

School: St Peter's Church of England Primary School, Gringley-on-the-Hill
Meeting title: Autumn Term Meeting of the Governing Body
Date and time: Tuesday 1 November at 6.00pm
Location: At the School

Membership

'A' denotes absence

A	Mrs J Cowlam
A	Mrs M Craib
	Miss B Houghton
A	Mrs R Hughes
	Mrs S Green
	Mr T Larden (Chair)
	Dr P O'Horan
	Mrs Y Reeson (Head Teacher)
	Mrs T Taylor (Vice Chair)
A	Mrs C Wragg

In attendance Mrs J Reay (Clerk to the Governors – Minutes)

FGB/42/22 Apologies for Absence

Action

Apologies for absence had been received from Mrs Cowlam (parental commitments), Mrs Craib (work commitment), Mrs Hughes (work commitment) and Mrs Wragg (personal commitment).

It was RESOLVED that the Governing Body CONSENT to the absences as above.

The Governing Body NOTED the meeting attendance and apologies.

FGB/43/22 Declaration of Interest

The Governing Body NOTED that there were NO DECLARATIONS OF INTEREST, either direct or indirect, for items of business on the agenda.

Review and Sign Register of Business Interest/Declaration of Eligibility

The Governing Body NOTED that all Governor declarations were up to date.

Review and Sign the Governor Code of Conduct

The majority of Governors had signed the Governor Code of Conduct and those who had not were reminded of the requirement.

Members of the Governing Body AGREED to complete the Code of Conduct.

Govs

Local Authority Governor

The School had one Local Authority Governor vacancy.

The Local Authority had not suggested any individuals for the role but the School was aware of at least one interested party.

The Head Teacher would advertise the vacancy to the School community, highlighting the attributes sought by the Governing Body – including project management experience and the ability to champion a move towards carbon neutrality for the Synod.

YR

The Governors noted that applications were to be submitted directly to Nottinghamshire County Council.

Parent Governors

Mrs Cowlam and Mrs Wragg's terms of office were due to expire on 2 December 2022.

The Head Teacher had commenced the appointments process for the two posts, highlighting the attributes sought by the Governing Body.

Governors queried whether the Governing Body had to accept the elected Parent Governors. Dr O'Horan advised this there would have to be exceptional circumstances for the Governing Body not to confirm the appointments following an election process.

Foundation Diocesan Board of Education Appointed Governor

The Governors noted that Mrs Hughes had been appointed as the Foundation Diocesan Board of Education Appointed Governor.

Ex-Officio Governor

The position of Vicar remained vacant – so the School currently held a vacancy for its Ex-Officio Governor.

Governors were aware that Mr Spray (referenced at the last meeting) would not be interested in fulfilling the vacancy, so conversations with the Diocese and with Mr Spray were not to be progressed.

Foundation Parochial Church Council Appointed Governor

Mrs Taylor's term of office was due to expire on 24 November 2022.

Mrs Taylor had expressed an interest in reappointment and this had been approved by the Church Council. The paperwork was pending to allow for her continuation in the role for a four year term, commencing 25 November 2022.

The remaining Governors expressed their gratitude for Mrs Taylor's contribution to date and thanked her for her reapplication, welcoming that she would remain on the Body for a further four years.

The Governing Body NOTED the position on membership.

FGB/45/22 Determination of Terms of Office for Chair and Vice-Chair

Following a brief discussion, the Governing Body APPROVED that the Terms of office for Chair and Vice-Chair should remain as two years.

Governors were reminded that the start and end dates were staggered – such that the Chair’s Term of Office ran until the Autumn of 2023, and the Vice-Chair’s Term of Office ran until the Autumn of 2022.

Mr Larden, who had commenced his current term as Chair in 2021, would therefore to continue in the role until the Autumn of 2023.

FGB/46/22 Election of Vice-Chair

Mrs Taylor advised the Governing Body that, due to other commitments, she felt unable to continue as Vice-Chair.

The remaining Governors thanked Mrs Taylor for her time in the role, acknowledging her commitment and noting the high level of knowledge and experience that she brought to the Governing Body.

Mrs Taylor nominated Dr O’Horan as the replacement Vice-Chair. This was seconded by Miss Houghton and agreed by the meeting.

The Governing Body APPROVED that Dr O’Horan become the Vice-Chair with immediate effect.

