



St Michael's CE Primary School

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Cultivating Respect, Persevering, and Learning with Courage

Minutes of the Full Governing Board (FGB) Meeting held on 14th September 2021 at 5.30pm

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| Present: | Kevin Peter Moyes (KPM) – Co-opted Governor, Chair Grant Mottram – (GM) – Co-Headteacher Ann Parham (AP) – Co-opted Governor Robin Conway (RC) - Co-opted Governor Nick Field (NF) – Parent Governor Kathryn Mendus (KM) – Foundation Governor Adele Frankum (AF) – Parent Governor Philip Sutton (PS) – Foundation Governor (joined at 6.10pm) Nigel Goode (NG) – Local Authority Governor |
| Apologies: | Tim Owen (TO) – Co-opted Governor, Vice Chair Hayley Leyson-Brady (HLB) – Co-Headteacher |
| Absent: | Emma Walker (EW) – Parent Governor |
| Vacancies: | Foundation Governor / Co-opted Governor / Staff Governor |
| In attendance: | Nicole Brooks (NB) Local Authority (LA) Clerk, |

| Item | Details | Action |
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| 1. | Welcome and Opening Prayer The meeting started at 5.35pm. The meeting was held virtually, via Microsoft Teams, (due to the Coronavirus Pandemic). KPM welcomed everyone and KM opened the meeting with a prayer. | |
| 2. | Apologies for absence Apologies received and accepted from TO and HLB. The meeting was quorate and remained quorate throughout. | |
| 3. | Urgent Additional Items Since the last FGB meeting CP has stepped down as Staff Governor. He wishes to focus more on his role in the school. Staff election is picked up under agenda item 16. | |
| 4. | Declarations of Interest – (appendix A) No interests in agenda items were declared. | |
| 5. | Approval of FGB Minutes 5.1 Minutes of 15.07.2021 (appendix B) The minutes were agreed as an accurate record. | |

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| | <p>Action: Chair to sign minutes of 15.07.2021 & file at school</p> <p>5.2 Action log (to note – relevant actions on agenda) (appendix C)</p> <p>The action log was shared with Governors (all actions included on the agenda).</p> | KPM |
| 6. | <p>Matters arising not covered on the agenda</p> <p>AF raised a traffic safety concern at drop off and pick up. There are lots of cars and people along the causeway now that staggered starts have ended. She is worried there will be an accident. Can the school consider staggering entry to school again?</p> <p>GM understands the concerns. He has seen the situation with the traffic. He believes that a large part of the issue is that cars are parked incorrectly.</p> <p>GM will contact OCC to report the concern and ask for help and advice. More obvious signage and parking restrictions would be helpful.</p> <p>Unfortunately, they cannot put staggered entry / exit any longer. This was purely to meet Covid safety measures and is no longer a relevant action. He will ensure that the gate is opened in a timely manner at the end of the school day to avoid queues.</p> | |
| 7. | <p>Headteacher report (Appendix D)</p> <p>GM reported that six more pupils have joined the school with a further pupil due to start. Two pupils may be leaving the area, but this will still mean an increase of five.</p> <p>Year 2 have 31 pupils. This is a large group, and no further pupils will be accepted into this year.</p> <p>Reception and Nursery are at capacity, but years 3, 5 and 6 do have spaces.</p> <p>The number of SEN pupils has not changed, but St Michael's does have a higher number than some other local schools.</p> <p>GM reported on the two fixed term exclusions since the last meeting. The school is working with outside agencies for help and support with the child.</p> <p>There are two staff absences but there are no identified issues with absence.</p> <p><u>Quality of Teaching and Learning</u></p> <p>GM stated that they reached their expectations on this area. This was a real focus during last term and the recent INSET days, this will continue throughout the year.</p> <p><u>Safeguarding / behaviour</u></p> <p>There are a number of cases that the school has and is dealing with the issues. GM gave a brief update. He has some serious concerns over the lack of progress and actions of the external agencies. He is considering escalating within OCC.</p> <p>Governor question – How can this be escalated and how can the Governors support the HT's with this?</p> <p>GM stated that he has given a deadline of Wednesday for a response regarding meeting the threshold. If this does not happen, he will submit a formal letter to OCC, but he will run this past the GB first.</p> <p>The GB will support GM with this action if it reaches that point.</p> <p>Governors asked what approach the school takes with the history of behaviour. Does it continue on from the previous year?</p> <p>GM explained that they have a record of all past history and all incidences. They have followed policy, protocols and all requirements of outside agencies. It is time for those agencies now to acknowledge the issues.</p> <p>Governor question – It is concerning to know that this is taking up 50% of HT time. The GB needs to be aware of this and how difficult it is becoming for the HT's. How are they coping with these pressures?</p> | |

