

CHARMOUTH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING Held virtually (via Zoom) on Wednesday 25th November at 4.00pm

Those Present: Laura Cornish (Headteacher), Sylvie Lord (Chair), Rachel Coney, Caroline Dare, Miranda Feasey, Jane O'Sullivan, Sharon Peel, Lynne Wheatley & Colin Williams

Associate Members: None

In attendance: None

Clerk: Karen Southcott

Apologies Received From: Tamsin Rowe

Absent: None

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 4.02 pm

No.	<i>Item</i>	Lead
1.0 1.1	<p><i>To Receive:</i></p> <p><i>Welcome and Apologies</i> – The Chair welcomed everyone and introduced Miranda Feasey, the newly elected parent governor. She said the new co-opted governor, Sharon Peel would be a little late (due to a work commitment) and would introduce her when she joined. The Chair had received apologies from Tamsin Rowe and following a conversation with her she had decided to step back from her role as a governor due to her increased workload, she was uncertain on how long this would be for at this time.</p>	SL/All
1.2	<p><i>Declarations of Business Interests</i></p> <p>The 2 parent governors declared a personal interest as they had children in Reception, Year's 3, 5 & 6</p>	All
2.0	<p><i>Approval of Previous Minutes held on 21.10.20</i></p> <p>The Chair asked for comments and one comment was made to make an amendment to section 5 last paragraph on page 3 from “she would need to engage with” to “the school”</p> <p>The amendment was noted and the minutes were approved by the Board, although unable to be signed by the Chair whilst meetings are virtual.</p>	SL
3.0	<p><i>Matters Arising from meeting on 21.10.20</i></p> <p>The following actions were still outstanding from the previous meeting:</p> <ul style="list-style-type: none"> • 3.0 Re-establish Priority List to fix maintenance issues HT had completed a maintenance priority walk and several of the issues on the list were the responsibility of the LA not the school. The Chair asked the HT if this meant there was now a Priority List and she replied she did now have one. • 3.0 Ask Finance Officer to look at costs for cameras/gates/fencing The Chair said initially it was thought cameras would be the best option, but it had raised potential data protection concerns. The HT agreed she would prefer to go with fencing. The Chair asked the HT to provide a copy of the LA Safeguarding Audit Report (quotes for the fencing already sent) so she could forward it to the LA and ask for a contribution towards the costs. • 3.0 Contact CW & LW to complete Governor Visit Forms 	SL/All

CHARMOUTH PRIMARY SCHOOL

CW confirmed he had completed his and sent to the clerk. The clerk said she had received one from LW but not in the Visit Form format. She had put the documents in the GB shared library in the folder "School Visits Reports"

The Chair asked all governors to ensure they always completed a visits report, using the agreed form, every time they met or had a conversation with the HT/staff so there was clear evidence of the reason for the meeting/call and proof the governors were in regular contact with the school showing they were continuing to monitor and challenge.

A governor explained to those who were not at the previous meeting, the form was designed using the 3 main boxes, stating your reason for the meeting, your objectives and actions required should apply to every type of visit and page 2 was the aide memoir.

A governor agreed they were using the form but wanted to make governors aware that they needed to download the generic one from the shared library, complete it, before posting back to the folder. A discussion occurred as to best practice and it was agreed completed forms should be emailed to the clerk, copying the HT, and the clerk would place them in the shared library.

A governor asked if it was appropriate for her to complete visit forms following two conversations held with the HT around actions from the previous FGB meeting. The Chair thought it would be useful to document the conversations to show they had taken place and the actions completed.

- **4.1 Find out how other organisations recruit Vice-Chairs.**

The governor reported her contact was furloughed and not replying to emails.

- **5.2 Write governor training plan**

The Chair had decided to add it to the KPI Governor Development Plan (GDP) and was work in progress

- **5.2 How to share files in document library**

The clerk explained she was going to meet with the HT to further her understanding of how the shared library worked as she was unclear on who owned the files posted in it. A governor explained a facility existed to ensure the owner of a document could set it up to allow only certain individuals to access it, thus reducing the risk of it being overwritten by someone else. An alternative was if someone made changes they ensured they always kept the edited document with a new version number. A concern was raised that if a file was saved down to an individual's laptop and then posted back it would over-ride the one in the shared library that may have also been modified in the shared library.

- **6.1 Complete KPI GDP Priority 4 Governance** – to be discussed later on agenda by Chair

- **Explanation of "Audit recommendations" in Financial Procedures Policy**

The HT had asked the LA and it related to the guidance given by the Insurer's, for example, do not do your banking at the same time every week.

