



The Federation of Bedenham & Holbrook Primary Schools

**MINUTES OF THE FULL GOVERNING BODY MEETING OF THE FEDERATION OF
BEDENHAM AND HOLBROOK PRIMARY SCHOOLS
HELD ON MONDAY 22nd MAY 2017 AT 6PM**
Held at Holbrook Primary School

Present:	J Heath (JH) T Potter (EHT) K Lethbridge (KL) A Foice (AF) G Cull (GC) M Wise (MW) G Beggs (GB) L Newman (LN) L Dovell (LD) S Reed (SR) C Landon (CL) A Williams (AW)	Co-opted Governor - CHAIR Executive Head teacher Local Authority Governor Staff Governor Co-opted Governor (left at 6:30pm) Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Co-opted Governor Co-opted Governor (arrived at 6:17pm)
-----------------	--	---

In attendance:	Z Dudley (ZD) C Harman (CH) C Wood (CW) I Wood (IW) N Carter (NC) S Pellatt (SP) S Kelly (SK)	HOS Holbrook Associate Member New Local Authority Clerk HOS Bedenham Associate Member Parent Governor[arr 6.17 pm] School Improvement Manager (left at 6:30pm) Finance Officer Bedenham (arrived 6.30pm and left at 7:27pm) Finance Officer Holbrook(arrived 6.30pm and left at 7:27pm)
-----------------------	---	---

Apologies: None

Absent: None

Quorum: Present:7required

Agenda		ACTION POINTS
1	Welcome and Apologies for Absence: The chair welcomed everyone and started the meeting at 5:55pm. The chair confirmed that there were no apologies. It was noted that IW was absent from the meeting, but arrived at 6.17pm. The clerk declared a quorum.	
2.	Declarations of Pecuniary Interests: None	
3.	Agree Any Urgent Business: None	
4.	District Manager/LLP to discuss OFSTED outcomes	

Approved at FGB and signed by Chair of Governors:



	<p>The chair welcomed NC the School Improvement manager who would be discussing Ofsted's outcomes.</p> <p>The chair reported that Ofsted had rated Holbrook as Requires Improvement (RI). Therefore, this meant that the Governing body now had two schools with an RI rating and needed an action plan for improvement.</p> <p>Moving forward the chair explained how, following the Review of Governance, a working party met to form an Action Plan to achieve greater focus at the Governor meetings and to implement the recommendations from the Review.</p> <p>It was decided that to achieve this there was a need to revert back to committee meetings, rather than just monthly FGB meetings. The plan was to hold meetings as follows:</p> <ul style="list-style-type: none"> - Two FGB meetings per term - One Finance meeting per term - Two School Improvement committees, one for each school to meet 5 times per year <p>Governor asked whether it would be beneficial to have two Finance meetings, one for each school.</p> <p>The chair replied that the focus has to be on School Improvement which is why there is only one meeting per term for Finance.</p> <p>The chair made it clear that this meeting schedule could be changed and reviewed. The Governing Body need to be assessing and evaluating whether the new structure is working.</p> <p>These meetings would be in addition to the two Pay and HR committee meetings. The data working party will also continue to run and will feed into the School Improvement committees. There would also need to be a EHT performance panel once a term.</p> <p>The chair suggested that this be launched after the half term.</p> <p>EHT confirmed to Governors that they would not be expected to come to all meetings, and the EHT and the chair had split the responsibilities between Governors and this would likely work out as every Governor having two elements to focus on.</p> <p>EHT explained that for the School Improvement committees she would like the Staff Governor for Holbrook to attend the Bedenham one and vice versa. This would give the Staff Governor the opportunity to challenge and support.</p> <p>The chair then passed over to NC to give an overview of the results and way forward.</p> <p>NC was complimentary about the ideas of the Review of Governance working</p>	<p>Confirm dates of meetings. (CH)</p> <p>Issue names of governors on each committee (JH)</p>
--	--	---

Approved at FGB and signed by Chair of Governors:



	<p>party, and then gave the following advice:</p> <ul style="list-style-type: none"> - Governors must review the schools' support package, get lots of support in the first few terms but reduce this support package as the support embeds. - Hit the ground running with the improvements. Work should be undertaken in 4 terms and then the last two terms should be about consolidating. <p>IW arrived at 6.17pm and apologised for being late.</p> <p>NC explained that Bedenham will get a HMI visit which will need to be prepared for.</p> <p>NC said that she would be happy to attend the School Improvement committees to observe and challenge when necessary, which would negate the need for continued separate Strategy meetings.</p> <p>Governor asked what proportions of schools in Hampshire have an RI rating.</p> <p>NC answered that in the county 91% of schools were Good. There are more RIs in Gosport than they would like.</p> <p>NC finished by saying that children can achieve here and the school can improve.</p> <p>GC left the meeting at 6.30pm.</p> <p>The chair thanked NC for her advice and guidance.</p> <p>NC left the meeting at 6.30pm.</p> <p>SK and SP arrived at the meeting at 6.30pm ready for the Finance section.</p>	
<p>5.</p>	<p>Finance</p> <p><u>SK reported on budget for Holbrook and made Governors aware of the following:</u></p> <p>Budget Outturn 2016/17</p> <p>Total income: £1,686,944– one million, six hundred and eighty six thousand, nine hundred and forty four pounds.</p> <p>Total Expenditure: £1,708,605 – one million, seven hundred and eight thousand, six hundred and five pounds.</p> <p>In year deficit: £21,661 – twenty one thousand, six hundred and sixty one</p>	

Approved at FGB and signed by Chair of Governors:



<p>pounds.</p> <p>Surplus brought forward from 2015/16: £70,043 – seventy thousand and fortythree pounds.</p> <p>Balance carried forward to 2017/18: £48,382 – forty eight thousand, three hundred and eighty two pounds.</p> <p>SK went through the significant variances from the budget and explained this to the Governors.</p> <p>Detailed Budget Plan 2017/18 – Main Budget</p> <p>Predicted income: £1,630,096 – one million, six hundred and thirty thousand and ninety six pounds.</p> <p>Predicted expenditure: £1,678,356 – one million, six hundred and seventy eight thousand, three hundred and fifty six pounds.</p> <p>Predicted in year deficit: £48,260 – forty eight thousand, two hundred and sixty pounds.</p> <p>Surplusbrought forward from 2016/17: £48,382 - forty eight thousand, three hundred and eighty two pounds.</p> <p>Predictive cumulative surplus: £122- one hundred and twenty two pounds</p> <p>SK went through the significant variances from the budget and explained this to the Governors. A report was handed to the Governors so they could see all variances.</p> <p>Governor asked whether the budget included money raised by the PTA?</p> <p>SK confirmed yes</p> <p>Governor asked are we responsible for IT safety? Asking because of the recent cyber attacks.</p> <p>EHT explained that the threat of a cyber attack would be if staff opened something from their own personal email.</p> <p>Governor asked would this be at expense to the school?</p> <p>EHT explained that it would and it comes from the Software and Hardware Budget.</p> <p>Governors were happy with the other variances on the report.</p>	
--	--

Approved at FGB and signed by Chair of Governors:



SK explained the following:

- The three year budget summary shows that finances are extremely tight this year and at the moment the forecast is a growing deficit from 2018/19.
- The school is already trying to reduce the non-fixed costs. For example, resources, training, trips etc.
- Staffing will need to be reviewed from September 2018 onwards. Some staff are on short or temporary contracts which can be ended if necessary.
- Unless we receive a substantial increase in funding the school cannot guarantee that there will not be a loss of permanent staff.

Governors noted that a deficit was predicted for the future for Holbrook, and agreed that at this stage the GB would take no further action to address this. The EHT and SK have got a plan in place that would eliminate the majority of the deficit but this involves some very radical cuts – further information about this will be presented at the next Finance meeting.

SK went on to explain the community budget plan (basically includes the monies for Badgers pre-school)

Community Budget Plan 2017/18

Predicted income: £4,608—four thousand, six hundred and eight pounds.

Predicted expenditure: £4,608—four thousand, six hundred and eight pounds.

Predictive in year surplus: £0 – nil

Surplus brought forward from 2016/17: £449 – four hundred and forty nine pounds.

Predictive cumulative surplus: £449 – four hundred and forty nine pounds.

SK went onto report on the Capital Budget.

Capital Budget

Allocation 2017/18 (provisional) £6,846 – six thousand, eight hundred and forty six pounds.

Surplus brought forward from 2016/2017: £10,253 – ten thousand, two hundred and fifty three pounds.

