

OATLANDS SCHOOL

FULL GOVERNING BODY MEETING

MINUTES

Held on Wednesday 22nd March 2023 at 6pm at the school

<p>Present: Cecile Dorvault (CD) (Chair of Governors) Tanya Mooney (TM) (Headteacher) Devina Mistry (DM) Hannah Nicholas (HN) Claire King (CK) Chrissy Prebble (CP) Sarah Nursaw (SN) Charlie Langley (CL) Kathryn Friend (KF) (<i>via audio link</i>) Hilary Butler (HB) (<i>arrived at 6.18pm</i>)</p>	<p>In attendance: Moya Tytherleigh (MT) (Clerk) Ellie Origo (EO) (Business Manager)</p>	
<p><i>The meeting started 6.05pm and was quorate</i></p>		
		ACTION
1	<p><u>WELCOME AND APOLOGIES FOR ABSENCE</u> CD welcomed all to the meeting thanking them for their attendance.</p> <ul style="list-style-type: none"> • Apologies of absence had been received from Carolyn Neal as she had an unchangeable work commitment. These apologies were accepted. • Apologies of absence had been received from Kate Howells, as she was hosting an important work event. These apologies were accepted. • Apologies of absence had been received from Rosanna Leney, as she had conjunctivitis. These apologies were accepted. • Hilary Butler had informed the clerk that she might be late as she was travelling from a meeting in London. 	
2	<p><u>DECLARATION OF INTEREST</u> The register of pecuniary interests had been circulated in advance of the meeting for updates. All governors agreed the updated register. 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
3	<p><u>CONSTITUTION OF THE GOVERNING BODY</u></p> <ul style="list-style-type: none"> • No governors had been appointed since the last meeting on 21st September 2022. • Keven Bader's term of office had ended on 16th March 2023. • No governor's term of office was due to expire before next meeting on 28th June 2023 or before the end of term. • Carolyn Neale had resigned on 16th March 2023. • Alison Skeffington planned to resign as Associate Member of the Curriculum committee and would discuss this with the committee at their next meeting, however she had offered her time to the Personnel committee as an alternative. ACTION: Clerk to contact AS regarding joining the Personnel committee as an Associate Member • There were 2 vacancies on the board. <p><u>Recruitment</u> Governors discussed the need to recruit new governors, with the following actions agreed: ACTION: Clerk to log vacancies with https://governorsforschools.org.uk/ and https://www.inspiringgovernance.org/ ACTION: CL to reach out to some suitable contacts KF suggested that Manby Lodge had been successful recruiting governors through https://www.facebook.com/groups/WeybridgeNetwork and noted the importance of establishing a diverse board when recruiting.</p> <p style="text-align: right;"><i>HB arrived at 6.18pm</i></p>	<p>MT</p> <p>MT</p> <p>CL</p>
4	<p><u>CHAIR AND VICE CHAIR APPOINTMENTS</u> It had been on the agenda to fill the vacancies of Chair and Vice Chair of Governors following Keven Bader's departure and Cecile Dorvault's intention to step down at the end of the summer term 2023.</p>	

	<p>However, following lengthy discussion, considering succession planning, and suggestions such as co-chairing, no governor put themselves forward for the role of Chair.</p> <p>The clerk made the GB aware that it was a legal requirement to have a chair of governors to hold an FGB and electing a chair from meeting to meeting would present a number of risks and challenges. Guidance from the NGA had been supplied on; succession planning, how to recruit and retain governors, give guidance on finding the next chair and having the right people around the table.</p> <p>It was also recognised that a number of governor’s terms of office would expire later in 2023. In the absence of any nominations, Cecile Dorvault agreed to remain as Chair until the next meeting when she would step down.</p> <p>Charlie Langley was elected as Vice-Chair. He asked for support and assistance in this role as he felt quite new to governance.</p>						
5	<p>MINUTES OF MEETING HELD ON 21ST SEPTEMBER 2022 AND MATTERS ARISING</p> <p>The minutes of the previous meeting were AGREED as an accurate record, to be signed by the Chair.</p> <p>ACTION: Chair to sign the 21.9.22 minutes</p> <p>ACTION: Clerk to file and upload the 21.9.22 minutes to Dropbox</p> <p><u>Table of Agreed Actions</u></p> <p>Governors went through the table of agreed actions noting the following items that were not marked complete:</p> <p>The clerk had not received confirmation that all governors had watched the recorded Safeguarding webinar: https://www.strictlyeducation4s.co.uk/leadership-and-efficiency/governance-services/se4s-recorded-governance-webinars</p> <p>ACTION: All governors to check that they are up to date with safeguarding training and report back to the clerk</p>	<p>CD MT</p> <p>ALL</p>					
6	<p>HEADTEACHER’S REPORT</p> <p>TM had circulated a detailed report on a summary of achievement and next steps as identified in the SDP requesting any questions in advance. She talked governors through key priorities, issues arising, and gave headlines on the following topics:</p> <table border="1" data-bbox="231 987 1334 1021"> <thead> <tr> <th>Behaviour</th> <th>SEND</th> <th>Wellbeing</th> <th>Standards</th> <th>Premises</th> </tr> </thead> </table> <p>Behaviour</p> <ul style="list-style-type: none"> • There had been very challenging behavior, particularly in one year group. • High proportions of children with SEND were displaying dysregulated behavior, which included physically harming staff members and damaging school property and running around the school. • Dealing with this behavior had led to low staff morale. • Leadership time had been spent running around the school. • There had been 9 suspensions since September 2022. <p><u>Actions taken:</u></p> <ul style="list-style-type: none"> • The Voysey room is now being used effectively for interventions/rewards. • Members of SLT and the Nurture Lead have been working in the class causing the most significant concerns, putting in place clear systems and routines. • Becky Billingham (STIPs) delivered training to all staff as well as observing and recommending strategies to support individuals/classes. • The ‘When The Adults Change’ team had carried out a monitoring visit to evaluate progress of the implementation of the revised Behaviour Policy and delivered a twilight session which was well attended (by almost 80 parents). <p><u>Impact / Next steps:</u></p> <ul style="list-style-type: none"> • The number of incidents of adults being hurt, children leaving classrooms and damage to property had reduced dramatically. • There had been no suspensions since February 21st. • Work still needed to be done to ensure all staff own the new behaviour policy and share the same game plan. • Current teaching arrangements were not sustainable for SLT, so arrangements would need to be looked at for the summer term. • Look forward to arrangements for September for year 1 moving into year 2. <p>SEND</p> <ul style="list-style-type: none"> • Proportions of children with high level of need. • Further needs have emerged (children who did not appear to need an EHCP in Reception are showing emerging needs now they are in year 1). • Staffing challenges (some staff felt they were unable to manage particular children). • One child dominating the use of the Voysey room caused lack of provision for others. • Low staff morale due to challenging behavior of SEND children. • SENDCo time 	Behaviour	SEND	Wellbeing	Standards	Premises	
Behaviour	SEND	Wellbeing	Standards	Premises			

Actions / Next steps:

- The SENDCo is working to get EHCPs in place for identified children.
- Review SEND model and staffing structure for September 2023.
- Look at needs for 2023.

Wellbeing

- A challenging year raises the need to appreciate the changing demographics of Oatlands.
- We need to recognise the huge progress that has been made to support our neuro diverse children and our understanding as a staff.
- Despite the wellbeing survey going out in February not one member of staff is 'unhappy'.
- The vast majority of staff have demonstrated such resilience.
- The main theme arising effecting staff wellbeing is behaviour with 14 of the 27 members of staff flagging it as an area affecting their wellbeing.

Standards

- Reading - The impact of Tutoring 23/30 children taking part in the programme achieved over 80% in their recent assessments.
- 'No more marking' outcomes indicate that writing outcomes are in line with last year where 77% of children met the expected standard.
- Reception phonics – 90% to meet expected standard – impact on 2023/24 'keep up'.
- Spring term assessments were currently being completed, which should give a good indication of end of year outcomes.

Premises

- The sustainability/decarbonisation project (reported on in Facilities committee minutes) was on track, although they were on their third Project Manager. A pre-start meeting was set for 23.3.23 with all parties involved. Works are due to start in the summer for the entirety of the 6-week holiday.
- The Caretaker had been unwell, was in his seventies and was struggling to keep up with the physical demands of the job. This had been discussed with the Facilities and Personnel committees, HR had been contacted and made aware of the situation, and alternative ways to support him and maintain provision were being looked at.

Governors asked the following questions/comments:

CD: Behaviour improved just before half term - what changed?

TM: Consistent implementation of the behaviour policy, actions implemented from the emergency FGB, reduced timetables, working closely with clear boundaries, clearly explaining consequences of actions to children and making sure all the adults are on the same page.

SN: Looking at alternative members of staff to support others was resourceful and had worked well so far, but this could cause extra strain on staff if it continued for any length of time.

TM: This would be addressed after Easter if staff absence continued.

CD: Well done for all of the hard work invested to address behaviour issues.

CD: Is the SENDCo full time?

TM: The SENDCo currently teaches 2 days a week, however a return from maternity leave will give her some extra support. The school does not have the resources or budget for the SENDCo to do SEND full time.

CD: The 3-schools partnership were looking at SEND provision and alternative resources.

Governors recognised that there had been some real success stories over the last term.

CP was given clarification on Reception phonics being a combination of resources.

SN remarked on the great outcomes for phonics tutoring and that having small groups gave high impact. There was discussion around children having a pre-school phonics tutoring session, then coming straight into to a phonics lesson.

CP noted the EAL numbers stating that as there was such a change, it would be good to have a governor responsible for EAL.

ACTION: Put nominating a governor to be responsible for EAL on the next Curriculum committee agenda.

KF had asked the following questions ahead of the meeting:

Q: P2 table states 9 PP children where as P3 Spring states 19 children - can you just clarify for me please?

A: The contextual data pulled through from Arbor had caused an error; this table was repopulated and circulated to governors. Information regarding PP on page 3 had been accurate.

Q: SEND Actions for Summer Term - should there also be Annual Reviews for EHCP's included on focus/ tasks?

A: Yes EHCPs will be completed.

Q: When is Julia due to monitor Music so support can be allocated for next term?

A: The Music Lead and the SENDCo planned to meet after Easter.

	<p>A report from the SIP and SAFe Audits had been included with the meeting papers. These had already been received and discussed by the Curriculum committee.</p> <p>Governors congratulated the HT on the very positive reports and for managing such a difficult period.</p> <p>KF asked if finding a joint SIP was on the agenda for the 3 schools partnership meeting? The GB discussed this noting that following Cleves' recent Ofsted inspection, they planned to seek advice and support from a number of avenues (rather than one SIP). Manby Lodge had signed up to SAFe for a year.</p> <p>The agreement with Richard Blackmore was only for this academic year to perform termly visits and the HT appraisal. TM had suggested putting an advertisement for a SIP in TES magazine.</p> <p>It was agreed to keep looking for a suitable SIP, although with little options, they may be faced to look through SAFe again.</p> <p>KF was booked on a training course on Linking Governor Visits to School Improvement on 27.3.23 and urged others to sign up.</p>	
7	<p><u>SAFEGUARDING</u></p> <p>An update of safeguarding activity had been covered in the HT report. The safeguarding governors next monitoring visit was planned for the summer term. There had been no specific areas of concern that had been raised by TM.</p> <p>The school had just purchased CPOMs, the leading software solution for monitoring safeguarding, wellbeing and all pastoral issues. This was in line with Cleves and Manby Lodge and would help with transition of safeguarding records. TM talked governors through the benefits.</p> <p>At the last meeting under KCSiE, KH had issued a comprehensive update to the GB via email reminding the board that their role was to ensure compliance through meeting statutory guidance to ensure that safeguarding and safer recruitment duties are undertaken effectively.</p> <p>She summarised the main changes to Keeping Children Safe in Education (KCSiE) that came into effect from 1.9.22 and attached the hand out from Strictly Educations webinar.</p> <p>It was noted that all new governors had attended safeguarding training and that slides from the safeguarding training would be issued.</p> <p>All governors had confirmed that they had read and understood part one of KCSiE.</p> <p>To ensure that all governors had completed current safeguarding training, they were asked to watch the Strictly Education webinar that had been recorded and to confirm that they had done so to the clerk to update the training log.</p> <p>ACTION: Clerk to signpost Strictly Education's 21.9.22 recorded webinar</p> <p>ACTION: Those that had not watched the 21.9.22 safeguarding training, were asked to do so and to confirm to the clerk</p>	MT ALL
8	<p><u>SELF EVALUATION OF GOVERNANCE</u></p> <p>Governors received a review of actions from the SEF from September 2021, referring back to what had been agreed at the FGB meeting (3/11/2021) and noted in the minutes.</p> <p>The process of self-evaluation should allow the FGB to reflect on its overall effectiveness, meetings and how deliberations and decisions will impact on pupil outcomes. This had been done in March 2022 when a working party had run through a series of questions on the effectiveness on the GB suggested by The Key. The responses to these questions had raised some actions. KB wanted to finish this cycle by checking through minutes to evidence that all suggested actions had been adopted; reporting that all actions were complete or partially complete.</p> <p>A working party would be formed to complete the SEF again in summer 2023.</p> <p>ACTION: Clerk to add to the SEF folder on Dropbox</p> <p>ACTION: Clerk to add review of the SEF to the Summer term FGB agenda</p>	MT MT
9	<p><u>STAFF WELLBEING</u></p> <p>Governors had been asked to consider a summary of responses from the Staff Wellbeing Survey issued by the Chair of Governors to all staff in the spring term and discuss what action will be taken by the SLT to address common themes.</p> <p>The overriding issue for staff had been 'behaviour', although since the responses from the survey were received, things had settled down considerably around behaviour. It was agreed that had the survey gone out another time, it could have yielded different results.</p> <p>The survey had shown that the team of staff were very caring towards each other and there had been lots of positives about the SLT.</p> <p>CP and KF had met with TM and felt that TM had a clear way forward to address issues raised.</p>	

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity

	<p>The following points were covered in discussion:</p> <ul style="list-style-type: none"> • The Chair had been approached by staff who had asked if it would be possible to send out a wellbeing survey from the Chair to give them the opportunity to raise anything that they might be hesitant to take to the SLT. • The survey had been created and discussed by the Personnel committee and had been a means to offer staff the opportunity to vent or get any issues off their chests. Providing this avenue had arisen when the Chair had visited the school to talk to staff about wellbeing, workload and any other pertinent personnel issues and to give them the opportunity to raise anything that they might be hesitant to take to the SLT. The Personnel would follow up on the feedback of the survey. • It was asked ‘Out of the comments what actions will be taken?’ It was decided that as a first instance the Personnel committee would follow up on the feedback. • An email had been issued thanking staff for taking the time to provide their thoughts. • Staff had been told ‘Whilst there are some key areas and challenges which will benefit from focus and action, we are also greatly reassured at the resounding sense of passion, commitment and togetherness you have for Oatlands School. A summary of the survey had gone to Tanya and Ellie, which will be shared with the wider SLT so that they are able to address any pertinent issues arising.’ • CD had wanted to show that staff had been listened to, and actions were being taken. • All agreed that the introduction of the revised behaviour policy had made a big difference. Although there was room for further development and understanding of the behaviour policy due to the varying and challenging needs of some of the children. • SN talked about quick wins and what could be done immediately to address common themes and then to clearly explain the things that nothing could be done about. • When asked what support the GB could give, it was agreed for CD to meet the staff Wellbeing Team to talk about a summary of actions and communications on the key points highlighted by the survey. • As a staff governor (and member of the staff wellbeing team), HN said that staff would appreciate feedback and that it had helped talking about things at INSET day giving insight from other people’s point of view. <p>As a way forward, it was AGREED that HN and CD would put together a summary that could be shared with the wellbeing committee, The wellbeing committee would then discuss the summary and see how / if those points can be addressed and communicated with the rest of the staff.</p> <p>ACTION: Create a summary of survey results and pass to the staff wellbeing team to canvas ideas from staff about what more could be done to be brought back to the Personnel Committee</p>	<p>KF/CP HB/CD</p>								
<p>10</p>	<p><u>OFSTED</u></p> <p>Governors discussed governance action to be taken when the call is received covering the following points:</p> <ul style="list-style-type: none"> • Preparation – All governors to watch: Strictly Educations’ Ofsted are Due to Visit webinar 8/3/23 • Identify the key themes to get across to inspectors. • Know your numbers and where the school has come from since the last inspection, be able to present on how we have improved on them. • Know school priorities; know projected outcomes; know the SDP. • All Governors will be informed as soon after the call as possible. • Governors to let the school know ASAP who is available for the 2 meetings – one during the day and the other being the feedback meeting. • All governors to familiarise themselves with all key documents. • Chair, Vice Chair and Safeguarding governors to be available. • The clerk will provide all governance related documentation, meeting minutes, monitoring visit reports, governors training history, SEF and evidence of partnership working. • Governors should be familiar with SEF, SDP and the latest SAfE and SIP reports. <p>ACTION: Clerk to circulate the Cleves factsheet as an example of a crib sheet about knowing your school</p>	<p>MT</p>								
<p>11</p>	<p><u>COMMITTEES AND NOMINATED GOVERNOR REPORTS</u></p> <p>Governors noted receipt of the minutes of meetings held since the last FGB meeting.</p> <p><u>Committee membership (to note)</u></p> <table border="1" data-bbox="231 1921 1350 2063"> <tr> <td>Finance Committee</td> <td>CD, TM, CL, LM, (DM – subject to adjusting time/day of meetings)</td> </tr> <tr> <td>Facilities Committee</td> <td>DM, HB, TM, CL</td> </tr> <tr> <td>Pay Appeals</td> <td>CD</td> </tr> <tr> <td>Personnel Committee</td> <td>HB, CD, KF, TM + Alison Skeffington as Associate Member</td> </tr> </table>	Finance Committee	CD, TM, CL, LM, (DM – subject to adjusting time/day of meetings)	Facilities Committee	DM , HB, TM, CL	Pay Appeals	CD	Personnel Committee	HB , CD, KF, TM + Alison Skeffington as Associate Member	
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	<p>Facilities Committee Minutes of meeting held on 24th January 2023 had been circulated to all Governors.</p> <p>Curriculum Committee Minutes of meeting held on 6th February 2023 had been circulated. Governors noted content in the minutes of discussion on SEND following the 4.11.22 Emergency FGB CP gave highlights of activity noting that visits performed this term on assessment and foundation subjects had been really good and that teachers were very focussed on the 7-year plan. Curriculum governors had done lots of training and meetings contained pertinent on-going discussion.</p> <p>Finance Committee Minutes of meeting held on 21st March 2023 would be circulated to all Governors once written up by the clerk. To address the current vacancies on the committee It had been AGREED that Liam McKeever would be invited to join the committee as a full governor. ACTION: Clerk to start the induction process for LM</p> <p>DM said she would be willing to join the committee if meetings were not held on a Wednesday. ACTION: Clerk to follow up with DM on joining the Finance committee and to look at future meeting dates</p> <p><u>The following had been agreed/discussed at meeting and for governors' information/ratification:</u> Schools Financial Values Standard (SFVS) 2022-23 – recommended by the committee for FGB approval (submitted to Surrey County Council 17.3.23) this was AGREED Oatlands School Draft Budget Plan 2023-2024 (Official format) with shorter, projected draft budgets for 2024-25 and 2025-26. Recommended by the committee for FGB approval (submitted to Surrey County Council 30.11.22) this was AGREED</p> <p>Personnel Committee Minutes of meeting held on 12th January 2023 had been circulated to all governors</p> <p>Pay Committee It was noted that the Pay committee had reviewed and agreed the Pay Policy 2022-23 electronically. These emails had been filed as minutes. They also agreed the Teacher Pay recommendations for 22/23 in line with the Pay Policy.</p> <p>POLICIES</p> <ul style="list-style-type: none"> The Early Career Teachers Policy had been circulated to the FGB and ratified electronically on 21.1.23. <p>Governors continued to ensure a rolling programme of policy review was in place and received any revised policies and noted the date of approval of individual policies.</p>	<p>MT</p> <p>MT</p>						
12	<p>RISK Governors received a consolidated view of the risk register. Risk was now a recurring agenda item at each committee meeting for which supporting risk registers were in place/being discussed. Although the latest version was on Dropbox, DM noted that there was further action and detail to be added to the following: Curriculum - The ability to meet the demands of SEND children and deliver well as a school. Facilities – Minimising the risk of the decarbonisation/sustainability project. Finance – Chair to feedback from the most recent committee meeting. ACTION: DM to meet with committee chairs to discuss and update each area on the risk register for the next FGB</p>	DM						
13	<p>INTENSIVE MONITORING SUMMARY Governors noted a summary of reports made from intensive monitoring sessions with subject leaders and thanked Rosanna Loney for putting together such a clear and helpful document.</p>							
14	<p>SCHOOL WEBSITE Governors confirmed that they were aware of their statutory duties relating to the website and routinely and regularly ensured that all required information is up-to-date including governance arrangements. https://www.gov.uk/guidance/what-maintained-schools-must-publish-online</p>							
15	<p>PARTNERSHIPS The next meeting of the Chairs and Headteachers 3-schools partnership was scheduled for 29th March 2023. CL offered to attend in the role of Vice Chair, as CD would be out of the country. The Chairs of the 3 schools had met ahead of this meeting. The minutes from the meeting held on 11th November 2022 had been included with the meeting papers along with an update on the partnership action plan. TM had provided an update of partnership working (SLT / SEND practice / BM meetings) in her report.</p>							

16	<p><u>LENGTH OF THE SCHOOL DAY</u></p> <p>Governors discussed the expectation that all mainstream state-funded schools should provide a school week of at least 32.5 hours by September 2023. Meaning that both Oatlands and Manby Lodge needed to change their start and finish times, but this had to align with Cleves.</p> <p>The Chairs and Headteachers had discussed this topic at the 3-school partnership meeting in November 2022, but not since.</p> <p>CL had investigated the legalities of changing the length of the school day and had discovered that this was guidance and not a statutory requirement. Steve Barker had said that this had been raised at Hot Topics and Oatlands were not the only ones to query it.</p> <p>The only guidance document that he was aware of was length-of-the-school-week-minimum-expectation. and is labelled as 'Guidance' and was published last March. There are no legislation or regulations that he was aware of to enforce this, which is why it is not labelled 'statutory guidance'. However, whilst the wording references last year's Education White Paper, which is in essence now <i>dead in the water</i> with the withdrawal of the Schools Bill (see Hot Topics webinar recording), there are elements relating to attendance etc., which have already been acted on.</p> <p>His advice had been that the 32.5-hour week is regarded as an expectation, albeit a non-statutory one.</p> <p>The GB discussed that by not adhering, they could potentially run the risk of Ofsted criticism and therefore impact on overall effectiveness judgment. However if they could justify that the risks outweighed the advantages, i.e. parents rushing to Cleves, staff contracts having to be increased by 20 minutes a day etc. that they could justifiably argue their case.</p> <p>ACTION: Discuss the 32.5 hour week further at the next partnership meeting</p>	MT
17	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <p>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, who commented how much training had been attended already this term.</p> <p>The skills audit dashboard had been included with the meeting papers.</p> <p>The clerk would continue to forward training opportunities and topical webinars.</p> <p>The next Hot Topics webinar was scheduled on Wednesday 19th April at midday.</p>	
18	<p><u>ADMISSIONS</u></p> <p>Governors noted Surrey County Council's Admissions and Transport Spring Term 2023 update</p>	
19	<p><u>ANY OTHER BUSINESS</u></p> <p>There was no further business.</p>	
20	<p><u>DATE OF NEXT MEETING</u></p> <p>The clerk confirmed the date of the next meeting as Wednesday 28th June 2023 at 6pm</p>	
21	<p><u>PART TWO</u></p> <p><u>MINUTES OF PART TWO MEETING HELD ON 4TH NOVEMBER 2022</u></p> <ul style="list-style-type: none"> Governors confirmed the minutes of the part two meeting as an accurate record, to be signed by the Chair <p>There were no matters arising from the minutes and no outstanding actions</p> <p>ACTION: Chair to sign the 4.11.22 Part Two minutes</p> <p>ACTION: Clerk to file and upload the 4.11.22 Part Two minutes to Dropbox</p>	CD MT

The meeting ended at 8.22pm

CD thanked all present, and wished them well.

TABLE OF AGREED ACTIONS		By Whom	By When	Complete
2	Clerk to file the register of interests, upload to Dropbox and add to website	MT	ASAP	
3	Clerk to contact AS regarding joining the Personnel committee as an Associate Member	MT	ASAP	Complete
3	Clerk to log vacancies with https://governorsforschools.org.uk/ and https://www.inspiringgovernance.org/	MT	ASAP	Complete
3	CL to reach out to some suitable contacts in relation to joining the FGB	CL	Next FGB	In Progress
5	Chair to sign the 21.9.22 minutes	CD	ASAP	Complete
5	Clerk to file and upload the 21.9.22 minutes to Dropbox	MT	ASAP	Complete
5	All governors to check that they are up to date with safeguarding training	ALL	ASAP	Complete

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	and report back to the clerk			
6	Put nominating a governor to be responsible for EAL on the next Curriculum committee agenda.	MT	Next Curric agenda	
7	Clerk to signpost Strictly Education's 21.9.22 recorded webinar Those that had not watched the 21.9.22 safeguarding training, were asked to do so and to confirm to the clerk	MT	ASAP	Complete
8	Clerk to add to the SEF folder on Dropbox	MT	ASAP	Complete
8	Clerk to add review of the SEF to the Summer term FGB agenda	MT	Next FGB	Complete
9	Create a summary of survey results and pass to the staff wellbeing team to canvas ideas from staff about what more could be done to be brought back to the Personnel Committee	HB / HN	ASAP	Complete
10	Clerk to circulate the Cleves factsheet as an example of a crib sheet about knowing your school	MT	ASAP	Complete
11	Clerk to start the induction process for LM	MT	ASAP	Complete
11	Clerk to follow up with DM on joining the Finance committee and to look at future meeting dates	MT/DM	ASAP	Complete
12	DM to meet with committee chairs to discuss and update each area on the risk register for the next FGB	DM	Next FGB	In progress
16	Discuss the 32.5 hour week further at the next partnership meeting	CL/MT	Next Partner Meeting	Complete
21	Chair to sign the 4.11.22 Part Two minutes	CD	ASAP	Complete
21	Clerk to file and upload the 4.11.22 Part Two minutes to Dropbox	MT	ASAP	Complete