FGB/47/22 Approval of Minutes of Summer Term Meeting and Any Additional Special Meetings

The minutes of the Summer Term meeting held on 21 June 2022 - having been previously circulated - were CONFIRMED.

The Governing Body AGREED that these be SIGNED by the Chair. The Clerk **Clerk** would add the electronic signature of the Chair.

Review of actions

Actions arising from the previous meeting (not covered elsewhere in the meeting) had been addressed as follows:

Item	Update	Status / C/F
FGB/22/22	The Head Teacher had added the Instrument of Government to GovernorHub.	Complete
FGB/34/22	The Head Teacher had confirmed three of the five In Service Training Days. Parent’s would be given a term’s notice of the remaining two.	Complete
FGB/40/22	The Chair would set a date for a Finance, Premises and Personnel Committee meeting - to consider the changes to the direct funding of Schools.	PP Committee meeting

TL

Governors CONFIRMED that actions arising from the previous Governing Body meeting had been progressed as required and/or would be carried forward for consideration at future meetings.

The Governing Body NOTED that no additional special Governing Body meetings had taken place.

Approval of Scheme of Delegation

The Head Teacher was to update the Scheme of Delegation and add to GovernorHub with immediate effect.

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The Scheme of Delegation would be confirmed at an extraordinary meeting to be arranged for January 2023 (see FGB/63/22 below).

The Governing Body NOTED the update on the Scheme of Delegation.

FGB/48/22

Receipt of Minutes and Approval of Policies from Committees and Working Parties

Finance, Premises and Personnel Committee Meeting – 7 March 2022

The minutes of the Finance, Premises and Personnel Committee meeting held on 7 March 2022 had been uploaded to GovernorHub.

The Governing Body APPROVED the minutes.

Extraordinary Finance, Premises and Personnel Committee Meeting – 31 May 2022

The minutes of the Extraordinary Finance, Premises and Personnel Committee meeting held on 31 May 2022 had been uploaded to GovernorHub.

The Governing Body APPROVED the minutes.

Extraordinary Finance, Premises and Personnel Committee Meeting – 8 June 2022

The minutes of the Extraordinary Finance, Premises and Personnel Committee meeting held on 8 June 2022 had been uploaded to GovernorHub.

The Governing Body APPROVED the minutes.

Extraordinary Finance, Premises and Personnel Committee Meeting – 13 July 2022

The minutes of the Extraordinary Finance, Premises and Personnel Committee meeting held on 13 July 2022 had been uploaded to GovernorHub.

The Governing Body APPROVED the minutes.

Strategic Development and Pupils Committee Meeting – 11 October March 2022

The minutes of the Strategic Development and Pupil's Committee held on 11 October 2022 had been uploaded to GovernorHub.

The Governing Body APPROVED the minutes.

Expenditure Planning – 23 June 2022

The notes of the Expenditure Planning meeting held on 23 June 2022 had been uploaded to GovernorHub.

The Governing Body APPROVED the notes.

Review of Actions

The Governing Body NOTED that there were no actions arising for review.

Approval of Documents

The Governing Body NOTED and APPROVED the following documents, which had been seen in Committee meetings and uploaded to GovernorHub:

Child Protection Policy
Code of Conduct
Child on Child Abuse Policy
Continuing Professional Development Policy
Monitoring and Evaluation Policy
Supporting Children with Medical Conditions

FGB/49/22 Overseeing Financial Performance - Financial Reporting

School's Financial Value Standard (SFVS) 2022/23

The meeting was reminded of the process for the submission in March 2023.

Mr Larden was currently looking at the information and information would be provided to the next meeting of the Finance, Premises and Personnel Committee.

**TL / FPP
Agenda**

The Governing Body NOTED the position on the SFVS.

Year-End Re-Forecast

The meeting was reminded of the process for Year-End Re-Forecast, including the deadline for submission to Nottinghamshire County Council by 30 November 2022.

Mr Larden advised that a detailed Financial Planning Summary had been discussed at the Finance, Premises and Personnel Committee – which had agreed a desire to carry forward £50,000.

Four projects which had been approved to support the School's objectives were:

- Fixing the playground wall;
- Installing a new sensory garden;
- Investing in new laptops;
- Investing in new book stock.

Mr Larden was able to update that, of the £20,000 initially allocated to the wall project, only £3,500 was to be spent. A further saving of over £12,000 was to be made on the laptop allocation, as some of the spend would now be met from DFE funding.