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| | <p>GM is managing this. If he has concerns for HLB he will raise this. It is time consuming, but the frustration comes from the slowness and lack of action. His priority is to make sure they follow all procedures correctly so that they can get the best outcome for the child.</p> <p>Governor challenge – Is there enough TA support for the KS1 class sizes and need?</p> <p>GM advised that the classes are well supported. There are 2-3 TA's plus the Teacher in each class. The TA's are very experienced and they could become HLTA's if they need any to step up.</p> | |
| 8. | <p>Update from the Chair</p> <p>There were no updates reported by the Chair at this meeting.</p> | |
| 9. | <p>School Self Evaluation form –</p> <p>There have been no changes or updates on the SEF since the last FGB meeting.</p> | |
| 10. | <p>School Improvement Plan (SIP) – <i>(Appendix E)</i></p> <p>10.1 SDP – 2021-22</p> <p>The document is still a work in progress. There are no major changes to the format.</p> <p>The HT's are working on it becoming more HLB's plan.</p> <p>SIP priorities boxes have been changed. GM went through the headlines for the governors</p> <p><u>Quality of Education</u> – it is vital to keep a focus on Covid catch-up and Year two development. GM likes to input numbers to show data, HLB prefers showing percentages. They are working on the best approach. The success criteria is shown at the beginning of the document and KPI's / actions are further down.</p> <p><u>Leadership and Management</u> – the new leaders are contributing so well. Everyone has stepped up and offering great ideas to the HT's.</p> <p><u>Early Years provision</u> - The new EYFS curriculum has come into effect this term, so this is being monitored closely.</p> <p>The school will push GLD (Good Level of Development) for Early Years to 80% plus.</p> <p>GM and HLB are using ECERS to support EY provision.</p> <p>Governor question – Governors asked for more information on ECERS</p> <p>ECERS is a rating scale used to rate the quality of provision. It is based on observations that are converted to a scale. It is a much better method to assess with this age group.</p> <p>There is a book in the school office that governors are welcome to access if they wish to learn more.</p> <p><u>Christian Distinctiveness</u> – behaviour is incorporated within this section. Ongoing work with PS and KM. The website work is being planned. They will be following the lead of PS and KM.</p> <p>The school is working with external agencies for support with behaviour and attitude issues.</p> <p>GM added that Year two now has two excellent teachers in place following a period of multiple changes. This will bring the stability needed.</p> <p>A learning walk has already taken place and another one is planned for tomorrow. Both HT's will ensure they keep on top of this, and regular learning walks will take</p> | |

