



Governing Board (GB) Meeting 30 Minutes

Date: Thursday 15th November 2018

Venue: St Mary's Hampton C of E Primary School, Oldfield Road, Hampton, TW12 2HP

Present:

Governor Category	Name	Additional Information	End of Term
Ex-officio	Matthew White (MW)	Headteacher	Ex-officio
St Mary's Hampton PCC appointee (7)	Alan Jackson (AJ)	Chair, Personnel & Pastoral (P&P)	14 Nov 2020
	Mary Collins (MC)	Vice Chair of Governors	14 Nov 2020
	Vera Macrae (VM)	Chair, Teaching & Learning (T&L)	14 Nov 2020
	Norma Beresford (NB)	Vice Chair, T&L	14 Nov 2020
	Andrew Parish (AP)	Chair, Resources Committee	31 March 2022
	Kel (Michele) Razza (KR)		11 March 2022
	Revd. Ben Lovell (BL)	Vicar, St Mary's Hampton Church; co-Chair of Governors & Vice Chair, P&P	Ex-officio
LDBS	Yvonne Lincoln (YL)	Co-Chair of Governors	31 March 2022
Parents (2)	Glen D'Sa (GD)		9 Oct 2020
	Robert Hodges (RH)	Vice Chair, Resources	26 Nov 2021
Co-opted (up to 3)	Jennifer Walker (JW)	SEND & Wellbeing Governor	6 Sept 2021

Also attended: Clare Struthers (CS, Clerk)

Apologies: Amy Nesbit (AN, staff governor, Year 4 Teacher, end of term 13 October 2020)

Minute	Discussion & Decisions
297	BL welcomed everyone to the meeting at 7.32 pm and opened with a prayer.
298	BL said that apologies for absence had been RECEIVED from AN (the parent consultation meetings were taking place that evening); they were ACCEPTED by the Board.
299	Declarations of Interest: AP, RH, BL, VM and JW said that their children/grandchildren attend wrap around care provided by KOOSA Kids. KR said that the one of the contractors (Cordell) that had submitted a quotation to fit air conditioning at the school was known to him (minute 303c).
300a	The minutes of the meeting held on 20th September 2018 were AGREED as a true and accurate record and were SIGNED by BL after the meeting. A governor noted that 290c – Collection should be Collective (3 rd line of 2 nd para); CS to update in the version of the minutes to be published on the website. ACTION CS: Email signed minutes to Nikki McLachlan – publish on website ACTION AN: Display copy of minutes – staff room
300b	Matters Arising from the governing board meeting held on 12th July 2018
300b.1	(282b) Publication of Governors' Minutes: BL said that the record in the July FGB minutes was ambiguous and therefore had been included on the agenda to clarify the minutes to be published. BL proposed that the FGB minutes were published on the website; and both the FGB and committee minutes were displayed in the staffroom.

