



St Michael's CE Primary School

The Causeway, Steventon, Oxfordshire OX13 6SQ

Telephone and Fax: 01235 831298

Headteacher: Mr P Atkins

Email: head.3241@st-michaels-pri.oxon.sch.uk

www.stmichaelssteventon.co.uk

Cultivating Respect, Persevering, and Learning with Courage

Full Governing Body Meeting

Held on Thursday 05 December 2019 at 7pm at School

MINUTES

Present:	Tim Owen (TO) – Co-opted Governor, Chair Alice Boon (AB) – Parent Governor, Vice Chair Nigel Goode (NG) – Local Authority Governor Chris Paynter (CP) – Staff Governor Robin Conway (RC) – Co-opted Governor (7.52pm arrived) Philip Sutton (PS) – Foundation Governor Kathryn Mendus (KM) – Foundation Governor Emma Walker (EW) – Parent Governor Kevin Peter Moyes (KPM) – Co-opted Governor
Absent with approval:	Ashish Maniar (AM) – Parent Governor Ashaa Rathod (AR) – Co-opted Governor
Absent:	Paul Atkins (PA) – Headteacher
Vacancies:	Co-opted Governor Foundation Governor
In attendance:	Pamela Allum (PAL) – Local Authority Clerk

Item	Minute	Action
1.	<p>Welcomes, Apologies and Quorum</p> <p>1.1 The meeting started at 7.03pm. TO, welcomed governors to the meeting.</p> <p>1.2 RC would be late to the meeting.</p> <p>1.3 TO, welcomed Philip Sutton (PS) to the meeting as new Foundation Governor, Ex Officio, who had been appointed in accordance with The School Governance (Constitution) Regulations 2012, 9.</p> <p>1.4 TO, welcomed Emma Walker (EW) to the meeting as new Parent Governor, who had been elected in accordance with The School Governance (Constitution) Regulations 2012, 6.</p> <p>1.5 TO, welcomed Kathryn Mendus (KM) to the meeting as new Foundation Governor, who had been appointed in accordance with The School Governance (Constitution) Regulations 2012, 9.</p> <p>1.6 Consider appointment of Co-opted Governor.</p> <p>TO, welcomed Kevin Peter Moyes (KPM) to the meeting who had expressed an interest in becoming a Co-opted Governor. KPM withdrew from the meeting. Governors briefly discussed and considered the appointment of Co-opted Governor. KPM was invited back to the meeting. Governors offered KPM the position of Co-opted Governor which he duly accepted and was in accordance with The School Governance (Constitution) Regulations 2012, 11.</p> <p>Action: Clerk to send out application form to KPM.</p> <p>Action: Clerk to send out pecuniary interest form to KPM.</p>	<p>Clerk</p> <p>Clerk</p>

Item	Minute	Action
	<p>Action: Clerk to send out details of Disclosure and Barring Service (DBS) requirements to KPM.</p> <p>Brief introductions were given by all present at the meeting.</p> <p>1.7 Apologies as above.</p> <p>Apologies were received from the Interim Headteacher – Grant Mottram (GM).</p> <p>1.8 TO, reported that Chris Davies (CD) had stepped down with immediate effect as a Co-opted Governor. Governors wished to express their sincere thanks to CD for all his hard work and commitment to school. There is now a Co-opted governor vacancy.</p> <p>1.9 The meeting was quorate.</p>	<p>Clerk</p> <p>vacancy</p>
2.	<p>Declarations of Interest for this agenda</p> <p>There were no declarations of Interest for this agenda.</p>	
3.	<p>Minutes (including confidential) of the last meeting: - 26 September 2019</p> <p>Minutes (including confidential) were agreed by Governors as a true and accurate record of the meeting and signed by Chair of Governors – TO. Signed minutes were given to TO, for filing. Confidential minutes would be filed separately.</p>	<p>Agreed</p>
4.	<p>Matters arising from the minutes that are not on the Agenda</p> <p>Governors reviewed action points from the previous minutes.</p> <p>(i) The Clerk confirmed that all pecuniary interest forms were completed, and the register had been published on the school website. It was noted that this information would need updating again due to new governors arriving.</p> <p>Action: Clerk to update register with new governor information and submit back to school for publishing on the school website.</p> <p>(ii) The Clerk confirmed that all governors present at the extraordinary meeting held on 20 November 2019 had signed the Code of Conduct for Governors. The signed document would be held at school.</p> <p>(iii) The Clerk confirmed that she had taken on PA action point 5iii and worked with PS for potential candidates for the foundation governor vacancies. The Clerk confirmed that there was one foundation governor vacancy remaining.</p> <p>(iv) Action: TO, to contact school office to arrange National Governance Associations (NGA) membership for all governors, including new governors. It was noted that this resource had been set up, but no governors had access to it. The Clerk reminded TO, that new governors would need to be added to the list.</p> <p>(v) Action: Governors to re-confirm to TO, that they have read Keeping Children Safe in Education (KCSIE).</p> <p>(vi) All other action points were completed. There were no further matters arising.</p>	<p>Noted</p> <p>Clerk</p> <p>Vacancy</p> <p>TO</p> <p>Noted</p> <p>ALL</p>
	<p><i>Governors' questions shown in bold</i></p>	
5.	<p>Interim Headteacher's Report</p> <p>The Interim Headteacher's report was uploaded onto GovernorHub today.</p> <p>(i) Governors looked at cohort profile and context. TO, reported that six pupils had in year transfers as parents were unsatisfied with the school. Comment was made that school have been notified of a further six pupils that will leave school. It was noted that GM was having meetings with parents to try and resolve concerns raised.</p> <p>(ii) Governors raised concern over persistent absence which was now eight pupils.</p>	<p>Noted</p>