Mr Larden therefore summarised a healthy outturn position exceeding £50,000. He reiterated that, whilst the challenges of the budget were well known, the School did have funds to spend - and that the role of the Governors would include how best to allocate these funds.

Governors commended the system for financial decision making which they felt allowed the Finance, Premises and Personnel Committee to take informed decisions on both core spending and innovation.

The Governing Body NOTED the position on the Year-End Re-Forecast.

FGB/50/22

Holding Executive Leaders to Account: Summary of Head Teacher's Report and Governors' Questions and Challenge

The Head Teacher's Report had been uploaded to GovernorHub prior to the meeting. The Governors confirmed that they had read through the content.

The Head Teacher worked through her report, highlighting key matters:

Pupil Numbers

- Healthy numbers at 97 on roll (had been 98 until 31 October 2022);
- Lower Pupil numbers in first three School years (higher numbers at the top end of the School);
- Two Children had applied to join the School in January 2023. Consideration needed on staffing ratios at this time.

The Governors supported an offer of places to both Children and requested that the Head Teacher provide a solution on the Staffing to Pupil ratios that this created.

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Attendance and Punctuality

- Overall Pupil attendance had fallen from 97 (prior year) to 94.9% (current year);
- Attendance had been affected by a high number of respiratory conditions, including Covid-19.

The Governors supported the actions taken by the School to maintain and improve attendance.

Exclusions / Prejudicial Incidents / Bullying / Physical Interventions

- No incidents recorded.

Level of Special Needs and Disability

- 9 Children on role with SEN and disability;
- 4 Children with cognition and learning issues / 5 other;
- High quality teacher support provided.

Safeguarding

- Governors had been provided with the KCSIE document;
- 1 level 4 concern reported to the Multi-Agency Safeguarding Hub (MASH);
- This concern had now been resolved.

A Governor queried the definition of a level 4 concern. The Head Teacher advised that this constituted a serious concern to the risk of a Child's health, which required a referral to a social worker.

Dr O'Horan confirmed that he had been involved – as Safeguarding Link Governor – with the concern and he expressed his confidence in the appropriateness of the School's management of, and response to, the situation.

The Head Teacher thanked the Staff in the School for the support that they had provided to her throughout the incident.

Personnel / Staffing

- One member of Staff was on maternity leave;
- Attendance for Staff on part time hours was being openly monitored by the Head Teacher.

Evaluation of Education

- Attainment figures were highlighted;
- Concern at Key Stage 1 – Actions to improve reading, writing and maths included in the School Improvement Plan;
- Percentage results sensitive as small numbers in the cohort;
- Changes to the Curriculum to build the progression of subjects through School years.

The Governors welcomed, and were enthused, about the recent amendments in the Curriculum.

Pupil Premium

- A copy of the Pupil Premium Strategy was provided.

School Improvement Plan

- 4 Key Priorities (Improve attendance / Improve Pupil Progress in Key Stage 1 in reading, writing and maths / Develop Equality, Diversity and Inclusion and Anti-Bullying values throughout the School / Christianity around the World).

Continuous Professional Development

- Evaluation of impact included in the School Development Plan.

Enrichment Activities

- Resurrection of PTFA.

The Governors welcomed the enthusiasm for the PTFA and a high level of engagement.

Complaints

- No complaints recorded.

Finance Summary

- Detail provided on GovernorHub;
- Reported to this meeting at FGB/49/22 above.

Premises and Health and Safety

- Details of recent work, and key priorities for further action provided.

Community / External Links / Extra Curricular

- Forthcoming events highlighted.

The Governing Body RECEIVED, CHALLENGED, SUPPORTED and NOTED The Head Teacher's Report.

FGB/51/22 Academisation

The Chair reminded the Governors of the presentations on Academisation that he and the Head Teacher had attended, and that a folder had been created on GovernorHub to hold, and share, the notes arising from the sessions.

A brief discussion on Academisation took place and the Governors noted that the School may only join a faith based multi-academy Trust. The Governors agreed:

- To continue with fact finding and sharing;
- To continue to seek, and look at different options;
- To learn from representatives from Schools of excellence (via attendance at extraordinary meetings – Chair and Dr O’Horan to progress);
- To appoint a Link Governor for Academisation;
- To include Academisation on future Governing Body agendas.

TL / PO

Clerk

The Governing Body NOTED the position on Academisation.