A governor asked if there was a limit on the amount of money held within school. The HT replied that there wasn't but in fact very little cash was kept as most payments were now online.

CHARMOUTH PRIMARY SCHOOL

4.0	<i>To elect officers</i>	SL
4.1	<p><i>Appointment of Vice-Chair(s)</i></p> <p>The Chair said she and the clerk had had conversations with Nicky Diment (LA Governor Services) and were correct it was a legal requirement for a Board to have a Vice-Chair. It was now more important as TR who had agreed to take on the role in the short term had taken a step back from her role.</p> <p>The HT reminded the Board that this could be a shared role if no-one was comfortable putting themselves forward to take on sole responsibility or feel they had the bandwidth to do so. CW offered to be nominated for the role but with the Board's full knowledge he did not have the bandwidth to do it longer term, nor did he wish to take on the Chair role in future.</p> <p>A governor asked if this was a strategic issue that needed to be addressed as it was clear no-one felt able to take on the role.</p> <p>A discussion took place on whether any new governors may be in a position to put themselves forward in the coming months.</p> <p>4.38pm The Chair lost her connection to the meeting</p> <p>4.41pm Sharon Peel joined the meeting and everyone welcomed her whilst waiting for the Chair to reconnect.</p> <p>4.46pm The Chair was able to re-join and also welcomed SP to the Board and asked her to explain a little bit about herself. She said she lived in Charmouth and her children had attended the school. She worked for the LA and had just taken on a new role so needed to see how that would work out but was excited to have joined the Board.</p> <p>The Chair was asked to update the Board on the skills/background of another possible co-opted governor that was due to be discussed under item 5.1 and whether she had previously held Chair or Vice-Chair roles.</p> <p>The Chair said that a lady had come forward following the post placed on the Charmouth Community facebook page highlighting the governor vacancy. She had spoken to her at length and she was keen to join.</p> <p>The clerk reminded the governors they needed to be sure any candidate was appointed based on experience in areas the Board had identified it had a skills weakness and could not be addressed from within the current membership.</p> <p>The Chair said she had a background in education and had recent experience under "special guardianship". She did have experience in identified weak skills areas, specifically in H&S and Premises and it was thought she had Chair/V-C experience too.</p> <p>A governor asked if it was appropriate for the Chair to have an explicit conversation with her on whether she would consider a role of V-C in future.</p> <p>Another governor agreed, that if the role had to be recruited from within the Board and it was clear no-one was keen to do it, the Board must make sure anyone being appointed understood they may be required to step up in future and be in a position to succeed the Chair.</p> <p>The Board was acknowledged it needed to have a succession plan in place.</p> <p>The clerk asked the new parent governor if she had experience of being a Chair and she said she had been V-C of a charity previously.</p>	

CHARMOUTH PRIMARY SCHOOL

	<p>CW proposed that he was happy to be nominated as V-C for the next few months but with the Board's full knowledge it was in the short term and did not wish to succeed as Chair in future. The Board unanimously elected CW as V-C, with a view for a further election in a few months. A governor felt strongly that if the role must be filled, in addition to ensuring a succession plan for the Chair, the Board should only consider someone willing to take on the role.</p> <p>The Chair agreed to have an explicit conversation with the candidate, as it was clear that if she was appointed, some-one on the current Board would have to be willing to step up to the V-C role. The Chair to contact her and discuss the Board's position openly with her.</p> <p>The HT suggested appointing her as an Associate Member initially as that would still leave a vacancy to find a co-opted governor with the skills the Board required.</p> <p>4.58pm CD joined the meeting. She apologised for being late but she had been attending a Collaboration meeting which overlapped with this one.</p>	
<p>5.0 5.1 5.2 5.3 5.4</p>	<p><i>Governing Board</i> <i>Appointment of Co-Opted Governor – discussed under item 4.1</i></p> <p><i>Update on Parent Governor Election – new governor already elected (MF)</i></p> <p><i>Priority Maintenance List – already discussed under 3.0 matters arising</i></p> <p><i>Approval of Forecast Outturn (to LA by 30th Nov)</i> The Finance Link Governor (CW) explained the Outturn Summary Report (which had been circulated to governors prior to the meeting) and after meetings with the HT and the School Finance Officer, he was happy with the figures. He asked governors for their comments.</p> <p>A governor asked why under Teaching Staff, salaries appeared to have increased more in the 22/23 forecast over other projected years. The HT said this was because certain assumptions were made whilst predicting future years and she tended to allow for a highest likely cost but in reality it was likely to be lower.</p> <p>A governor asked why the Supply Teachers Budget was significantly higher this year. The HT said that it was due to the costs of the supply teacher brought in to cover maternity leave.</p> <p>The HT mentioned that figures under Costs for Service Level Agreements were difficult to project as the LA did not release their SLA costs very early which meant they had to guess the figures. It was also the case that some SLA's previously in place with the LA were no longer available.</p> <p>A governor asked why there was no expenditure under School Council. The HT said although the line was in the income figures it showed £0 as any money raised was always spent again, so the net was always zero.</p> <p>A governor asked why the Pupil Premium line was predicted to be lower in future years. The HT explained the figures were based on income received for individual children and there were fewer children eligible for PP lower down the school.</p> <p>The HT explained the PP balances were part of the Grant Income.</p> <p>A governor wished to ask a strategic question on why it was possible to forecast a deficit.</p>	<p>SL/All SL Clerk HT HT/CW</p>

