



# St Michael's CE Primary School

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Co-Headteachers: Mrs. Leyshon-Brady and Mr. Mottram

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*Cultivating Respect, Persevering, and Learning with Courage*

## Minutes of the Full Governing Board (FGB) Meeting held on 14<sup>th</sup> July 2022 at 5.30pm

<b>Present:</b>	Robin Conway (RC) - Co-opted Governor – Co Chair Nick Field (NF) – Parent Governor – Co Chair Adele Frankum (AF) – Parent Governor Hayley Leyshon-Brady (HLB) – Co-Headteacher Philip Sutton (PS) – Foundation Governor Nigel Goode (NG) – Local Authority Governor Ruth Gardiner (RG) – Staff Governor Tim Owen (TO) – Co-opted Governor, Vice Chair
<b>Apologies:</b>	Grant Mottram – GM – Co-Headteacher Ann Parham (AP) – Co-opted Governor Alex Rennie-Lis – (ARL) – Parent Governor Kathryn Mendus (KM) – Foundation Governor
<b>Absent:</b>	None
<b>Vacancies:</b>	Foundation Governor / Co-opted Governor
<b>In attendance:</b>	Nicole Brooks (NB) Local Authority (LA) Clerk,

Item	Details	Action
1.	<b>Welcome and Opening Prayer</b> The meeting started at 5.33pm. The meeting was held virtually, via Microsoft Teams. NF welcomed everyone to the meeting, PS opened the meeting with a prayer.	
2.	<b>Apologies for absence</b> HLB and GM alternate attendance at FGB meetings. Apologies were received and accepted from KM, ARL and AP The meeting was quorate and remained quorate throughout.	
3.	<b>Urgent Additional Items</b> – AF had asked for the weather (heatwave next week) to be discussed. It will be addressed under sun protection policy.	
4.	<b>Declarations of Interest</b> – No interests in agenda items were declared. NF had requested for all governors to completed and return the annual declarations form ( <a href="#">Appendix A</a> ). If this hasn't ben done please return to NF as soon as possible. <b>Action:</b> Complete and return declarations of interest form to NF	<b>Govs who have not yet done this</b>
5.	<b>Approval of FGB Minutes</b> <b>5.1 Minutes of 23.06.2022</b> ( <a href="#">Appendix B</a> ) The minutes were agreed as an accurate record. <b>Action:</b> Chair to sign minutes of 23.06.2022 & file at school. <b>5.2 Action log (to note – relevant actions on agenda)</b>	<b>RC</b>

