



The Federation of Bedenham & Holbrook Primary Schools



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**MINUTES OF THE FULL GOVERNING BODY MEETING OF THE FEDERATION OF
BEDENHAM AND HOLBROOK PRIMARY SCHOOLS
HELD ON MONDAY 10th JULY 2017 AT 6PM**

Held at Bedenham Primary School

Present:	J Heath (JH)	Co-opted Governor - CHAIR
	T Potter (EHT)	Executive Head teacher
	K Lethbridge (KL)	Local Authority Governor
	A Foice (AF)	Staff Governor
	G Cull (GC)	Co-opted Governor
	M Wise (MW)	Co-opted Governor
	L Newman (LN)	Co-opted Governor (left at 6.55pm)
	S Reed (SR)	Co-opted
	C Landon (CL)	Co-opted Governor
	A Williams (AW)	Co-opted Governor
	I Wood (IW)	Parent Governor

In attendance:	Z Dudley (ZD)	HOS Holbrook Associate Member
	C Harman (CH)	New Local Authority Clerk
	C Wood (CW)	HOS Bedenham Associate Member
	R. Dickson (RD)	Prospective new Governor (left at 6:10pm, returned at 6.15pm)
	G. Franklin	Prospective new Governor

Apologies:	G Beggs (GB)	Parent Governor
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Absent: None

Quorum: Present:7required

GOVERNORS KEY ROLES: Support and Challenge

Approved at FGB and signed by Chair of Governors:



Agenda		ACTION POINTS
1	<p>Welcome and Apologies for Absence: The chair welcomed everyone and started the meeting at 6pm. The chair confirmed that there were apologies from GB and that no one was absent.</p> <p>The clerk declared a quorum.</p> <p>The chair introduced a prospective new Governor, Graham Franklin. The chair explained he would be sitting in on this FGB meeting with a view to becoming a Governor in September.</p> <p>The chair also confirmed it would be AF's last meeting as she was retiring. It will also be LN's last meeting as she has resigned. The chair thanked them for their contribution to the school and wished them well.</p>	
2.	<p>Declarations of Pecuniary Interests: None</p>	
3.	<p>Agree Any Urgent Business: EHT wanted to discuss key stage two class sizes. This has been added to agenda number 12.</p>	
4.	<p>Approval of Co-opted Governor R Dickson The chair asked RD to leave the meeting so that Governors could discuss his position of Co Opted Governor. RD left the meeting at 6.10.</p> <p>The Governors discussed and agreed that RD would bring some useful skills and experience to the GB as he had previously been a member of the Royal Navy, had run his own business and been a previous mayor of Gosport. RD was unanimously approved as a co-opted Governor for a four-year term. RD returned to the meeting at 6.15pm, was informed of the decision and welcomed to the GB. The clerk confirmed that RD had completed the code of conduct and pecuniary interest form, but would need to provide two forms of ID. Therefore they could now move forward with the DBS check.</p>	
5. 5.1	<p>EHT Verbal Report:</p> <p>EHT confirmed that although it was a verbal report that it was useful to give Governors information that they could take away and analyse.</p> <p>EHT handed the Governors a report on Bedenham and discussed this with the Governors.</p> <p>Bedenham - Numbers on roll and pastoral factors</p> <p>EHT explained that since the start of the academic year the school has had 17 pupils join the school (not including year R). There have been 14 children who have left the school for a variety of reasons but mainly moving house. Of the 17 joiners, 5 are eligible for FSM, 8 eligible for pupil premium and 7 have special</p>	

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educational needs.

EHT directed Governors to the School Details report and pointed out an anomaly in the figures which showed they had 102 SEN. EHT confirmed they have 77 and are trying to fix this entry.

EHT went on to explain that the school has 45 children joining year R in September 2017. Of these the school is aware of three who have significant SEND. This includes at least one pending EHCP.

EHT directed Governors to view the staffing structure and map of the school which was attached with the report.

EHT confirmed that the school was fully staffed for September and talked the Governors through how many classes there would be in each year group.

Bedenham - Attendance

EHT told Governors that overall attendance has improved slightly. The whole school attendance is at 95.47%. This improvement may be due to the weather and less "winter" illness.

Governor asked if it was still the case that parents took children out in term time for holidays?

