



School: Holgate Primary and Nursery
Meeting title: Spring term meeting of the governing body
Date and time: Thursday, 7 May, 2020 at 5.00pm
Location: At the school

Membership

'A' denotes absence

A	Mrs D Bent
	Mr J Biddlestone (chair)
	Mrs C Cavill
A	Mr P Derriscott
	Mr C Orr (vice-chair)
	Mr A Poxon
	Mr A Willows
	1 x parent vacancy
	2 x co-opted vacancy
	1 x Local Authority vacancy
A	Mr A Lineker
	Miss S Arnold (head of school)
	Mrs N Davies (executive headteacher)

In attendance Miss T Mullaney (associate member)
Andrew C Ludlow (clerk to the governors)

It was noted that the meeting had been originally scheduled to take place on Monday, 23 March, 2020.

Governors were advised that due to the pandemic, relating to Corvid-19, the meeting would take place using the virtual meeting policy that had been agreed in the autumn term.

GB/01/20 Apologies for absence Action

Apologies for absence were received from Mr Lineker (work commitment). It was

resolved

that the governing body consented to the absence.

GB/02/20 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

Governors noted that all governors had now completed their Business interest, declarations of eligibility forms and Code of Conduct forms.

GB/03/20 Review of membership

Governors noted the following vacancies on the governing body:

- Three co-opted governors
- One Local Authority governor
- One parent governor

It was noted that as the school was in the process of federating it had been agreed that it was not appropriate to seek to fill the vacancies, until after federation had taken place.

The chair of governors informed governors that Mr Wilson, Local Authority, was seeking to arrange a meeting with the Sutton Road governors to discuss federating and staffing issues. The executive headteacher suggested that due to the delay in federating that it might be appropriate to seek to fill vacancies as currently the work load was falling onto a small number of governors.

Governors discussed the suggestion and it was

agreed

that attempts would be made to find suitable nominations for the vacant positions.

GB/04/20 Approval of minutes of autumn term meeting

The minutes of the autumn term meeting held on Monday, 9 December, 2019 having been previously circulated were confirmed and would be signed by the chair at a future date.

Matters arising

GB/46/19 Financial reporting

Year-end re-forecast

The executive headteacher reminded governors that she had sent the reforecast statement on 10 December, 2019.

GB/47/19 Headteacher's report including Pupil Premium, Sports Premium and previously CAL pupils report and the appraisal arrangements for the year.

Pupil mobility

The executive headteacher reminded governors that she had sent the corrected data on 10 December, 2019.

Persistent Absence (PA)

The executive headteacher reminded governors that an electronic copy of the report had been sent them on 9 December, 2019.

Executive headteacher & head of school judgements – Milestone review

The executive headteacher reminded governors that an electronic copy of the report had been sent them on 9 December, 2019.

GB/50/19 Information from the Corporate Director for consideration and action

Contextual Safeguarding

The executive headteacher reminded governors that she had earlier sent them a report that referred to Contextual Safeguarding and provided essential information based on the following questions:

Review the school's child protection policy and safeguarding arrangements to ensure that a contextual safeguarding approach is embedded

Governors review and ratify the safeguarding policy on an annual basis and a report describing the schools safeguarding arrangements feature in the termly Heads report. Governors are encouraged to ask questions and all questions and answers are recorded within the minutes. Any actions are addressed accordingly and reported back to Governors. The link Governor meets termly with a representative from the DSL Team and the appropriate link Governor monitoring form is completed on a termly basis which then features in the Governors report.

Ensure all school staff, including Designated Safeguarding Leads, have been suitably trained and that they are confident in applying contextual safeguarding in their day to day practice.

All staff access safeguarding training at least annually to keep abreast of current policies, procedures and initiatives. The DSL's report that they are confident in dealing with safeguarding on a daily basis and actively seek advice from each other to monitor and quality assure decisions made.

Monitor linked policies such as behaviour, attendance, anti-bullying, equality etc. to ensure they also take account of contextual safeguarding, e.g. the anti-bullying policy refers to peer on peer abuse and staff know how to respond appropriately to any concerns.

Governors review and ratify all policies and check that all linked policies feature contextual safeguarding.

Monitor the school's practice with regards to exclusions, attendance, bullying incidents and behaviour logs to ensure that due regard is shown to contextual safeguarding.