	<p>The action log has now been transferred to a google doc on the shared drive. Many of the actions have now been completed and cleared from the log.</p> <p>RG joined the meeting at 5.36pm</p> <p><b>Governor question</b> - RC asked if a sheltering drill had taken place? HLB confirmed that it had. Parents were informed the day before. Overall, the drill went well, but it was planned for a specific type of drill and some tweaks need to be made to make it more general. They are re-thinking the requirement to shelter in the cupboard areas. Alternatives are being considered.</p> <p><b>Governor question</b> – Is there anything new that needs to come to governors? The sheltering procedure is delegated to HTs. RC requested an updated copy of the sheltering procedure when it has been completed.</p> <p><b>Action:</b> Copy of updated sheltering procedure to be sent to RC when completed.</p>	HLB
6.	<p><b>Matters arising not covered on the agenda –</b></p> <p>None</p>	
7.	<p><b>HT report</b></p> <p>7.1 HT report – (<a href="#">Appendix C</a>)</p> <p>HLB has entered the end of year SATs data to the report. She has been unable to include the national headline data because this was withdrawn from the DfE website. Around 1/3 of SATs tests nationally have either not been marked or are lost. The data maybe available from September. The SATs results are not too different from what was expected. St Michael's pupils are broadly in line with other local schools, but it is noted that some schools have performed a lot better. HLB has already met with the new Y6 teacher to discuss the strategy for Y6 next year. That class will have 2 x TAs and not as many SEND pupils as the current Y6, but they know that interventions will be needed in that class.</p> <p>HLB added that the current Y5 pupils have already made progress in the last 3 weeks with their new teacher.</p> <p>KS1 results have been moderated and are in line with other local schools. Their phonics data shows the same picture, but they have effectively had to fit two years' worth of teaching into one year due to Covid.</p> <p>The data from the other classes will be brought to the September FGB meeting. This will give HLB time to align the data with the SIP and FFT (Fischer Family Trust) and she can produce a better picture of every year group and where they are so that a uniform approach can be taken.</p> <p><b>Governor question</b> – How far off the FFT top 20% are St Michael's pupils? HLB does not yet know. She has submitted the data to them but not yet heard back. She hopes to have an answer on Monday.</p> <p>The last data drop put St Michael's at:</p> <ul style="list-style-type: none"> <li>• 22% for reading</li> <li>• 26% for writing</li> <li>• 68% for maths</li> </ul> <p>HLB is aware they are significantly off with the maths performance.</p> <p><b>Governor question</b> – Is the school gaining any momentum in closing this gap? HLB stated that this is certainly the case in Y5. She explained that there is consistent high-quality teaching across the school. There are new teachers in Y4 and Y5 and they will be closely monitored but it is too early to make judgement on their teaching right now. They have been fully and properly inducted into working at St Michael's.</p> <p><b>Governor question</b> – Regarding the move from target tracker to FFT – Did HLB inherit target tracker? Yes – It was in place when HLB joined the school. FFT Inspire ties in with Integrus so this is also a bonus.</p> <p><b>Governor question</b> – The results have been what the school predicted. With the new FFT system being introduced, will the governors be able to see improvements in</p>	

	<p>progress / attainment with the crossover of data to the new system? HLB explained that FFT assesses against national expectation, and it lays out what each step is that pupils need to reach.</p> <p><b>Governor question</b> – Can the governors make comparisons from current Y6 to next year's Y6 progress? HLB is not sure. There will be more SATs based testing from now on and comparisons should be straight forward.</p> <p><b>Governor question</b> – Can HLB add current Y6 data for some comparison against next year Y6? HLB agreed she would do this.</p> <p><b>Governor comment</b> – The science results look to be very strong. HLB spoke about how the science data is teacher assessed. Chris Paynter (Science lead) has reviewed the science assessment and it will be more rigorous from September. They are expecting that this will impact positively on pupil writing as well i.e writing up their findings.</p> <p><b>Governor question</b> – Are the staff on board with FF Aspire? The wider teaching staff don't know about FFT yet. HLB has only discussed with SLT. There was a discussion around the training required and the timeline for this. HLB is still working on this, but will arrange for the data to be migrated (one day to do this) and then introduce to the staff on INSET day in September.</p> <p><b>Governor questions</b> – Will FFT be more or less work than target tracker and how realistic is training staff in one day? The workload will most likely be the same, but only one input of data will be required. No data will actually be inputted until the end of term 1 so people will have an opportunity to familiarise themselves with FF in that time.</p> <p><b>Governor comment</b> – The EYFS data is much better than the data drop from April. HLB agreed that is has. It has really accelerated. It is due to the improvement in the provision since April. This has all been monitored and checked by an Advisory Teacher. Other local EY's teacher have also been moderated.</p> <p><b>Governor question</b> – Re: Phonics testing. If a child doesn't pass the expected result in Y1 they get to retake it in Y2. If they fail the pass mark in Y2 do they have to retake it again. HLB confirmed they would not have to take it again. There is usually an underlying need, or the way that a child learns. One child has recently had poor phonics results but a really good SATs score. The phonics test is not the only measure they look at.</p> <p><b>Governor question</b> – Re: attendance data. The data shows that suspensions have decreased this year. Yes they have. This was due to the high number of behaviour issues with the cohort that left last year, plus the provision the school has implemented for pupils this year. HLB spoke about how they can compare their attendance locally but not nationally. From September there is new attendance guidance, and they will have to clamp down considerably. The current Y2 has the highest absences. Many unauthorised absences have been from holidays being taken that were delayed from lockdowns. Late arrivals are marked as unauthorised absence also. There is work to do with attendance. The FFT tool can break down absence by vulnerable groups and compare attendance with attainment. The school may have to use their powers more than they have been to combat attendance issues. The governors thanked HLB for her report.</p>	
8.	<p><b>Update from the Co-Chairs –</b></p> <p>NF spoke about his resignation from the board due to a new job / house move and his daughter moving to another school. He is sad to be leaving the St Michael's community but wishes everyone and the school best wishes for the future.</p> <p>Role allocations will be discussed later on.</p> <p>RC stated that he has been hugely grateful to NF for his diligence and attention to detail and thanked him for his contribution to the GB.</p>	