FGB/52/22 Update on the Appraisal Process for Head Teacher and Staff Including an Update on the Wellbeing of The Head Teacher and Staff

Miss Houghton and Mrs Reeson left the meeting at 6:47pm.

Head Teacher Appraisal

The Governing Body NOTED that the Head Teacher's appraisal had taken place on 15 September 2022.

Dr O’Horan advised that focus had been on the review of three key objectives.

The appraisal had concluded that objective two on pupil progress had not been met (as demonstrated by data and accepted by the Head Teacher). The adverse impact of Covid-19 on the achievement of the original targets had been accepted. Progress on this objective was to form the focus for improvements in the coming year – with continued support in reading, writing and maths.

Confirm External Advisor

The Governing Body CONFIRMED Mr Adrian Gray as the External Advisor for the Appraisal process.

Confirm / Appoint Appraisal Governors – Confirm that Appraisers have Completed Training

The Governing Body CONFIRMED Mrs Cowlam, Mr Larden and Dr O’Horan as the Appraisal Governors (any two from three).

For this year’s appraisal, Dr O’Horan had chaired the meeting and Mrs Cowlam had been in attendance as a second Appraisal Governor.

The Governing Body NOTED that each of the Appraisal Governors had received the training required to fulfil the role.

Confirm the Quality Assurance Arrangements

The Governing Body CONFIRMED Mrs Taylor as the Quality Assurer for the Head Teacher’s appraisal process.

Mrs Taylor advised that she had Quality Assured this year’s Appraisal Report, and that she was satisfied with the process.

An outcome of Mrs Taylor’s review was to amend the form to allow for constructive comments and to allow for Chair reflection in future years.

Miss Houghton and Mrs Reeson re-joined the meeting at 6.59pm.

Wellbeing

The Head Teacher had undertaken Wellbeing surveys. Positive responses had been received – and these were recorded in the Head Teacher’s appraisal documentation.

Miss Houghton expressed that the Head Teacher had an understanding of work life balance and that this was continuously evidenced in her actions. Miss Houghton confirmed that the Head Teacher fielded the extra work created by the curriculum to minimise impacts on Staff.

The Governing Body NOTED the Head Teacher’s willingness to balance the wellbeing of the School community with the progress of pupils.

The Chair thanked all those involved in the Appraisal process.

FGB/53/22 Receive and Scrutinise Head Teacher's Annual Report on Whole School Appraisal Process

Review Appraisal Policy in Line with Recommended Changes from HR Provider

Ensure Effective Appraisal Arrangements for all Staff are in Place

Ensure Timetable is in Place for Termly Review

Confirm Arrangements to Consider / Ratify Head Teacher Pay

Confirm Arrangements to Receive the Appraisal Governors' Pay Recommendations for The Head Teacher in Line with the Scheme of Delegation and the Pay Policy

The Head Teacher confirmed that the process for pay review had commenced and that recommendations on pay matters, including increments, would be addressed by the School's Pay Committee.

Some Staff appraisals had been undertaken and relevant paperwork would now be completed.

The Head Teacher would progress this work, providing information to Governors between meetings where appropriate.

Dr O'Horan advised that the focus of appraisal for a member of staff on maternity leave should be on wellbeing - for the individual to keep well, enabling a healthy return to work.

The Governing Body NOTED the position on the whole School appraisal process.

Confirmation of Quality Assurance Arrangements

The Governing Body NOTED that Dr O'Horan was the Quality Assurer for Staff appraisals.

FGB/54/22 Ensure Clarity of Vision, Ethos and Strategic Direction, Set By Governors

Review and Embed the Vision, Ethos and Strategy of the School – Reflected in the School Improvement Plan

Approve (or Confirm Arrangement to Approve) the School Improvement Plan as Detailed in the Scheme of Delegation

The School Improvement Plan had been provided to Governors as part of the Head Teacher's Report and Governors had noted the four key strands of focus.

The Governing Body RECEIVED and NOTED the update on the School Improvement Plan.

Pupil Place Planning

The Clerk highlighted key points from the Place Planning Report for Governors:

- The Local Authority's statutory responsibility to ensure that sufficient School places are available to meet the needs of their local School aged Child population;
- Strategic School place planning workshops held in April 2022 had identified that the birth rate continued to decline and that many Schools - over the coming five years - may need to plan for a reduction in their School population.

