



WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD MEETING
Held at School on Thursday, 12th May 2022 at 6.30 pm
*On a voyage of discovery: together we learn,
 grow and achieve*

Christian Values of
Respect, Self-worth/Perseverance, Love,
Kindness, Forgiveness

PRESENT: John Collins (Chair), Claire Frost (Headteacher), Lucy Avena (AHT/Staff governor), Donna Clifton, Oliver Walker, Rachel Georgiades, John Posnette, Nick Barnett, Jane Burnett and Stephen Rogers

CLERK: Jane Phillips

The meeting commenced at 6.30 pm.

ITEM	PROCEDURAL	ACTION
1.	<u>WELCOME, APOLOGIES, QUORUM</u>	
1a	The Chair welcomed governors to the meeting which was opened with a prayer. The Chair further welcomed the three recently appointed foundation governors. Introductions were made.	
1b	Apologies were received and accepted for Kerry Dean (work commitments). There were no other apologies for absence.	
1c	The Clerk reported the meeting was quorate.	
2.	<u>DECLARATIONS OF BUSINESS INTEREST</u>	
2a	Jane Burnett declared she was the Vice Chair of governors at Norton Knatchbull School, Ashford. It was understood the governor would assume the role of Chair from September 2022. There were no other declarations of business interest made against any agenda item.	
2b	Governors were reminded to declare any business interests which became relevant during the meeting.	
3.	<u>MINUTES OF THE FULL GOVERNING BOARD MEETING OF 28TH MARCH 2022 /THE EXTRAORDINARY FGB MEETING OF 26TH APRIL 2022</u>	
3a	The non-confidential minutes of the meetings held on 28th March 2022 were agreed as an accurate account. Governors further agreed the confidential and strictly confidential minutes of 26th April 2022.	
3b	<p><u>A Review of Governor and Clerk's Actions Arising – 28th March 2022</u></p> <p>Item 2. The Chair advised he had carried out an EYFS monitoring visit on 5th May 2022, a report of which would shortly be circulated.</p> <p>Item 4. Action: The Chair to meet with the HT on 26th May 2022 to review the deployment and impact of Pupil Premium/Covid catch-up funding.</p> <p>Item 5. Action: The Chair and Local Authority governor to carry out a learning walk on Monday, 16th May 2022.</p> <p>Item 8. Action: The Chair and parent governor (KD) to carry out a learning walk in term 6. This would be combined with a governor monitoring visit on lunchtime dining/pupil voice.</p>	<p>Chair</p> <p>Char/ RG</p> <p>Chair/ KD</p>

	<p>Item 9. The Chair confirmed the SFVS had been signed and had been submitted to the Local Authority within the required timeframe.</p> <p>Item 11. Action: The Clerk to include the ratification of the School Uniform policy within the agenda of the July meeting. (Diarised)</p> <p>Item 13. The Training & Development governor reported that one governor was yet to complete the Learning Link module 'Safeguarding – The Governor's Role'.</p> <p>All remaining actions had been completed or would be discussed during this meeting.</p> <p><u>A Review of Governor and Clerk's Actions Arising – 26th April 2022</u></p> <p>The Chair confirmed that he had made a verbal, conditional offer of employment to George Hawkins subject to receiving satisfactory results from necessary pre-appointment checks. The appointment was then confirmed in writing. The Local Authority were advised of the HT appointment. Following completion of the appointment protocol, the Chair had written to parents advising them of the HT's appointment as of 1st September 2022.</p>	Clerk
GOVERNANCE		
<p>4.</p>	<p><u>MEMBERSHIP</u></p> <p>The Chair reported that Jennifer Maynard (Vice Chair) had taken the decision to resign from the governing board for health reasons as of 11th May 2022. The Chair intended to write to the former governor to thank her for her valued contribution to the work of the governing board and school since her appointment in 2010.</p> <p>In the interim, foundation governor and Chair of the Finance Committee, Oliver Walker had agreed to step into the role of Vice Chair. A new Vice Chair would be formally appointed during the term one full governing board meeting.</p> <p>The Chair further explained that Jennifer Maynard had previously been the designated Safeguarding governor. An expectation of the role was that three monitoring visits would be undertaken across the academic year.</p> <p>Action: The Clerk to include the appointment of the Vice Chair and designated monitoring roles within the October FGB meeting agenda.</p> <p>Action: The Chair to complete a Safeguarding visit in term six.</p> <p>The Chair referenced two items of correspondence which had been received from the Diocese.</p> <ul style="list-style-type: none"> All foundation governors were required to attend training provided by the Diocese during each term of office. This was a condition of appointment and reappointment. Re-appointment should not be assumed and foundation governors will not be re-appointed by the diocese if they had not attended Diocesan training in the preceding term of office. <p>Governors would be able to access the Diocese's training Platform 'Thinkific' site:</p> <p>https://canterburydiocesetraining.thinkific.com/collections?category=education</p> <p>Governors would need to register as a user and request the school's access code (referred to as a 'coupon code' on the Training Platform) from the HT.</p> <ul style="list-style-type: none"> 'A decision to offer or refuse admission must not be made by one individual in an admission authority. Where the school was its own admission authority, as in the case of a Voluntary Aided school, the whole governing body, or an admissions committee established by the governing body, must make such decisions.' <p>The Chair reported that he and foundation governor Donna Clifton would form the school's Admissions Committee.</p>	Clerk Chair