9.	<b>School Self Evaluation form – No updates for this meeting</b>	
10.	<p><b>School Improvement Plan (SIP) –</b>  The updated SIP will come to the September FGB meeting. The latest reviewed version is on the hub for governors to view. HLB pointed out that there are a lot of amber and red boxes still. The HTs stated at the start of the year that their targets were very aspirational for all pupils including target groups such as SEN and PP. Across the school the pupils are doing well but when measured against SATs results it hasn't been met and there is still work to do.  The governors recognised at the time those were high targets. If the school can demonstrate accelerated learning and reaching certain targets they will accept that the school is delivering for pupils.  <b>Governor question</b> – Will there be a new SIP in September?  Yes there will be and it will be used as a baseline for the new academic year and teacher appraisal objectives will be set from the SIP.</p>	
11.	<p><b>Governor updates since last meeting</b>  <b><u>Learning and Teaching</u></b>  11.1 HT and Co-Chairs July meeting (<a href="#">Appendix D</a>)  NF, RC and HLB met and discussed the SATs data. HLB has included this in her HT report.  11.2 SIP Staff meeting (NF) (<a href="#">Appendix E</a>)  NF reported on his attendance at a teaching staff meeting. The purpose was to feed into the SIP for next year. The discussion included well-being to support their workload. A couple of requests came up:  Tea and coffee to be supplied for staff  For staff to have a well-being day off during the year (a day of their choosing)  <b>Governor comment</b> – With this in mind the school should have a well-being policy in place.  HLB confirmed to the board that she has already drafted a well-being policy.  The governors discussed a small budget for a well-being fund. A couple of years ago the tea and coffee question came up and the school agreed to supply milk. If there is a pot of money set aside, a staff representative could have delegated responsibility and use it for expenses such as tea and coffee.  The GB agreed to this fund being set up.  Well-being day off – The governors felt that this should be up to HLB to decide because it will be on HT time to cover their absence.  HLB added that the teachers were keen to keep their allocated time to input data and assessment marking time in place of one staff meeting.  She will attach an overview of well-being support additional benefits.  <b>Action:</b> Present well-being policy to the GB at the next FGB meeting  <b><u>Staffing &amp; Finance</u></b>  11.3 Budget summary from June (<a href="#">Appendix F</a>)  NG reported. There is a two-page summary, and the end of year result was as predicted. There was a forecast of £80K positive balance. A decision was made to spend more on maintenance (around £25K) so this is the difference shown.  Pg 2 Capital – NG suggested that an artificial surface on a section of the outdoor area would be of value (approx.. £7K)  The variance is understood and in line with predictions.  Revenue assumptions – Assuming there is no additional revenue. We don't yet know what the teacher's pay settlement will be. Any overspend on salaries will equate to around £7K per % point. Governors need to be aware of this.  The board thanked NG for his hard work and diligence with the budget.</p>	HT