CHARMOUTH PRIMARY SCHOOL

The Finance Link Governor said he challenged the HT and Finance Officer in their meetings to complete the Outturn with the same question. He answered that he was satisfied that in some cases it was difficult to project out 3 or 4 years into the future.

The HT noted, for example next year she had under predicted Nursery Income as she would prefer to base the figures on having the minimum number of children although they were likely to have more.

She explained the LA required the school to keep a contingency each year, and therefore there would be additional saving as this had not been used.

A governor was concerned to see a predicted deficit in 5 years' time. The HT felt the governors should not be overly concerned as these figures were so far ahead with estimated incomes..

A governor suggested it might be helpful to report the previous year's figures to help understand the future years projections.

The Finance Link Governor and the HT agreed to request the Finance Office add this to the Summary document in future.

A governor noted that there was no KPI at the bottom of the document and without targets it was difficult to decide whether our school's figures were good, bad or in different against other schools.

The HT and Finance Link Governor both said that this would be made clearer and addressed when they presented the next section of the SFVS in the next FGB meeting.

The Chair concluded that looking at the previous year's figures would be helpful.

The Finance Link Governor stated that actually the school had over performed, with a healthy carry forward amount which put the school in a far better position than in previous years and he was confident of the figures for the next 2 years.

A governor asked for clarity on where LA funding starts from, whether financial or academic year. The HT said it was financial year (end of March) and that the LA were good at providing reasonable accurate figures in advance.

A governor asked if the LA could clawback money if you have a large c/f amount. The Finance Link Governor said it was fine to carry forward a small amount or a large amount if it was justified and ear-marked for a specific project. The FO had emailed the LA to confirm that the carry forward was acceptable.

The Chair concluded if there were no further comments, would the Board approve the Outturn. The Board unanimously agreed it.

Following a conversation the Clerk had with the Finance Officer, the clerk asked if it was appropriate for the FO to attend FGB meetings where financial items were to be discussed as she had apparently done so in the past.

The HT said historically she had attended finance committee meeting but the school no longer had a committee structure.

The Finance Link Governor raised a concern that the LA states that school finances should be scrutinised by the GB but he felt that now the school had adopted Link Governor roles, he was the only one carrying out the reviews.

