

## CHARMOUTH PRIMARY SCHOOL

### MINUTES OF THE FULL GOVERNING BODY MEETING Held virtually (via Zoom) on Wednesday 8th July at 3.00pm

**Those Present:** Laura Cornish (Headteacher), Tamsin Rowe (Acting Chair), Caroline Dare, Jane O'Sullivan, Lynne Wheatley, Sylvie Lord & Colin Williams

**Associate Members:** Dave Barton

**In attendance:** Rachel Coney

**Clerk:** Karen Southcott

**Apologies Received From:** Dave Barton

**Absent:**

#### Minutes Part 1

Actions highlighted and recorded at the end of the minutes. Decisions recorded in brown throughout the minutes. Governors' questions/comments recorded in green. Part 2 in red, actions completed since meeting

#### Meeting Opened at 3.07 pm

No.	Item	Lead
1.1	<b>Welcome and Apologies</b> – Tamsin Rowe, as Acting Chair welcomed everyone and introduced Rachel Coney who had applied to become a co-opted governor. She asked governors to introduce themselves and their role on the Board to Rachel. It was agreed to start the meeting, although Sylvie Lord had not yet joined.	TR
1.2	<b>Declarations of Business Interests</b> – The parent governor declared an interest that he had children in years 4 and 5	TR
1.3	<b>Any items brought to the Chair's Attention not on the Agenda</b> – The HT explained that the staff governor had been under huge pressure recently, not only due to her work commitments but also due to current personal circumstances. She gave the reasons for this and praised her for managing to continue to complete all her priorities in school. The Acting Chair also thanked her and appreciated how hard it had been for her. The staff governor commented that she really appreciated the support the HT had been and for allowing her time off if required. The governors also expressed their feelings of support and appreciated her commitment to the school and the Board.  The HT asked item 5.2 was brought forward to allow the staff governor to leave early from the meeting if needed. The Acting Chair suggested moving item 3.1 first to enable the appointment of the op-opted Governor. <b>It was agreed to move these agenda items forward.</b>	TR
3.1	<b>Appointment of Co-Opted Governor</b> The A-Chair asked Rachel to give a brief resume of her background. She started her career in arts management including strategic planning and within LA's. She then moved into working for the NHS, still providing management consultancy and strategic planning before taking up similar roles with "Healthwatch" and an ambulance charity. This included working on the charity's boards providing consultancy on governance and including managing 100+ volunteers. After a change in personal circumstances, decided to retire from Oxfordshire to the Charmouth area 2.5 years ago. She wanted to still utilise her skills around governance but had no educationalist background. The A-Chair asked Rachel to leave the virtual meeting at 3.18 pm to allow the governors to have a discussion on her suitability. The A-Chair and HT had met virtually with Rachel and were satisfied she would bring vital skills to the Board. They recommended the governors appoint her. <b>The Board was unanimous in her appointment</b> and Rachel re-joined the meeting at 3.21 pm.	TR/All

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<p>3.2</p> <p>3.3</p>	<p>The A-Chair took the opportunity to update the Board on the appointment of a parent governor that took place the previous week. As the only candidate, they were automatically elected, however he was now unable to take up the post. Having worked on two Governor appointments, the Acting Chair and Headteacher have had the opportunity to reflect upon the recruitment processes for all types of Governor. As a result, the Acting Chair proposed to improve the process by creating a pack of information to go out to any possible candidates. This would include making explicit any necessary election processes. It was accepted that for co-opted governors, there was always an opportunity to meet with them and decide on their suitability.</p> <p><b>Discuss election process for Chair/Vice Chair for September meeting</b> This was not discussed in the meeting but several discussions had taken place prior to the meeting.</p> <p><b>Consider Associate Members for next academic year</b> The clerk mentioned Dave Barton's term of office as an Associate Member came to an end at the end of this term. She said a previous Associate Member was still on the Board's records as they had never been removed. <b>The A-Chair asked the clerk to provide her with the contact details and she would follow this up with the individual.</b></p>	
<p>5.2</p>	<p><b>Update on SEN Policy and SEN Report</b> The staff governor (also SENCo) acknowledged the <b>SEN Policy</b> required the new school header and update the date to this year. <b>A governor commented that although the school header was colourful with the beach huts, could it be used as the header for personal letters to parents rather than on all school policies as it uses a lot of expensive ink if the governors print copies at home.</b></p> <p>Sylvie Lord joined the meeting at 3.30 pm and apologised for being late</p> <p>The A-Chair asked if governors had any questions under the policy "aims". <b>A governor asked for clarity on a paragraph where it seemed to refer to secondary schools.</b> CD explained the policy is a standard template used by schools and the policy does go onto explicitly include information on the transition to secondary school on page 8. <b>The A-Chair questioned whether, as there was content on transition later in the documentation should it be included in the "aims"</b> <b>Another governor said the Policy referred to another policy to be found on the school website but was unable to find it.</b> The HT checked and it was on the website but under SEN, the SENCO will correct the location referred to in the policy. The SENCO agreed to move it under the correct heading.</p> <p><b>It was agreed to approve the SEN Policy subject to agreed amendments being made.</b> <b>The clerk asked CD to distribute the Policy to governors once amended.</b></p> <p>The HT thanked the governor for checking the location of the further policy mentioned in the SEN Policy.</p> <p>CD explained the <b>SEN Report</b> and asked governors to raise questions page by page. She commented there had been several interventions and although unfortunate there were some, if there had been none she would have worried she may have missed one.</p> <p><b>A governor asked what EP support and ELSA meant.</b> The HT said EP= Educational Psychologist, ELSA = Emotional Literacy Support Assistant. <b>It was agreed the put the complete names in rather than just acronyms</b> especially as this would be clear to parents</p>	<p>CD/All</p>