	<p><b><u>Premises (excl H&amp;S)</u></b> No reports for this meeting.</p> <p><b><u>Inclusion &amp; Safeguarding</u></b> Approval of 11.4 Public Sector Equality Duty Statement 2022-23 (<a href="#">Appendix G</a>) The governors have read this and it was approved. <b>Action:</b> Load the equality duty statement to the school website Approval of 11.5 SEND Information Report The current report is dated December 2021 – It was agreed to bring this back to and FGB meeting in the Autumn term. This report is for assessment and provision, not to do with SEND funding. <u>Approval of 11.6 PP funding 2021-22 review</u> Is not yet ready for governors to read. <b>Action:</b> HLB will complete this by Monday and circulate via Gov Hub. Governors will have 1 week to review and feedback / approve via the Hub and formally approve at the next FGB meeting</p> <p><u>Approval of 11.7 Sports funding 2021-22 review</u> This needs to be published by 31<sup>st</sup> July. It is not yet ready for governors to read. HLB will completed this on Monday and circulate via Gov Hub. Governors will have 1 week to review and feedback / approve via the Hub and forally approve at the next FGB meeting <b>Action:</b> HLB circulate Sports funding review reports on the Hub next Monday 18<sup>th</sup>. <b>Action:</b> Governors to review and feedback / approve within 1 week. <b>Action:</b> Bring PP review and Sports funding review back to formally approve at the next FGB (Clerk add to agenda)</p> <p><b><u>Community</u></b> Approval of Governors' Community Report RC thanked everyone who contributed. The report is a real reflection of the whole governing board experience. The board approved the report for circulation. <b>Action:</b> Circulate the report before the end of term (HLB)</p>	<p><b>HTs</b></p> <p><b>HT / ALL Gvs</b></p> <p><b>HLB</b></p> <p><b>ALL Clerk</b></p> <p><b>HLB</b></p>
12.	<p><b><u>Safeguarding</u></b> HLB reported that this week her and GM have attended two safeguarding meetings every day. She gave a brief overview of the number of cases and the Child in Need (CIN) process. The good news for these children is that the support plans are staying in place over the summer holidays and the children will be checked in on during this time. The social workers involved with these families are on top of the work and they are making progress. There has been movement with all of the safeguarding cases and social worker / agency involvement is robust / working well at the moment.</p> <p>There have been no bullying or racist incidences since the last FGB meeting. Although HLB did state that they intervened with a situation that could have become a bullying situation. It has been resolved.</p> <p><b>Governor question</b> – What are the arrangements over the summer holidays regarding staff who are on call for safeguarding? HLB confirmed that she is the first point of contact. Lina Sipson (SENCO) will be the second point of contact if HLB is not around, or if there are a lot of calls and it becomes too much for HLB to deal with on her own. <b>Action:</b> Governors asked HLB to provide them with a summary of how many safeguarding calls she has to deal with over the summer break. HLB agreed to do this.</p> <p>HLB confirmed that all staff safeguarding training is up to date. She has also completed safeguarding lead trainer training and will deliver the safeguarding and</p>	<p><b>HLB</b></p>