EHT said that this was still the case, but we now have confirmation from the Local Authority that fining can resume

Bedenham - Exclusions

EHT told Governors that since the start of the year there have been 17 sessions of exclusions involving 4 children.

EHT directed Governors to the exclusions summary showing how this school year compared with the previous. The summary sheet showed a reduction in the exclusions and sessions.

CW added that as the year has progressed there has been a reduction in sessions term on term and there has only been one session of exclusion this term.

The exclusions summary sheet refers to the fact that one child has had 9 sessions of exclusion and that the LA have been notified that permanent exclusion might be considered

Several Governors then asked questions about this pupil to understand their background, such as when did they start at the school, what year were they in

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<p>5.2</p>	<p>etc.</p> <p>EHT explained this child arrived on a managed move just over a year ago but that significant progress with regards to behaviour and attitude has been made.</p> <p>Governor asked if the attendance is above the national target?</p> <p>EHT confirmed the national target is 95% and this is measured in the Autumn and Spring terms. The attendance is in line with the national average.</p> <p>EHT then handed the Governors a report on Holbrook and talked Governors through it.</p> <p>Holbrook - Numbers on roll and Pastoral Factors</p> <p>EHT explained that since the start of the academic year the school has had 23 pupils join the school, not including year R. 13 children have left for a variety of reasons, mainly moving house. Of the 23 joiners, 8 are eligible for FSM, 16 eligible for PP and 6 have special educational needs.</p> <p>The school is expecting 37 children to join year R in September 2017. Of these, the school is aware of 6 who have significant SEND, including several pending EHCPs.</p> <p>EHT explained to Governors that if a child has an EHCP at the time of admission then the school gets consulted regarding admission. However if a child does not have an EHCP then the child gets placed under the normal admissions process. Therefore the school is under an obligation to take them.</p> <p>Governor queried what kind of significant needs would they have.</p> <p>EHT explained that several would need one to one support. The school had wanted to reduce support staff. However due to the additional needs in Year R there has been the need to increase support staff.</p> <p>EHT directed Governors to view the staffing structure and map of the school which was attached with the report.</p> <p>EHT confirmed that the school was fully staffed for September. The school has recently recruited a year 1 job share teacher and a year 5 teacher. They have also recruited two additional teaching assistants. EHT talked the Governors through how many classes there would be in each year group.</p> <p>Holbrook - Attendance</p> <p>EHT told Governors that there has been an improvement but it doesn't meet the</p>	
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5.3	<p>national target of 95%. The attendance for the whole school is 94.83%.</p> <p>The school has a number of children with medical conditions which impact on the attendance. If you exclude these the figure is 95.82%</p> <p>EHT confirmed that generally it is improving but they hope to improve it more next school year.</p> <p>Holbrook - Exclusions</p> <p>EHT told Governors that since the start of the new school year there has been 53 sessions of exclusions involving 6 children. One of these children is transferring to another school and without that child it would have been 20 sessions.</p> <p>Governors were happy with the comprehensive report on both schools and felt that some improvements had been made.</p> <p>Data</p> <p>EHT moved on to discuss data for Holbrook. She handed reports to Governors for the data for Summer 2017.</p> <p>EHT talked through the report and pointed out that:</p> <ul style="list-style-type: none">- GLD has gone up and has improved- Year 1 Phonics has gone down quite considerably to 52%. Seven of the cohort have significant EAL/SEND and without them it would be 68%.- Year 2 teaching assessments have broadly stayed the same.- Overall test results at year 6 are disappointing. <p>EHT talked through and explained all test results to the Governors. EHT handed over to ZD to talk more specifically about the school.</p> <p>ZD handed Governors her report on the year 6 SATs analysis. She pointed out to Governors that for these pupils during years 2, 3 and 4 there was considerable instability in the school and turbulence with staffing.</p> <p>ZD told Governors that the local authority changed the trajectory that pupils were working towards. That meant pupils on a low level had a bigger curve to compete with. This was an unreasonable higher pass mark for some of the pupils.</p> <p>ZD went onto explain that five of the children achieved a standardised score of between 96 and 99 in reading while three of the children achieved a standardised score of between 96 and 99 in maths.</p>	
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She talked through the schools strategies that were put in place during the past year:

- Booster groups for reading, writing and maths from Autumn Term.
- Small classes
- Interventions in the afternoon which were used for targeted children and focused domains.
- Practise SATs papers which informed planning in specific areas.
- HLQA (high level questions analysis) of papers to identify weaker domains.
- All meetings for standardisation and cluster schools were attended with evidence from books – judgements agreed and similar looking books.
- Use of SLE to moderate writing – judgements agreed.
- Hannah Satchel (English HIAS) complimented on standard of level of questioning and answers in Year 6.