SCHOOL IMPROVEMENT

5.	<p><u>SAFEGUARDING</u></p> <p>The HT said there were no incidents, issues or concerns to report since the last meeting. There were no children under Child Protection, there were two children in need (CHIN) and no looked after children (LAC).</p>	
6.	<p><u>RISK ASSESSMENT</u></p> <p>The HT advised that the Covid Risk Assessment (RA) had changed as the government's guidance had been withdrawn as of 1st April. In response to this, the HT had written an entirely new RA for the school which reflected all changes from 1st April and current legislation.</p> <p>The HT reported that since 10th March 2022, there had been twenty confirmed cases of Covid amongst pupils and six amongst staff. The number of cases was declining as people were generally no longer testing.</p> <p>A governor asked how long ago the school last had a Covid case. The HT said the last reported case was during the first week back following the Easter holidays.</p> <p>A governor asked if parents were required to carry out a test if their child was displaying Covid symptoms. The HT said the school could request a test but it was no longer obligatory for a parent to carry out a test. It was thought pupil absence would follow the school's policy on other infectious diseases.</p>	
7.	<p><u>HEADTEACHER'S REPORT</u></p> <p>The HT presented her term 5 verbal report to governors.</p> <ul style="list-style-type: none"> • This year's residential trip would take place at Penshurst Place with the Bushcraft Company from Monday 6th June to Friday, 10th June. Thirty pupils from Years 5 and 6 would attend. Four members of staff would also attend to include two TAs who would complete half the week each. Activities would include swimming, fire lighting, shelter building, camouflage, target sports etc. Whilst considering a booking for next year, the HT was mindful of the cost. <p>A governor asked how the residential trip was funded. The HT explained that parents met the cost of the trip. Where children were in receipt of free school meals or were disadvantaged, the school would normally offer to pay fifty percent of the cost out of the school's budget.</p> <ul style="list-style-type: none"> • Face-to-face parent consultations had taken place on 27th and 28th April which had been very well received by parents. Consultations had been virtual during Covid. <p><u>Staffing Changes</u></p> <ul style="list-style-type: none"> • The Year R/1 teacher would commence maternity leave from September 2022. An advertisement was currently running for maternity cover. • The Year 6 and the Year 4/5 teachers had both applied for flexible working hours. Both would become part-time from September and would collectively cover the Year 4/5 class. This would leave a vacancy for a class teacher which the HT would look to fill with an Early Career Teacher (ECT). An advertisement had been placed with applications closing on 11th May 2022. Interviews would take place in the next week or so. • A longstanding TA would retire in the summer as would a further TA. Internal adverts had been placed for both roles. • The HT would announce new staff appointments to parents at the beginning of term 6. 	