	<p>Prevent training to all staff during INSET day. Governors are still welcome to join this training. If anyone cannot attend then please book onto the Governor Services safeguarding training. The clerk advised the governors that the next Governor safeguarding training is on 4<sup>th</sup> October (virtual training). <b>Action:</b> RC will review the training log and flag up any governors who need to renew their safeguarding training</p>	RC
13.	<p><b>Health &amp; Safety (Appendix H)</b> HLB reported that a child ran into the stage in the hall and cut their knee quite badly. They were trying to leap onto the stage. The child went to A&amp;E. HLB is not sure what could have been done to prevent this but requested that NG includes the stage with his next H&amp;S walkaround visit. <b>Action:</b> NG to review the stage as a potential H&amp;S risk during his next H&amp;S walkaround visit. <b>Governor comment</b> – An observation of some pallets with weeds / detritus in the outdoors area and some untidiness within school. Could this be tidied up before the next term? HLB confirmed that they have some volunteers booked to come in for a tidy up day during the school holidays and this is on their to do list. NG added that these were actions picked up from the OCC visit report. HLB has booked a skip that is coming on Tuesday and a lot of this will be dealt with then. In addition – in the expectations document that staff receive, she is including a section on expectations of the classroom environment and that items no longer needed must be disposed of.  NG spoke about the H&amp;S action plan. They are about halfway through the actions. Legionella testing has been done Sheltering drill have been done Bins / storage / waste have been moved away from the building Water temperature recordings are being done The remainder are items such as loose tiles and flaky paint that are being dealt with under the maintenance schedule. <b>Governor question</b> – Have the staff who work at desks / on computers completed a DSE assessment yet? No – not yet, but they have received a leaflet <b>Action:</b> NG will review all of these items at the next H&amp;S visit <b>Governor question</b> – Is anyone at the school trained to do DSE assessments? No but it would be useful for someone to do this, and to have a budget for ergonomic equipment. <b>Governor suggestion</b> – Could HLB ask the parent community if any are physiotherapists and would be prepared to do this at the school. HLB will do this. <b>Action:</b> Request to the parent community for qualified physiotherapists who might help with DSE assessments.</p>	<p>NG</p> <p>NG</p> <p>HLB</p>
14.	<p><b>Distinctiveness and effectiveness of our school as a Church school</b> PS spoke. He thanked HLB for her SIAMS work this year. He and HLB have met and planned the next year ahead. They have agreed that one of the school values will be focused on each half term. The value will initially be delivered during assembly and then taken into class time to look at and discuss in more detail. PS is organising resources for this. PS added that the Church wanted to commend pupils, one in particular who has shown a real interest in church bells and learning all about them. His interest and keenness to learn has been an inspiration to PS and his colleagues.</p>	
15.	<p><b>GDPR</b> There were no updates, breaches or reports for this agenda item. HLB advised the governors that the school has purchased a number of shredding</p>	

	bags to shred the large amount of confidential waste that has accumulated.	
<b>16.</b>	<p><b>Governor Business and Communications</b></p> <p><b>16.1 Election of Chair &amp; Vice Chair</b></p> <p>The Co-Chair model is proposed to continue. RC will put himself forward for one of the Co-Chair positions but does not want to be sole Chair. His job does not allow for him to visit the school very often.</p> <p>RC and TO are nominated for Co-Chair and Vice Chair respectively.</p> <p>The governors discussed the current governor vacancies. They will have to focus on a recruitment drive next term and also carry out a parent election. The board needs a wider pool of people to take on the various roles that need to be filled.</p> <p>Ideas for adverts are:</p> <p>Community FB pages / Twitter / School newsletter / Governor's newsletter / Abingdon partnership (via Jane Radcliffe at OCC) to try and attract staff at another school to be a governor at St Michael's.</p> <p>The Clerk took the Chair for the Chair and Vice Chair elections.</p> <p>RC left the meeting while the governors voted. <b>RC was elected as one of the Co-Chairs for a 12 month term.</b></p> <p>TO left the meeting while the governors voted. <b>TO was elected as Vice Chair for a 12 month term.</b></p> <p>The vacancy for 2<sup>nd</sup> Co-Chair needs to be filled as soon as possible.</p> <p>TO stated that he would come into school and be present as required while RC is the only Co-Chair in post. RC thanked TO for offering to do this.</p> <p><b>16.2 Delegation planner 2022-23</b> (<i>Appendix I</i>)</p> <p>There were no comments or questions raised. The delegation planner was approved.</p> <p><b>16.3 Proposed lead governor role allocation</b></p> <p>The governors discussed the lead governor roles that need to be filled. Newer governors and those who are hopefully recruited next term will also need to take on a role and have succession plans in place for those governors who are due to leave the board when their term of office ends.</p> <p>A community engagement lead governor also needs to be appointed.</p> <p>The board made suggestions for acting lead governor roles until more governor vacancies are filled.</p> <p>The allocations and suggested lead roles are in the table at the end of this document</p> <p><b>Governance structure</b></p> <p>The board decided that they were happy to carry on with the same structure. All meetings to be held as FGB meetings with no committees.</p> <p>The meeting schedule is detailed as shown in agenda item 21. The proposal is to hold fewer FGB meetings in the year. To continue with 5.30pm start for virtual meetings and 6pm start for an in person meeting in December. The June meeting will be in the afternoon following the governor day in school.</p> <p>This structure was agreed by the governors.</p> <p><b>Standing orders</b></p> <p>RC has amended the standing orders to reflect the change to the number of FGB meetings in a year.</p> <p>The GB approved the standing orders</p> <p>TO left the meeting at 7.21pm – the meeting was still quorate</p>	
<b>17.</b>	<p><b>Governor Training Update</b></p> <p><b>17.1 Updated Governor Training Log</b> (<i>Appendix J</i>)</p> <p>Governors are to update the training log with any training courses attended.</p>	