The termly heads report for each FGB features information regarding exclusions, attendance, bullying and behaviour logs and Governors are actively encouraged to professional challenge this information. Any actions are addressed accordingly and reported back to Governors. In addition to this, the link Governor for safeguarding meets a representative of the DSL team termly and information is logged on the appropriate link monitoring form and features in the Governors report.

Monitor the school's actions and progress in preparing for the changes to the PSHE and RE/RSE curriculum from September 2020, to ensure that the curriculum is fit for purpose and the school's intentions are informed by the context of the community it serves.

The schools within the collaboration have brought into the scheme entitled 'Talking Points' which is A Physical Health, Mental Wellbeing and Relationships Curriculum for Primary Schools – 2019 and this is overseen and monitored by the schools coordinator. In addition to this, the link Governor meets termly with the PSHE coordinator to complete the governor monitoring form and to action plan accordingly.

Off-rolling in schools and academies

The executive headteacher reminded governors that she had earlier sent them a report that referred to Off-rolling in schools and academies and provided essential information based on the following questions:

Is the School complying with the provisions of the Education Regulations 2006, when removing children from the school roll, and notifying Nottinghamshire County Council of any deletions?

The school complies with the provisions of the Education Regulations when removing children from the school roll. No child is removed from roll without confirmation of them starting at their new school or authorisation to do so from Glen Scruby (Children Missing Officer) who liaises with the School Attendance Officer and Senior Leaders.

Where Schools or Academies are making Alternative Provision for students are Governors satisfied that this is full time provision and appropriate to the child's needs, age, aptitude and ability?

It is not often that Alternative Provision is sought but when it is, it is in the best interests of the child and only when active agencies involved, including Virtual Schools and the Access & Partnership Team, agree that it is the best course of action. The provision may not be full time but will be in place to complement what is provided by school. Alternative Provision is regularly reviewed to ensure that it continues to be appropriate to the child's needs.

Are Governors assured that students placed in Alternative Provision are being marked correctly in the register and that Alternative Providers are quality assured and compliant with all health and safety and safeguarding requirements prior to placements commencing?

Children attending Alternative Provision are recorded with a 'B' code (educated offsite) in the register. Providers are procured with support from the LA and other agencies and are risk assessed, quality assured and compliant with all health and safety and safeguarding requirements.

Where there is consideration to transferring a child to the roll of an independent school, is this done with the informed consent of parents and is this decision in the best interests of the child?

If a transfer were to be considered it would be agreed with parents prior to the application being made. Minutes taken at meetings would be logged on the schools CPOMS system and parents / agencies issued with copies for their own records. Consideration of this decision would be done with the best interests of the child and only when active agencies involved in the child's care agree that it is the best course of action and parents give their consent.

When parents are considering EHE as an option, are discussions held with the parent and is advice sought from Nottinghamshire County Council's EHE team where there are concerns.

Discussions take place with any parents considering (Elected Home Education) EHE as an option. The Attendance Officer and Executive Inclusion Leader liaise with NCC's EHE team in these cases and refer to the EHE Best Practice for Schools 2020 Guide and completed all relevant documentation. All discussions and meetings are minuted and recorded on CPOMS.

Reduced timetable

The executive headteacher reminded governors that she had earlier sent them a report that referred to Reduced timetable and provided essential information based on the following questions:

In cases where a reduced timetable is implemented, is this appropriate for the needs of the child and with clear objectives? Are Governors satisfied that the school has sought parental/carer consent and that there is regular review of provision?

A reduced timetable is implemented when it is in the best interests of the child and only when active agencies involved in the child's care agree that it is the best course of action. Clear SMART objectives are set and a timely review period is scheduled, usually weekly. The documents are completed by staff, agreed with parents prior to the document being 'signed off' by parents. Minutes taken from review meetings are logged on the schools CPOMS system and parents / agencies are issued with copies for their own records.

Is a named senior leader responsible for overseeing the provision of students on a reduced timetable and decisions relating to it?

Members of the Senior Leadership team, including the Inclusion Team are held responsible for overseeing the provision for children on reduced timetables and participate in all meetings in relation to this.

Are students on a reduced timetable being marked correctly on the attendance register?

The register is marked in liaison with the Local Authority guidelines. Advice from the Local Authority is sought as necessary.

Is Nottinghamshire County Council being notified of all children and young people who have a reduced provision offer via the termly request, and are further requests for information being met?