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	<p>should they read a copy.</p> <p>There was a comment on the addendum, where it mentioned priorities 1,2,3 and that the definitions should be explicit. A further comment was raised on clarity on what was meant by “medium” on the first part of the chart.</p> <p>The HT suggested adding a link to the EEF (Education Endowment Foundation), where the meanings for those criteria were taken from.</p> <p>CD said she planned to publish the Report on the school website, although guidance was unclear as to whether it was a requirement to do so.</p> <p>She was asked to add a section, to say due to covid-19, not been able to continue to measure. The A-Chair asked her to explain what “lego therapy” was and she replied that it involved 3 children in a group, who were given a task, one to give direction, one to find parts and one to build. It had been proven to develop emotional skills, a safe place to express their feelings whilst lead by a TA. They had seen evidence on how it had given a child confidence as they had a role to play, could see they had achieved something and enhanced their vocabulary.</p> <p>The Inclusion governor asked CD what had been put in place for the cohort about to transition to secondary school and especially those with SEN. CD replied that plans were in place but she had limited to get support from the secondary school. These children would normally have had extra visits (in small groups or 1-1 to prepare them) but this hasn’t been the case.</p> <p>The HT was keen to offer support to parents even after these children have transitioned as they were still part of the Charmouth School family.</p> <p>The A-Chair asked what else could happen to improve the transition for these children. CD hoped some sort of virtual tours could have been set up so those children could see the classrooms, or have virtual face to face contact to meet their teachers, TA’s and other support staff. The A-Chair offered to help if required.</p> <p>A governor questioned the wording of “least expected progress” as it didn’t sound very positive and perhaps could be re-worded. The HT explained this was the term used by educationalists but agreed that maybe the context was not right. <b>It was agreed to review this.</b></p> <p>The A-Chair commented that once everyone was using Microsoft teams, sharing of documents with parents would be easier.</p> <p>A governor asked if this would be compatible with Apple and the HT agreed it was and several governors were already using it successfully either on their phones or tablets.</p> <p><b>CD agreed to make the requested amendments and re-send the SEN Report to governors. Subject to the amendments, the Governors signed off the Report.</b></p>	
2.0	<p><b><i>Approval of Previous Minutes held on 10.06.20</i></b>          With no comments raised, the minutes were approved by the Board.</p>	TR/All
2.1	<p><b><i>Matters Arising from meeting on 10.06.20</i></b>          The following actions were still outstanding:</p> <ul style="list-style-type: none"> <li>• <b>2.1 Premises Inspection Plan – HT &amp; Chair</b>              The HT had found a version on The Key but plan not in place, re-visit in September</li> <li>• <b>2.1 Re-establish Priority List to fix maintenance issues</b>              HT agreed was still a high priority as needed to support budget setting. Due to current restrictions and not being able to visit school, it had already been agreed to be complete before the November Outturn</li> </ul>	