ZD then told Governors what the steps for next year will be:

- Continue with all of the above.
- Explicit GPS lessons alongside English to reinforce GPS knowledge.
- Quality of training for those adults working alongside children during SATs which will start in the Autumn term.
- Practise papers to be taken around October half term. Analysis of results completed to identify areas for development.
- Maintain stable staffing at KS2.
- Build upon 2 years of HAM (use of EOY year 5 data)
- Creating and adapting own HAM. ZD found that the HAM was very front loaded in the first few weeks. So they have rearranged and staggered it.
- Strengthen AFL and pedagogy across KS2.
- Cross curricular reading leading to cross curricular writing and strengthen opportunities for both to occur.
- Half termly pupil progress meeting focusing on key children and domains.
- Use of Pupil premium Advocate to ensure pupil premium children progress.

ZD added that the school was very disappointed with the results. But they were moving forward to the new school year.

EHT told Governors that several lesson observations in Year 6 had taken place including by the LLP and it was found that there was good quality of teaching.

A Governor questioned why the assessments all looked very good and then when the pupils take the SATs the results come out disappointing.

A Staff Governor explained that some had missed out on just a few points.

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Some didn't even finish the paper.

A Governor asked whether this could be because they were not familiar with the paper.

ZD told Governors this wasn't the case due to mock exams. Ofsted even commented on how resilient and confident the year 6s were and how they were well prepared.

A Governor asked could it be the method of how they take the test?

A discussion took place between Governors where they commented on the fact that it could be a lack of stamina or skill in time management.

A Governor asked should the exam be broken up to make it easier to manage?

ZD explained that this could be requested but would only be granted in special circumstances.

A Governor asked for a recap on pupil premium advocates and an update on how they were performing.

ZD explained the pupil premium advocates role would be to focus on the pupil premium children and ensuring that they make as much progress as possible. The role has been taken by HLTAs and they officially start in September. They have already had some training from the LLP and are currently identifying alongside the teachers the key children who they will work with and on what aspects of work.

Governor asked how many pupils would be in year 6 this next school year?

ZD told Governors it would be 40 pupils.

EHT moved on to discuss data for **Bedenham**. She handed reports to Governors for the data for Summer 2017.

EHT talked through the report and pointed out that:

- GLD has gone down slightly but is still broadly in line with national. However if you look at GLD without EAL then there is an increase.
- Year 1 Phonics results are 81%, which is in line with the national average but a slight dip to last year. The 7 pupils who didn't achieve the expected standard are on the SEND register.
- Year 2 end of year teacher assessments in reading, writing and maths had all gone down. EHT explained that they believed this was due to staffing issues which she is confident will not be the same next year.
- The Year 6 test results show that reading has gone up. Writing has gone



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down but without two children this would be the same as last year. Maths has gone up but it is not near where it is needed to be.

EHT handed over to CW to talk more specifically about the Year 6 data for the school.

CW explained that they were very disappointed with the test results. These were not in line with the teacher assessments.

EHT added that the children took mock exams under exactly the same conditions and that this had suggested the results would be better too. (This had included having the children supported in the mocks by the same people as they would during the tests)

CW told Governors that they opened the school at Easter for more revision and classes. Only one attended from Holbrook and they did not get ARE. However pupils that attended from Bedenham did.

Governors suggested that it could be to do with the test technique. One Governor asked if the children felt under pressure?

It was expressed by staff and HoS that the exams had been done often enough to get them comfortable.

EHT added that it could also be a problem that they are doing too much.

One of the staff Governors added that they had been told that pupils getting 30 in the arithmetic paper were likely to become ARE. So this was a good start point for teachers to work towards.

ZD said that it is all about building up their knowledge and expertise throughout the years.

EHT explained that in terms of maths she had recently attended a course (effectively to monitor on behalf of the local cluster schools – the EHT had negotiated a series of maths courses on behalf of the cluster) and had had the opportunity to see some Year 6 maths books from another school.. Pupils were given a mini test at the start of each maths lesson. These tests were re capping on what had been learnt previously. It wouldn't be difficult for teachers to set up initially but it would be a way of drip feeding the key maths ideas throughout the weeks helping children to retain information and strategies.