The termly CME form is completed with information requested, alternatively a 'nil return' is logged as appropriate.

Governors will specifically want to ask the Headteacher about children and young people with an EHCP, who are LAC, CIN or CP and who have a reduced timetable, and be satisfied that these students do not have increased vulnerability due to being placed on a reduced timetable.

A report describing the provision for pupils considered vulnerable including EHCP, LAC, CIN or CP feature in the termly Heads report. Governors are encouraged to ask questions and all questions and answers are recorded within the minutes. Any actions are addressed accordingly and reported back to Governors. The link Governor also meets termly with a representative from the DSL Team and the appropriate link Governor monitoring form is completed on a termly basis which then also features in the Governors report.

HR updates - September 2019

The executive headteacher reminded governors that she had earlier sent them a report that referred to HR updates - September 2019 and provided essential information based on the following questions:

Ensure that all staff and governors have read at least Part One of Keeping Children Safe in Education, 2019 and understand the context of any changes from 1 September 2019

All staff in school have read and understood at least Part 1 of the Keeping Children Safe in Education Guidance (September 2019). The full content of this guidance, including part 1, is covered in detail within the Hays online Safeguarding and Child Protection training which all staff and Governors complete annually. In addition to this, the revised KCSIE documents were added the CPOMS (online safeguarding system) library. All staff have access to the library and have clicked to say they have read and understood it.

Ensure that the systems for undertaking the required safer recruitment checks for staff, governors and volunteers are robust

All staff and volunteers are subject to safer recruitment and DBS checks and data is recorded on the Single central record, which is reviewed regularly and signed off by the Head of School and Chair of Governors. All Governors are also subject to a DBS check.

Ensure that a Section 128 check has been carried out for all governors.

All Governors are subject to a Section 128 check and this is recorded on the Single central record, which is reviewed regularly and signed off by the Head of School and Chair of Governors.

Ensure that all appropriate HR policies and procedures have been adopted (Governor Policy Checklist, 2019).

Governors are aware of their role in approving and adopting a full range of HR policies and guidance documents available on the Schools Portal. Once approved, these documents become a valuable resource in the day-to-day management of the school. The governor's policy checklist sets out the full range of policies and procedures which should be approved and reviewed.

GB/51/19 Safeguarding information for consideration and action

Safeguarding checklist

The executive headteacher reminded governors that a copy of the completed safeguarding checklist had been sent to them.

GB/53/19 Communications

From headteacher

The executive headteacher reminded governors that she an electronic copy of the updated Governor Monitoring policy had been sent to them.

GB/54/19 Report from training co-ordinator including review of governor training requirements for 2019/20

Governors noted that Miss Mullaney had sent them access details for Hays online training

Miss Mullaney confirmed that Mr Orr had completed his safer recruitment training.

GB/05/20 Receipt of minutes and approval of policies from committees and working parties

Finance and Personnel Committee

The minutes of the Finance and Personnel Committee held on Monday, 13 January, 2020 were received.

Matters arising

It was noted that matters arising would be dealt with in the committee.

Policies

Miss Mullaney reminded governors of the policies and procedures that had been sent to them this term:

- Collaboration Charging and Remission Policy
- Collaboration Grievance Procedure
- Collaboration Harassment Procedure
- Collaboration Adoptive Leave
- Collaboration Contractual Hours
- Collaboration Cover Supervision
- Collaboration Fixed Term Contracts
- Collaboration Governor allowances
- Collaboration Anti Bullying Policy
- Collaboration Volunteer Policy
- Collaboration Calculation Policy
- Collaboration Educational visits policy
- Collaboration Special Needs Policy
- Online Safety
- Safeguarding Policy Annex
- Visitor Policy (Guidance on Visitors, including VIP's to Nottinghamshire schools)

Visitor Policy (Guidance on Visitors, including VIP's to Nottinghamshire schools)

Miss Mullaney informed the meeting that a number of amendments had been received and they had been included in the policy. She highlighted the suggestions made including:

- DBS information
- Governor signing in book

On line Safety

Miss Mullaney informed the meeting that a number of amendments had been received and they had been included in the policy.

The chair asked each governor individually if they were happy that they had had an opportunity to participate in the discussion and It was

resolved

that the policies be approved.