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	<ul style="list-style-type: none"> <li>• <b>2.1 Obtain copy of LA Safeguarding Report</b> – still outstanding due to County staff redeployment to frontline duties due to covid-19. The safeguarding governor asked if she could follow this up with the LA as 7 months without receiving it was worrying. The HT agreed to send J O’S the email for Louise Dodds at LA</li> <li>• <b>2.1 H&amp;S Checks carried out &amp; written process in place</b> It was accepted this was to be carried out by HT and Chair early September. However the Chair felt unable to assist in this as she would still be shielding. It was agreed that this was a priority and someone would need to take on this responsibility.</li> <li>• <b>2.1 Governor Personal paragraph to clerk</b> It had been completed but a governor asked if it was possible to post a photo of each staff member on the website too. The A-Chair asked the HT if this was possible and she replied it should be ok to do so. It was suggested using photos of them interacting with their class pupils to portray the atmosphere/ ethos the school tried to convey. HT to organise for staff photos to be posted on website</li> <li>• <b>4.1 Amend Governor Standing Orders Policy by this meeting</b> To be approved under item 5.1. The clerk stated that during the review of this policy, it was clear all governors had a responsibility to adhere to the policy. It was agreed to add a page requiring all governors to sign that they had done this in the first meeting of a new academic year. Clerk to produce additional signage sheet for next meeting</li> <li>• <b>3.4 Parent Election taken place</b> – already discussed under item 3.1 The parent governor offered to meet with any parent who came forward to be nominated as a parent governor prior to the actual election. The HT felt in light of the fact she was the returning officer, she may not be the appropriate person to meet with prospective candidates. It was suggested that perhaps an existing parent governor and Chair/Vice Chair should meet them instead The clerk to clarify who the Returning Officer should be. In her previous role it had been her, but the HT felt that this was an additional responsibility that this school was not currently paying the clerk to do.</li> <li>• <b>Add Progress on Asset Register to this agenda</b> – discuss under item 5.4</li> </ul>	
<p><b>4.0</b> <b>4.1</b></p>	<p><b>Headteacher’s Report/Governors Briefings</b> <b>Headteacher’s Report</b> The HT apologised her Reports and paperwork had gone out late but she was constantly receiving further guidelines that meant details/plans continually required updating.</p> <p>The A-Chair was clear that paperwork must go out earlier to allow governors the opportunity to read it. She acknowledged whilst working closely with the HT over the last few weeks, it was clear the additional workload put upon her. In some cases 13 updates from the DfE in a day. The new governor said she had not received 3 additional documents sent later than the rest. The clerk apologised for not forwarding them, it was an over-sight due to her not yet having a school email. Another governor sent them to her during the meeting.</p> <p>The A-Chair re-iterated the importance of all governors using their school emails to ensure compliance with GDPR. Clerk to contact the office and request school email set up for new governor.</p>	<p>LC/All</p>

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The HT referred to her report which highlighted the supporting paperwork sent out prior to the meeting. She started with her revised **1.SDP for next academic year**.

Under Priority 1, ensure high standards of learning....

The A-Chair asked the HT how she was keeping children engaged in education during this time. She replied saying she was maintaining awareness of families and the stress they were under. As well as emailed work, STEM, Art and Music weekly tasks are uploaded to the school website for any family member to join in with. The staff governor explained they were also using Dimensions to look at the curriculum they would have followed for each class or cohort.

The HT was acutely aware of the welfare of all children returning next term, as well as the need to catching up with the curriculum and their attainment. Although not where she hoped to be, attainment in a far better position than in previous years. Leadership and Governance were areas flagged as requiring improvement previously.

The A-Chair acknowledged the Board needed to make rapid progress in addition to the clear improvements already made by the school.

The HT felt the school was still on the cusp of either remaining in RI or getting a good Ofsted rating. It was likely Ofsted inspections would be postponed until Jan 2021 but may still target some schools to visit in the interim.

### 2. SEF

The HT had identified some behavioural concerns, and when a governor had visited back in January she was able to show him on CPOMs the evidence that the majority of behaviour issues were in the upper school and around two specific groups. She hoped to have new measures in place next term to tackle this.

The A-Chair asked why behaviour appeared better in the lower school and the HT replied she thought some of the issues in the upper school were due to previous instability in staffing. Whilst staffing remains constant, they get to know all the children in the school. They understand the individual children which creates emotional stability and more resilience in children and staff. It was noted no teachers have left in the last 2 years.

The HT referred to her **document on class structure** for next year. A discussion on how she had devised the structure took place.

The parent governor asked if parents had concerns about the new classes how should this be raised with the school. The HT said they should email or call the school direct.