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| | <p>place.</p> <p>SEN – Lots of planning and support in place for these pupils. It is high on the agenda.</p> <p>Pupil Premium (PP) – HLB has taken the lead in analysing and reporting the expenditure and impact.</p> <p>CPD – GM and HLB are taking a more targeted approach towards CPD. Staff will undertake training bespoke to their individual development need to get the most out of the opportunities.</p> <p>Questions were invited:</p> <p>Governor question – Regarding the SEN data. The % of pupils making good or better progress is not clear. Can GM alter to show the “from” and “to” for progress clarity?</p> <p>Action: GM will alter SEN pupil progress text as requested.</p> <p>Governor challenge – Quality of Education targets. Can GM clarify the target of 80% of pupils meeting age related expectations (ARE). Is this across the school? Is this realistic?</p> <p>GM stated that it is a starting point. At the 1st pupil progress meeting the data will be analysed and it may well be that targets need to be tweaked. He added it is important not to overstretch or demotivate staff.</p> <p>Action: GM will amend the text to clarify if the targets relate to whole school or year groups</p> <p>Governor question: Is there data to compare with other schools or nationally?</p> <p>GM has received a set of data from the target tracker company. It states comparison with similar schools in Oxfordshire. The comparison shows St Michael’s data as OK. If you break down all areas, they are behind on some but overall, it averages out.</p> <p>GM and HLB will be involved in moderation meetings with partnership schools. They will compare data at the end of this term, and this will help to gauge their position better.</p> <p>So far, they have not received any data from the DfE for comparison.</p> <p>Action: GM will share this data with the governors when he has completed his review of it. He will also share any other data that the school receives.</p> <p>Governor question – Will the Christian Distinctiveness targets / KPI’s in the SDP link in with the work of the governors?</p> <p>Yes, they are connected – it will and the plan for how this will work will be discussed later in the meeting.</p> <p>Governor question – When will the SDP be completed so that the governors can use it towards their governor monitoring work?</p> <p>GM explained that the Christian Distinctiveness section has the most work left to complete. The remainder is mostly complete, and governors can use this for their monitoring.</p> <p style="text-align: center;">PS joined the meeting at 6.10pm</p> <p>Governor question – How does the SDP tie in with setting individual objectives for staff?</p> <p>GM replied that it will vary from class to class. CPD and mentoring will be formed from appraisals. There will be a real push for pupil progress. The teacher expectation document will be really important in this process along with measurement and appraisal.</p> | <p>GM</p> <p>GM</p> <p>GM</p> |
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| <p>11.</p> | <p>Governor updates since last meeting <u>Learning and Teaching and Inclusion (Appendices F - N)</u> Report submitted by HLB. It is a summary of the current headlines. There will be more information to report on at the next FGB meeting. Areas for development are progress for Year 3 and SEND / FSM pupils. GM explained that they need to keep on top of the SEND / FSM pupils and cannot afford to let this slip. It is extremely difficult to get back on top of progress. The actions have been set from the last data set. The school is already working on these actions. Behaviour issues will not be allowed to distract from learning. The revised SDP reflects the need for challenge. Both Teachers and pupils will be pushed the challenge themselves. Induction of staff will be tightened up to make expectations very clear from the start. Assessment and monitoring had slipped during Covid times, but the HT's have learned from this and have taken appropriate action. Action: Governor data for scrutiny monitoring to be available by the next FGB meeting (for RC and NF) Governor support – It is noted that progress will be measured from the starting point. This is a good idea and the data from this will be more helpful for analysis. Governor question – regarding Maths and Writing. These subjects have been narrowed down to the areas in need of focus. Can GM provide detail on how this has been worked out? GN explained that Maths is a far easier subject to drill down on and the use of White Rose maths has been used to achieve this. Writing has been a longer exercise. The HT's have been reviewing previous work and pupil books. From this they have made a list of priority areas for this academic year. He believes that there is enough expertise in the school to do this. By half term they will have a much better idea and some data to work with. Governor question – The data demonstrates very good progress for the Year 5 pupils. Is this visible / demonstratable in their books? GM has noted this progress and he will be monitoring and reviewing closely to make sure that the judgement is robust. <u>Finance (Appendix O)</u> NG reported. The likely cost savings have not been included at this stage. A cautious approach so far. Current projections forecast an £11K underspend at end of year. The pupil numbers input on the 3 year plan was very ambitious at 166 pupils, however it looks as though they will exceed this. Really good news and reflection of hard work by all. A more detailed summary will be available for month 6 and will be shared at the next FGB meeting. GM added that necessary expenditure is going ahead as normal, but everyone is being sensible. They are keeping an eye on the Sports Premium funding. It is not known if this funding will continue much into the future. After school and breakfast club is growing. It is being managed by school staff for now, but they may need more staff in the future. Recruitment would be on fixed term contracts. Income from these clubs will help support the budget. <u>Staffing</u> No updates or reports.</p> | <p>GM/HLB</p> |
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| | <p><u>Premises</u> Capital funding - GM reported that there are some significant damp problems in the listed part of the building. This does need to be addressed. There are also a number of maintenance issues across the site. NG had recommended that a maintenance plan is created to deal with the problems. GM and NG agreed to work on this together so that estimates can be sought and work carried out as soon as possible.</p> <p>Action: Maintenance plan and damp repairs</p> <p>Fencing needed following the safeguarding audit - GM added that the OCC planning dept. have confirmed they will need planning permission for the fence. This will add to the cost. It is not a large job but is complicated as it is located at the listed building end.</p> <p>The governors discussed the benefit vs the risk. The audit highlighted that the school was vulnerable at that section of the boundary. It is around 4m in length. GM believes it should be fenced to make the school secure. He may commission a company to take on the whole project to free up more of his time. The governors supported this.</p> <p><u>Community (Appendix P)</u> GM has put together an events calendar. Now that restrictions have been lifted, he is encouraging governors back into school during the day and for events involving the school community. GM and the staff would welcome seeing the governors and having more visibility. Covid has been a barrier, but the doors are now open.</p> <p>Governor question – Is the school conducting prospective parent visits for September 2022 intake? Yes they are. They are not yet on the events calendar, but the EY Teacher will add this. Curriculum evenings will also be held.</p> <p>Governor question – There are no timings attached to the events – can they be added? Action: Include event timings on calendar GM</p> <p>Parent surveys – This will be picked up at the next FGB meeting to link actions and targets.</p> <p>Community funding was discussed. PS has stated that there is support out there for the school to apply for. It was discussed and agreed to decide what is actually required so that any support is directed where the need is.</p> <p>Action: Wish list for community support to be created.</p> | <p>NG / GM</p> <p>GM</p> <p>HT's</p> |
| 12. | <p>Distinctiveness and effectiveness of our school as a Church school</p> <p><i>(Appendices Q, R & S)</i></p> <p>KPM explained the new title for this agenda item. It is to express what they are as a school, not just ticking boxes to pass an inspection. Now is the time to move forward with this area of work. Create a governor working party, conduct a self-audit, write an action plan and finalise the school's vision and values.</p> <p>PS added there is a good framework to work from. He is meeting with the HT's to discuss assemblies, curriculum and issues to address. Behaviours and attitudes falls within this remit. Robin Sharples can be invited in for discussion when the school is further down the track in this work.</p> <p>HLB has been in contact with PS, they will set regular meetings and actions. It is a priority to get the Church-School link back to where it was.</p> <p>KM has been reviewing the last SIAMS report. The school is building on from where they were, and it is important to note what the school has been through in recent times. She agrees with the Church -School link being restored.</p> <p>A working party will be created. HLB, GM, PS and KM plus 2 more governors will be required. Timescales need to be in place to get this started.</p> | |