A governor asked if there had been interest in the maternity cover and ECT vacancy. The HT said the advertisement for maternity cover wouldn't close until Thursday, 19th May. To date there had been one expression of interest. A person had been identified for the ECT position who would be formally interviewed.

Population Analysis/Contextual Information

- Currently there were 137 pupils on roll with two further children who were due to start the following week. This was based on a capacity of 140 children. The school continued to be oversubscribed each year for places in Year R.
- There had been no exclusions, acts of racism or bullying or formal complaints.
- The school was in receipt of Pupil Premium funding for twenty four children. There were twenty free school meal (FSM) children.
- Whole school attendance was currently 93% which was considered low for the school whilst reflecting the current national average for primary schools. Normally attendance was above the national average and was around 97%. The HT commented that whilst it had been difficult to challenge parents during Covid where attendance was under 90%, parents would be invited in for attendance meetings during the summer term.
- Pupil Premium and FSM pupil attendance both stood at 92% whilst SEN pupil attendance was 91%. The HT said there had been some genuine reasons for low attendance due to sickness.

Premises

- Scaffolding had been erected following storm damage to the roof guttering.
 - The staff room had been gutted and would become a library and learning zone. Companies had visited to plan the library and its resources together with the children who were asked to provide ideas on what they'd like. Given an increase in the number of children with special educational needs or anxieties, a small nurture area would also be built into the room. £10,000 had been allocated within the budget to resource the project.
- The staff room would move into the School House.

8.

SEF/SCHOOL DEVELOPMENT PLAN (SDP) 2021/22

A governor referenced 'Project 95' on attendance and asked to be provided with further information. The HT explained this was a Kent County Council initiative consisting of template letters and ways in which to call parents in. However, the school's attendance target was 97% which Project 95 was somewhat at odds with. The HT had decided to use her own approach together with the Attendance policy and ideas taken from Project 95.

Referencing Behaviour & Attitudes, a governor asked how the new online platform for safeguarding and behaviour was progressing. The HT said CPOMS was currently only being used by the Senior Leadership Team consisting of the HT, AHT and SENCo. Once staff were fully familiar with the CPOMS structure, all staff would then be able to access it.

A governor asked if governors would be involved in an assessment of this year's SDP prior to the new priorities being set for 2022/23. The HT explained that previously, a number of governors had attended the September staff INSET day or a general staff meeting to provide input prior to the SDP being finalised in October. It would depend on how the new HT wished to structure this.

The Chair explained that the SDP would be presented to governors for ratification during the October meeting. Governor monitoring activities would then focus on progress against the action points contained in the plan and the school's Christian values and distinctiveness.

The HT reported that the school received three visits each year from a School Improvement Advisor (SIA). The last visit had taken place the previous week. The school had been assessed against its SDP, the highlights of which were contained in the SIA's draft Note of Visit.

- A learning walk had taken place in every classroom together with pupil conferencing. There had also been a book scrutiny.
 - Early reading had been a priority and was developing really well with the new phonics programme. Early reading was a consistent strength. It's delivery in Early Years and Key Stage 1 was something to be built on and to possibly look at Key Stage 2 phonics training for some of the TAs for the older children.
 - Subject Leader development had been a focus this year. The SIA was pleased that all had completed Subject Leader specific training through The Education People.
 - The curriculum was in place and was being reviewed on an ongoing basis to ensure it was well sequenced and coherent.
 - The school was working on sustaining its Maths mastery work and continued to work with the Kent and Medway Maths Hub to develop this.
 - The positive impact of the SENCo was highlighted to include staff training on parental relationships and provision. The school was also completing the nurture programme to ensure that pupil wellbeing was a priority.
 - Whilst the school's attendance was 93% where it would normally be 97%, the HT was able to evidence the reasons for this. The SIA wasn't unduly concerned.
 - Moving to the Sonar platform for the school's curriculum ensured a continuity and a shared language across the school.
 - The school continued to refine the curriculum which would be contained in the SDP. The curriculum was discrete and subject focussed, reading focussed and value focussed. The school was working on how to articulate that to an external inspector.
 - Reading was considered to be a strength.
 - The teaching of maths was carefully supplemented with resources when there was a rationale behind it.
 - The SIA had been really impressed with Oracy following year long training for a member of staff in London with Voice 21. The staff member had since become a qualified Oracy Practitioner.
 - The sequential reading curriculum had been discussed.
 - The SIA had observed during her learning walks that behaviour for learning was considered very good and all pupils were engaged in their work.
 - The SIA was impressed by the children's handwriting as they moved up through the school which was considered neat and high expectations had been set for presentation. The SIA couldn't believe the stamina for writing in Years 1 and 2 which she'd not seen in other primary schools. The SIA had asked the HT how this had been achieved.
- The staff governor said there had been a mini external moderation of the children's writing the previous day which had been very positive.
- Leaders had navigated mixed age classes well and had set up opportunities for year groups to come back together for some lessons.
 - Pupil knowledge of their foundation subjects was considered very strong. Pupils in each class were able to show a good level of knowledge about their learning. However, the children were less confident about their learning from a