300b.2	<p>Three governors said that their understanding was that both FGB and committee would be published on the website, but recognised that commercially sensitive discussions would have to be recorded in a part 2 (confidential) minute, along with sensitive information regarding any aspect of the school community. A governor suggested that the publication of all minutes (FGB and committee) could be a means of governors communicating with parents, along with other members of the community. A governor pointed out, however, that discussions at committee resulted in a recommendation to FGB for the decision to be made, therefore it was not appropriate to publish the committee minutes on the website.</p> <p><i>In conclusion, governors AGREED that approved minutes of FGB meetings should be published on the school's website; committee minutes should be displayed in the staffroom and would be available to view on request to the school office.</i></p> <p>(289a & 290b) CS CONFIRMED that the 'meeting minutes' tab on website had been updated: both the July FGB minutes and the Governing Board 'Open' Meeting Protocol were published. In view of the decision at minute 300 b.1, the following would be added to the 'meeting minutes' tab on the website: 'minutes of committee meetings are available to view on request from the school office'.</p> <p style="text-align: right;">ACTION CS: Liaise with Nikki McLachlan – update website</p>
300b.3	<p>CS CONFIRMED that the following governance documents were published on SharePoint:</p> <ul style="list-style-type: none"> • (290c) 2018-19 Statement of Delegated Authority with updated Collective Worship wording • (290d) 2018-19 FGB Terms of Reference • (290e) Link Governor Roles: updated as per discussion at Sept FGB & AP added as GDPR link governor (Resources, Oct '18, MA 383) • (290f) Conflict of Interest Policy • (290g) Committee Membership: Chairs & Vice Chairs updated
300b.4	<p>CS CONFIRMED that the following were published on the website:</p> <ul style="list-style-type: none"> • (290h) Members' & Governors' Register of Interests • (290j) SEND Info Report & Breach Management Policy.
300b.5	<p>(290i) The list of subject leads for the current academic year had been circulated with the agenda. <i>In reply to a governor</i>, MW said that as there was a Years 3-5 Phase Leader (AN), there was no need for a Key Stage 2 Coordinator therefore this could be deleted from his list of responsibilities. MW CONFIRMED that in his list of responsibilities Designated Safeguarding Lead should be included (see Appendix A for the updated list, also saved in the 'Governor Links' folder on SharePoint.)</p> <p><i>Governors were pleased to note the roles had been shared amongst the entire team.</i></p>
300b.6	<p>(MA 289b) BL said that he would have to complete level 2 safeguarding training before attending level 3.</p> <p style="text-align: right;">ACTION BL: Level 2 safeguarding training</p>
	<p>Governance Matters</p>
301a	<p>(MA 291b) Keeping Children Safe in Education (KCSIE, Sept 2018)</p> <p>All Governors CONFIRMED having read the statutory guidance document by signing the declaration at the meeting.</p>

<p>301b</p>	<p>2020 Admissions Policy AP thanked BL for preparing the map showing the location of the 2018 intake by post code (Appendix B to the September FGB minutes), which demonstrated that 13 children were from priority area 1. AP said that it would be beneficial to continue monitoring the spread of the intake each year. Governors DETERMINED the 2020 Admissions Policy. ACTION CS: 2020 Admissions Policy – DP – advise Richmond/LDBS <i>(After the meeting, Penny Harvey (LDBS) advised the definition of ‘staff’, provided in the School Admissions Code (Dec 2014), should be included in the policy, so that item 3iii now reads: ‘Children of staff at St Mary’s Primary School, who have either been employed at the school for two years or more, or were recruited to fill a vacant post for which there was a demonstrable skill shortage’</i></p>
<p>301c</p>	<p>The 2019-20 Term Dates had been circulated with the papers for the meeting. MW CONFIRMED these followed the Richmond borough dates; they were RATIFIED by the board. ACTION CS: Forward to Nikki McLachlan – publish on website</p>
<p>301d</p>	<p>NGA Membership YL encouraged governors to read the ‘Governing Matters’ magazine. (CS to confirm NGA has most up-to-date GB membership.) Governors AGREED the NGA membership should be renewed for the next year. ACTION CS: Forward invoice to PW - payment</p>
<p>301e</p>	<p>BL AGREED to prepare wording for publication on the website regarding the Organisation and Function of governance at St Mary’s. ACTION BL: Wording for website – forward to Nikki McLachlan</p>
<p>301f</p>	<p>(MA 290m & 292) 2017-18 Annual Report & Letters of Representation BL thanked GD and CS for their work in finalising the report. GD noted that this had also been made possible by Piers Winrow (PW, Finance Officer) having submitted the financial information to the auditors in good time. In reply to a governor, CS clarified that the governing board AGREED the Annual Report; the members of the company RECEIVED the Annual Report at the AGM. Governors AGREED the Annual Report & Financial Statements presented to the meeting, which was signed by BL, YL and MW and were pleased to note this had been completed in very good time this year. BL signed the Letter of Representation, Audit on behalf of the Board of Trustees. As the Accounting Officer, MW signed the Letter of Representation, Regularity Assurance. ACTION CS: Send the signed documents to Alex French (Williams Giles – Auditors)</p>
<p>301g</p>	<p>‘Report to Management’ Letter by Williams Giles Ltd (Auditors) GD commented on the ‘control weaknesses identified’ in the Report to Management as follows:</p> <ul style="list-style-type: none"> • Bearing in mind there had been purchase orders not signed off in previous years as well, GD said that it might be appropriate to change the school’s process for standard, routine invoices for which a purchase order was not actually needed. • Regarding the discrepancy in the VAT balance, GD said that this could be explained by an oversight in the accounting procedure and was rectifiable.