The head of school and executive headteacher presented the headteacher's report, copies of which had been previously circulated. Governors were reminded that they had been encouraged to submit questions in advance as this would enable the school to research the issue and provide a full response. They stressed that this did not however prevent governors from asking questions during the meeting.

The chair thanked the executive headteacher and head of school for the existing format of the headteacher's report, which he felt already covered the LA suggested template items and actually included more detail compared to this.

The head of school informed governors that questions had been received for the following areas:

Attendance

What are 'Catch me cards' and how are they used?

The head of school informed the meeting that 'catch me cards' were used as an alternative reward system for pupils who had undertaken some positive action and that this helped with build their self-esteem and confidence levels.

What are 'P' and 'B' codes and how are these linked to improved attendance rates?

The head of school informed governors that a 'P' code indicated that a pupil had time off for a tournament or competition and that the 'B' code related to pupils working at home and this may be due to a flexi-school arrangement. She explained that recent guidance now allowed the school to record these pupils as in attendance at school thereby improving the overall school attendance figure whereas before for flexi-school arrangements this had previously had to be recorded as an absence.

A governor challenged the headteacher asking what length of time a pupil may be on a flexi-school arrangement.

The executive headteacher informed the meeting that each case was individually assessed and based on the shortest period of time to try to integrate the pupil back to full time education in school.

Why are some attendance figures showing a drop?

The head of school outlined the reasons for the changes in the attendance level highlighting the impact that a small number of pupils could make on the overall data and that this was particularly relevant with P, nursery and Year 5.

Governors discussed the issue and it was suggested that it would be helpful if future figures could show actual numbers of pupils as well as percentage figures.

EHT

The executive headteacher informed the meeting that Attendance Panels were having an positive impact on attendance levels amongst the families who had attended these.

A governor challenged the executive headteacher asking what assurances would be given to parents over school safety, when the lockdown protocols were eased.

The executive headteacher felt that there were a good number of parents that were already keen to return their children to school and the school approach would be to highlight key areas to consider such as well-being and try to use Government and LA guidance to adopt a smooth as possible return to school.

The chair took the opportunity to thank the executive headteacher, head of school, SLT and staff at the school who had met the unprecedented requirements caused by the pandemic and had kept the school open and working as well as possible, despite the increasingly difficult circumstances.

School meals/food vouchers

A governor challenged the executive headteacher on the use of food vouchers and if the school was providing food parcels.

The executive headteacher informed the meeting that those eligible for free school meals were provided for and as there had been an upsurge in applications the long-term impact should see the school receiving additional PP funding in the future. She explained the food parcel arrangements that were operated by the school for some of the neediest families.

A governor asked the executive headteacher in the school was aware of the NCC community hub and the 'golden number; for those who did not have internet access.

The executive headteacher informed the meeting that Sutton Road school had used these facilities more than Holgate but she would look to promote the facilities in future newsletters.

EHT

Safeguarding

With the school 'closed' due to covid-19 how were staff managing to keep their safeguarding training up to date.

The head of school informed the meeting that the DfE had agreed to give staff a three month 'grace' period to allow training to be undertaken and that there were now a number of virtual training opportunities covering safeguarding and health and safety.

Report from the DPO and Information Governance Governor

Miss Mullaney outlined the issues surrounding the three recorded security incidents across the two schools in the collaboration. She explained that whilst there were not all related to Holgate school the actions taken had been implemented across the collaboration.

What actions have been taken to ensure that similar incidents should not take place in the future.

Miss Mullaney referred separately to the incidents:

Facebook – publishing a photo of children

Miss Mullaney informed the meeting that a member of the SLT now checked to ensure that permission has been obtained, from parents, for publication to take place.

Misplaced 'Getting to Know Me Form'

Miss Mullaney informed governors that confidential documents were now only handed personally to staff to avoid the possibility that a form could become 'lost'.

Supply packs

Miss Mullaney informed the meeting that two members of staff now checked the packs to ensure that no error had taken place.

Update on appraisal process for Headteacher and staff

Governors noted that an update had been included in the headteacher's report. The appraisal targets for 2019-20 were based on three key aspects:

- Identified aspects within teaching provision
- Identified aspects within subject leadership
- The SIP targets for attainment for each year group.

Also the executive headteacher's appraisal had taken place on 11th February 2020 and governors were supported by an independent advisor.

