will send out the new parent meeting dates so that there is a governor representative there. Completed.	A Stear 24 May
6.	All governors to send short summaries of their focus this term to Mel Wells for the Governors' newsletter. She would also like to do biog on new Chairmen! Governors still to complete.	All Gobs 18 July

7.	Governors agreed to keep email conversation going about who they are approaching regarding the Co-opted Governor vacancy.	All Gobs On-going
8.	DK to conduct British Values monitoring. Completed. DK will send report will go to all governors	D Keat 01 July
9.	DK to meet with SBM as soon as possible. Completed.	D Keat 10 June
10.	FC to email RD all her questions regarding employer's insurance so she can find out the answers. Carry forward.	F Campbell 03 June
11.	JS agreed to take on developing a staff questionnaire with the Inclusion Manager, particularly focusing on well-being. Carry forward.	J Shreeve 01 July
12.	The SBM will check the permitted usage of sports premium funding because we believe that spending on capital projects is no longer allowed. Carry forward.	K Morris 03 June
13.	RD to prepare necessary paperwork so that we can run the staff election during the autumn term. RD to complete by this Friday.	R Dunnage Oct 2019
14.	RD to undertake necessary paperwork so that JM can be in place for September. Completed.	R Dunnage 30 July
15.	RD to prepare necessary paperwork so that we can run the parent governor election during the autumn term. RD to complete by this Friday.	R Dunnage Sept 2019
16.	RD will send Co-Chairmen the necessary paperwork to become Trustees of the GLP. Completed.	R Dunnage 30 July
17.	RD will investigate the cost of online training for governors. Carry forward.	R Dunnage 30 July
18.	RD to check if JF has sent copy of her SEND presentation for storage on Dropbox. Carry forward.	R Dunnage 24 May
19.	RD will ask SBM to ask the Friends leader to confirm how they are ensuring GDPR compliance. Carry forward.	R Dunnage 24 May

Chairman's signature: *Mel Isherwood*

Date: 22 November 2019