She had given a lot of thought into the class structure and was confident she had got it right. She had taken into consideration boy/girl ratios, friendship groups and clashes, abilities and age of children.

She gave her rationale around the new class names including naming the 2 Year 5/6 classes after famous navigators.

The parent governor stated he had already done some research on the navigators and found it very interesting. The HT said she hoped to incorporate their stories into the curriculum so the children can create an identity and be proud of their class.

Although only 20 in the Year 6 (need 25 to be viable) there are 29 in Year 5, so split across the 2 classes it is fine this year but still presents issues in future.

The HT said she had come up with her ideas on class names during the 2 days Dimensions training.

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The A-Chair asked the HT if anti-racism needed to be included especially with the demographic of the school. The HT agreed as it was so prominent in the news currently. She planned to introduce this in her assemblies and not just look at covering history and the slave trade but be more explicit in anti-racism. The HT agreed to look at adding this to the curriculum intent document, or where appropriate.

The A-Chair asked how Dimensions dealt with the topic of RE opposed to the LA approach. The HT responded by saying it didn't fully cover RE and had previously had difficulty finding the LA RE curriculum. Dimensions needs to be supported by additional RE. The A-Chair identified there was some crossover between the County and Dimensions curriculum. Need to ensure entirety of County provision as she explained the LA produces its own guidance on the teaching of RE and not governed by Government guidelines. She said staff need to be made aware to use both when devising the RE curriculum.

Under **3. Covid Response**, the HT referred to 2 addendum documents that required approval, firstly the **Safeguarding Addendum** and asked for comments.

The Safeguarding governor said she had looked at The Key and under a free trial could download 5 documents, so had downloaded 3 for now. The HT said she had bought a subscription for school leaders but not for governors.

With reference to the Safeguarding Addendum ( under "no unauthorised people entering the school") she asked how the HT was managing essential contractors accessing the school as it appeared the front door was not always locked. The HT commented that the process remained the same, although front door may be unlocked, no unauthorised access was permissible into the classroom areas as a code was still required at that point.

The HT had now introduced a system to support monitoring of dates linked to the SCR. The A-Chair asked if an outstanding governor DBS had been resolved and the HT replied it had.

The HT confirmed all safeguarding training was all up to date.

The HT asked governors if they were happy with the Safeguarding Addendum. They agreed they were and it was signed off.

The HT reviewed the **Behaviour Addendum** saying it will be linked into the Positive Behaviour Policy when it is reviewed for September. The governors were all happy to sign off this document.

The HT went through the **Anonymised Individual Risk Assessment Covid 19** relating to an underlying health condition of Asthma.

She explained the current school **Covid Risk Assessment introduced from 29.06.20**.

A governor asked if the Risk Assessment covered full re-opening in September.

The HT said it did not, and further adjustments were required and completed by the end of next week.

A governor said she had looked at the recent NGA webinar on whether governors were required to have a meeting to approve it. She suggested other governors took the time to listen to it as it was only 40 mins long. SL to check whether the meeting needs to be quorate to be approved.

The HT suggested convening a meeting for all governors who could attend on Monday 13<sup>th</sup> July to approve it. She said it may only be in a draft form as she may require input from the governors to complete it. HT to set up a zoom meeting for Monday afternoon at 3pm

Two governors were not available on Monday but one offered to read any draft sent out and

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provide her comments prior to its approval.

The HT proceeded to share photos of the school setup under covid-19 conditions as evidence of the school complying with government guidelines.

She asked for any further comments from governors but none were received, before moving onto discussing **4. Assessment Data**. She referred to charts in her HT Report, explaining to governors what the expected standards were. She was confident her predictions were accurate as could be and had gathered good evidence as proof. The chart showed significant improvements.

The A-Chair (curriculum governor) confirmed when she carried out a visit she was also confident she saw evidence to back this up.

The HT explained Ofsted were still only going to look at last year's results which was unfortunate as it would not reflect improvements made this year. However she would ask the LA if she could publish "unofficial" data on the school website to show the positive progress made.

A governor asked referring to the previous meeting that if the school may remained in RI, would it be possible to add a column to the chart to show the actual gains this year as that would be a visual thing for parents to understand more clearly.

The A-Chair was keen to establish if the cohort numbers were similar, allowing for an accurate comparison of results from the previous year. It was agreed they were.

The HT needed to carry out assessments when the children return in September and was mindful of using the terms "catch up" and "closing the gap" when referring to pupils missed education during covid. Rather focusing on what the children know and moving them forward.