18.	<p><b>Policies for review / approval –</b>  <b>18.1 Policy Tracker</b>  RC thanked the governors for their feedback and comments on the policies for review. RC informed the board that there is a process in place whereby the policies are now loaded onto the website following approval by the governing board.</p> <p><u>Homework policy</u>  There has been discussion around the need for this policy. RC proposed that there is no separate homework policy but that the content is worked into the curriculum policy. The board agreed to this proposal.</p> <p><u>Early Career Teacher policy</u>  This policy is a template model policy from OTSA (the statutory body for ECT's).  <b>Governor question</b> – Tutor and mentor for the ECT need to be separate people. HLB confirmed that AP (Y6 teacher) and HLB will fill these positions. The board approved this policy.</p> <p><u>Assessment policy</u>  Governors had commented that there was no appendix. This should either be added or remove reference to appendix.  <b>Action:</b> HLB agreed to include her pyramid model to the policy.  <b>Governor question</b> – The policy states that families of all pupils will receive a full report by the end of the year.  HLB confirmed that reports will be circulated by the end of term.  There was a short discussion around a separate marking policy. This is not the case as this sits within the marking guidance. The wording will also be changed.  <b>The board approved the policy</b></p> <p><u>Sun policy</u>  This policy is relevant given the predicted heatwave next week, although how the school responds is operational rather than strategic and is down to the HT.  <b>Governor question</b> – When is this policy signed by parents?  HLB stated that she will re-issue this updated policy to all parents in September and after that to all new parents that join the school.  <b>Governor question</b> – Concerns around getting the children to drink and stay hydrated during the school day.  HLB assured the governors that the staff regularly tell the children to take a drink. She added that due to the predicted temperatures on Monday and Tuesday next week all parents have the option to collect their children at 1pm. The school will remain open until 3pm as normal.  It will be made clear that if they do not bring their children in at all on those days it will be an unauthorised absence.  <b>Governor question</b> – Are other schools taking this approach?  As far as HLB is aware they are staying open all day.  The governors supported HLB's decision to allow pupils to go home at 1pm.  <b>The board approved the policy</b></p> <p>Sex and Relationship Education – to be deferred to a future FGB meeting.</p>	HLB
19.	<p><b>Post FGB communication</b>  This was discussed and approved under agenda item 11.</p>	
20.	<p><b>Items for the next agenda</b>  <u>HT report</u>  <u>Strategic planning</u>  SEF and SIP  2022-23 PP funding and Sports funding strategies  <u>Governance planning</u>  Self-evaluation of FGB effectiveness</p>	



	Confirm all Governors have DBS check / are on Edubase Agree Governor objectives for 2022-23; Governance schedule 2022-23 Governance Policy; Governor Induction Policy; Governor Visits Policy; Governor Expenses Policy; Governor Code of Conduct; Governor information for website	
<b>21.</b>	<b>Meeting schedule</b> - Meetings for 2022-23 will be as follows: Thursday 22 <sup>nd</sup> September, 5.30pm (remote) Thursday 20 <sup>th</sup> October, 5.30pm (remote) Thursday 8 <sup>th</sup> December, 6.00pm (in person) Thursday 2 <sup>nd</sup> February, 5.30pm (remote) Thursday 30 <sup>th</sup> March, 5.30pm (remote) Thursday 11 <sup>th</sup> May 5.30pm (remote) Thursday 5 <sup>th</sup> June, 5.30pm (remote) Wednesday 28 <sup>th</sup> June: In-School Day then meeting at 3.30pm (in person).	
<b>22.</b>	<b>AOB</b> – The governors thanked NF for his contribution as governor and wished him luck in his new job and house.  The GB thanked HLB for her work this year.  RC wished everyone a happy summer break.	