Action for Governors

To fulfil their statutory duties to ensure that the strategic and financial planning for the School was carried out effectively, Governors were invited to:

1. Know and understand the Strategic School Place Planning data for the School and District over the next five years. (Available via a dashboard on the School Performance Portal:
<https://secure.nottinghamshire.gov.uk/SchoolPerformancePortal/>;
2. Establish that The Head Teacher had accessed the School's individual dashboard;
3. Ensure that future Staffing and financial modelling was undertaken;
4. Ensure that consideration was given as to how any emerging surplus space might be used to meet the needs of small groups of Children, possibly with SEND, or with the wider community;
5. Ensure that The Head Teacher and Chair of Governors engaged with the LA's Strategic School Place Planning team to work in the best interests of the wider community.

HR Updates

The Clerk highlighted key points from the HR Update for Governors:

- Information on the Teachers' Pay Award from September 2022;
- There was no additional funding for the pay award;
- Guidance on performance related pay progression was available;
- A revised offer for support Staff, effective from 1 April 2022, had been made to Trade Unions;
- The School Pay Policy for 2022/23 – would be updated and published on 4 November 2022.

Action for Governors

- To note the information on the pay awards, and assess the implications on the School budget;
- To receive a report (once available) from The Head Teacher on the recommended incremental pay progression for teachers;
- To make arrangements for the appropriate committee of the governing body to meet to approve all new policies, guidance documents and toolkits as they are published;
- To ensure that all Staff and Governors have read the required elements of Keeping Children Safe in Education, 2022 – including Annex A;

- To ensure that a Section 128 check has been carried out for all Governors;
- To ensure that all appropriate HR policies and procedures have been adopted (Governor Policy Checklist, 2022), including the specific updates as described in the HR Update Report.

The Governing Body RECEIVED and NOTED the updates from the Corporate Director.

FGB/56/22 Safeguarding Information for Consideration and Action

Assurance of Statutory Safe Guarding Arrangements in Nottinghamshire Schools, Colleges and Independent Providers

The Head Teacher highlighted the key points from the paper, reminding the meeting of the Governing Body's responsibility to safeguard and promote the welfare of Children as detailed in Keeping Children Safe in Education (KCSIE).

The requirements had been updated during 2022 and a summary of the key changes was available on GovernorHub. The Head Teacher had circulated the updated document.

There was a requirement for Governors to undertake training at induction, and regularly, and all Governors were required to read at least Part One of KCSIE 2022.

Mrs Cowlam – in her capacity as Safeguarding Link Governor – would be asked to determine, and share, the training available for Governors.

JC

Members of the Governing Body AGREED to read, and sign that they had read, KCSIE 2022.

Govs

Safeguarding Children in Education: Self-Audit Tool 2022 – 2023 Plus Supporting Guidance

The Head Teacher and Mrs Cowlam were to complete the Self-Audit Tool by the end of November 2022.

The Governing Body NOTED the timescale for the completion of the KCSIE audit.

The Head Teacher and Mrs Cowlam were to complete the Confidential Files Audit by the end of February 2023.

FGB/57/22 General Data Protection Regulations – Receive Report from Data Protection Officer and Information Governance Governor

Report from the DPO and Information Governance Governor

Miss Houghton confirmed that there had been no information requests.

One minor breach – with no adverse impacts – had been recorded. The Head Teacher advised that this had been papers left on the photocopier. An access code for printing from all Staff laptops was to be added for increased security.

Passwords were regularly changed on computers to maintain security.

The Governing Body NOTED the update on GDPR.

FGB/58/22 Communication Received and Updates

From Chair

SIAMS

Mr Larden highlighted that the School was not due for inspection under SIAMS.

The Governing Body AGREED that the School had not lost any of its Christian Ethos during the absence of the Vicar.

Carbon Neutrality – Synod Target

Mr Larden highlighted the Synod’s target on Carbon Neutrality.

The Governing Body AGREED that a discussion on how the School could support the Synod’s target be included at an extraordinary meeting to be arranged for January 2023 (see FGB/63/22 below).

School Building Improvement Programme (SBIL)

Mr Larden advised that a building inspection was due (in the week of the meeting), and he highlighted positive opportunity to seek funding for a replacement heating system.

The Governing Body NOTED the update on SBIL.

From Head Teacher

The Governing Body NOTED the Head Teacher’s reminder about the invite to decorate a Christmas tree at Sheffield Cathedral – to which all were invited.