Both HoS felt this could be looked into to see if it would work.

A Governor suggested that the teaching in both schools is good and the work that the schools put in place to help support pupils during tests is useful.

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<p>5.4</p>	<p>However, shouldn't schools be targeting parents to get parental engagement with the teaching.</p> <p>EHT explained that at one point they invited parents to come in and see their children targets. But this appeared to have had little impact on the outcomes.</p> <p>LN left the meeting at 6.55pm.</p> <p>Governor suggested that it should be a long term plan to engage more parents.</p> <p>CW said that this was a cluster wide issue. Parents have contacted school to say that the homework for their children is too hard. Some parents believe that the results of SATs do not matter as they are not needed at key stage 3.</p> <p>CW added that the year 6 pupils this year were well rounded, lovely children and they are proud of that fact.</p> <p>ZD explained to Governors that they had asked at cluster level if schools were doing anything different, hoping to learn from best practice. But they were not.</p> <p>Both HoS expressed that they were looking forward to stable staffing and had high hopes for next year.</p> <p>EHT handed the Governors the HAM data for EoY for both Bedenham and Holbrook.</p> <p>EHT explained that the results are looking slightly better. Governors should look at the numbers rather than the percentages as cohort sizes change and can impact significantly on the %s.</p> <p>EHT explained that this was just raw data at the moment as they had just received it and would be added to the overall data chart and this would be shared in the future.</p> <p>Governors were happy with the detailed report for both schools and all felt the leaders were doing all they could to help improve the results.</p> <p>Staffing</p> <p>EHT went on to tell Governors that she wanted agreement from Governors to look at the staffing structure for the Federation. The schools have looked to make savings but both have had to employ additional TAs to support children this year. The EHT said the five year alternative budgets were sent to county, which involved at least cutting 10 staff. Both schools are cutting several other aspects of the budget but basically staffing has to be the key driver.</p>	
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<p>5.5</p>	<p>Governors agreed to look at the structure but challenged the alternative budget.</p> <p>Governors expressed concerns as to how they would raise standards of teaching with less staff. Governors said that the school needs to make it clear that if we lose staff it would be at the detriment of the children. Without the pastoral support we will not be able to support the children.</p> <p>Day closures</p> <p>EHT handed to Governors the proposed day closures for next year. She talked through how the day closures would be used and what staff training is already planned in.</p> <p>They are as follows: <u>Bedenham</u></p> <p>4.9.17 (Monday); general child protection, safeguarding, health & safety updates and review. Brief recap re: PREVENT (full training 5th Oct, 3:30pm - governors welcome). Expectations for the year; review AfL, pedagogy, questioning, planning, common agreed principles</p> <p>30.10.17 (Monday): maths – details TBC, led by HIAS. Link with Pioneer teaching school to identify opportunities available as appropriate</p> <p>04.01.18 (Thursday): guided reading, led by HIAS; planning in the afternoon</p> <p>02.07.18 (Monday): curriculum planning and preparation for the coming academic year</p> <p>23.07.17 (Monday): this is the last day of term and we know very few children will attend (several have indicated they won't be in the last two days this academic year). Staff will make up the time with additional twilights (cluster moderation activities each half term)</p> <p><u>Holbrook</u></p> <p>4.9.17 (Monday); general child protection, safeguarding, health & safety updates and review. Brief recap re: PREVENT (full training 5th Oct, 3:30pm at Bedenham - governors welcome). Expectations for the year; review AfL, pedagogy, questioning, planning, common agreed principles</p> <p>30.10.17 (Monday): computing & science – how to effectively teach the computing curriculum; split into KS1 and KS2. Science led by HIAS – details TBC. Link with Pioneer teaching school to identify opportunities available as</p>	
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<p>5.6</p>	<p>appropriate</p> <p>04.01.18 (Thursday): details to be confirmed – depends on issues as they arise</p> <p>05.01.18 (Friday): guided reading, led by HIAS; planning in the afternoon</p> <p>23.07.17 (Monday): this is the last day of term and we know very few children will attend (several have indicated they won't be in the last two days this academic year). Staff will make up the time with additional twilights (cluster moderation activities each half term) Governors voted unanimously to accept the day closures that were presented to them.</p> <p>Designated teacher for LAC annual report , SENCo annual report– as reviewed at SIC</p> <p>The chair confirmed with the Governors that the reports were sent for information only. They were discussed in detail at the SIC.</p> <p>Governors had no further questions to ask on this report.</p>	
<p>6</p>	<p>School improvement committee</p> <p>The chair explained that she was expecting a report from both chairs of the SICs but hadn't received them. It was suggested that the minutes would be a good source of information instead of the report, so it was agreed that a report from the chairs of the SICs was not needed.</p> <p>CW explained that there are still some changes to be made to the minutes before they get approved at the SIC.</p> <p>TORs</p> <p>The chair said that they will need to make amendments to the TOR taking out the section that says a report is needed from the chair.</p> <p>Governors were asked if this was changed, could they agree the TORs.</p> <p>Governors voted and unanimously approved the TORs.</p>	
<p>7. 7.1 7.2</p>	<p>Plans for next academic year</p> <p>Discuss officers for next year and election arrangements for GB roles</p> <p>The chair told Governors that minutes of 12th September 2016 meeting reflected that the chair and vice chair would be in post until 2018, so there is no need for a re-election.</p>	<p>Make amendment</p>