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	<p><i>Are these pupils of statutory school age?</i></p> <p>TO, replied that he did not know the circumstances, adding that no other data was available. Comment was made that the last report only stated that there were three persistent absence, which is a significant increase.</p> <p>It was suggested that questions should be noted and passed onto the Interim Headteacher for a response.</p> <p>Action: Clerk to collate questions and send to Interim Headteacher.</p> <p>(iii) Comment was made that there is no change to the Special Educational Needs and Disabilities (SEND) profile.</p> <p>(iv) Governors looked at staffing numbers. Comment was made that there were two additional staff in place, however there were three Teaching Assistants (TA) on sick leave. Comment was made that this was an indication of the strain staff were under compared to last year. Governors expressed concern regarding the amount of sickness lost so far which totalled 158 days, compared with the whole of last year, which was 106 days, which was significant.</p> <p><i>Was any of this sickness long term?</i></p> <p><i>Are well-being concerns being addressed?</i></p> <p><i>What is the current number of pupils on the school roll?</i></p> <p><i>Is there a return to work interview?</i></p> <p><i>What is being done to support staff?</i></p> <p><i>What is the impact on pupils?</i></p> <p>Governors continued to discuss staff sickness absence which was a concern.</p> <p>(v) Governors looked at behaviour and attitudes for term one and term two. Comment was made that behaviour incidents had reduced in term two, whilst number of fixed term exclusions had increased. Governors discussed reliability and consistency in reporting data. It was noted in the Interim Headteacher's report that this data should be treated with caution as it was not reliable.</p> <p><i>Are recording systems in place robust enough?</i></p> <p><i>How reliable will the data be for term three?</i></p> <p>(vi) Governors looked at attendance data. Comment was made that overall attendance for term two was 94.55% and had dropped due to current circumstances.</p> <p>(vii) Governors looked at safeguarding data.</p> <p><i>Is school satisfied that safeguarding reporting is robust enough?</i></p> <p><i>Is there enough capacity to record incidents?</i></p> <p><i>How effective is the Interim Headteacher's role?</i></p> <p>Comment was made that there would be an external safeguarding review in January 2020 to be conducted by the Local Authority.</p> <p>(viii) Governors looked at number of complaints. TO, confirmed that 12 complaints had been received directly related to merging of year groups. TO, confirmed that the (1st) Interim Headteacher had written to concerned parents. The (2nd) Interim Headteacher had met with concerned parents. Now the (3rd) Interim Headteacher – GM had also met with concerned parents. TO, explained that no one has followed the complaints policy as that was not an appropriate course of action and was designed for incidents, not to complain about the running of the school.</p>	<p>Clerk</p> <p>Noted</p>