Spring term Curriculum- written by year groups

The head of school informed governors that the school hoped to undertake some of the missed spring term actions, due to covid-19, in the summer term.

Working away from school

The executive headteacher in **responding** to a question outlined the arrangements for pupils and staff and felt that overall it had worked as well as expected.

Transition to transformation – spring term 2020

In **responding** to a question the executive headteacher explained the colour coding used for the data and explained that it was hoped that some activities would be caught up in the summer term.

Just before the 'closure' of the school we had a joint achievement and challenge at Sutton road. When doing the data delve into the autumn figures it raised a few questions to return to staff.

I appreciate that less than one week later the school lost the majority of its students due to the Covid-19 measures. As a result it would be unfair to see answers to the what next questions, however I do feel some could be answered.

My main concerns were around Y2 start of the year figures... again I appreciate that next steps could not be implemented due to pupils not being at school.

1. Is it possible to look at what questions raised could be answered by staff about the autumn figures. If so, that would be great.

2. is there any data available for spring term?

The head of school outlined the progress that had been made and that discussions had already taken place within the SLT. She explained that it was hoped to hold a virtual Achievement and Challenge Committee after half term.

The executive headteacher informed governors that some feedback from staff had already been obtained and staff were encouraged to complete the feedback based on the remediation actions they had since put into place. She also explained that the tracking data had been available to staff longer than Governors, so they had actually had time to action plan and implement this for a few weeks prior to the lockdown procedures.

The chair checked with each governor to ensure that they had had an opportunity to participate in the discussions.

The executive headteacher and head of school were thanked for their report.

GB/07/20 Approval of

School budget

The executive headteacher reminded governors that the budget had been considered in the Finance and Personnel Committee that had met earlier in the week.

The chair asked each governor individually if they were happy to approve the budget. It was

resolved

that the budget be approved.

Schools Financial Value Standard (SFVS) for 2019-2020

The executive headteacher reminded governors that SFVS had been considered in the Finance and Personnel Committee that had met earlier in the week.

The chair asked each governor individually if they were happy to approve the SFVS. It was

resolved

that the SFVS be approved.

Year-end re-forecast

The executive headteacher reminded governors that the Year-end re-forecast had been considered in the Finance and Personnel Committee that had met earlier in the week.

The chair asked each governor individually if they were happy to approve the Year end re-forecast. It was

resolved

that the Year-end re-forecast be approved.

Services for schools

The executive headteacher reminded governors that Services for schools had been considered in the Finance and Personnel Committee that had met earlier in the week.

The chair asked each governor individually if they were happy to approve the Services for schools. It was

resolved

that the Services for schools be approved.

Approval of Finance Policy

The executive headteacher informed the meeting that there had been a number of suggested amendments proposed by governors to the Finance policy including:

- Attendance at meetings of finance/office staff
- Level of purchases during Covid-19 and post Covid-19
- Indicating on membership lists which governors were staff

Other things governors had commented on and suggested required looking at are a review membership of committees and the quoracy rules. The executive headteacher explained that out of the work completed for the SFVS the school were working with Mr Biddlestone and Mr Orr (Governor from Holgate) to produce some clearer terms of reference for each committee.

The executive headteacher explained that whilst the Finance policy was a generic Local Authority policy the small suggested amendments had been incorporated into the policy.

The chair asked each governor individually if they were happy to approve the Finance policy. It was

resolved

that the Finance policy be approved.

GB/08/20 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems

The executive headteacher informed governors that Mrs Harvey had undertaken an audit and that she would send details electronically to Mr Biddlestone, safeguarding link governor, for him to review and check.

Mrs Harvey

Governors discussed the need to visit the school to review CPOMs and under the circumstances relating to covid-19 it was agreed to defer this until a visit to school by a governor was deemed acceptable.

Agenda

GB/09/20 Information from the Corporate Director for consideration and action

Relationships, Sex and Health Education (RSHE): Preparing for September 2020

The clerk informed governors that with effect from September 2020 statutory changes would come into force with regard to Relationships, Sex and Health Education (RSHE). He highlighted the focus for primary schools explaining that where sex education was taught schools must allow parents the right to withdraw their children relating to anything beyond the national curriculum for science.

The clerk explained that it was essential that all phases of RSHE teaching was sensitive, age-appropriate, developmentally appropriate, and delivered with reference to the law. Governors were encouraged to ensure that the subject was adequately resourced, staffed and timetabled in such a way that the school could fulfil its legal obligations.