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<p>7.3</p>	<p>Schedule of business and dates of meetings if available</p> <p>The chair confirmed that dates of the meetings for next year have been sent to EHT for her approval.</p> <p>Once approved the chair will send to the Clerk, to send on to Governors.</p> <p>EHT made the suggestion to move the performance management meeting to the end of the October half term. The chair will make amendments to the schedule.</p> <p>SIP Review and plans for next year, documents include updated one for this year and next year</p> <p>EHT explained that the SIP for next year is still in draft. The data has only been received recently and this needs to be taken into account for the SIP. Once added this can then be looked at by Governors.</p>	<p>to schedule of meetings. Send to clerk - chair.</p>
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>Governance</p> <p>Review progress against Governor Action Plan</p> <p>The chair explained that this document was a work in progress. Everything from the last meeting has been updated. A lot is ongoing but a few points have been completed.</p> <p>The next meeting for the Governor Action Plan Party will now be in September.</p> <p>Governor skills and training review</p> <p>AW confirmed that there will be whole Governing board training for Finance. It was agreed that the 30th October would be the best date.</p> <p>AW told Governors she still had three skills audits that needed to be completed from IW, JH and GB. Some Governors had done it on the wrong form and needed to re-send it.</p> <p>AW asked Governors for any copies of certificates from e learning Governors may have taken.</p> <p>EHT told Governors that the LLP has agreed to do training on data for the data working party and any other Governors who may be interested – details TBC</p> <p>Safeguarding update and arrangements for audit</p> <p>GC confirmed that the safeguarding audits were complete and were straight forward. The reports were sent to the Governors. There were no further</p>	<p>Resend skills audit- JH</p> <p>Send updated form to IW – Clerk</p> <p>Chase GB for completed skills audit – Clerk</p> <p>Send certificates of e learning's to AW – All.</p>

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<p>8.3</p>	<p>questions.</p> <p>Governor visits – discuss and approve new form</p> <p>The chair asked Governors if any Governor visits had taken place.</p>	
<p>8.4</p>	<p>IW said she had done a visit to look at literacy with LN. She still needed to report on this.</p> <p>GC confirmed he had done the Holbrook safeguarding visit.</p> <p>The chair explained to Governors that a new visit form had been sent to all Governors and there was no feedback. Therefore this will now be the new visit form to be used in future.</p> <p>Feedback from Governor Training</p> <p>The chair asked Governors if any training had been done since the last FGB. There was none.</p>	
<p>8.5</p>	<p>Website review</p> <p>EHT confirmed that KL had done a thorough review of the website and made recommendations for changes. Some of this has been done but not all of them due to how many there were.</p>	
<p>8.6</p>	<p>EHT suggested the school should only be putting statutory policies on the website.</p> <p>CW asked where some of the other important policies should go, such as uniform etc.</p> <p>It was agreed that this should go on the parent's information page to make it easier to find for parents.</p> <p>EHT told Governors that the pupil premium strategies have been finalised for the website but will need to go to the Finance meeting to be approved.</p> <p>It was recommended and discussed that one Governor check the website every term. It was agreed that to start with the Governor would check to see if all the recommended changes had been made.</p> <p>IW put herself forward to do the first check in Autumn.</p> <p>CW told Governors that the website is scored and given a grading by the company who support us for IT - this could be passed on to help assist with the review.</p>	<p>Hand over website review to IW – KL</p> <p>Conduct review of website – Autumn half</p>