The HT talked about **5. Curriculum** and referred to her **Curriculum Intent & Rationale** document sent out prior to the meeting

With regards to **6. Attendance**, the HT's Ongoing Monitoring Report explained that monitoring stopped in March. A governor was interested to see the similarities between the previous year and this one. Attendance started well but dipped by Christmas, however there were no significant patterns identified. The HT research showed it was often down to illness but it was difficult to prove how ill a child was from just a call from a parent. She stated that she had adjusted some of the figures to reflect known medical issues.

**7. SEN** had been discussed earlier in the meeting.

**8. Pupil Premium** The HT shared her **PP Strategy Statement** prior to the meeting, so asked the governors if they had any questions but they did not.

The staff governor said it would be published on the website

**9. Safeguarding** The HT had sent her **Annual Safeguarding Report** prior to the meeting. She explained she had based it on a generic one from The Key.

The HT explained the Safeguarding policy was done annually but there were a lot of annual policies from the LA she needed to send out for next year before the first FGB meeting. However some will not get updated by the LA until early September.

The safeguarding governor referred back to the Report and asked a question about parental

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engagement. She asked for the wording to be changed under “areas to develop” point 2 from “parental engagement” to parental/children engagement”. She told governors she had read an article on girls as young as 6 sending pictures of themselves via their phones. She suggested directing parents to “SafeToNet” on the Government website. It was offering 1 million free licences for parents to install on children’s phones.

The HT said she was not aware but could inform parents via email or school newsletter She said the school was now subscribing to EDUCARE for ongoing online staff training. A governor asked if she required Safeguarding training, which she did, however the HT explained the SLA with governor services would change from September and training no longer available but would have access to the NGA website instead.

A governor was aware there were further changes happening at the LA and to expect more announcements before the end of term.

Another governor asked where that left the school with the TAS support from the LA. The HT said it was unclear at this stage.

The A-Chair suggested the HT looked to the Collaboration to share experiences more.

To finish the HT said she had sent an “**additional costs since covid sheet**” but still had a few more costs to add. For example the purchase of individual pencil cases and extra sanitizer. There were additional costs of the FSMs that they may be able to claim back.

A governor asked if it was possible to claim back for additional PPE but the HT thought not.

A governor asked if it would impact finances. The finance governor explained not now but would have a knock on effect in future. The HT said some schools had had to pay for teachers in holidays but will receive no re-imburement for this. She stated some schools would be in a worse situation but planned to claim where possible. She was relieved she had been asked by the LA to put in a contingency in her budget.

A governor asked if the PTA could help but it was accepted that they had had to cancel their biggest event this year and had already lost money on the initial outlay.

The A-Chair asked if the school could lobby the local MP. The HT said she had not tried but worth a try. She was asked if the Collaboration could lobby collectively it may have more impact.

### 4.3

#### **Update on Governor Recruitment**

The A-Chair said J O’S had drafted a letter to go out to local businesses but she had decided to postpone sending anything out until after the parent election. Currently there were 2 co-opted vacancies on the Board.

J O’S planned to send letter to local retail premises and asked everyone to email her with any ideas. The governors suggested local newspapers, Marshwood Vale magazine, Golden Cap magazine, Char Chat and the school and Charmouth facebook sites.

J O’S to advertise the vacancies and report back at next meeting

The A-Chair promised to produce a pack for parent governors which she will circulate to governors by September (before holding another parent election)

The HT it would need 2 weeks minimum when the school returns in Sept before starting another election.

On the point earlier on Safeguarding, A governor had checked the Government website and