	<p>previous unit which showed that the knowledge wasn't being fully retained. Whilst the pandemic would have had an impact, staff needed to ensure the curriculum was well sequenced and cohesive and pupils were given the opportunity to regularly revisit learning.</p> <ul style="list-style-type: none"> • Maths recall was considered very good and the children were able to talk confidently about how they were using learning from previous units and years to support their current learning and to explain previous mathematical concepts. The SIA had also been impressed with the maths working books. • Oracy remained a focus based on the displays in class. • Discussion and peer work was a clear element of teaching across the school. • The school environment showed a strong commitment to the personal development of pupils. Examples of the OPAL Programme and work with a resident artist were provided. • The SIA also absolutely loved the Early Years environment and that the space had been exceptionally well designed with a wide range of opportunities available for children. • The children were all engaged in play and talk for sustained periods with adult scaffolded questioning and exploring which was considered effective. • Children across the school were warm and welcoming and were happy to answer questions. <p>The HT reported that two other schools had asked to visit the Early Years provision and to see if they could learn from it.</p> <p>Governors thought the SIA's note of visit was very positive.</p> <p><u>School Development Plan 2022/23</u></p> <p>The Chair said there would be a transition between the HT and new HT which the Chair would also be involved in. The Chair would contact the HT of High Halden CEP to agree these arrangements.</p> <p>The HT said the new HT would have a copy of the current SDP and a list of suggested items which the existing HT thought should be included. The new HT would also have his own thoughts on next year's plan.</p>	
<p>9.</p>	<p><u>GOVERNOR MONITORING</u></p> <p>Monitoring activities during terms 5 and 6 had been discussed under agenda item 3b. The Chair said he and another governor would carry out pupil conferencing on attitudes to learning as it was an action within the SDP.</p>	
<p>10.</p>	<p><u>SIAMS/CHRISTIAN VALUES AND DISTINCTIVENESS</u></p> <p>Referencing the Canterbury Diocese's Director of Education's recent email, the Chair reported that it was understood SIAMS (Statutory Inspection of Anglican and Methodist Schools) inspections were now two years behind. The school had been due an inspection the following year. The Chair asked governors to consider assuming the role of SIAMS governor.</p> <p>The HT commented that the school had received an 'outstanding' outcome from its previous inspection. However, the SIAMS framework had since changed where there was now a focus on 'excellence' rather than 'outstanding'. Their rationale was that a smaller percentage of schools would achieve 'excellence' as it would be much harder to achieve.</p> <p>A governor asked if the school would be alerted to an inspection in the same way as Ofsted. The HT explained that Ofsted would give notice of an inspection the afternoon before whereas schools would be given five days' notice for a SIAMS inspection. Inspectors would look at what made the school distinctive</p>	

as a Church school and how the school's vision ran through everything it did. There would also be a greater emphasis on the teaching of religious education.

A governor asked if other faiths were taught at the school. The staff governor explained Christianity was taught for four terms with a further two terms on other World religions across the academic year. The HT explained that during September 2021 there had been two weeks of 'Story Tenting' of other religions. As the village wasn't considered particularly diverse, a way of teaching diversity was through the teaching of RE which would prepare the children for the wider World.