The meeting closed at 7.35pm.

NB 14.07.2022

#### Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
4	A	Declaration of interests' form
5	B	St Michael's Minutes 23.06.2022
7	C	HT report
11.1	D	HT and Chair's July meeting
11.2	E	Governor monitoring report SIP
11.3	F	Budget profile summary June 2022
16.2	G	Delegation planner
16.2	H	Proposed Governor role allocation July 2022
16.3	I	Possible meeting models 2022-23
17.1	J	Governor training record 07.07.2022

Roles	Terms of Reference?	Who
Chair	Terms of Reference with delegated powers	Robin Conway and Vacant (Co-Chairs)
Vice Chair	Terms of Reference with delegated powers	Tim Owen
Safeguarding & Child Protection Link Governor	Terms of Reference with delegated powers	Tim Owen – Lead Kathryn Mendus – Deputy

Chair of Governors.....Date.....

Whistle Blowing Link Governor	Terms of Reference with delegated powers	Ann Parham
HT Performance Management Committee	Terms of Reference with delegated powers	Robin Conway (Chair) Tim Owen and Nigel Goode
Pay Panel Committee	Terms of Reference with delegated powers	Robin Conway (Chair) Tim Owen and Nigel Goode
<b>Lead Governors</b>	<b>Lead</b>	<b>Deputy Lead</b>
Finance	Nigel Goode	Alex Rennie-Lis?
Staffing	Vacant – new recruit	Tim Owen
Learning & Teaching	Robin Conway	Ann Parham
Premises and Health and Safety	Nigel Goode	Alex Rennie-Lis?
Community Engagement	Vacant – new recruit	Adele Frankum
Inclusion (SEND, PP & EP)	Robin Conway	Ann Parham?
SIAMS	Phil Sutton	Kathryn Mendus

### Action Log

Meeting Date	Item Number	Action	Owner	Deadline
14.07.22	4	Complete and return declarations of interest form to NF	Govs who have not yet done this	Next FGB
14.07.22	5	Chair to sign minutes of 23.06.2022 & file at school	RC	Sept FGB
14.07.22	5	Copy of updated sheltering procedure to be sent to RC when completed	HLB	When completed
14.07.22	11	Present well-being policy to the GB at the next FGB meeting	HLB	Next FGB
14.07.22	11.4	Load the equality duty statement to the school website	HLB	Before end of term
14.07.22	11.6	HLB will complete the PP funding review by Monday and circulate via Gov Hub. Governors will have 1 week to review and feedback / approve via the Hub and formally approve at the next FGB meeting	HLB / ALL govs	18.07.22
14.07.22	11.7	HLB circulate Sports funding review on the Hub next Monday 18 <sup>th</sup> .	HLB	18.07.22
14.07.22	11.6 11.7	Governors to review and feedback / approve within 1 week.	ALL	22.07.22
14.07.22	11.6 11.7	Bring PP funding review and Sports funding review back to formally approve at the next FGB (Clerk add to agenda)	Clerk	Next FBG

14.07.22	11	Circulate the community report before the end of term	RC	Before end of term
14.07.22	12	Governors asked HLB to provide them with a summary of how many safeguarding calls she has to deal with over the summer break. HLB agreed to do this.	HLB	Next FGB
14.07.22	12	RC will review the training log and flag up any governors who need to renew their safeguarding training	RC	Next FGB
14.07.22	13	NG to review the stage as a potential H&S risk during his next H&S walkaround visit.	NG	Next H&S visit
14.07.22	13	NG will review all of the items listed at the next H&S visit	NG	Next H&S visit
14.07.22	13	Request to the parent community for qualified physiotherapists who might help with DSE assessments.	HLB	Next FGB
14.07.22	18	HLB agreed to include her pyramid model to the assessment policy	RC/NF	Next FGB

■ End