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<p>4.4</p> <p>4.2</p>	<p>the free licences were still available and sent the link to the HT so she could add it to her newsletter.</p> <p><b>Set FGB Meeting dates for academic year 20/21</b> The HT asked governors to give her their preferred dates. <b>It was agreed Wednesdays worked but may need to move the time to 4pm.</b> It was accepted it was likely to still be a virtual meeting perhaps until after the first half term. She would send details out nearer the time, as likely to move to Microsoft Teams than Zoom <b>The HT to send proposed dates to governors by the end of term</b></p> <p><b>GDP Update &amp; consider priorities for next year</b> A governor noticed item 4.2 had been missed. The A-Chair asked SL if there had been any progress on the plan as she had not touched it but was aware it required an update and a focus for next academic year. SL said she had not been in a position to progress it but hoped to look at it before September.</p> <p>The HT said she had spoken to the A-Chair to see if it was possible to hold a Governor Development Day early in September to finalise the plan. A governor suggested that each governor should be presented with a folder with all information that they required to do their roles. Perhaps to include a sheet with likely answers to potential Ofsted questions. The A-Chair suggested looking to the Collaboration for Governor networking/training. <b>The HT to send out proposed date for the meeting by end of term</b></p> <p><b>The clerk was keen to ensure some of her induction training pack was also included. She would work on collating the paperwork ready for the meeting.</b></p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><b><i>Policies &amp; Documents for Review &amp; Approval</i></b></p> <p><b>Approval of Governor Standing Orders Policy</b> A governor noticed there were several references to committees still in the Policy. The clerk was surprised as she thought they had all been removed but agreed to amend accordingly. <b>The governors agreed to approve the Policy subject to the minor amendments.</b> <b>The Clerk to re-send the Policy to governors before the end of term</b></p> <p><b>Update on SEN Policy and SEN Report</b> – Covered earlier in agenda</p> <p><b>Review of Policy Schedule</b> Not discussed due to length of meeting – carried over to next term</p> <p><b>Progress on Asset Register</b> The HT explained it would never be finished, it was an ongoing document but was confident it was now up to date, with the exception of the IT equipment, for which additional support was needed. A governor asked if there was a need to review the school Insurance in light of the updated assets but the HT said no as it was arranged through the LA.</p>	<p>TR/All J O'S/ Clerk</p>
<p>6.0</p>	<p><b><i>Governor Visits – (n/a at the moment)</i></b></p>	<p>TR/All</p>
<p>7.0</p>	<p><b><i>Date of Next Meeting</i></b> TBA – HT to produce draft FGB Meeting dates with proposed date for September</p> <p>A question was asked at to whether the Board needed to meet over August but the HT was happy there was no need but did require the meeting on Monday to sign-off covid-19 risk</p>	<p>All</p>

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	<p>assessment for next term</p> <p>A governor asked if there were further guidelines if had a spike in cases and what would happen. The HT said she may receive further guidance but was confident the school would be ready to go for September.</p> <p>She said the school had 2 inset days at the start of the term to ensure everything was up to date and in place for re-opening.</p> <p>The clerk reminded the Board they still needed to thank 2 previous governors who had stood down recently. The HT suggested have a tea and cake afternoon next term and invite all governors and staff.</p> <p>The A-Chair said she would send a personal thanks on behalf of the board to DB</p> <p>The A-Chair closed the meeting by saying how much she appreciated everyone's support and for taking up the challenges of having to work in a different way and meet virtually.</p>	
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*Meeting Closed at 5.56 pm*

Item	Action	Owner	Date Raised	Date Due
3.1	Send Associate Member details to Acting Chair	Clerk	08.07.20	17.07.20
5.2	SEN Policy sent to governors following these 2 amendments:	SENCO	08.07.20	Sept
	Update the header and date on the Policy			
	Address of further policy corrected on school website			
5.2	SEN Report sent to governors following these 3 amendments	SENCO	08.07.20	Sept
	Names included along with their acronyms			
	Add a link to the EEF			
	Add paragraph about lack of measures due to covid			
2.1	Have a Premises Inspection Plan but needs to be carried out	HT/Chair	08.07.20	Sept/Oct
2.1	Re-establish Priority List to fix maintenance issues	HT	18.12.19	30.11.20
2.1	Provide J O'S with Louise Dodds (LA) email to chase copy of LA Safeguarding Audit Report	HT/J O'S	25.02.20	Open
2.1	H&S checks carried out & written process in place	HT/Chair	25.02.20	Sept
2.1	Staff photos posted on website	HT	08.07.20	Sept
2.1	Add sheet for govts to sign at end of Standing Orders Policy	Clerk	08.07.20	Sept
2.1	Clarify who returning officer can be for parent elections	Clerk	08.07.20	Sept
4.1	Check RA requires quorate GB decision	SL	08.07.20	13.07.20
4.3	Advertise for co-opted governor vacancies	J O'S/clerk	08.07.20	Sept
4.3	Produce pack for parent governors	TR	08.07.20	Sept
4.4	Send out proposed dates for FGB meeting next term	HT	08.07.20	17.07.20
4.2	Send out proposed date for Governor Development Day	HT	08.07.20	17.07.20
4.2	Provide training material for Governor Development Day	Clerk	08.07.20	Sept