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	<p>What is the process of communicating to staff when a change is made?</p> <p>Comment was made that this matter was an operational matter.</p> <p>Is there a review process in place for policies?</p> <p>What is the process for using policies in school?</p> <p>7.52pm – RC arrived.</p> <p>(ix) School Improvement Team (SIT) meeting.</p> <p>TO, updated governors on a first formal SIT meeting that had taken place today. Attendance of external Local Authority professionals was noted. Comment was made that this was an operational meeting.</p> <p>Who attended from school?</p> <p>TO, replied, himself and GM (3rd) Interim Headteacher.</p> <p>TO, reported that there was a list of key priorities for GM between now and Christmas to address, which included: - staff morale, behaviour, concerned parents, overall staffing and teaching and learning.</p> <p>Has this information been shared with staff?</p> <p>TO, replied no it has not been shared with staff yet.</p> <p>Is there an effective mechanism in place to communicate with staff?</p> <p>Will this information form part of a report to governors?</p> <p>Can governors expect an update by the end of the year?</p> <p>Are key priorities in the Headteacher’s report or SIP?</p> <p>Are SIT meetings going to continue next year and what is the purpose of them?</p> <p>Is there a short-term plan?</p> <p>Comment was made that there are lots of short-term plans in place, although can change on a weekly basis.</p> <p>Is there a long-term plan?</p> <p>Is there a single plan to share?</p> <p>What about timescales?</p> <p>Governors discussed communication, that was not always clear. It was suggested having regular reporting to staff, governors and parents.</p> <p>With six SIT meetings taking place, what reporting mechanism is in place?</p> <p>Governors briefly discussed the following: -</p> <ul style="list-style-type: none"> • Having sight of a SIP at the February 2020 meeting. • Holding leadership to account. • Regular updates from the Leadership team. • Having a clear strategic direction of the school. 	
6.	<p>Carried forward items from 20 June 2019: -</p> <p>(i) Approve Complaints Policy.</p> <p>Governors agreed to adopt the Complaints Policy, via GovernorHub on 27 November 2019. The Clerk advised governors they should not approve documents via GovernorHub, as this was not normal practice.</p>	Agreed

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	<p>(ii) Approve SEND Policy.</p> <p>Governors have requested the SEND Policy several times and has still not been received. Comment was made that it was an agenda item at the last Curriculum Committee and were told that it required updating.</p> <p>Action: TO, to make enquiries as to status of SEND Policy.</p> <p>(iii) Approve SEND Information Report.</p> <p>Governors have requested the SEND Information Report several times and has still not been received. Comment was made that some information was received at the last Curriculum Committee from an external consultant.</p> <p>Action: TO, to make enquiries as to status of SEND Information Report.</p>	<p>TO</p> <p>TO</p>
7.	<p>Carried forward items from 26 September 2019: -</p> <p>(i) Approve Behaviour Policy.</p> <p>Governors agreed to adopt the Behaviour Policy, via GovernorHub on 27 November 2019. The Clerk advised governors they should not approve documents via GovernorHub, as this was not normal practice.</p> <p>Governors briefly discussed the behaviour policy with regards to implementation and communicating to ensure pupils fully understand. CP confirmed that pupils are aware with staff giving a consistent message, adding that pupils are aware of the clear expectations and reward systems that are offered throughout school. Comment was made that the behaviour policy is now on the school website for parents to view.</p> <p>(ii) Appoint Chair of Finance, Personnel, Premises Committee.</p> <p>Governors agreed to appoint NG as Chair of this committee. Membership was also confirmed with the following governors: - NG, KPM, TO, AR, EW, AM and Headteacher.</p> <p>(iii) Appoint Chair of Curriculum Committee.</p> <p>Governors agreed to appoint AB as Chair of this committee. Membership was also confirmed with the following governors: - AB, RC, KM, CP, and Headteacher.</p> <p>(iv) Appoint Link Governors – specific roles.</p> <p>The Clerk gave advice on link governor roles reminding the Governing Body that there was no statutory obligation to appoint link governors. However, the Department for Education (DfE) recommended the following link governors for safeguarding, SEND and careers, adding that link governors should be prepared to talk about their role to Ofsted. The Clerk referred to Oxfordshire County Council (OCC) Annual Schedule of Governing Board business which recommended the following: - Child Protection, Health and Safety, SEND, Pupil Premium (PP) and training. Governors reviewed link governor roles referring to a tabled document and decided the following: -</p> <p>KPM – Safeguarding, Behaviour, Personal Development.</p> <p>NG – Health and Safety.</p> <p>RC – Curriculum.</p> <p>AB – SEND and PP. AB declared an interest at this point in the meeting.</p> <p>PS – Statutory Inspection of Anglican and Methodist Schools (SIAMS).</p> <p>Governors briefly discussed the next SIAMS Inspection which was due next year using the new Framework. It was suggested that PS contact the Diocese and ask for this inspection to be deferred given the current circumstances at</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p>