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| | <p>Governor question – How does this link with the wider vision of the school or is this the vision? There was a discussion around how this is interlinked with the vision of the school and about having the whole school community involved.</p> <p>Governor question – How will the project be managed if the whole community is to be involved in the process? The smaller group (working party) will begin the process and create the vision and values. The wider community will then be included / consulted to be inclusive of all views. KM added that the vision and values around all aspects of school life should be maintained by the Governors.</p> <p>Action: Write terms of reference for the group. Clarify the purpose and role and sign up remaining governors.</p> | KM / KPM |
| 13. | <p>Safeguarding</p> <p>13.2 Keeping Children Safe in Education 2021 (previously circulated)</p> <p>13.3 Sexual Violence and Harassment between children in schools (Appendix T)</p> <p>The governors present declared that they have read and understood both documents.</p> <p>Action: TO & EW to confirm they have read & understood the two safeguarding documents</p> | TO / EW |
| 14. | <p>Health and Safety</p> <p>No incidents reported since the last meeting</p> <p><u>Update from H&S lead governor</u> NG confirmed that all actions out of the last inspection have been completed. The date of the next H&S inspection is 14th February 2022. Covid protocols – The Risk Assessment needs to be reviewed to make sure the school is clear on how it is addressing specific risks.</p> | |
| 15. | <p>GDPR</p> <p>There were no updates or reports for this agenda item.</p> | |
| 16. | <p>Governor Business and Communications</p> <p>16.1 Governance Objectives 2021-22 (Appendix U) There were no comments of feedback.</p> <p>16.2 Governor Monitoring Schedule (Appendix V) KPM asked for lead governors to review their section and make amendments by the next FGB meeting. Action: Lead governors review and amend if needed. Action: Lead governors to keep their section up to date.</p> <p>All Governors have DBS checks in place. This was confirmed by the School Business Manager.</p> <p>16.3 Evidence of up-to-date Edu base (Appendix W) This has been confirmed by the School Business Manager (SBM)</p> <p><u>Governor Recruitment</u> Staff Governor election Action: KPM to liaise with the school office to start the staff governor election process.</p> | Lead Goves KPM |