11. BUDGET CLOSEDOWN – 2021/22

The year-end balance sheet for 2021/22 was provided as supporting papers for this agenda item (filed electronically).

Year End Revenue Budget (Actual)

	(£)
Revenue Income	745,721.09
Revenue Expenditure	739,706.98
Revenue Balance	6,014.11
Revenue Balance B/F 2020/21	102,445.79
Revenue Balance C/F to 2022/23	108,459.90

Year End Capital Budget (Actual)

	(£)
Total Capital Income	20,604.74
Less Capital Expenditure	20,604.74
Capital Balance	0
Capital Balance B/F 2020/21	0
Capital Balance Carried Forward to 2022/23	0

The Finance Committee Chair presented the headlines from the budget outturn.

- The budget outturn had been reviewed in detail during the preceding Finance Committee meeting.
- There had been £60,000 less expenditure when compared to the original budget.
- £46,859 of additional income had been received.
- The year-end position was a surplus of £6,014.
- The overall carry forward to 2022/23 was £108,459. This amount exceeded the school's balance control mechanism (BCM) of £85,000. However, the balance over BCM would be spent on the library project which had been discussed earlier in the meeting. The work had been due to be completed during February 2022 but had been delayed to the Easter holidays.
- The school's finances were considered to be extremely healthy.

12. THREE YEAR BUDGET PLAN – 2022-2025

12a The draft three year budget plan was circulated in advance of the meeting (filed electronically).

Revenue Budget

	2022/23(£) Year 1	2023/24(£) Year 2	2024/25(£) Year 3
Total Revenue Income	778,588.00	806,728.00	826,194.00

Less Total Revenue Expenditure	814,720.15	782,708.74	801,685.56
Revenue Balance this Year	-36,132.15	24,019.26	24,508.44
Revenue Balance From Last Year	108,460.00	72,327.85	96,347.11
Cumulative Revenue Balance Carried Forward	72,327.85	96,347.11	120,855.55

Capital Budget

	2022/23(£) Year 1	2023/24(£) Year 2	2024/25(£) Year 3
Total Capital Income	26,800.00	0	0
Less Total Capital Expenditure	26,800.00	0	0
Capital Balance this Year	0	0	0
Capital Balance From Last Year	0	0	0
Cumulative Capital Balance Carried Forward	0	0	0

The HT presented an overview of the three year budget plan.

- The school's finances continued to look very strong with a predicted rollover of £72,327 at the end of Year 1, £96,347 at the end of Year 2 and £120,855 at the end of Year 3.
- There would be an in-year deficit for 2022/23 but Years 2 and 3 predicted a surplus.
- It had been necessary to incorporate some substantial costs within the budget. This had included increasing the amount allocated to energy by 100%. The cost of paper had also risen quite considerably.

A governor asked how the school had calculated its energy costs. The HT explained that Schools Financial Services who managed the budget had recommended that the expenditure should be increased by 100%.

A governor asked if the school would receive additional funding to cover this. The HT said the supplementary funding from the government (approximately £18,000) could be used as the school wished. However, there would be additional staffing costs based on additional contributions which the school was required to make.

- The school would also require a new server during 2022/23 at a cost of approximately £6,000.
- Contingencies had been built into the budget which would be reported in the Finance Committee minutes.

12b **Governors ratified the three year budget plan as presented.**

Action: The Chair to sign the budget prior to its submission to the Local Authority (by 31st May 2022).

Chair

13. **POLICIES**

All policies due for review were circulated in advance of the meeting (filed electronically).