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	<p>school.</p> <p>Action: PS to contact the Diocese and formally request that the SIAMS Inspection is deferred.</p> <p>(v) Appoint Governor Monitoring roles – link to SIP.</p> <p>It was suggested revisiting governor monitoring roles when the SIP was developed using the new Ofsted Framework. Concern was raised that there was no data for governors to look at. Comment was made that focus should be on areas identified at the last Ofsted Inspection, which included literacy, writing and reading.</p> <p>(vi) Confirm monitoring visits.</p> <p>Governors briefly discussed conducting site visits to the school, and whether the school was in a conservation area. It was suggested asking OCC whether site security could be improved. Comment was made that school would not get planning permission to make any external changes to school and would need to find another solution.</p>	<p>PS</p>
8.	<p>Safeguarding: -</p> <p>(i) Carried forward (26/09/19) Approve Safeguarding and Child Protection Policy.</p> <p>The Clerk reported that this policy had been uploaded onto GovernorHub for approval. It was unclear who had looked at this policy. The Clerk advised governors they should not approve documents via GovernorHub, as this was not normal practice, adding that this was a model policy from OCC and a statutory requirement and should not be carried forward again. Governors agreed to adopt the Safeguarding and Child Protection.</p> <p>(ii) Approve Annual Safeguarding Report.</p> <p>The Clerk reported that the safeguarding audit form had not been released from OCC, as there was a new online process being implemented in due course.</p> <p>The Clerk reported that the Annual Safeguarding Report is going to be an online platform and will be released at the latest on 13 December 2019. The link will be sent to Headteacher's by a company called 'PHEW'. The Headteacher can provide access to staff and governors. Reports to be returned by February 2020. The report would be for 2018-2019 academic year. The Clerk concluded that this would be an agenda item at the next meeting.</p>	<p>Agreed</p>
9.	<p>Approve Terms of Reference (TOR) for both committees</p> <p>Governors had reviewed TOR for both committees.</p> <p>(i) Governors agreed to adopt TOR for Finance, Personnel, Premises Committee.</p> <p>(ii) Governors agreed to adopt TOR for Curriculum Committee.</p> <p>Action: Clerk to upload both approved TOR onto GovernorHub.</p>	<p>Agreed</p> <p>Agreed</p> <p>Clerk</p>
10.	<p>Approve Code of Conduct for Parents (two versions)</p> <p>Governors discussed code of conduct for parents and carers. Comment was made that it sets out clear expectations and it would be good to have a clear framework in place. Governors discussed changing the title of the document. The Clerk did not recommend that the Governing Body change a model OCC policy that had been through a consultation process such as Human Resources (HR), relevant unions and legal team, adding that OCC had recommended school adopt this policy, as it was a document that could be referred to. The Clerk also added that advice and guidance by OCC may be compromised</p>	

