

OATLANDS SCHOOL

FULL GOVERNING BODY MEETING

MINUTES



Held on Wednesday 20th March 2024 at 6pm at the school

<p>Present: Charlie Langley (CL) (Chair) Chrissy Prebble (CP) (Vice-Chair) Tanya Mooney (TM) (Headteacher) Lucy Sanders (LS) Sara Nursaw (SN) Clare King (CK) Liam McKeever (LM) Devina Mistry (DM) Charlotte Clarke (CC) Hilary Butler (HB) (arrived 6.15pm)</p>	<p>In attendance: Moya Tytherleigh (MT) (Clerk) Ellie Origo (EO) (Business Manager) Asif Siddiqui (AXS)(Observer)</p>	
<p><i>The meeting started 6.10pm and was quorate</i></p>		
		ACTION
1.	<p><u>WELCOME AND INTRODUCTIONS</u> CL welcomed all to the meeting thanking them for their attendance.</p> <p>Asif Siddiqui had been invited to attend the meeting with a view to joining the GB. He gave some background saying that he has been in the UK for 8 years, working as a Senior Manager & Technical Advisor to Director Global App Experience at Amazon Prime Video, and before that he was living and working in Dubai. He is a father of twin daughters who are 13. Amazon encourage volunteering and he felt this would be a good opportunity to give to the community and to learn something new. He had no experience in governance but was keen to discover more.</p>	
2.	<p><u>APOLOGIES FOR ABSENCE</u> Apologies of absence had been received from Charu Sood, due to health reasons. These apologies were accepted.</p>	
3.	<p><u>DECLARATION OF INTEREST</u> The register of pecuniary interests had been circulated in advance of the meeting for updates. All governors agreed and signed the updated register. Claire King noted that her name had been added to the supply teachers list at Oatlands. ACTION: Clerk to file the register of interests, upload to Dropbox and add to website No governor declared any interest in specific agenda items at this meeting.</p>	MT
4.	<p><u>CONSTITUTION OF THE GOVERNING BODY</u></p> <ul style="list-style-type: none"> • Charlotte Clarke was appointed as full governor following her contribution as an Associate on the Curriculum Committee. CL thanked her for standing in for him and supporting TM at a recent Heads and Chairs 3-School Partnership meeting. • Charu Sood had been appointed since the last meeting on 27th September 2023. • Kathryn Friend tendered her resignation on 7th February 2024 and stepped down as Co-Chair of Governors. CL formally recorded thanks to Kathryn saying that during her four years as governor she made a huge contribution to the team, particularly in the areas of SEND and safeguarding and was an invaluable spokesperson for the GB during the 2023 Ofsted inspection. • Molly Bransfield had resigned since the last meeting on 27th September 2023. • No governor’s term of office was due to expire before the next meeting on 26th June 2024 or before the end of term. • The clerk noted the process of reappointing the LA Governor as although her term was not due to expire until October 2024, there was a lengthy reappointment process with Surrey and forms to be completed by the HT and HB. Governors AGREED to the reappointment of HB as LA governor at 	

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<p>Outcomes of meeting with Julia Katherine and Claire Curran visit on Monday 22nd January 2024 with partnership schools included:</p> <ul style="list-style-type: none"> ● Schools to be reimbursed for delayed assessments. There had been a discrepancy between funding received. Oatlands received a letter stating they would receive £1,600 per child (x3) but only received one amount of £1600 and Manby Lodge received £12,500 for 4 children. ● Early intervention funding in allocated for children in pre-schools to be transferred when children move to Reception settings. ● More Specialist Teachers for Inclusive Practice (STIPs) support. ● 24 Nurture Hubs. Training and funding to be provided to interested schools. (Appendix 1 showed a higher level outline of Primary Locality Nurture Hubs (LNHS). TM felt that having read through the information, she thought that had the opportunity arisen 12 months ago, Oatlands would have put themselves forward but they now felt that they were approaching a new phase of stability and therefore would not be proceeding. ● Partnership schools are now all developing their own SEND 'Units' within their settings. HTs were meeting with Freemantles and STIPs in May to look at opportunities for collaboration in this area. ● A number of successful partnership parent events had been held on ASD, sleep and behaviour, and all had been well received. <p>Behaviour and Attitudes</p> <ul style="list-style-type: none"> ● There had been a huge improvement in behaviour across the school and a reduction in incidents. ● The Specialist Teaching Team had launched phase two of the Relational and Restorative Practice: A Whole School Approach programme with Surrey schools. The programme aims to support schools to reflect on their current practice, highlighting the importance of putting relationships at the heart of everything they do and providing a framework in which schools can work 'with' the whole school community to address behaviour incidents, increase attendance and reduce the use of sanctions such as suspension and exclusion. Oatlands Leaders and Governors are taking part in the project along with 12 other Surrey schools. <p>Personal Development</p> <ul style="list-style-type: none"> ● A Race and Diversity working party had been established. Discussions had focussed around the language used when talking about race and diversity as adults and with children. ● TM planned to develop a 'Language for Learning' policy. <p><u>Governors asked the following questions:</u></p> <ul style="list-style-type: none"> ● CP asked about the Looked After Child (LAC) and if funding was still provided even if the child no longer has LAC status. ACTION: EO/TM to investigate LAC funding rules ● SN asked if the money obtained from attendance fines would go to the school. TM clarified that it would go to the local authority. ● CL checked that staff were happy with Little Wandle. Staff said that they were; it was repetitive but effective. ● When CL asked about parent volunteers visiting to listen to children read. TM explained that the lowest 20% in the class receive extra support, and that parent volunteers were invaluable for complementing the curriculum. All parents listening to readers are trained by the Reading Lead, who has distributed parent volunteers evenly across the classes. PP children are always included in every catch up group and intervention. ● CL offered to write in support of the £1,600 SEND delayed reimbursements received when this should have been x 3 (£1,600 per child). ● Governors discussed Nurture Hubs and the decision made not to put Oatlands forward. Risks were identified as; having an impact on culture, staff wellbeing, the other learners, and the parents. It was felt that this was not the model for a school that does not have a high level of PP children and did not make financial sense. Oatlands have shown that it is inclusive in provision for the children that they do have, and there were other ways they can support more widely. ● CP asked if the Oscar building would ever be replaced for a permanent structure. EO thought there would be opposition from neighbours (as there had been in the past). There had been extensive discussion of this by the Facilities committee over the years. Although teaching staff felt the classroom was separate from the school and not set up in the best way, the Surrey conditions survey had deemed them functional for purpose. ● TM reported that a recent HT conference had been all about AI and the impact on education. 	EO/TM
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	<ul style="list-style-type: none"> All governors were invited to attend the School Development Day that would be held on 3rd June 2024. <p><u>Business Manager</u> After working at Oatlands for 18 years, the Business Manager, Ellie Origo announced that she planned to retire at the end of the summer term. Surrey HR would be involved in the process of recruiting and interviewing a replacement Business Manager. Governor involvement in this process would be required. All governors thanked EO for doing such a superb job of the smooth running of the school for so many years, and that they would struggle without her efficient knowledgeable experience. When asked if she would consider joining the GB, she said she did not feel it fair on the new BM.</p> <p>Governors thanked TM for her updates.</p>									
7.	<p><u>SAFEGUARDING</u> Governors noted the appointment of Claire King (CK) as the nominated governor for Safeguarding and discussed the concept of another governor supporting in this role. It was hoped with the recruitment of new governors, that someone new may have strength or experience in safeguarding. ACTION: Add 'appoint a second safeguarding governor' to the next agenda ACTION: Clerk to add safeguarding to the profile for a new governor Governors noted a report from the Safeguarding governor's most recent visit where KF had performed a handover with CK and lined up meetings for next term. The following update of safeguarding activity had been covered in the HT report:</p> <ul style="list-style-type: none"> The successful implementation of CPOMs (Safeguarding management system) The increase in proportions of children on the child protection register at Oatlands. The change in Lead Governor. Despite online safety being one of the largest safeguarding risks at Oatlands, only 18 parents had taken part in a free online safety training that had been funded by the PTA. 									
8.	<p><u>SEND</u> Governors noted the write up from the meeting with TM, SN, Julia Katherine (JK) (Assistant Director Inclusion and Additional Needs at Surrey) and Clare Curran (CC) (Cabinet Member for Children and Families, Lifelong Learning), on 22nd January that had been included with the meeting papers as well as more detailed discussion in Curriculum committee and Partnership meeting minutes.</p> <ul style="list-style-type: none"> SN and TM had asked some challenging questions, holding Surrey to account. Overall they had been pleasantly surprised with JK's and CC's openness. SCC's improvement plan seemed sensible and they were reassuring about shifting the backlog of EHCP assessments, with the intention of having no backlog by May 2024. SCC was giving extra funding for schools with a high proportion of children waiting for assessments. JK and CC had also visited the partnership schools on the same day. 									
9.	<p><u>SELF EVALUATION OF GOVERNANCE</u> The Self Evaluation Working Party (CP, LM, DM & KF) had met on 15th September 2023 and discussed the effectiveness of the GB based on the questions suggested by The Key. Considering that the FGB should reflect on its overall effectiveness, meetings and how deliberations and decisions will impact on pupil outcomes. However, KF was yet to write up her notes from this meeting that she'd reported had been much aligned to the SDP. ACTION: CL to chase for KF's notes from 15.9.23 SEF working party meeting ACTION: Clerk to add write up of SEF working party meeting to the next FGB agenda</p>	CL MT								
10.	<p><u>COMMITTEES AND NOMINATED GOVERNOR REPORTS</u> Governors noted receipt of the minutes of meetings held since the last FGB meeting. <u>Committee membership (to note)</u></p> <table border="1"> <tr> <td>Finance Committee</td> <td>LM, TM, CL, DM</td> </tr> <tr> <td>Facilities Committee</td> <td>DM, HB, TM, CL</td> </tr> <tr> <td>Pay Appeals</td> <td>CL</td> </tr> <tr> <td>Personnel Committee</td> <td>HB, TM, AS (Associate Member) VACANCY Asif Siddiqui (AXS) said if he were appointed to the board he would be happy to join this committee. SN would join in autumn 2024 (when she was no longer a parent of a child at the school).</td> </tr> </table>	Finance Committee	LM, TM, CL, DM	Facilities Committee	DM, HB, TM, CL	Pay Appeals	CL	Personnel Committee	HB, TM, AS (Associate Member) VACANCY Asif Siddiqui (AXS) said if he were appointed to the board he would be happy to join this committee. SN would join in autumn 2024 (when she was no longer a parent of a child at the school).	
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	Pay Committee	HB CP, LM	
	Headteacher's Review Panel	CP, AS	
	Curriculum Committee	CP, SN, TM, CC, CK, HN VACANCY	
	<p>Facilities Committee</p> <p>Minutes of meeting held on 23rd January 2024 had been circulated to all Governors</p> <p><u>Agreed/discussed at meeting and for governors' information/ratification:</u></p> <p>Governors noted receipt of the RAAC Inspection Report and that no RAAC was identified at Oatlands. CIL funding application had been submitted for Oscar toilets. CL to do the presentation to the panel.</p> <p>ACTION: HB to ask local councillors to come for a site visit when the meeting date to consider applications is released</p> <p>EO had already placed the order for the new washroom facilities, so the refurbishment would go ahead even if CIL funding was not obtained.</p> <p>Curriculum Committee</p> <p>Minutes of meeting held on 5th February 2024 had been circulated to all Governors. CP gave the following committee highlights;</p> <p>The committee had welcomed CC and LS. They had dug deeper into behaviour, SEND, PP, and all reports and monitoring visits were available on Dropbox.</p> <p>Finance Committee</p> <p>Minutes of meeting held on 27th February 2024 had been circulated to all Governors. LM noted that the school had had their first internal audit and had passed with flying colours. Minor recommendations were made that have since been dealt with. LM reported that the audit had been far reaching; there were no red lights and the auditor had been very positive.</p> <p>CL talked about attending a meeting of Chairs of local schools (that were not part of a MAT) saying that all schools were facing serious financial difficulties. Most could not see how to avoid deficit budgets for year 3 of the forecasts. All relied heavily on additional sources of income.</p> <p><u>Agreed/discussed at meeting and for governors' information/ratification:</u></p> <ul style="list-style-type: none"> The Schools Financial Values Standard (SFVS) 2023-24 which had been scrutinised and recommended by the committee was APPROVED (this had been submitted to Surrey County Council 18.3.24) EO explained that the completion of the SFVS was a job for governors. <p>ACTION: Add completion of the SFVS for 2024-25 to the next Finance Committee agenda</p> <ul style="list-style-type: none"> Following recommendation by the Finance committee, the Draft Budget Plan 2024-25 was APPROVED. This had been submitted to Surrey County Council on 11.12.23 as the deadline had been extended. In future it was agreed to ratify future draft budgets electronically before they are submitted to Surrey. Solar Panels – The working party (EO, LM and CL) had negotiated with Fotini Vickers, Renewable Energy Programme Manager at Surrey and agreed a favourable Power Purchase Agreement (PPA) that stated that the school will receive: <ul style="list-style-type: none"> Fixed rate at 20p for 13 years and then 30% below market rate OR 30% below market rate. Operation and Maintenance costs of the system covered. And a full structural survey. SCC school eco educational package including workshops and assemblies. <p>However considering the that SCC Liaison Officers had been concerned by the current contractors (implementing the decarbonisation project), and EO was regularly asked the same question a number of times and the project was still unfinished, they did not feel confident to ask these contractors to install the solar panels. A decision on whether to proceed with installing solar panels would be deferred until suitable contractors were found to do the job.</p> <p>Personnel Committee</p> <p>Minutes of meeting held on 15th November 2023 had been circulated to all Governors. A more recent meeting had been held on 18th March 2024. HB said that the committee prioritised the wellbeing of staff and a recent survey had gone out to all staff, of which responses to this would be reviewed by the committee. They had discussed and reviewed a number of policies.</p> <p>Pay Committee</p> <p>Governors noted that the Pay committee reviewed and agreed the Pay Policy 2023-24 electronically. These emails had been filed as minutes. They also agreed the Teacher Pay recommendations for 23/24 in line with the Pay Policy.</p>		MT
11.	<p>POLICIES</p> <p>Governors RATIFIED the Early Career Teachers Policy (<i>as recommended by the Personnel Committee</i>).</p> <p>Governors RATIFIED the Complaints Policy (<i>as recommended by the Personnel Committee</i>).</p>		

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	Governors noted that a rolling program of review was in place and was compliant with what maintained schools must publish online: https://www.gov.uk/guidance/what-maintained-schools-must-publish-online	
12.	SCHOOL FUND INSPECTION It was noted that the School Fund inspection had been carried out by Stuart Mackenzie (a parent/CFA Charter holder) on the 7 th June 2023 and certification was attached. The recording of this activity had been overlooked at the summer 2023 FGB.	
13.	RISK Governors received a consolidated view of the risk register. Risk was a recurring agenda item at each committee meeting for which supporting risk registers were in place/being discussed. DK and CP planned to meet to further discuss Curriculum risks as there was still work to be done. ACTION: DK and CP meet to discuss Curriculum committee risks and update the register The school's ability to meet increasing demand for wrap around care was a risk for the whole GB with the long term strategic aim to provide more places. It was agreed to form a working party to discuss increasing capacity as well as being on the agenda for the strategy session. EO explained that recruiting staff for Oscar club was always a problem; a current advert had run for 3 weeks without any interest at all. Hours for this post were between 3-6pm for 3 days a week at a rate of £11.33 an hour. ACTION: Form a working party to plan to meet increasing demand for Oscar club	DK & CP ALL
14.	SKILLS AUDIT It was agreed to schedule a skills audit to assess the governing board's strengths, identify gaps and build development plans once vacancies had been filled and membership of The Key was established (1/4/24).	
15.	SCHOOL WEBSITE The GB confirmed that they were aware of its statutory duties relating to the website and routinely and regularly ensure that all required information is up-to-date and published on the school website. Governors noted the addition of a statement on partnership working on all 3 schools' websites. ACTION: Update the governors area of the website with correct membership	MT
16.	PARTNERSHIPS Governors noted that the next meeting of the Chairs and Headteachers 3-schools partnership was scheduled for 20 th May 2024. Minutes from the meeting held on 26 th February 2024 were received. Governors noted that the partnership Action Plan was available to access on Dropbox and was work in progress as HT's from the 3 schools added their updates directly into the one document. It was noted that Cleves had appointed a new HT who would be starting in autumn 2024, and they were currently recruiting for a DHT.	
17.	GOVERNANCE HANDBOOK The DfE Governance Guides were published in March 2024 to replace the Governance Handbook and serve as the primary DfE source of governance information. Importantly, the new guides do not include any new governance expectations. The role of the Maintained Schools Governance Guide is to: <ul style="list-style-type: none"> • distinguish between governance in academy trusts and in maintained schools (with separate guides for each) • provide clarity about the board's role in relation to legislative and contractual requirements • provide content that is clear, concise and avoids repetition • enable stakeholders and the sector to take more ownership of best practice over time 	
18.	GOVERNOR TRAINING AND DEVELOPMENT Governors reviewed their own engagement in training and development agreeing to continue to share information gleaned from courses attended and to circulate training material to all on the GB. A log of training was kept and updated by the clerk. The clerk would continue to forward training opportunities and topical webinars as well as weekly newsletters from the NGA. The GB APPROVED the Finance committee's recommendation to sign up to The Key for Whole School, Governance and CPD. ACTION: EO to sign up to The Key from 1st April 2024. CP and SN remarked that they had stopped receiving training opportunities via email from Strictly Education.	EO

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19.	<p>PTA</p> <p>Volunteers had been requested for governors to speak to the parents and run a Q and A session at the PTA meeting on 23rd April 2024. CL agreed to run this session with CC and LM, but said it was an open invitation to all governors if they wished to attend.</p> <p>The clerk suggested an informative presentation ‘what governors do at Oatlands’ that was on the website, but required bringing up to date.</p> <p>ACTION: Clerk to signpost the presentation on the website as a base for the PTA meeting</p>	MT
20.	<p>ADMISSIONS</p> <p>Governors noted the Surrey County Council’s Admissions & Transport Spring Term 2024 update.</p>	
21.	<p>ANY OTHER BUSINESS</p> <p>At the most recent Personnel meeting there had been lengthy discussion around the issue involving the Caretaker’s 40th anniversary gift. The PTA organised a collection for the Caretaker from the parents and staff in February 2024 and raised in the region of £750. It was explained to the PTA that in accordance with the schools Gift and Hospitality Policy the Caretaker would be unable to accept cash or bank transfer. A gift was purchased and the remaining amount of £650 was presented to the Caretaker as a “dummy” cheque in a special assembly. The plan had been that the Caretaker would think of something he would like to buy with the £650 and it would be purchased on his behalf and this was explained to him numerous times. He however requested a bank transfer rather than a gift. The Gift and Hospitality Policy was introduced following the Bribery Act 2010 to ensure that no members of staff act in a way which may compromise the school’s integrity by accepting a gift which could influence their actions or decisions within their role at Oatlands School. The Personnel committee were of the opinion that this did not apply in this case and that as a one off, the Caretaker should be allowed to receive the gift in the form of a bank transfer, and requested that this decision be ratified at the FGB.</p> <p>The group discussed this matter at length considering getting legal counsel on the Bribery Act, with the outcome that bearing in mind the profile of the Caretaker’s role at the school they would AGREE to him receiving the funds raised by the PTA in a bank transfer. This would be recorded with evidence of decision making on the gifts and hospitality register.</p> <p>ACTION: EO to ask the PTA to transfer money raised to the Caretaker in a bank transfer</p>	EO
22.	<p>DATE OF NEXT MEETING</p> <p>The agenda listed the date of the next meeting as Wednesday 26th June 2024 at 6pm, however this clashed with the Elmbridge schools festival that many parents would like to attend. It was agreed to move the FGB to the week before on Wednesday 19th June at 6pm.</p>	
23.	<p>PART TWO</p> <p>The Personnel committee were monitoring the wellbeing of the Caretaker whose health was declining, and so was the cleanliness and maintenance of the school. Surrey HR advised that this would be a capability issue, which was not a route that the school wished to pursue.</p> <p>Governors discussed appointing Asif Siddiqui to the board, agreeing that he had a good skill set to fit into the team, and a keen attitude. It was AGREED to offer Asif Siddiqui a seat on the Board of Governors.</p> <p>ACTION: Clerk to start the induction process and necessary admin for Asif Siddiqui</p>	MT

The meeting ended at 8.35pm

CL thanked all present, and wished them well.

TABLE OF AGREED ACTIONS		By Whom	By When	Complete
3	Clerk to file the register of interests, upload to Dropbox and add to website	MT	ASAP	Complete
4	Clerk to start the reappointment process for HB as the LA governor	MT	ASAP	In progress
4	All governors to network to recruit new governors	ALL	ASAP	
4	TM and CP to create an advertisement, then DM to distribute in suggested local firms	TM, CP DM	ASAP	
4	Sign up Lucy Sanders as an Associate Governor to the Curriculum committee when Hannah Nicholas returns from maternity leave	MT	ASAP	

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5	Chair to sign the 27.9.23 minutes once changes are made by the clerk	CL	ASAP	
5	Clerk to file and upload the 27.9.23 minutes to Dropbox	MT	ASAP	Complete
6	EO/TM to investigate LAC funding rules	EO TM	ASAP	Complete
7	Add 'appoint a second safeguarding governor' to the next agenda	MT	Next FGB	
7	Clerk to add safeguarding to the profile for a new governor	MT	ASAP	Complete
9	CL to chase for KF's notes from 15.9.23 SEF working party meeting	CL	ASAP	In progress
9	Clerk to add write up of SEF working party meeting to the next FGB agenda	MT	Next FGB	On agenda
10	HB to ask local councillors to come for a site visit when the meeting date to consider applications is released	HB	ASAP	
10	Add completion of the SFVS for 2024-25 to the next Finance Committee agenda	MT	Next Finance	Complete
13	DK and CP meet to discuss Curriculum committee risks and update the register	DK CP	Next FGB	
13	Form a working party to plan to meet increasing demand for Oscar club	DM/TM	Next FGB	
15	Update the governors area of the website with correct membership	MT/EO	ASAP	Complete
18	EO to sign up to The Key from 1 st April 2024.	EO	ASAP	Complete
19	Clerk to signpost the presentation to PTA on the website as a base for the PTA meeting	MT	ASAP	Complete
21	EO to ask the PTA to transfer money raised to the Caretaker in a bank transfer	EO	ASAP	Complete
23	Clerk to start the induction process and necessary admin for Asif Siddiqui	MT	ASAP	Complete

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