Total amount available to spend: £17,099 – seventeen thousand and ninety

Approved at FGB and signed by Chair of Governors:



<p>nine pounds.</p> <p>SK explained that the priority areas for expenditure were new IT hardware, e.g. to replace old staff laptops and renew old interactive whiteboards. The school is currently obtaining quotes for these and will make decisions once the costs are known and the capital allocations have been finalised.</p> <p>The budgets for Holbrook were voted for and were unanimously approved:</p> <p><u>SP then moved onto discuss the budget for Bedenham.</u></p> <p>Budget Outturn</p> <p>Total income: £1,533,831 – one million, five hundred and thirty three thousand, eight hundred and thirty one pounds.</p> <p>Total Expenditure: £1,498,723 – one million, four hundred and ninety eight thousand, seven hundred and twenty three pounds.</p> <p>In year deficit: £31,508 – thirtyone thousand, five hundred and eight pounds.</p> <p>Surplus brought forward from 2015/16: £61,618 – sixty one thousand, six hundred and eighteen pounds.</p> <p>Balance carried forward to 2017/18: £26,510 – twenty six thousand, five hundred and ten pounds.</p> <p>SP went through the significant variances from the budget and explained this to the Governors.</p> <p>2017/18 Budget and three year plan</p> <p>In year deficit 17/18: £14,791 – fourteen thousand, seven hundred and ninety one pounds.</p> <p>Carry forward 16/17: £26,510 – twenty six thousand, five hundred and ten pounds.</p> <p>Cumulative Surplus 17/18: £11,719 – eleven thousand, seven hundred and nineteen pounds.</p> <p>SP went through the significant variances from the budget and explained this to the Governors. Governors had the report so they could see all of the variances.</p> <p>Governor asked whether the anomaly boards were useful and were being used.</p> <p>EHT explained that these are being used for certain functions and as staff</p>	
---	--

Approved at FGB and signed by Chair of Governors:



	<p>gained greater experience in using them, they would be maximised even more.</p> <p>Governor asked why the Property Services budget has gone up by £6000?</p> <p>The chair said that we should be asking what we are getting for the extra £6000 the school is paying.</p> <p>SP will raise this with the company and ask the question.</p> <p>Capital report</p> <p>Carry forward balance 16/17: £300 – three hundred pounds</p> <p>Allocation 17/18 estimated: £7,500 – seven thousand, five hundred pounds.</p> <p>Balance: £7,800 - seven thousand, eight hundred pounds.</p> <p>SP explained that quotes are being sought for new window blinds in the school office and replacement carpets for the corridors.</p> <p>Some additional classroom chairs are required and year R furniture needs replacing.</p> <p>It was noted that the three year revenue budget for Bedenham is, like Holbrook's, also predicting a significant deficit going forward. Again, the EHT and SP have alternative plans moving forward that reduce the deficit but similarly to Holbrook this involves significant cuts.</p> <p>The significant reductions in 'supply teacher' budgets for both schools were discussed. The EHT explained that the role of HLTAs in both schools was being adjusted. HLTAs would take the role of pupil premium advocates for approximately 50% of their time, and the remaining 50% half of their time would be to provide cover within classrooms – this could include planned cover for courses or similar but also emergency cover when there is sickness absence. This would ensure more flexibility and less disruption for the school.</p> <p>The budgets for Bedenham were voted for and were unanimously approved.</p> <p>SK and SP left the meeting at 7:27.</p> <p>The EHT went onto discuss the <u>Pupil Premium Strategy</u> – the schools have used a template from the 'Teaching Schools Council' this year and this has resulted in greater clarity. The EHT explained to Governors that the documents provided were drafts and some further work was needed to complete them, in particular, once the end of year data is available the EHT will put more precise outcomes into the plans</p>	<p>SP to contact Property Services</p>
--	---	---

Approved at FGB and signed by Chair of Governors:



Within the draft plans as well as a clear analysis of past outcomes the third section identifies the key barriers to achievement in terms of in-school barriers and external barriers. Section four identifies the desired outcomes (this is the main section that needs more precision once end of year data is available).

The EHT explained that there were three areas of expenditure identified within section five:

- Quality of teaching for everyone
- Targeted support
- Other approaches

Within section five the approaches the schools are going to employ to address the barriers are identified. This new format is undoubtedly an improvement on previous years with far greater clarity. The EHT went through with Governors to give a rough idea on where the schools envisage the spending to be; the specific strategies are not the same in both schools as the issues are different.