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	<p>regarding this policy, concluding that other schools have adopted this code without changing any wording.</p> <p>Governors agreed to adopt code of conduct for parents and carers, which would be sent out with a communication in due course.</p> <p>It was suggested that an update should be circulated after every Full Governing Body (FGB) meeting, which would include governor profiles, roles and responsibilities of a governor. Comment was made that communication links would be welcomed and it was a good starting point.</p> <p>Action: TO and KPM to construct a communication letter which would go out before Christmas and include code of conduct for parents and carers.</p>	<p>Agreed</p> <p>TO/KPM</p>
11.	<p>Recommendations from Curriculum Committee to approve the following:-</p> <p>(i) Governors Strategic Plan.</p> <p>The Curriculum Committee discussed and scrutinised the Governors Strategic Plan, which was recommended to the FGB. Governors agreed to adopt the Governors Strategic Plan. There was no further comment.</p> <p>(ii) Governors Written Statement of Behaviour Principles.</p> <p>The Curriculum Committee discussed and scrutinised the Governors Written Statement of Behaviour Principles, which was recommended to the FGB. Governors agreed to adopt these principles. There was no further comment.</p> <p>(iii) Discussions returned to the SIT meeting. Concerns were raised that decisions were being made without any consultation, adding that some decisions made had made the situation worse at school. Comment was made that the SIT was there to advise and guide.</p> <p>Concerns were expressed on clarity of reasonable timelines with regards to having an Interim Headteacher in place for the foreseeable future. Concerns were expressed that there was no credible plan in place to follow. Concerns were expressed that OCC appeared to be pushing for governors to step down at the extraordinary meeting held on the 20 November 2019, which might have resulted in school being put into an Interim Executive Board (IEB) situation.</p> <p>Comment was made that governors need to be very clear on their role and holding OCC to account as school absolutely need a Headteacher in place.</p>	<p>Agreed</p> <p>Agreed</p>
12.	<p>Summary from Committees: -</p> <p>(i) Finance, Personnel, Premises.</p> <p>Governors discussed costings of potentially appointing a class teacher and a Deputy Headteacher. TO, explained that he had sent a letter to the Interim Headteacher (3rd) with a list of big issues and had received a response, which he shared with governors at the meeting. Comment was made that the Governing Board should proceed with caution as the Headteacher was off sick, and OCC have a responsibility to ensure school have a Headteacher in place.</p> <p><i>How is the advertising progressing to replace a teacher?</i></p> <p><i>What is the financial impact of recruiting a Deputy Headteacher?</i></p> <p>TO, explained that at the last Finance meeting, the (1st) Interim Headteacher attended and extra capacity was discussed. The action decided was a non-teaching role and a Deputy Headteacher until the end of Spring 2020. Comment was made that head counts would be different for the new budget.</p> <p><i>Can school recruit a Deputy Headteacher in two weeks using the current budget?</i></p> <p>NG explained that the Capital Expenditure and Revenue Account (CERA) reserve cannot be touched on the advice given by the Bursar. Comment was</p>	

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	<p>made that school could ask for a loan from OCC. Comment was made that school cannot have two non-teaching roles, adding that there is a teaching requirement that has not happened to date, and teaching in this class was not consistent.</p> <p>TO, concluded that a structure was being worked on to resolve issues. Comment was made that a supply teacher would be used from an agency in the short term. TO, added that having a Deputy Headteacher was less clear. TO, was also waiting for confirmation that the current Interim Headteacher was remaining until the end of the year, but reassured governors that OCC will ensure there is adequate provision in place to run the school.</p> <p>Comment was made that the Governing Board have noted significant concerns in these minutes and would require to see some model costings, so that the Finance Committee are aware of requirements, and can review expenditure going forward.</p> <p>NG summarised main points of the Finance meeting which included applying for Education, Health Care (EHC) Plans as a priority. An application to SARINC would be submitted in due course. The Bursar would approach Abingdon Partnership to see if they could assist with any additional funding to support vulnerable pupils.</p> <p><i>Does school have the funding to support a teacher and Deputy Headteacher going forward?</i></p> <p>NG replied that school does have a carry forward of £35,000 in the budget, which would have a significant impact going into next year.</p> <p><i>Is the school budget going to be in a deficit or surplus at the end of the financial year?</i></p> <p>Discussions returned to merging of classes, the timings and indecisions that were being made. Comment was made that this would be a future issue and communication would have to be managed much more effectively as well as managing the financial implications. It was noted that all recent communications had been approved by OCC and had not come from school.</p> <p>NG reported that income of £10,000 was outstanding from Pre-school that would require a follow up.</p> <p>Action: NG to make enquiries with outstanding income from Pre-school.</p> <p>Governors briefly discussed absence insurance, which was now active and would last for six months. Comment was made that the impact would be seen next year with the premium costs likely to increase.</p> <p>(ii) Curriculum.</p> <p>AB summarised main points of the Curriculum meeting which included: -</p> <ul style="list-style-type: none"> • The committee reviewed/discussed – written statement of behaviour principles, which had been recommended for approval to FGB. • The committee reviewed/discussed - Governors strategic plan, which had been recommended for approval to FGB. • Various documents were not available for the committee to look at – Inspection Data Summary Report (IDSR), Self-Evaluation Form (SEF), progress and attainment, so could not feed into the FGB meeting. • The committee discussed concerns expressed over parental engagement and merged classes. • The committee expressed concerns as to who was paying for the time of the Special Educational Needs Co-ordinator (SENCo) as this was unknown, and was it coming out of the school budget. Comment was made that this was an operational matter. 	<p>Noted</p> <p>Noted</p> <p>NG</p>