	<ul style="list-style-type: none"> Capital expenditure – GD explained that this was probably due to the items having been expensed rather than including them as an item on the balance sheet. Expenditure cut off: GD said that it was preferable for invoices to be entered into the school’s accounts in the month they were received. <p>GD explained the traffic light system used by auditors; red signified matters requiring urgent attention; amber matters to be monitored on-going; green points for governors to note. It was pleasing to see all four points had been graded amber and were therefore technical accounting aspects for Piers Winrow to note in terms of the practice going forward.</p> <p>GD AGREED to draft the ‘management response/timetable for action’ for inclusion in the management letter and provision to Williams Giles.</p> <p><i>(Since the meeting, GD completed the response from management in line with the points above, see separate Appendix B)</i></p>
301h	<p>GD advised governors that the auditor had raised the leadership structure of the school as a potential risk for the future and while this had not been included in the Letter to Management at present, the auditor had asked that the potential risk be highlighted to governors. For a one-form entry school, such as St Mary’s, the auditor had advised that a management structure of a headteacher, deputy headteacher, two phase leaders and an office manager was too top heavy in terms of risk.</p> <p>A governor said that when the appointment of a deputy headteacher was ratified by the board, it had been acknowledged that this appointment had been made early and that the school would have a management heavy structure; it was interesting this had been noted by the auditor.</p> <p>A governor added that the deputy headteacher role had been appointed on the advice of the DfE Inspector. In addition, a governor noted that since the deputy headteacher appointment, the headteacher had left the school and the deputy headteacher had been acting as headteacher for an academic year.</p>
<p>Committee Updates</p>	
302a	<p>Personnel & Pastoral (P&P) Committee</p> <p>The minutes of the autumn term meeting had been circulated for governors’ information.</p>
302b	<p>AJ said that the unions and staff consultation process on both the (MA167a) 2018-19 Teachers’ Pay Policy and the (MA167b) 2018-20 Support Staff Pay Policy had completed; no comments had been received.</p> <p>Governors RATIFIED both the 2018-19 Teachers’ Pay Policy and the 2018-20 Support Staff Pay Policy.</p> <p><i>(After the meeting, CS noted that at point 6.1 in the policy ‘the school’s Teacher Appraisal Policy’ was referred to; this should more accurately refer to the ‘school’s Appraisal Policy’, as with effect from this academic year, the appraisal cycle for both teachers and support staff had been included in the one policy.)</i></p> <p style="text-align: right;">ACTION CS: Save Policies N Drive; SharePoint ACTION MW: Action Pay Increases</p>
302c	<p>Terms of Reference 2018-19</p> <p>AJ said that the wording, ‘as the Pay Committee’, had been added to item 4f of the terms of reference, to clarify that this committee fulfilled this role.</p> <p>A governor asked for clarification on the role of the pay committee. AJ explained that MW, as the headteacher, was responsible for agreeing incremental increases for all staff except those on the leadership pay scale (which applied to the headteacher and the deputy headteacher). AJ said that the committee would receive an anonymised report from MW on the incremental increases that had been</p>