Governors discussed the potential sensitives of this issue, and the need to communicate the school approach to stakeholders.

A governor challenged the head of school asking if any external support was provided.

The executive headteacher informed the meeting that the school currently took advantage of 'talking points' and that this covered much of the new requirements. It was

resolved

That further discussions take place in the Achievement and Challenge Committee. **A&C**

GB/10/20

Communication

From chair

The chair informed the meeting that he had no report.

The clerk informed the meeting that that there was no expectation that the chair would have a formal report but that the agenda item allowed the chair to raise matters, when required, that he thought were appropriate.

From headteacher

The executive headteacher and head of school informed the meeting that they had no further report beyond the information contained in the headteacher's report.

From clerk – Governor Newsletter

Governors noted that the Governor newsletter was now available electronically on Governorhub and that there were updates at half term. Highlighted items were:

First Spring term newsletter

- The NGA chair's handbook, 7th edition (Page 3)
- Making governance resources more accessible (Page 3)
- Character education – framework guidance (Page 4)
- Ofsted school inspection dates – (Page 4)
- Making schools safer – school travel toolkit (Page 6)
- Fostering in Nottinghamshire (Page 8)
- Schools for Peace (Page 9)
- Compliance and landlord consent update (Page 9)

Second spring term

- Governor Conference – 2020 (page 3)
- Updated template Headteacher's report (page 3)
- Safeguarding (page 4)
- Support from HR for schools needing to make staffing reductions (page 5)
- School admissions information 2021 -2022 (Page 6)

- Nottinghamshire Collaborative Network (page 7)
- Community use of schools (page 7)
- Free trees for schools (page 7)
- News from National Governors Associations (page 8)

Nottinghamshire Collaborative Network

The executive headteacher informed the meeting that the school was a member of the collaborative network.

GB/11/20 Report from training co-ordinator including review of governor training requirements for 2020

Mrs Cavill, training co-ordinator, reminded governors of the available training opportunities.

A governor sought clarification if CPD training gained elsewhere could be included in governor skills.

Governors discussed the issue and it was

agreed

That governors would review CPD gained in their working environment and it was noted that details could be entered in governor's personal folders on GovernorHub.

Miss Mullaney suggested that governors may find useful the on-line training options on the Hay system.

GB/12/20 General Data Protection Regulations

Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)

Governors noted that updated report had been published on GovernorHub and that the following appointments still applied:

- Data protection officer – Miss Mullaney
- Senior Information and Risk Owner – Executive Headteacher
- Information governance link governor – Mr Orr

GB/13/20 Governor monitoring visits

Governors noted that Mr Poxon had undertaken a number of visits including:

- Maths
- EYFS
- Attendance
- Music
- Benchmarking
- Asset check (IT)

The executive headteacher highlighted the need for monitoring and suggested that some 'virtual' monitoring, possible with Sutton Road, was possible and the following areas were highlighted:

- Talking point – Miss Mullaney
- On-line learning – Mr Biddlestone
- Pupil premium – Mr Poxon

GB/14/20 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors noted that included in the evidence of their impact was the following:

- Challenging questions in committee and full governing body meetings
- Financial management
- Safeguarding
- Review of policies
- Monitoring visits

GB/15/20 Single Central Record (SCR) and Fire Log – Receive and sign off

Miss Mullaney confirmed that the fire log had been checked and signed on Wednesday, 29 January, 2020.

Governors noted that the SCR was up to date and that it was agreed to defer signing until a visit to school was deemed acceptable.

chair

GB/16/20 Confirmation of dates for 2020 - 2021

The governing body

agreed

Summer term – Monday, 13 July, 2020 at 5:00pm
 Autumn term – Monday, 14 December 2020 at 5:00pm
 Summer term 2021 – Monday, 22 March, 2021 at 5:00pm

**Clerk
 Clerk
 clerk**

Agenda setting

Governors discussed the attendance of subject leaders at meetings and it was suggested that the headteacher's report could be discussed early in the meeting to allow the staff members to withdraw. It was

resolved

that the headteachers' report would be item 3 on future agendas.

GB/17/20 Determination of confidentiality of business

It was

resolved

that the governing body membership list; confidential sections of the headteacher's report and confidential sections of committee minutes be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 7.00pm.

Signed (chair) Date

ACL