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| | <p>Co-Opted Governor recruitment The vacancy has been advertised but there has been no interest so far. It was suggested to review the advert and state the skills required for the vacancy and this may generate some interest Action: KPM to review the co-opted vacancy advert</p> <p>Foundation governor recruitment There have been no candidates for this position. It was acknowledged it can be difficult to fill. If anyone has any ideas or a person in mind, please share with KPM.</p> <p>Election of Co-Chairs x 2 The Clerk took the Chair for this agenda item. RC and NF have been nominated for Co-Chair from January when KPM has stepped down. RC and NF left the meeting temporarily and the governors voted them both in as Co-Chair from January until the end of the academic year.</p> <p>16.4 Revised Governor’s code of conduct (<i>Appendix X</i>) The GB adopted this Code of Conduct as it is.</p> <p>16.5 Governor Declarations – for website (<i>Appendix Y</i>) The declarations have been completed.</p> <p>16.6 Governor Attendance 2020-21 for website (<i>Appendix Z</i>) Document reviewed and agreed to be correct.</p> <p>16.7 Governor Constitution and leavers for website (<i>Appendices BB</i>) Document reviewed and agreed to be correct.</p> <p>16.8 Governor list, roles and leavers for the website (<i>Appendix AA & CC</i>) Action: KPM to load the governor information to the website.</p> | <p>KPM</p> <p>KPM</p> |
| <p>17.</p> | <p>Governor Training Update (<i>Appendix DD</i>)</p> <p>Governor training undertaken since last meeting. No training undertaken, but RC is booked on to a number of training courses this term.</p> <p>Governor Training needs analysis</p> <p>KPM reminded governors to complete this if they have not yet done so.</p> <p>17.2 Updated Governor Training Log</p> <p>KPM reminded governors to update the training log when training has been completed.</p> | |
| <p>18.</p> | <p>Policies for review / approval –</p> <p>18.1 Updated Policy Tracker (<i>Appendix EE</i>) RC referred to discussion at the last FGB meeting. A conversation would be good to discuss / filter out policies that the full GB do not need to be involved in. Policies also need to be allocated to the lead governor to take responsibility for their review. This is to make the policy schedule easier for the GB to manage. Action: GM and the School Business Manager will support this work. Action: Meet to discuss in November and bring to the FGB meeting in Dec / Jan. Action: KPM to look at policies due for review in the Autumn term</p> <p>Safeguarding policy (<i>Appendix FF</i>) Governor question – The safeguarding policy refers to a Risk Assessment policy, but it is not there. Believe it to be an overview of how risk assessments are managed. It was agreed to research on the Hampshire website. Action: Hampshire website to be searched for examples GM</p> | <p>GM RC/NF / KPM</p> <p>GM</p> |

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| | <p>Some wording corrections were raised: Annex 1 – School name needs completing Annex 2 – Record needs adjusting to fit the school Annex 5 – Online policy needs adjusting to fit the school P34 – Lead Governor name needs inputting Action: Make corrections to text as discussed There is wording referring to staff and volunteers in school but no mention of contractors. Should this be included too? Action: GM will check and clarify if contractors need to be included. Overall the policy is well written and easy to understand. The policy was approved with the actions to follow.</p> | <p>GM</p> <p>GM</p> |
| <p>19.</p> | <p>Items for next agenda</p> <p>Report on Looked After Children if applicable- HTs Review systems and procedures for monitoring Health & Safety including risk assessments – NG External Financial Benchmarking – NG Governor Finance Skills Matrix – NG Governor Training Needs Analysis - KM Updated Policy Tracker – Action from last meeting: review the rationale of all policies and ensure they link into the values of the school - HTs Review the policy schedule so that policies are spread more evenly through the year – HTs Action from July meeting: Amend staff code of conduct and anti-bullying policy as per agreed decision - HTs Action July meeting: amend SEND report & Equality Statement as per agreed decision by FGB - HTs Action July meeting: Review PP strategy to look at the link between PP pupils who have SEN -HTs Computing Code of Conduct - HTs Admissions Policy - HTs Sex and Relationships Education Policy - HTs</p> | |
| <p>20.</p> | <p>FGB meeting schedule</p> <p>To start at 5.30pm: Monday 18th October 2021 – virtual Tuesday 16th November 2021 – virtual Monday 13th December 2021 – virtual Thursday 20th January 2022 – In person Thursday 17th February 2022 – In person Thursday 24th March 2022 – In person Thursday 28th April 2022 – In person Thursday 26th May 2022 – In person Thursday 23rd June 2022 – In person Thursday 14th July 2022 – In person</p> | |

The meeting closed at 7.15pm.