	<p>agreed in light of the outcome of the performance management reviews. The committee would report back to the board on this. AJ said that the Leadership Appraisal Group (himself, YL and GD) was responsible for agreeing incremental increases for staff employed on the leadership pay scale, which were the headteacher and deputy headteacher. AJ said that recognising the Personnel & Pastoral Committee was the Pay Committee, was purely formalising the practice that was already in place.</p> <p>Governors to note in item 4d of the terms of reference: ‘redundancy’ policy was now referred to as ‘managing change’.</p> <p>The GB RATIFIED the updated terms of reference.</p> <p>CS said that the Committee Membership document had been updated to clarify that P&P was the Pay Committee.</p> <p>ACTION CS: Publish P&P Terms of Ref / Committee Membership on SharePoint ACTION PAY COMMITTEE: Draft ‘Pay Committee Remit’ Appendix to Terms of Ref to be recommended to spring term FGB</p>
<p>302d</p>	<p>(MA167c) The Safeguarding & Child Protection Policy that had been ratified by email (October 2018) had been included with the papers for the meeting.</p> <p>BL said that the outstanding actions would be considered in due course (the table detailing these outstanding actions was saved in the policy library on SharePoint).</p> <p>ACTION MW/BL/AJ: Outstanding actions – Safeguarding Policy – update to spring term FGB</p>
<p>302e</p>	<p>(MA167d) Looked After Children Policy BL queried whether the School Admissions Code of 2012 was the most up-to-date (page 4). <i>(After the meeting CS checked; the most up-to-date code is dated December 2014; page 4 of the policy has therefore been updated accordingly.)</i></p> <p>Governors RATIFIED the policy (with the update to the date of the School Admissions Code as appropriate).</p> <p>ACTION CS: Save Policy N Drive; SharePoint; website</p>
<p>302f</p>	<p>(MA167d) The Annual Safeguarding Report had been circulated with the papers for the meeting for governors’ information; AJ referred governors to the minutes of the autumn term committee meeting for the discussion regarding this.</p>
<p>302g</p>	<p>LDBS Model Policies</p> <ul style="list-style-type: none"> • Disciplinary Procedures • Grievance Procedure • Managing Sickness Absence • Managing Change (replaces Redundancy Policy) <p>Having been circulated with the papers for the meeting, governors RATIFIED the policies.</p> <p>ACTION CS: Save to N Drive; SharePoint</p>
<p>302h</p>	<p>(MA167a) Ofsted Training in Spring Term MW said that Karen Feeney (KF, School Improvement Partner) could accommodate an evening meeting and suggested that this governor training took place in the spring 2 term, as KF was going to conduct a mock Ofsted inspection at the end of January 2019.</p> <p>ACTION RH: circulate a Doodle – Ofsted training in spring 2 – agree by end of autumn term</p>
<p>302i</p>	<p>(MA167b) Single Central Register (SCR) check was completed by BL and AJ on 8 October 2018; YL said that the SCR was also checked as part of the termly health and safety visit.</p>

	<p>MW noted that as headteacher he should also check the SCR termly. ACTION MW: Termly SCR check – on-going</p>
<p>303a</p> <p>303b</p> <p>303c</p>	<p>Resources Committee</p> <p>The minutes of the first autumn term meeting had been circulated for governors’ information. AP said that this first meeting of the term had focussed on site matters and communication.</p> <p>(MA 382e) Governors noted that the Governors’ Expense Policy had been reviewed and that there was no change to the mileage rate.</p> <p>(MA 384a) Installation of Air Conditioning Units</p> <p>AP said that the site development priorities for the year had been reviewed at the autumn 1 meeting and the committee had concluded that the installation of air conditioning for all classrooms was the priority for the current academic year. With the cost of the works being over £10K (£18,590.10) governor approval was required.</p> <p>CS noted that an explanatory note had been included with the quotations circulated demonstrating the rationale for the proposal that Cordell install the air conditioning units and TJ Parker carry out the necessary electrical works. KR explained that of the three quotations presented to the Resources committee meeting (from Crown, Cordell and Denmanair), two lead quotes were identified. KR said that since the Resources committee meeting: Cordell had re-visited the school and he had spoken with Crown. KR explained that the cheapest method was to position the air conditioning units on the external walls (as included in the Crown quotation), however Cordell had suggested this was not appropriate for all classrooms and so alternative positions had been proposed for some classrooms bearing in mind where the children would be sitting. KR said that overall the cost of the works by Crown and Cordell was broadly similar, but on the basis of the more tailored approach to the positioning of the units, DP’s preferred supplier was Cordell.</p> <p>Regarding the electrical work, KR said that, as demonstrated by the three quotations presented to the meeting (Sky Electrical, Crown and TJ Parker), TJ Parker was the cheapest; on the basis that this contractor had worked in the school before, this was the recommended supplier. In reply to a governor, KR explained that the electrician would take the power supply from the distribution board and terminate it at the point of connection to the air conditioning unit. The air conditioning engineers would then connect the unit to the power supply.</p> <p>A governor asked whether there was a clear paper trail for the works. KR CONFIRMED, as 3 quotations had been obtained for both the provision of the air conditioning units (Crown, Cordell and Denmanair) and the electrical works (Sky Electrical, Crown and TJ Parker); and all of which had been shared with governors.</p> <p>KR explained that, on the advice of Steve White (LDBS Property Services), a clamp meter test would be conducted to ensure there was sufficient capacity in the school’s electrical supply for the installation.</p> <p>On the basis that the clamp meter test demonstrated there was sufficient electrical capacity, governors APPROVED the installation of air conditioning units in all seven classrooms during the Easter 2019 break and for the works to be carried out by Cordell and TJ Parker; KR abstained from this decision bearing in mind the conflict of interest declared.</p> <p>A governor asked whether it would be possible to apply for a grant to part-fund the works. As chair of the Resources committee, AP explained that the funding options discussed were to meet the cost from the revenue budget with support from the PTFA; if necessary, some of the school’s reserves could be used.</p>