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	<p>Comment was made that if costs exceed delegated authority this matter should go to the Governors for them to review. Comment was made that OCC would not be funding this and it would be coming out of the school budget. Comment was made that this matter needs further investigation.</p>	
13.	<p>Complete Governor Skills audit</p> <p>The Clerk reported to governors that the new updated version of the skills audit was on GovernorHub for governors to complete. The Clerk requested a volunteer to complete the matrix when all skills audit forms were completed, so an analysis could be conducted to identify gaps for either recruitment or training needs. Results would be reviewed at the next meeting. RC kindly volunteered to complete the matrix with governor information and report back at the next meeting with results.</p> <p>Action: All governors to complete skills audit forms.</p> <p>Action: RC to complete matrix with all completed skills audit information and report back findings at the next FGB meeting.</p> <p>Action: Clerk to add results of skills audit on next FGB agenda.</p>	<p>ALL RC Clerk</p>
14.	<p>Confirm Pay Committee date</p> <p>The Clerk reminded governors of the process for a Pay Committee and referred governors to the Model Pay Policy for Teachers 2019, which gave further information on the remit. A Pay Committee date was to be arranged. The following governors for this committee would be: - TO, NG, KPM.</p> <p>Action: TO, NG, KPM to arrange Pay Committee meeting date.</p>	<p>TO, NG, KPM</p>
15.	<p>Confirm Headteacher Appraisal date</p> <p>Headteacher Appraisal was currently on hold. It was suggested asking for further advice and clarification from the Diocese or OCC on this matter.</p>	
16.	<p>Update on Health and Safety</p> <p><i>When was the last health and safety audit conducted?</i></p> <p>NG replied that the last health and safety audit was conducted January 2019.</p> <p><i>Are there adequate risk assessments in place for site security?</i></p> <p>Governors briefly discussed the process of having an external health and safety visit. NG explained that the health and safety auditors contact school to arrange a visit. During this visit the whole school site is reviewed, which includes the school wall. From this visit a list of action points are given for school to address, it was more about preventing any accidents than pupils wishing to escape from school. Comment was made that an investigation should be conducted as to why pupils wish to leave the school premises in the first place.</p>	
17.	<p>Any other business as notified to the Chair prior to the meeting</p> <p>None notified.</p> <p>17.1 Correspondence.</p> <p>TO, shared a letter of correspondence expressing concerns which were of an operational matter. Comment was made that there had been no hot water for two months in a classroom. Governors raised concerns and questioned why school were not following processes as there was a budget for maintenance. Concern was raised that protocol should be followed and it was not for individuals to take matters into their own hands in trying to resolve matters that should have been reported to the Headteacher. Comment was made that the risk is it may, invalidate the insurance policy further down the line.</p>	

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	<p>Concerns was also raised that contributions were being given by parents for resources in classrooms. Governors expressed concerns that this was not an appropriate way to communicate and parents should not need to contribute financially for school resources.</p> <p>It was suggested that these concerns should be shared with the current Interim Headteacher, who could acknowledge concerns raised, and would support school in getting these matters resolved. Governors concluded that school have procedures to follow and there are processes in place to get things fixed.</p> <p>17.2 Policies.</p> <p>The Clerk reported that there were five policies that had been added to this meeting folder. Due to lack of communication these policies had not been added onto this agenda. Given that this meeting had gone on for over three hours, the Clerk suggested that these policies are approved at the next meeting. Governors agreed.</p>	Agreed
18.	Date of Next Meeting: - Thursday 06 February 2020 at 7pm	
	The meeting closed at 10.17pm.	

Draft minutes produced by PA and submitted to TO on 13/12/19 to review for factual accuracy.

Documents for this meeting are held on GovernorHub