CHARMOUTH PRIMARY SCHOOL

	<p>He also gave an example on the teacher pay scales, where he was expected to approve the teacher pay policies. However, he felt he needed an extra person to check the educational side of them in future as he felt he couldn't challenge the HT effectively as he didn't have the experience to do so.</p> <p>The Chair agreed to join him completing the Policies in future.</p> <p>He suggested several governors should be looking in depth at the finances, not just him. He thought it wise to create a mini committee or working party on finance. They would need to meet 3 times a year before key financial deadlines (Nov, Feb and Jun)</p> <p>It was agreed to form a committee and the Chair said she would join and asked other governors to consider it before the Feb meeting.</p> <p>The governor responsible for Governance (RC) endorsed this agreed process in future.</p> <p>The Finance Link Governor agreed he was happy with the Pay Policies as they were based on the Model Dorset ones.</p> <p>A governor asked if, in future, the paragraphs changed from LA Model Policies were colour coded to make it easier for governors to see where school specific amendments have been made.</p> <p>The HT agreed to do this in future</p> <p>The Teaching Staff and Support Staff Pay Polices were approved by the Board</p>	
5.5	<p><i>Initial priorities for spending 21/22 (finance) – agreed to cover at next meeting</i></p>	HT/CW
5.6	<p><i>SFVS Category C Setting the Annual Budget Review</i></p> <p>A new governor asked what the acronym SFVS meant. The HT said it was Schools Financial Value Standard checklist and the Chair explained to new governors that the Board tried to go through a category (A to G) at each meeting as scheduled on the Year Planner. The Finance Link Governor had sent a copy of the SFVS out prior to the meeting with his comments under category C. Most of which had been covered under the discussions in Item 5.4. The governors had no further questions on his comments.</p>	CW
5.7	<p><i>Governor Development Plan (GDP – KPI) Priority 4 Governance</i></p> <p>The Chair apologised for not sending this out prior to the meeting but would ensure it was sent out prior to the next meeting.</p>	SL
5.8	<p><i>Review Scheme of Delegation (to be completed by Jan)</i></p> <p>The Chair confirmed she and the HT would complete this for the next meeting</p>	SL/HT
5.9	<p><i>Governing Body actions following governor visits/calls</i></p> <p>The Chair reiterated that all governor visit reports must be put in the GB shared library. She asked if anyone had any actions/concerns that wished to raise following any visits/call but no-one had any this meeting.</p>	All
6.0	<p><i>HT Report</i></p>	HT
6.1	<p><i>Update on progress</i></p> <p><i>SDP/SEF 20/21 (using new KPI document)</i></p> <p>The HT met with TR and RC and she planned to complete section 1. However, she had been so encouraged she had gone on to complete sections 2,3 and 4 and only had Early Years to do. She acknowledged she did need to address some areas of improvement and still had work to do.</p>	

CHARMOUTH PRIMARY SCHOOL

	<p>Under the Pupil Premium Strategy 2020-2023, she had concentrated on the PP element but left it orange as she had not checked it with the PP Link Governor (LW) yet. It was agreed they would arrange a meeting to do so.</p> <p>The Governance Link Governor recognised the huge step forward the new KPI format was and the effort the HT had put in. The Chair also thanked RC for the input she had provided for it. The HT commented that she was sharing it with the teachers through leadership meetings and it was now a working document. The Chair suggested the new governors gain an understanding of it and RC offered to run a virtual workshop to explain the new measures.</p> <p>The HT went on to say she was ahead of the game and had carried out both parent and pupil surveys. The results had been sent to governors prior to the meeting. The HT commented on some “lovely” comments and she shared one in particular from a child in Year 6 who, under the best thing about school said “we can trust each other. If you are going through a hard time and need someone to talk to you can trust there is someone you know and can talk to”</p> <p>She was disappointed that only 10 parents had completed the survey, although those that had did encompass each year group. The survey is usually completed at parent consultation meetings which were virtual this year; last year there had been over 100 responses.</p>	
6.2	<p><i>Annual Performance Management Report</i> The HT reviewed the Report which had been sent out prior to the meeting and ask for governors’ comments. A governor expressed surprise there was no statutory requirement for non-teaching support staff to have an appraisal. The HT agreed but planned to carry them out anyway. Her plan was to provide personal development termly with on-going conversations with staff, not just annually.</p>	
6.3	<p><i>Agree Term Dates for 20/21</i> The dates had been sent out prior to the meeting. The HT noted there were 5 inset days per year. She proposed taking Thursday 2nd and Friday 3rd Sept as Collaboration inset days. It was a chance for the Collaboration to get in speakers/consultants to talk to all schools in the Collaboration (normally prove too costly for one school to provide on its own). This was also the case for Tuesday 4th Jan. She had scheduled Monday 6th June to enable staff to think about performance reports and Friday 22nd July to allow staff to reflect on the year gone and plan ahead for next year.</p> <p>She stated that they were not all in line with Woodroffe but felt it was more beneficial to tap into the Collaboration ones. Woodroffe had scheduled Feb 17th/18th but the school was unable to take advantage of the 17th one and the 18th was disaggregated. The Chair concluded there was more value in working with the Collaboration as this was predominantly Primary Schools. A governor asked if that meant Woodroffe was not in the Collaboration and the HT replied it was not involved. The governor then asked if there could be other opportunities to develop a link between Woodroffe and the collaboration, particularly as Charmouth was a feeder to school to it.</p> <p>The HT confirmed she received a lot of invaluable support from the Collaboration. She asked the Staff Governor (CD) her thoughts on the collaboration staff meeting. CD explained that the reason she was late to this meeting was because she finishing a meeting with Collaboration schools. She gave examples of discussions they had had, for example sharing the positives and the challenges staff had experienced during covid. Other schools shared information on how they were using remote and/or online learning. The opportunity to meet up, share experiences</p>	

CHARMOUTH PRIMARY SCHOOL

<p>6.4</p> <p>6.5</p> <p>6.6</p>	<p>had made her come away feeling more valued, especially encouraged by comments made by some of the HT's from the Collaboration who were able to attend the meeting.</p> <p>The Board unanimously agreed to approve the proposed Term Dates 20/21</p> <p>Update on Covid requirements and School RA The HT said she reviewed the RA fortnightly but does discuss it in weekly staff meetings. She had no requirement to update it since the 28th October but an update was now due, due to recent guidance on music lessons. She will then share the revised version with governors.</p> <p>Feedback on Collaboration Meeting – discussed in Item 6.3</p> <p>Update on Business Case for Breakfast Club</p> <p>The Governing Body resolved to formally go into Part 2 to discuss an update on the Breakfast Club as a confidential matter. Following the Part 2 business, the GB resolved to return to Part 1</p> <p>The Chair asked if governors had further questions for the HT but there were none.</p>	
<p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p>	<p>Policies for Review & Approval</p> <p>B13(Teaching Staff) Pay Policy</p> <p>B13(Support Staff) Pay Policy Both were approved under Item 5.4</p> <p>B16 Children with health needs who cannot attend school Policy The Chair had reviewed it and felt no significant changes were necessary and therefore recommended its approval. The Board unanimously agreed to approve it.</p> <p>B17 Designated teacher for looked after children Policy The Safeguarding Link Governor had reviewed this policy and asked for feedback from governors. CD asked her to amend the sentence under section 4 to include the office contacts and email. The Board unanimously agreed to approve it, subject to the amendment under section 4</p> <p>C20 Supporting pupils with medical needs Policy The HT explained this didn't need to be solely CD's responsibility (under section 6) and would get the Office to share ownership. A governor asked (under section 7 Managing medicines) when was a medicine likely to be prescribed to a child without the knowledge of a parent. It was agreed to remove this sentence as it related more to secondary schools.</p> <p>It had already been agreed to amend the beginning of the document to reflect a governor's query on governor responsibilities. It was agreed to a make the amendments and bring to the next meeting for approval.</p> <p>C24 School Exclusion Policy Under section 5.2 a typo was identified "the g consisting of at least 3 governors" A governor raised a comment in reference to 2 governors requiring independent training prior to sitting on an exclusion panel. The Chair accepted it was required but the chance of a primary school requiring an independent review panel very unlikely. It was therefore agreed that the</p>	<p>SL/All</p>

CHARMOUTH PRIMARY SCHOOL

	<p>Chair amend the policy to say “If the need arises, governors would attend training”. The Board approved the policy subject to the amendment being made.</p>	
7.7	<p><i>C25 Health & Safety Policy</i> The Chair recognised that a Link Governor needs to be in place to own the review of this policy in future. It was agreed to postpone to January meeting.</p>	
7.8	<p><i>A03 Data Protection (postpone to Jan 21)</i> The Chair said she still needed to allocate a Link Governor to take ownership of this policy. She had completed initial training and would take ownership for now. The HT mentioned that she and the Finance Link Governor were looking to buy into a data protection service in January so it was agreed to postpone any amendments until then.</p>	
7.9	<p><i>A07 Complaints Policy (postpone to Jan 21)</i> The Chair was aware this policy was due for review but had yet to find someone to take responsibility for it. RC, as the Stakeholder Link Governor offered to own it as she felt it fell under her remit. The Chair thanked her for offering to own it and hoped a draft could be brought to the next meeting for approval. Stakeholder Link Governor to review for next meeting.</p>	
7.10	<p><i>C26 First Aid Policy (postpone to Jan 21)</i> The Safeguarding Link Governor (J O’S) said she wasn’t aware it was her responsibility but had seen her name next to it on the agenda (the clerk thought it may have been a typo by her) but J O’S offered to review it for next meeting.</p>	
7.11	<p><i>Safer Recruitment Policy (postpone to Jan 21)</i> The Safeguarding Link Governor had had an initial look at the policy but felt it did not reflect the training she recently completed. Her training was clear the school should adopt 4 criteria, namely deter, object, prevent and observe. She asked the Chair to review it using these 4 aspects and asked the HT for her additional knowledge.</p> <p>The HT had met with the link governor and they agreed it should be approved as it was a model policy but could be adapted to be stronger in the future. A governor stated it could not be approved in this meeting as the Board had not seen a copy. It was agreed by the Board to review at the next meeting.</p> <p>The Chair noted that there had been a lot on this agenda as it had been agreed not to hold a meeting in December. However, without a meeting, it had given rise to the opportunity for a workshop to address the Board’s identified lack of knowledge around school data and how progress is measured/tracked. She was aware the Board as a whole needed to understand more to enable them to ask questions/challenge the HT on school performance.</p> <p>She recognised that a lot of this was part of TR’s role as Curriculum/Assessment Link Governor and she had the expertise to do this. However, with her stepping back, this knowledge needs to be shared with other governors who may in future be required to cover or take on this role.</p> <p>She also recognised that adopting Link Governors rather than a committee structure it was not so easy to share knowledge.</p> <p>A governor asked if, in future, the clerk could organise the documents next to the agenda items to make it easier for them to review paperwork prior to a meeting. The clerk said she was trying to do so and had implemented an owner column to make it easier to see what documents were expected from everyone. She explained that she did not always receive documents from the owners that followed the naming of the files on the agenda or submitted several documents to</p>	

CHARMOUTH PRIMARY SCHOOL

	<p>her to place in the shared library that did not correspond to any specific agenda items. She tried placing paperwork in the agenda paperwork shared folder so governors did not have to look in multiple places for files. However, if they were required to follow a naming convention, there was a risk the same document may then have multiple versions with different names. She explained this meeting she had not met with both the Chair and the HT which had caused some confusion. The HT suggested that in future, it was better that all 3 met together.</p> <p>The Clerk agreed to look at the agenda format for next meeting and put in links to documents.</p> <p>The Clerk encouraged the governors to log into the NGA e-learning module and undertake further training courses. She had sent out the list of courses available and asked them to take the time to look at any they thought useful to their specific Link Governor roles. Most could be completed in an hour or so and it was possible to dip in and out of one if they didn't have time to complete the course in one go. She asked them to send any completed training certificates to her.</p> <p>A new governor asked if the GB used the chat facility in zoom and a discussion ensued on whether it was more appropriate to use Microsoft Office Teams instead of zoom. It was agreed to try Teams for the Curriculum & Data Workshop on Wednesday 16th Dec 2:15pm – 4pm</p> <p>The HT will email the Teams invite to everyone in due course.</p> <p>The Chair thanked everyone for their time, especially to the new governors who had joined the Board.</p>			
8.0	<p><i>Date of Next Meeting:</i> Curriculum & Data Workshop Wednesday 16th December at 2:15pm</p> <p>FGB Meeting Wednesday 27th January 2021 at 4.00 pm</p>	All		
	<i>Meeting Closed at 6.17 pm</i>			
Item	Action	Owner	Date Raised	Date Due
3.0	HT send LA Safeguarding Report, plus costs to SL to send to LA for contribution	HT/SL	21.10.20	27.01.21
3.0	Governor Training added to GDP/KPI document	SL	21.11.20	27.01.21
4.1	Contact co-opted candidate with regards to her skills	SL	25.11.20	27.01.21
5.4	Add column to previous budget Outturn summary	HT/CW	25.11.20	27.01.21
5.4	Colour code school amendments to LA model policies	HT	25.11.20	Ongoing
5.7	Send out GDP/KPI doc Pri 4 Governance	SL	25.11.20	27.01.21
5.8	Review Scheme of Delegation	HT/SL	25.11.20	27.01.21
6.1	Arrange review mtg to look at PP element of SDP	HT/LW	25.11.20	27.01.21
6.1	Organise workshop to understand GDP/KPI measures	RC	25.11.20	27.01.21
6.4	Send revised Covid RA to GB	HT	25.11.20	04.12.20
7.5	Amend C20 Supporting pupils with medical needs Policy....	SL	25.11.20	27.01.21
7.7	Review & approve C25 Health & Safety Policy	SL	25.11.20	27.01.21
7.9	Review & approve A07 Complaints Policy	RC	25.11.20	27.01.21
7.10	Review & approve C26 First Aid Policy	J O'S	25.11.20	27.01.21
7.11	Review Safer Recruitment Policy	Chair	25.11.20	25.01.21
7.11	Look at agenda format	Clerk	25.11.20	27.01.21
7.11	Send out Teams invite for workshop on 16 th Dec	HT	25.11.20	27.01.21