<p>303d</p>	<p>(MA 389a) Governors noted that two new finance risks, to be monitored by the Resources Committee and the co-Chairs, had been added to the Risk Register. BL and AP said that they had not yet written to Inigo Woolf (LDBS Chief Executive) regarding the governors’ expectations for the level of finance service the school should expect to receive. (Update to be given to the autumn 2 Resources committee meeting.)</p>
<p>303e</p>	<p>Communications Working Party RH said that the policy would be updated to reflect the agreement regarding the publication of governors’ minutes (minute 300b.1). An outstanding matter was the forum in which parents would have an opportunity to meet governors.</p> <p><i>A governor asked whether MW’s email to parents that day, regarding the use of social media, had been triggered by recent events.</i> MW said that there were on-going issues with some parents’ inappropriate use of social media, which other parents found upsetting. MW said that to both support the staff and protect the whole school community, it had been necessary to make a very clear statement to the whole parent body. MW said that making inappropriate comments on social media would bring the school into disrepute and this was completely unacceptable. <i>Parent governors</i> that had seen the email <i>gave their support, confirming their agreement with the contents</i>, which had been <i>expressed extremely well</i>. <i>A governor noted, however, that this ‘hard line approach’ was contrary to the stance suggested in the policy.</i></p> <p>RH said that the aim had been to not come across too Draconian; it was important to recognise that certain behaviour could be encouraged, but parents must take responsibility for their own actions. BL recognised that the parents’ Facebook page was being monitored extremely well by members of the parent body, such that a post was deleted in response to inappropriate communications (this had been the trigger for MW’s email of that day). BL said that it was important for parents to have an open communication channel.</p> <p>RH welcomed comments on the updated version of the draft communications policy circulated with the papers for the meeting.</p> <p style="text-align: center;">ACTION ALL GOVERNORS: Comments on Comms Policy – by Mon 3 Dec</p> <p>BL thanked RH for drafting the policy and encouraged governors to advise RH of their comments in order that the policy could be ratified at the autumn 2 Resources committee meeting (on 10 December).</p>
<p>304a</p>	<p>Teaching & Learning Committee VM said that the main points of discussion at the autumn term meeting had been:</p> <ul style="list-style-type: none"> • Governor visits: the focus should be linked to one of the SDP priorities (in addition to which the termly SEND visits took place). • Responses to the ‘Questions for Governors to Ask’ in the AfC 2016-18 Outcomes Report • The 2018-19 Aspirational Targets • The Detailed 2018-19 monitoring cycle: MW said that with the greater rigour and accountability, the appropriate evidence to support the SEF judgements would be available. VM added that governors had agreed this would be valuable evidence. <p><i>In reply to a governor</i>, MW said that this monitoring did not involve individual pupil performance but rather teaching and learning as a whole.</p> <p>VM said that MW would answer the ‘Questions for Governors to Ask’ from the autumn SIP Report in headteacher’s report that was to be circulated by the end of term.</p> <p>Minute 211: <i>In reply to a governor</i>, JW said that parents had raised concerns about inclusivity in an informal manner, not in connection with the Sports Premium. Some parents were concerned that while it was completely understandable the stronger, athletic children were being picked for sporting</p>