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				negated the need for this complete		
	51	1	Invite parents to fill governor vacancy	TP - complete		
	58	4	Confirm dates of SIC meetings	Ch - complete		
	59	4	Issue names of governors on each committee	Ch - complete		
	60	5	SP to contact Property Services	SP – complete		
	61	7	Add monitoring actions to Monitoring Plan - Ch	Ch – complete		
	62	9	Audit and Review of the website.	KL – complete		
	<p>EHT expanded further on item 60 stating that property services had told the school that some of the budget used to come from central funds. There have been some changes and now this will just be included as part of the SLA which is why there looks to be an increase, although in reality there is a slight reduction.</p>					
11.	<p>Correspondence: The chair drew the governors' attention to the following:</p> <ul style="list-style-type: none"> • Fortnightly Governor Services Newsletters • NGA Newsletters – Governors confirmed they received this directly; therefore it is not needed to be sent again. • Clerks and Governors Newsletter • Fortnightly training updates – Clerk confirmed that she will now leave this update for the DTG, AW to review and send out if necessary. 					
12.	<p>Any Other Agreed Urgent Business: EHT explained to Governors that they had received a request for an admission to year 1 at Holbrook, which the school had refused because of the class size limit despite officially having space within the PAN. If this child had been admitted Holbrook would have needed an additional teacher!</p> <p>It was suggested that KS2 classes could also have a class size limit. EHT proposed to Governors that for KS2 this could be 33.</p> <p>Governor asked would that be for the Federation?</p> <p>EHT confirmed it would be for both schools. Currently this would not significantly impact Bedenham as there are mixed classes anyway which means if there are spaces within the cohort there would be spaces within at least one of the classes. Holbrook on the other hand have planned single age classes next year and thus there maybe space within the cohort PAN but not within the current</p>					

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	<p>class structure.</p> <p>CW asked if the school rejected 10 children could the school be in danger of losing budget?</p> <p>EHT said that less pupils does mean less funding BUT one or two children over can mean a whole teacher being needed and this is not cost-effective.</p> <p>Governor asked if we admit more SEN children does this mean that there is an overhead for the school.</p> <p>EHT told Governors that a significant amount of support is needed for SEN pupils – having spaces within cohorts / classes does mean that we have little choice but to take on pupils with additional needs, regardless of the potential impact on current pupils.</p> <p>CW asked does Holbrook have spaces in some year groups?</p> <p>EHT said that there was.</p> <p>Governor suggested that by reducing the class size the school would be better serving the children, as they would receive more support.</p> <p>EHT suggested that the class size could be 30.</p> <p>Governors agreed and unanimously voted for KS2 size limit of 30 children. It was noted that this is a principle rather than a rule as ultimately the LA might over-rule us but it should be useful to be able to say the governors want a KS2 limit.</p>	
13.	<p>Items for Next FGB meeting 11th September 6pm at Holbrook School:</p> <p>Focus: Statutory Items</p> <p>Verbal report:</p> <ul style="list-style-type: none">• Receive plan for and approve off-site visits• Progress data• Officers and governor/committee/panel membership and roles• TOR approval/delegated powers• Annual Pecuniary interests log• Annual adoption of Governor Code of conduct• Agree External advisor for EHT performance reviews• Adopt HCC Governors good practice guide• Governor attendance previous year (post to web site)• Review governor term dates	

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	<ul style="list-style-type: none"> • Review schedule of business <p>Policies to review:</p> <ul style="list-style-type: none"> • Adopt MOPP • Adopt Manual of Financial Practice and statement of financial expectations 	
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Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
63	7.2	Make amendment to schedule of meetings. Send to clerk	Chair
64	8.2	Resend skills audit	Chair
65	8.2	Send updated form to IW	Clerk
66	8.2	Chase GB for completed skills audit	Clerk
67	8.2	Send certificates of e learning's to AW	All
68	8.6	Hand over website review to IW	KL
69	8.6	Conduct review of website – Autumn half term	IW
70	8.6	Email vacant Governor roles	Chair
71	9	Email policies to clerk to send out to Governors	CW

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