JH had sent in some questions in advance in relation to the Holbrook document but it was noted that many of the questions related to both strategies – key questions are identified below

Q: The costs detailed in the Holbrook document represents £135,265 – do you need to show what the balance will be spent on? “

A: Yes, the Holbrook document in particular needs more work – there is a further £20,000 to be allocated

Q: Bedenham’s PP budget is shown as £146,500 but total of costs comes to £148,265. Presumably the difference will come from the normal budget?

A: The EHT indicated this was the case

Q: Also, can you say what the Service Premium is spent on in Holbrook and how it benefits Service children?

A: The EHT explained that Bedenham has 20 and Holbrook has 14 service children. There is a very successful Forces club initiative at Bedenham and the Holbrook ELSAs are keen to undertake similar work with Holbrook Service Children. The EHT would like to do something as a Federation for these pupils building on the Bedenham work and including the Holbrook ones too. There are plans for the Holbrook ELSAs to liaise with the Bedenham ELSAs.

“We want to invest some of the PP in longer term change which will help all pupils. Many different evidence sources, e.g. EEF Toolkit suggest high quality feedback is an effective way to improve attainment, and it is

Approved at FGB and signed by Chair of Governors:



suitable as an approach that we can further develop and embed across the schools.”

Q: Is it possible to get this moving during the rest of this term, and perhaps use it to get staff used to what they need to do? I know they do it already but it feels as if it is a bit inconsistent.

A: Improving feedback is an ongoing approach in both schools

Q: Within both strategies there is an additional member of staff identified for Year R – will they focus specifically on oral language skills?

A: The EHT noted that in both schools a number of approaches are used to address the paucity of language children arrive in school with – by employing additional staff specifically to Year R, family groups can be smaller ensuring all children have MORE opportunities to develop their language skills.

Q: How many children will be in Year 6 next year and how many are PP? Can we ensure that the best teachers are used to teach them?

A: Approximately 50% of each Year 6 cohort are PP in both schools. We need good teachers in all year groups not just Year 6 – ideally, we need to have diminished the differences and also improved attainment and progress before children get to Year 6! EHT explained that there are plans to split classes for year 5 and 6 assuming we can employ good teachers. This would reduce class sizes and there will be a focus on year 5 and 6. The school will therefore be able to measure the improvement by the outcomes. *Reducing class sizes is a relatively expensive but effective approach according to the EEF toolkit.*

“Developing the role of PP advocates across KS1 and KS2 to mentor and provide individualized support.”

Q: Who will the PP Advocates be?

A: As previously explained they will be HLTAs. HLTAs will no longer be allocated to specific classes and in future will be used to help children with specific interventions to improve attainment. At Bedenham we are also having a specific pupil premium leader who will oversee their work, whilst at Holbrook this will be delegated to the year leaders – the difference is due to the fact that at Bedenham the attainment / progress gaps between PP and non PP are more significant. Initially the focus for the advocates will be the PP not SEND pupils as **all** SEND pupils already have a specific focus. These children will have pupil premium plans similar in nature to IEPs that SEND pupils have. The advocates will have two weeks intensive focus on one specific skill / objective for individuals in order to close gaps and improve attainment.

“Provision of 1:1 tuition for targeted pupils with experienced teacher, in



addition to standard lessons.”

Q: Is it extra teaching time after school?

A: The idea is that a teacher will work 1:1 or 1:2 with identified pupils before or after school for about 30-45 minutes weekly for about eight weeks. Teachers will not be obliged to take part in this but will be paid additional monies should they choose to participate.

“Attainment and progress data for those involved regularly in ELSA interventions will be closely analysed”

Q: Didn't we do something similar quite recently and came to the conclusion that it was difficult to say whether results were a direct result of ELSA involvement? How will this be different?

A: You are right it is difficult to determine the exact impact of the ELSA support on academic achievement BUT we do know that without it many of the children who receive ELSA support would not be ready to learn.

Governor suggested asking the child a brief questionnaire before and after to capture how they felt the session went.

We already undertake pre- and post- intervention assessments for those involved with the ELSAs. We know that these children do benefit from ELSA involvement and we need to try and quantify the improvements they make.

“English leader analyse HAM data to identify key aspects of reading for CPD during staff meetings”.

Q: Should this read “maths leader” and “key aspects of maths”

A: At Holbrook reading is the specific focus whilst at Bedenham it is maths and so no, it shouldn't read maths leader

“Rewards for children who have 100% attendance.”