<p>304b</p>	<p>teams, they had noticed their children were not being picked for other activities and had asked whether it was possible for their children to have the opportunity to be picked for non-sporting activities. The governor explained that this had been raised in the context of children losing their self-confidence and parents wanting the children to have the opportunity to develop this through other activities. MW reiterated the importance of picking the strongest children to represent the school in competitive sports, but said that teachers do ensure all children had the opportunity to get involved in competitions, such as the end of term house event.</p> <p>Governors considered that staff were aware of the importance of including all children in different ways. A governor said that, for example, the previous week, some children had been involved in a mixed football team to play in a local tournament; while Year 5 children were showing prospective parents around the school as part of the open morning.</p> <p>BL noted his thanks to Holly Thompson (Sport Lead) for the very well written letter sent to parents regarding selection for competitive sport.</p> <p>(MA 218) VM said in line with the headteacher’s proposal and following a short discussion at the autumn term meeting, the committee would like to recommend the school continues to focus on making the holistic, mind, body and spirit vision statement part of all aspects of school life at St Mary’s rather than having a school specialism.</p> <p><i>A governor asked whether having a school specialism provided funding opportunities that would be negated by following the holistic vision.</i> MW said that there were no specific funding streams related to school specialisms.</p> <p>MC CONFIRMED that it was possible to change from having school specialisms even if these were stated in the foundation document that formed part of the original bid for the school.</p> <p>Governors AGREED the holistic vision statement reflected the current status of the school and that the school specialisms of music and art were no longer appropriate.</p>
<p>305</p>	<p>Headteacher’s Report</p> <p>MW said that the updated SEF circulated with the papers for the meeting presented an evaluation of the school’s current status, based on the strengths and identified priorities. MW said that in summary St Mary’s was very solidly a good school, on the journey to being outstanding; Key Stage 2 outcomes were needed to quantify an outstanding judgement.</p> <p><i>A governor asked whether some of the judgements were overly harsh, such that the school was overall closer to outstanding than good.</i></p> <p>MW reiterated that based on the experience of other new schools, key to achieving an outstanding judgement were the KS2 outcomes.</p> <p>MW went on to explain that initially the school would be inspected under a section 8 inspection, as Ofsted would assume the school continued to be good; there was the potential to convert to a section 5 inspection from which an outstanding judgement could be achieved if there was sufficient evidence.</p> <p>MW updated governors on progress with the SDP priorities as follows.</p> <p><i>To improve outcomes for all children in writing:</i> MW said that so far this term, the monitoring that had taken place had involved a book scrutiny (report presented to T&L) and senior leaders dropping into lessons. MW said that these monitoring exercises provided positive evidence for the focus on writing. In addition, writing had been the focus of this term’s Pupil Progress meetings, and as a result, writing was the focus for the intervention groups taking place. MW said that Debbie Thomas (AfC) would be presenting staff training in grammar later this term.</p>