NB 14.09.2021

Appendices (documents and reports discussed)

| Agenda Item | Appendix | Name |
|-------------|----------|--|
| 4.1 | A | Declaration of interests form |
| 5.1 | B | St Michael's Minutes 17.06.2021 |
| 5.2 | C | Action Log 15.07.2021 |
| 7.1 | D | Head's report July 2021 |
| 10.1 | E | School Improvement Plan September 2021 |
| 11.1 | F | Data report September 2021 |
| 11.2 | G | Sept attainment termly comparison |
| 11.3 | H | Sept boys attainment termly comparison |
| 11.4 | I | Sept girls attainment termly comparison |
| 11.5 | J | Sept FSM attainment termly comparison |
| 11.6 | K | Sept not FSM attainment termly comparison |
| 11.7 | L | Sept SEN attainment termly comparison |
| 11.8 | M | Sept not SEN attainment termly comparison |
| 11.9 | N | Sept summer born attainment termly comparison |
| 11.10 | O | Budget profile summary period 5 |
| 11.11 | P | SMSC Calendar of events |
| 12.1 | Q | Governor monitoring report – website audit (SIAMS) |
| 12.2 | R | SIAMS ethos values |
| 12.3 | S | SIAMS audit tool |
| 13.1 | T | Sexual violence and Sexual harassment between children in schools and colleges |
| 16.1 | U | Governor objectives 2021-22 |
| 16.2 | V | Monitoring schedule 2021-22 |
| 16.3 | W | Edubase compliance |
| 16.4 | X | Code of conduct |
| 16.5 | Y | Declarations register 2021-22 |
| 16.6 | Z | FGB meeting attendance 2020-21 |
| 16.7 | AA | FGB members St Michael's GB 2021-22 |
| 16.8 | BB | Constitution St Michael's GB Sept 2021 |
| 16.9 | CC | Governor bios, photos and roles Sept 2021 |
| 17.2 | DD | Training record 02.09.21 |
| 18.1 | EE | Policy schedule July 2021 |
| 18.2 | FF | School safeguarding policy September 2021 |

Action Log

| Meeting Date | Item Number | Action | Owner | Deadline |
|--------------|-------------|--|----------------------|-----------|
| 14.09.2021 | 5.1 | Chair to sign minutes of 15.07.2021 & file at school | KPM | Next FGB |
| 14.09.2021 | 10 | SDP Alter SEN pupil progress text as requested Amend the text regarding targets to clarify if they relate to whole school or year groups | GM GM | Immediate |
| 14.09.2021 | 10 | Share comparison data with GB and any further data when it is received. | GM | Next FGB |
| 14.09.2021 | 11 | Governor data for scrutiny monitoring to be available by the next FGB meeting (for RC and NF) | HT's | Next FGB |
| 14.09.21 | 11 | Maintenance plan and damp repairs | NG/GM | This term |
| 14.09.2021 | 11 | Include event timings on calendar GM | | Immediate |
| 14.09.2021 | 11 | Wish list for community support to be created | HT's | Next FGB |
| 14.09.2021 | 12 | Write terms of reference for the SIAMS working party. Clarify the purpose and role and sign up remaining governors | KPM / KM | Next FGB |
| 14.09.2021 | 13 | Confirm they have read & understood the two safeguarding documents | TO & EW | Immediate |
| 14.09.2021 | 16 | Governance objectives - Lead governors review and amend if needed and keep their section up to date. | Lead Govs | Immediate |
| 14.09.2021 | 16 | Liaise with the school office to start the staff governor election process. | KPM | Immediate |
| 14.09.2021 | 16 | Review the co-opted vacancy advert | KPM | Next FGB |
| 14.09.2021 | 16 | Load the governor information to the website. | KPM | Immediate |
| 14.09.2021 | 18 | <u>Policy schedule review</u> Meet to discuss in November and bring to the FGB meeting in Dec / Jan. GM and the School Business Manager will support this work. KPM to look at policies due for review in the Autumn term | RC / NF GM KPM | This term |
| 14.09.2021 | 18 | <u>Safeguarding policy</u> Hampshire website to be searched for examples GM Amend the text for the items discussed Clarify if contractors are to be included in the staff and volunteers section | GM | Next FGB |

■ End