From Clerk

Governor Newsletters

The Clerk highlighted the following items from the first and second Autumn Term editions of the Governor Newsletter - advising where links to more detailed information were available:

- *Update on Teacher’s Pay offer – expected to receive Parliamentary approval on 4 November 2022;*
- *Update on Support Staff Pay Offer;*
- *Governor conference – to take place on 4 March 2023 – theme: ‘Overcoming Barrier’s (two places available for each School);*
- *Admissions update – consultation between 17 October 2022 and 4 December 2022 – share widely with Parents;*
- *Governor training was to be provided by the EMES service from 1 January 2023;*
- *Proposed changes to School funding (National Funding Formula);*
- *School’s Finance Update – Schools to update budgets with the impacts of staffing and energy increases, and with any impact from changes in pupil numbers;*

- *Changes to the National approach for School attendance – contained in the ‘School’s Bill’, and non-statutory guidance;*
- *Governors to ensure that the School had updated its 2022-23 Complaints Policy;*
- *Governor Termly briefings - now for all Governors to access (replaced Heads and Chairs briefings);*
- *NAGS Pupil competition – environmental sustainability.*

The Governing Body RECEIVED and NOTED the additional items of Communication from the Governor Newsletters.

FGB/59/22 Report from Training Co-ordinator

Review of Governor Training Requirements for 2022/23

Mrs Cowlam was not present at the meeting.

It was agreed that the following matters would be considered at an Extraordinary FGB meeting in January 2023 – See FGB/63/22 below.

- The skills mix of the Governing Body following the appointment of the new Governors;
- The structure of training; and
- How training records would be retained.

The Governing Body NOTED the update on Training.

FGB/60/22 Review of Governor Monitoring Visit Reports – Key Actions for Governing Body

Update on Monitoring Visit System and Visits

Dr O’Horan highlighted his weekly visits to the School – each Friday morning – when he was provided with uninhibited access to teachers and lessons.

The Governor Monitoring Handbook would be considered at an Extraordinary FGB meeting in January 2023 – See FGB/63/22 below.

The Governing Body RECEIVED and NOTED the update on Governor monitoring visits.

FGB/61/22 Evidence of Governing Body Impact on School Improvement and Review of How the Governing Body has Held the School’s Leaders to Account

The Governing Body NOTED the input and challenge of Governors during the meeting (highlighted in bold in the body of the minutes for ease of reference):

- All had prepared for the meeting by reading the papers;
- There had been a high level of engagement throughout the meeting, positive comments and challenge;
- There had been a high level of queries to enable understanding of agenda items – in particular on Financial Reporting and on the items included in The Head Teacher’s Report;
- The Governing Body had received, noted, and approved items as required.

FGB/62/22 Confirmation of Dates for 2022/23

The Governing Body AGREED the future meeting dates as follows:

- *Spring Term* *Tuesday 14 March 2023 at 5.00pm*
- *Summer Term* *Tuesday 20 June 2023 at 5.00pm*

FGB/63/22 Any Other Business

Extraordinary Meeting – January 2023

Mr Larden reflected on matters which had been referenced throughout the meeting – for consideration at an Extraordinary meeting.

The Governing Body AGREED that a meeting be arranged for January 2023, to discuss:

TL

- The skills mix of the Governing Body following the appointment of the new Governors;
- The responsibilities of Link Governors and how they should fulfil their roles;
- The allocation of Link Governor roles – including an Anti-Bullying Lead, an Academisation Link, and an Equality, Diversion and Inclusion Governor;
- The update of the Governor Monitoring Handbook;
- The structure of training;
- How training records would be retained;
- Confirmation of the Scheme of Delegation;
- How the School could support the Synod in its move to become Carbon Neutral.

Committee Minutes

A Governor asked the Clerk whether a member of the Governing Body could take the minutes at Committee meetings.

Post Meeting Note:-

The Clerk advised that minutes must not be taken by the Head Teacher or a Staff Governor and that it was not considered good practice for minutes to be taken by a current Governor.

The Governing Body NOTED the position on minute taking at Committee meetings.

FGB/64/22 Determination of Confidentiality of Business and Meeting Close

No items of business in the meeting were classed as confidential.

It was RESOLVED that all papers and reports be made available as necessary.

The meeting closed at 8.31pm.

Tracy D L L

Signed:

(Chair)

Date: 14 March 2023