Q: Have you made any progress with purchasing an appropriate trophy(s)?

EHT explained that the Chair had offered to fund two trophies to reward classes for high attendance. EHT explained that the new Governors' attendance trophy will start in September. It is hoped Governors would be able to present this trophy at assemblies.

At present the EHT had not had chance to purchase anything.

EHT went onto explain that attendance remains an issue at both schools but the specifics are different. Breakfast clubs are one way we try to promote good

Approved at FGB and signed by Chair of Governors:



	<p>attendance and punctuality</p> <p>Governor asked if parents are aware that breakfast club is free for pupil premium children.</p> <p>EHT said that they did but the schools needed to reinforce this awareness, especially at Holbrook.</p> <p><i>“All Year 6 pupils are invited to attend Easter school which runs for 6 days during the school holidays BUT disadvantaged families are specifically targeted and encouraged.”</i></p> <p>Q: Is Easter School just for Year 6 and do we know how effective it has been in the past?</p> <p>A: Easter school is for Year 6 children and there is evidence that children who attend come back to school after the holidays and are straight back in to their learning.</p> <p><i>“Fortnightly work scrutiny by middle leaders who will provide feedback to embed processes (always include matched PP / non PP pupils)”</i></p> <p>Q: How can you ensure that this process is rigorous?</p> <p>This will be part of our ongoing monitoring and middle leaders will be supported by senior leaders as required.</p> <p>EHT said it was important that the pupil premium strategies are ongoing. They need to be reviewed and feedback given to ensure that the attainment of pupil premium children is improved.</p> <p>Governor asked if targets were part of the teachers’ performance.</p> <p>EHT answered in the past there have been specific targets about closing gaps but in the last two years the focus has been on the attainment and progress of all pupils in line with the changes to assessment processes. The plan however is that, yes in the coming academic year there will be a target related to disadvantaged but not SEND pupils. These targets will be specific to each class and so teacher.</p> <p>Chair suggested that the School Improvement Committees review this as part of the ongoing work they will be doing.</p>	
<p>6.</p> <p>6.1</p>	<p>Premises:</p> <p>Premises and maintenance plan</p>	

Approved at FGB and signed by Chair of Governors:



<p>6.2</p> <p>6.3</p>	<p>Feedback from staff at schools is that they are happy with new staff who have been appointed. These maintenance staff are settling in well. They are flexible and are using their initiative.</p> <p>The chair expressed the Governing Body's thanks to them for doing a good job.</p> <p>H&S</p> <p>Currently the fire procedure is being worked on, to ensure it is up to date and practical.</p> <p>H&S termly web forms</p> <p>Web forms had been received.</p>	
<p>7.</p>	<p>Staff training and CPD plan to include middle leadership team training and development</p> <p>EHT reported that this was similar for both schools.</p> <p>EHT explained that the activities within the plans are not exhaustive as much of the CPD planned responds to needs as they arise but that there are some things that we can predict in advance:</p> <ul style="list-style-type: none"> - Child protection / safeguarding and H&S updates - LLP <u>monitoring</u> and support - Local authority Maths and English support including core provision - Local authority SEN support - Local authority EYFS support including network meetings - Study Lessons – application of learning from Pioneer Teaching School - Team teach training and refreshers - Buddy Walks already at Holbrook but being introduced in Bedenham - Phase leader development - RQT programme: In both schools NQTs are being kept on for a further year and we are planning to run an in-house RQT programme. It has been recognised that there is a lot of the support for NQTs, but that this generally ceases in their second year and there is a need for further support. - PE support – continuing to provide specialist PE teacher to provide focussed CPD for teachers (funded through sports premium) - First aid training and refreshers - PP advocate and leadership training - Teaching assistant training <p>All Governors had received the CPD plans before the meeting and there were no further questions.</p>	<p>Add monitoring</p>

Approved at FGB and signed by Chair of Governors:



	The chair noted that there were some points for Governors to monitor and these would be written into the Governor Monitoring Plans for each school.	actions to Monitoring Plan - Ch																
8.	<p>Policies for Approval/Ratification:</p> <p>The Policies to be discussed had been reviewed by the Policy Working Group. The Governor Allowances policy was not ready for approval and will be carried over to the next FGB.</p> <p>The following policies were unanimously approved:</p> <ul style="list-style-type: none"> • Health and Safety Policy • Data Protection policy • Emergency action plan • CPD policy <p>The chair asked for one amendment to the Complaints policy. This was to add in an email address for Holbrook as it only included one for Bedenham.</p> <p>Governors agreed with the chair and the Complaints Policy was unanimously approved.</p> <p>Governor asked where could staff access these policy documents and how were they notified of any updates.</p> <p>EHT explained that they are held on a computer accessible file, and policies and their changes are regularly discussed in staff meetings.</p>																	
9.	<p>Minutes of Previous FGB Meeting 24th April 2017: The minutes had been previously circulated.</p> <p>Approval: The minutes were approved as a true record and signed by the chair.</p> <p>Matters Arising and Actions Agreed:</p> <table border="1"> <thead> <tr> <th>Action Number</th> <th>Agenda reference</th> <th>Action Required</th> <th>Who By</th> </tr> </thead> <tbody> <tr> <td>26</td> <td>8</td> <td>Complete governor safeguarding checklist and return to clerk by 13/3/17</td> <td>AW to complete</td> </tr> <tr> <td>42</td> <td>7</td> <td>Draw up CPD plan for May 2017 FGB</td> <td>EHT – Complete</td> </tr> <tr> <td>43</td> <td>7</td> <td>Pupil premium strategy</td> <td>EHT - it was</td> </tr> </tbody> </table>	Action Number	Agenda reference	Action Required	Who By	26	8	Complete governor safeguarding checklist and return to clerk by 13/3/17	AW to complete	42	7	Draw up CPD plan for May 2017 FGB	EHT – Complete	43	7	Pupil premium strategy	EHT - it was	
Action Number	Agenda reference	Action Required	Who By															
26	8	Complete governor safeguarding checklist and return to clerk by 13/3/17	AW to complete															
42	7	Draw up CPD plan for May 2017 FGB	EHT – Complete															
43	7	Pupil premium strategy	EHT - it was															

Approved at FGB and signed by Chair of Governors:



The Federation of Bedenham & Holbrook Primary Schools

			group meeting by June 2017 at Bedenham	agreed that the new documentation negated the need for this	
	50	9	Update Complaints Policy and send to next meeting for approval	CW – Complete	
	51	1	Invite parents to fill governor vacancy	TP	
	52	4	Feedback to TP when she can meet so that TP can set up a meeting	KL – Complete	
	53	5a	Send out skills matrix to all Governors	Chair – Complete	
	54	5a	Look at the policy review schedule and see if this ties in with FGB meetings	Chair – Complete	
	55	5a	Give training records to AW.	LN – Complete	
	56	5b	Amend child protection policy on website	CW – Complete	
	57	5e	Give essential training list to AW	LN – Complete	
10.	<p>Correspondence: The chair drew the governors' attention to the following:</p> <ul style="list-style-type: none"> • Fortnightly Governor Services Newsletters • NGA Newsletters • Clerks and Governors Newsletter • Fortnightly training updates 				
11.	<p>Any Other Agreed Urgent Business: KL asked for an action to be added to the minutes for audit and review of the website.</p>				Audit and Review of the website -KL
12.	<p>Items for Next FGB meeting 10th July 2017 at Bedenham School 6pm:</p> <p>Focus:</p> <ul style="list-style-type: none"> • Plans for next academic year - Discuss officers for next year and election arrangements for GB roles - Schedule of business and dates of meetings - Agree professional day closures dates 				

Approved at FGB and signed by Chair of Governors:



The Federation of Bedenham & Holbrook Primary Schools

	<ul style="list-style-type: none"> - Agree governor training and development plan - SIP Review and plans for next year <ul style="list-style-type: none"> • Feedback from SIC committees • Review progress against Governor Action Plan • Discuss impact of governor training attended • Review governor training and receive report from DTG on value for money • Governor skills and training review (including committee requirements) • Summative report from Pay committee <p>EHT Verbal report:</p> <ul style="list-style-type: none"> • Attendance • Numbers on roll and staffing for next year • Safeguarding <p>Other:</p> <ul style="list-style-type: none"> • Web site review • Review Governance Allowances Policies <p>The chair ended the meeting at 8:16pm.</p>	
--	---	--

Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
58	4	Confirm dates of meetings	Ch
59	4	Issue names of governors on each committee	Ch
60	5	SP to contact Property Services	SP
61	7	Add monitoring actions to Monitoring Plan - Ch	Ch
62	9	Audit and Review of the website.	KL

Approved at FGB and signed by Chair of Governors: