

OATLANDS SCHOOL

FULL GOVERNING BODY MEETING

MINUTES

Held on Wednesday 28th June 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) Hilary Butler (HB) Rosanna Leney (RL) Liam McKeevor (LM)</p>	<p>In attendance: Moya Tytherleigh (MT) (Clerk) Molly Bransfield (MB) Emily Wilde (EW)</p>	
<i>The meeting started 6.05pm and was quorate</i>		
	ACTION	
1	<p><u>WELCOME</u> CD welcomed all to the meeting thanking them for their attendance. Molly Bransfield (MB) and Emily Wilde (EW) had been invited to observe the meeting with a view to joining the board. Both Molly and Emily were in their second year of studying education at Kingston University. Molly had spent a week at Oatlands gaining work experience and getting to know the school. They briefly introduced themselves.</p>	
2	<p><u>APOLOGIES FOR ABSENCE</u> Apologies of absence had been received from Kate Howells as she was attending an important work event. 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 the updated register. ACTION: Clerk to file the register of interests, upload to Dropbox 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"> • Liam McKeevor had been appointed at the last meeting on 22nd March 2023. • No governor’s term of office was due to expire before the next meeting on 27th September or before the end of term. • Cecile Dorvault had submitted her resignation at the last meeting and would step down as Chair of Governors at this meeting and end her term of office. • There were 2 vacancies on the board. Governors noted that vacancies were logged with https://governorsforschools.org.uk/ and https://www.inspiringgovernance.org/ 	
5	<p><u>CHAIR AND VICE CHAIR APPOINTMENTS</u> It had been on the agenda to fill the vacancy of Chair of Governors following Cecile Dorvault’s intention to step down at this meeting. 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, guidance on finding the next chair and having the right people around the table. Following lengthy discussion, considering succession planning, governor’s specific strengths and skill sets, the Headteacher’s comments, length of time as a governor, other commitments and drive for strategic direction, the following was agreed: Kathryn Friend (KF) was appointed as Co-Chair of Governors Charlie Langley (CL) was appointed as Co-Chair of Governors Chrissy Prebble (CP) was appointed Vice Chair of Governors It was also recognised that a number of governor’s terms of office would expire later in 2023.</p>	

	<p>These appointments highlighted the following actions:</p> <p>ACTION: Co-Chairs to ask the HT “What does TM need in her Chair and how can they best support clarity of vision, ethos and strategic direction?”</p> <p>ACTION: Co-Chairs to investigate training for the role of Chair</p> <p>ACTION: Clerk to circulate Cleves’ Strategic Priorities for information</p> <p>ACTION: Clerk to make time on the next FGB agenda for strategic priorities</p> <p>ACTION: TM to talk to Richard Blackmore (current SIP) about facilitating an exercise in strategic direction</p> <p>Governors thanked KF, CL and CP for taking on these roles.</p>	<p>KF / CL</p> <p>KF / CL</p> <p>MT</p> <p>MT</p> <p>TM</p>
6	<p>MINUTES OF MEETING HELD ON 22nd MARCH 2023 AND MATTERS ARISING</p> <p>The minutes of the previous meeting were AGREED as an accurate record, to be signed by the Chair. The clerk invited any typos to be sent directly to her.</p> <p>ACTION: Chair to sign the 22.3.23 minutes</p> <p>ACTION: Clerk to file and upload the 22.3.23 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>3. CL to reach out to some suitable contacts in relation to joining the FGB – CL reported that this was on going and he still had further opportunities to explore.</p> <p>6. The clerk had since added nominating a governor to be responsible for EAL on the next curriculum committee agenda.</p> <p>12. DM to meet with committee chairs to discuss risk – This item was on going and DM planned to present a consolidated view of risk at the autumn FGB.</p>	<p>CD</p> <p>MT</p>
7	<p>CHAIRS ACTION</p> <p>The chair confirmed that she had not taken any emergency actions since the last FGB meeting.</p> <p>OFSTED</p> <p>The clerk apologised for not having Ofsted as an agenda item as the school had undergone an inspection the week following the FGB in March.</p> <p>Thanks and congratulations had been recorded in the 24.4.23 Curriculum committee meeting minutes, although at that point the judgement had not yet been published. The clerk had circulated notes of the feedback summary meeting to all governors and TM had received the draft report that day and was very happy with it. She had shown SLT and had no factual changes she wanted to make. The lead inspector James Broadbridge had given clear direction as to what next steps to take and had been really helpful. TM felt that the first paragraph of the report summed up Oatlands well and was a true reflection of the school.</p> <p>The judgement of ‘Good’ was announced to parents and staff on 17.5.23 in a very positive light, saying how pleased the school was and what a great achievement this was. TM had also thanked parents for such an overwhelming response to the parent survey. The full report is published on the school website.</p> <p>This had been the first Ofsted inspection since 2009, as schools that had previously been judged ‘Outstanding’ were legally exempt from further regular inspection until this was lifted in 2020. Since the last inspection in 2009 the Ofsted Framework for inspecting schools has changed dramatically with the bar for achieving each grade having risen significantly. Inspectors noticed and commented on the fact that significant improvements had been made since the last inspection. The committee had discussed and minuted SEND comments and areas for development as:</p> <ul style="list-style-type: none"> • Continued focus on behaviour • Early writing for Reception and Year 1 in terms of real structure. <p>There was verbal feedback around writing.</p> <p>Governors congratulated TM and all staff on the report saying that it was a pleasure to read, and that the first paragraphs and parent’s comments had read so well it had felt like a well deserved ‘Good’.</p> <ul style="list-style-type: none"> • <i>There is a wonderful atmosphere at Oatlands where happy pupils enjoy school and their learning. The school’s values are intrinsic to everyday life. Each month, pupils consider a different value to live out and celebrate. Leaders are passionate about nurturing pupils to be kind to each other and help those in need. The family ethos ensures that pupils feel that they belong and are safe.</i> • <i>Friendship is important to pupils. They are taught to be role models and act responsibly. Bullying is not a worry and pupils know that adults are always on hand to help. At mealtimes, Year 2 ‘lunch leaders’ eagerly teach younger children table manners and social skills.</i> • <i>Academically, many pupils thrive and exceed national curriculum expectations in reading and</i> 	

	<p><i>mathematics. Leaders are establishing higher behaviour standards for everyone through consistent routines and systems. Pupils know they must work hard and try their best.</i></p> <ul style="list-style-type: none"> • <i>Leaders actively promote ways for pupils to develop widely and live healthy lifestyles. Highlights include fitness sessions where pupils energetically drum to music, alongside yoga classes. Pupils are fortunate to have excellent curriculum facilities and spacious outdoor grounds. They love going on trips, which open their eyes to modern Britain.</i> <p>TM reported that of the 90 new parents, not one had mentioned the Ofsted judgement.</p>	
8	<p><u>HEADTEACHER'S REPORT</u></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> <p><u>School Contextual Data</u></p> <ul style="list-style-type: none"> • Outcomes of statutory assessments and internal assessment data over time (provisional data Summer 2023) were given (and would be submitted on 30.6.23) National statistics will follow. • There was a really strong reception cohort going into year 1. • The cohort going into year 2 will need support (especially with speech and language). • Ofsted comments had been prioritised for 23-24 working with SLT to put a clear program in place. • There was a focus on early writing and building from the model of repetition and simplicity (that was used for Little Wandle). • Behaviour had been identified as an on going area for improvement. Appendix 2 of the report showed staff's evaluation of behaviour on School Development Day. • Writing workshops were being developed (like the model used for Maths) and would be rolled out to parents when in place. <p><u>SEND, Pupil Premium and School Led Tutoring</u></p> <ul style="list-style-type: none"> • Total Number of children on SEND register: 23 (R: 3 Y1: 9 Y2: 11) • Total Number of children with EHCPs: 8 (R: 1 Y1:3 Y2:4 (+1 since last meeting)) • An additional EHCP for a year 2 child had been agreed since the last meeting. The process significantly exceeded the Surrey timeframes but was in place ahead of the child's transition to Cleves. • Two emergency annual reviews took place to reconsider the provision stated in EHCPs recommending that Specialist provision was named rather than mainstream. Both recently went to panel and were agreed. However the EHCPs are yet to be received by the named schools, which meant that both children will start the new academic year at Oatlands until the right provision becomes available. This also has challenges in recruiting new staff. • It has been necessary to put more and more in place (and think creatively) to support growing SEN needs such as a full-time Nurture lead and TAs trained in running sessions. • Surrey had not responded to requests for guidance. Surrey are not meeting their time frames. CL suggested emailing the Surrey School's Senior Case worker. • Eight new children with high needs will be coming into reception. Provision planners will be used for the new cohort, an additional member of staff will be needed and use of the Voysey room. • When asked, HB said she could put some pressure on the cabinet member for education regarding concern on a national basis. <p><u>Impact of Tutoring</u></p> <p>32 children have accessed the programme with over 50% of them reaching the threshold for the phonics screening check. The programme had been a great success; impact had been good and would be continued into year two.</p> <p><u>Progress against SDP priorities 2022/23 and achievements this year</u></p> <ul style="list-style-type: none"> • The quality of education • Behaviour and attitudes • Personal development • Leadership and management <p><u>School Development Day and overview of priorities for 2023/24</u></p> <ul style="list-style-type: none"> • Time had been spent on looking at the Ofsted report on how Oatlands could improve with discussion on next steps, and consistency of getting policy imbedded. • Work continued with Charlotte Taylor who had run various family workshops and offered free training. She was now working with Manby Lodge and the book 'When the Parents Change' would be coming out in September. KF said she had heard excellent feedback from parents. • There was more to be done on the hard to reach parents. The Nurture Lead will attempt to do more with the relationship with parents. • The new term will bring a more challenging time for staff (although all staff are professional in a 	

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

problem solving way, there will not be extra adults in the classroom).

- The day had started to frame the SDP and work with the SIP will help SLT shape the plan.

Governors asked the following questions:

- When asked about progress of the staff wellbeing committee, HN said that following an invitation to put forward their views, only 3 members of staff had responded. It was felt that the pressure of an Ofsted visit looming had played a big part, and now this was behind them people were far more relaxed, and there was more of a team spirit. It was generally felt that there was a caring environment for staff. Regular communications were sent out to all staff from the wellbeing committee.
- It was noted on the contextual data that figures for boys and girls in Butterfly class were incorrect.
- TM was asked if there was a difficulty recruiting TAs. In response she said this depended on the level of need, but had not suffered the difficulties some schools faced.
- TM was congratulated on the appointments of two new teachers that had been recruited, who both looked very strong. Emily Lawford will mentor the teacher starting in Year 1 and Hannah/Phil will mentor the one in Year 2.

The following questions had been asked and answered ahead of the meeting:

1. School Contextual Data (p2): 1.1 table states we have total SEN at 23 and 1.2 SEN Updates states 30 - which is correct? - Well spotted. Apologies - The contextual data is accurate. We have a total of 23 children on the SEND register (R - 3, Y1 - 9, Y2 - 11) and 8 EHCPs.
2. EAL - Let's call it 30% of the children at Oatlands are EAL. How does this affect the delivery of the curriculum? Does the school need to consider any EAL support for the children? What is coming through for the 23/24 YR cohort? - The majority of EAL children are either 'intermediate' or 'Fluent' in English. Louise can create a breakdown of these figures to share at the curriculum meeting on the 10th. We can also look at the attainment of our EAL children to satisfy ourselves that they are accessing the curriculum. In terms of our new Reception cohort, parents are introduced to Arbor at 'Move up day' tomorrow. They then enter their EAL information. The deadline for this is 1st September. Teachers will also discuss this with parents at the 'Meet and Play' sessions at the beginning of term.
3. EHCP's - the 2 x Y1 Katie is currently working on - what stage are they at in the EHCP process? The year 1 EHCP paperwork has been completed by parents and the school with all attached evidence and has been submitted to Surrey.
4. Reception Cohort 23/24 - 8 children identified with SEND - what is in place to support these children, their families and prepare the team? 3/8 have significant needs. Emily has had a good handover of information with nursery settings. 1 family is known to us already and the EHCP is already in process. We have invited families in for additional visits and where appropriate have discussed starting on a part time basis, particularly where children have not yet reached statutory school age. We will have an opportunity to look further tomorrow at 'Move up day' re needs and make an assessment of the needs and additional support needed. We are recruiting at the moment as know we will need at least 1 SEND TA in Reception. I have written to Janet the SEND case worker as we are a little in limbo due to our 2 children who we are now awaiting specialist provision.
5. Recruitment of TA's - How many do you need? How do you ensure you are fully recruited, inducted and set for September? We have currently advertised for 2 PT posts, one as a job share for one of the children leaving (will explain when I see you) and another to be a job share with Jo Fry. We will need at least one further TA. The adverts are out with interviews wb 10th July. If successful, its a good time to recruit as all safeguarding etc will happen at our inset days at the beginning of September. If unsuccessful we will need to go to agencies.
6. NTP and Phonics Catch Up - Just to clarify - we have 15 children who will participate in catch up from this year's YR, + ?? From those moving from Y1 into Y2? - Phil will be pulling this together when we have our final review of data and set up groups for the Autumn term. We can review at curriculum committee.
7. What impact/ measurable outcomes have Drumba and Charanga had? Drumba - I'm not sure we can measure the impact but do know that it has been attended by all children and is very inclusive and the children enjoy it. I think Chrissy's pupil voice discussions with the children will support this. Again the Charanga, early days but perhaps a discussion Kate can have with Julia. Julia has sent out a feedback questionnaire to teachers and is delivering a staff meeting on Thursday.

Governors thanked TM for her report.

	<p>An update of safeguarding activity had been covered in the HT report. The safeguarding governors next monitoring visit was planned later in the summer term and would focus on compliance with the changes in KCSiE. There had been no specific areas of concern that had been raised by TM. A list of changes to KCSiE had been included with the meeting papers that will come into force on September 1st. All governors were asked to read and understand the updates. KF gave a brief summary explaining that there were no major changes this time around. Filtering and monitoring related to the monitoring of IT, and this will be followed up by KH with her Computing and eSafety visit. All staff will receive updated safeguarding training in September. Following discussion of the use of acronyms and specific governor responsibility, the following actions were agreed:</p> <p>ACTION: Clerk to update and circulate the roles and responsibilities chart</p> <p>ACTION: Circulate a glossary of acronyms</p>	<p>MT MT</p>												
10	<p>SELF EVALUATION OF GOVERNANCE</p> <p>Governors reflected back on 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. 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 had finished this cycle by checking through minutes to evidence that all suggested actions had been adopted, reporting that all actions were complete or partially complete. It had been agreed that a working party would be formed to complete this process again in summer 2023. A working group was agreed to run through these 20 questions (or investigate similar). The group would comprise of: DM, LM, KF and CP</p> <p>ACTION: SEF Working Group to meet and consider questions on the effectiveness on the GB suggested by The Key and report back to the next meeting</p>	<p>DM LM KF CP</p>												
11	<p>RISK</p> <p>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 and would be consolidated in autumn for the next FGB. The top risks for each committee had been identified as:</p> <ul style="list-style-type: none"> • 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 – Staffing costs. • Personnel - Unplanned Staff Absence causing issues with the provision and cost of staff cover. <p>The risk of Covid has been dropped from all registers.</p> <p>ACTION: DM to meet with committee chairs to discuss and update each area on the risk register for the next FGB</p>	<p>DM</p>												
12	<p>COMMITTEES AND NOMINATED GOVERNOR REPORTS</p> <p>Governors noted receipt of the minutes of meetings held since the last FGB meeting. Governors confirmed the following membership of committees after discussion of where skills were best deployed:</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>Personnel Committee</td> <td>HB, KF, TM + Alison Skeffington as Associate Member</td> </tr> <tr> <td>Pay Committee</td> <td>HB, CP, LM + Alison Skeffington as Associate Member</td> </tr> <tr> <td>Headteachers Review Panel</td> <td>CP, AS</td> </tr> <tr> <td>Curriculum Committee</td> <td>CP, SN, TM, HN, KH, RL, KF, CK</td> </tr> </table> <p>Facilities Committee</p> <p>Minutes of the meeting held on 27th June 2023 would be circulated to all Governors once written up by the clerk. DM gave a brief update of the on-going Decarbonisation project where Oatlands has been chosen as one of 5 schools. This would be a big project that involved installing heat pumps and solar panels. The committee discussed contingency plans and communications to parents. Work should be complete by the children's return in September with remedial works finishing in October 2023. The committee planned an annual inspection of the Caretaker's House and had performed a walk around of the school.</p> <p>Curriculum Committee</p> <p>Minutes of the meeting held on 17th April 2023 had been circulated. CP gave a brief overview of</p>	Finance Committee	LM, TM, CL, DM	Facilities Committee	DM, HB, TM, CL	Personnel Committee	HB, KF, TM + Alison Skeffington as Associate Member	Pay Committee	HB, CP, LM + Alison Skeffington as Associate Member	Headteachers Review Panel	CP, AS	Curriculum Committee	CP, SN, TM, HN, KH, RL, KF, CK	
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	<p>committee work including the completion of subject monitoring visits and a planned PP impact meeting that will happen before the end of term once data is analysed.</p> <p><u>Finance Committee</u> Minutes of the meeting held on 26th April 2023 had been circulated. The committee had recommended the budget for FGB approval (noting that they had been forced to dip into Oscar reserves for the first time, as increased staffing costs were not covered by central government funding.) Minuted approval of budget had been circulated electronically.</p> <p><u>Personnel Committee</u> Minutes of the meeting held on 11th May 2023 had been circulated to all governors. HB gave the following update; Staff wellbeing continued to be the main priority of the committee. Committee members continue to monitor the Caretaker's health. Lots of student teachers had been signed up this year, and it was good to see high potential candidates.</p> <p><u>Policies</u> 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 at committee level.</p>	
13	<p><u>SEND</u> Governors noted a report from the SEND governor's last visit. KF will visit again before the end of term and produce a report. This item is also covered under partnerships (item 17.)</p>	
14	<p><u>SCHOOL WEBSITE</u> 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 On checking the governor's area of the website, the following actions were deemed necessary: ACTION: Circulate the list of what maintained schools must publish on line ACTION: Set chair@oatlands.surrey.sch.uk email to forward to CL and KF ACTION: Add/review governor profiles ACTION: Add further paragraphs from Ofsted report and key comments ACTION: Communicate to parents change in governance via the weekly newsletter and on the website</p>	<p>MT EO ALL TM TM</p>
15	<p><u>SKILLS AUDIT</u> This would be discussed by the SEF working group as an action going forward.</p>	
16	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u> 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. The clerk would continue to forward training opportunities and topical webinars.</p> <p>The group discussed training resource comparing the benefits of The Key and NGA. ACTION: Investigate the benefits and prices of both NGA and The Key and discuss at the next Finance Committee Meeting</p>	<p>MT/LM</p>
17	<p><u>PARTNERSHIPS</u> Governors received minutes from the 3 schools partnership meeting held on 18th May and noted the shared action plan and the 4 agreed objectives as: 1. To identify all children's SEND needs speedily; and to provide effective and prompt support to meet these needs 2. To provide a rich and coherent 7-year curriculum journey for all children 3. To boost and accelerate educational attainment, especially for low prior attainers 4. For all 3 schools to have the financial resources they need to meet the needs of all their children</p> <p>A lot of positive action had been taken forward on partnership working with the 3 schools. CL had attended a meeting of local Chairs on 26th April and shared his notes. ACTION: Circulate CL's notes from the local Chairs meeting</p>	<p>MT</p>
19	<p><u>ANY OTHER BUSINESS</u> There was no further business.</p>	
20	<p><u>DATE OF NEXT MEETING</u> The clerk confirmed the date of the next meeting as Wednesday 27th Sept at 6pm. Governors noted FGB and committee meeting dates for 2023-24</p>	

21	<p>PART TWO</p> <p>It had been on the agenda for Governors to discuss the suitability of the two observers, however agreement of the invitation to invite Molly Bransfield (ML) and Emily Wilde (EW) was done via email after the meeting.</p> <p>ACTION: Contact ML and EW and invite them to join the board</p> <p>ACTION: Clerk to start the induction process for ML and EW</p>	<p>MT</p> <p>MT</p>
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The meeting ended at 8.40pm

CD thanked all present, and wished them well.

TABLE OF AGREED ACTIONS		By Whom	By When	Complete
4	Co-Chairs to ask the HT "What does TM need in her Chair and how can they best support clarity of vision, ethos and strategic direction?"	KF & CL	Next FGB	In Progress
4	Co-Chairs to investigate training for the role of Chair	KF & CL	ASAP	In Progress
4	Clerk to circulate Cleves' Strategic Priorities for information	MT	ASAP	Complete
4	Clerk to make time on the next FGB agenda for strategic priorities	MT	Next FGB	Complete
4	TM to talk to Richard Blackmore (current SIP) about facilitating an exercise in strategic direction	TM	Next FGB	In Progress
6	Chair to sign the 22.3.23 minutes	CD	ASAP	Complete
6	Clerk to file and upload the 22.3.23 minutes to Dropbox	MT	ASAP	Complete
9	Update and circulate the roles and responsibilities chart	MT	ASAP	Complete
9	Circulate a glossary of acronyms	MT	ASAP	Complete
10	SEF Working Group to meet and consider questions on the effectiveness on the GB suggested by The Key and report back to the next meeting	DM, LM, KF & CP	Next FGB	Complete
11	DM to meet with committee chairs to discuss and update each area on the risk register for the next FGB	DM	Next FGB	Complete
14	Circulate the list of what maintained schools must publish on line	MT	Next FGB	Complete
14	Set chair@oatlands.surrey.sch.uk email to CL and KF	EO	ASAP	Complete
14	Add/review governor profiles on the website	ALL	Next FGB	In Progress
14	Add further paragraphs from Ofsted report and key comments to the website	TM	Next FGB	In Progress
14	Communicate change in governance to parents via the weekly newsletter and on the website	TM	ASAP	In Progress
16	Investigate the benefits and prices of both NGA and The Key and discuss at the next Finance Committee Meeting	LM	Next Finance	In Progress
17	Circulate CL's notes from the local Chairs meeting	MT	ASAP	Complete
21	Contact ML and EW and invite them to join the board	MT	ASAP	Complete
21	Clerk to start the induction process for ML and EW	MT	ASAP	Complete