	<p>To continue to improve outcomes for children entitled to the Pupil Premium Grant (PPG): MW said that there was now a tighter monitoring system in place, with each PPG child’s provision mapped in a ‘case study’; this would be updated termly to determine the impact on progress and attainment. In addition, each aspect of a child’s provision was costed, which would feed into the monthly finance report. MW said that each PP child was discussed individually as part of the termly pupil progress meetings.</p> <p>To improve and develop subject leadership across the school: MW said that each curriculum subject had a subject leader’s folder, which included: the action plan; evidence; and exemplars of work for assessment purposes. All teachers were aware of the expectations. MW said that each subject leader would report back to the teaching team on a termly basis and to the link governor at the end of the year, outlining progress in the subject during the year. MW said that subject leadership training had been organised for the spring term.</p> <p>To improve outcomes in EYFS (Early Years Foundation Stage – Reception) by increasing the number of children reaching exceeding in the ELGs: MW said that from the baseline assessment, the EY Teacher had identified children who had shown the potential to exceed the EY goals. MW said that the stretch and challenge being provided for these children was discussed in the termly Pupil Progress meetings.</p> <p>To begin to embed the new leadership structure across the school: MW said that this academic year the appraisal discussions had been delegated to members of the senior leadership team, so that the Phase Leaders had completed those for the teachers; the Deputy Headteacher had appraised the Teaching Assistant team; and MW had appraised the leadership team and office staff.</p> <p>To continue to strengthen and develop teaching and learning in RE, alongside effective assessment: MW said that a new RE assessment tool had been introduced this academic year, which would improve accountability in the subject (see T&L autumn term minutes).</p> <p>To ensure that the quality of teaching and learning continues to improve through the monitoring of differentiation and intervention: MW said that the rigorous monitoring and evaluation cycle had been shared at the autumn T&L committee meeting and the aim was for all teaching and learning to be at least good.</p> <p>BL thanked MW for the update.</p>
<p>306</p>	<p>MW noted that the following policies were to be reviewed for the Spring Term Committee meetings:</p> <p>Resources</p> <ul style="list-style-type: none"> • Data Protection • Records Management • Freedom of Information • Health & Safety at Work • Debt Recovery • Finance Manual (had been reviewed and would be presented to the December meeting for ratification) • <i>Health, Safety & Welfare</i> <p><i>Website Audit to be conducted</i></p> <p>Personnel & Pastoral</p> <ul style="list-style-type: none"> • <i>Equality & Cohesion</i> • Safeguarding & Child Protection – finalise feedback • Whistleblowing

307	AOB The matter discussed was recorded as a confidential item.
308	Governors' Meeting Dates Autumn term: Resources on Monday 10th December at 9am Spring term: Resources: Thursday 24 Jan & Monday 11 March at 9am P&P: Thursday 7 Feb at 4pm T&L: Thursday 7 March at 4pm Thursday 21 March: AGM at 7.15pm; FGB at 7.30 pm
309	Part 2 Confidential Item: Headteacher's Performance Review Report <i>Discussion recorded as a separate confidential minute</i>
310	GB Evaluation AJ said that the feedback received from the governors' evaluation forms could be grouped into three areas; each key area was discussed by the following: <ol style="list-style-type: none">1. Skills, knowledge, and decisions: AJ, MC, GD & KR2. Curriculum & data, and data competence: VM, BL, MW & RH3. Strategies and readiness for inspection: AP, YL, JW & NB Governors reported back on each of the key areas.
311	This part of the meeting ended at 9.15 pm ; governors continued for their evaluation discussion. Signed by the Chair  (Revd. Ben Lovell) on 21 st March 2019

Appendix A

Subject Leads

Matt White – Headteacher

- Curriculum Lead / Teaching & Learning (Shared with LF, AM & LH)
- Designated Safeguarding Lead (DSL)
- Music subject Lead
- RE subject lead
- Collective Worship lead
- Behaviour lead

Lucia Freeman – Deputy Head Teacher

- Inclusion Manager
- Deputy Safeguarding Lead

- Curriculum Lead / Teaching & Learning (Shared with MW, AM & LH)

Lucy Hargreaves – Reception Class Teacher - SLT

- Reception, 1 and 2 Phase Leader
- Deputy lead on Safeguarding
- RWI phonics lead for EYFS & KS1
- NQT Mentor
- Maths subject lead

Jemma Anthony – Year 1 Teacher

- Geography subject lead

Alex Evans – Year 2 Teacher

- Computing subject lead
- Science subject lead

Topaz Packer – Year 3 Teacher

- History subject lead
- PSHE Lead

Amy Nesbit – Year 4 Teacher – SLT

- Year 3-5 Phase Leader
- Assessment Lead
- English subject lead

Alana Rowlandson – Year 5 Teacher

Jo Firmin – Cover Teacher

- Art subject lead

Holly Thompson – Year 4 and 5 / HLTA & PPA Cover

- PE Subject Leader

Denise Parker – Office Manager

- Pastoral support and ELSA

Nikki McLachlan – Admin Assistant

- Website lead