	<p>A governor highlighted that a keyholder's details required updating in the Emergency Management and Business Continuity Plan.</p> <p>Action: The HT to update a keyholder's details in the Emergency Management and Continuity Plan and send a copy to the Clerk.</p> <p>Governors ratified all policies presented subject to one minor amendment.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 65%;">Policy</th> <th style="width: 30%;">Next Review</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Behaviour policy</td> <td>May 2023</td> </tr> <tr> <td>b)</td> <td>Relationship and Sex and Health Education policy</td> <td>"</td> </tr> <tr> <td>c)</td> <td>Appraisal policy (SPS model – Sept. 2013)</td> <td>"</td> </tr> <tr> <td>d)</td> <td>Emergency Management and Business Continuity Plan</td> <td>"</td> </tr> </tbody> </table>		Policy	Next Review	a)	Behaviour policy	May 2023	b)	Relationship and Sex and Health Education policy	"	c)	Appraisal policy (SPS model – Sept. 2013)	"	d)	Emergency Management and Business Continuity Plan	"	Head
	Policy	Next Review															
a)	Behaviour policy	May 2023															
b)	Relationship and Sex and Health Education policy	"															
c)	Appraisal policy (SPS model – Sept. 2013)	"															
d)	Emergency Management and Business Continuity Plan	"															

OTHER

14.	<p><u>WEBSITE/TEP GOVERNANCE MONTHLY BULLETINS</u></p> <p>The April 2022 TEP monthly bulletin was recirculated as a supporting paper for this agenda item (filed electronically). Links to the Ofsted extension to the curriculum grace period and updates to the School Inspection Handbook (paras 229-231) were contained in the meeting agenda.</p> <p>There were no questions arising from the contents of the bulletin.</p>	
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15.	<p><u>GOVERNOR TRAINING</u></p>	
15a	<p>Governors noted the training which had been completed since the last meeting.</p> <ul style="list-style-type: none"> • The Chair had attended the NGA webinar on 'What the government 'White Paper' means for governing boards – 3rd May 2022. • The Clerk had attended TEP 'Clerking in an Academy Governance Structure' training – 6th May 2022. <p>The Training and Development governor emphasised that governors should continue to keep their training records up to date on GovernorHub.</p> <p>The Chair reported that he had added the recently appointed foundation governors to the membership area of the National Governance Association's website. An explanation on how to access the site was provided. The new governors would be required to individually register on the NGA's Learning Link. The Chair would provide email instructions on registering.</p>	
15b	<p>Action: The recently appointed governors/remaining governor to complete the Learning Link module 'Safeguarding – The Governor's Role'.</p>	JB/NB JP/KD
15c	<p><u>Prior to the Next Meeting...</u></p> <p>Action: Governors to view the NGA webinar 'What the Government's White Paper Means to Governing Boards' prior to the July meeting. The link to be provided by the Chair.</p> <p>A governor asked if there had been previous governing body discussions regarding possible academisation. The Chair said it had been discussed on two previous occasions to include the more recent discussion on 27th January 2022 when various options were considered. Governors had unanimously agreed to continue as a standalone school and to appoint a substantive Head. Whilst there was a government expectation that schools would be on a trajectory to academisation by 2030, there was a clear message that this did not need rushing into.</p> <p><u>Diocesan Training</u></p> <p>The HT explained that the school purchased the Core Services Contribution (CSC) package from the Diocese which included governor training.</p>	Govs/ Chair

	Action: The Clerk to provide information on how governors could access the Diocesan training.	Clerk
16.	<u>CHAIR'S ACTIONS/CORRESPONDENCE</u> There were no chair's actions to report and no correspondence had been sent or received.	
17.	<u>ANY OTHER URGENT BUSINESS</u> In moving forward and with the Department for Education change to enable electronic signatures and digital storage, the Clerk was very pleased to report that the Chair and HT had agreed to the purchase of the extended version of GovernorHub. The Clerk outlined the file structure which contained all governing body documents from the current and two preceding academic years. Action: All governors to log into GovernorHub to view the contents of the extended version.	Govs
18.	<u>CONFIDENTIALITY</u>	
18a	There were no discussions which were considered confidential.	
18b	The Emergency Management and Business Continuity Plan was considered confidentially.	
19.	<u>DATE OF NEXT MEETING</u> The next full governing board meeting would take place on Thursday, 7th July 2022 at 6.30 pm.	

The meeting closed at 7.42 pm

Signed: 
(Chair)

Date: 7th July 2022

ACTION SUMMARY

ITEM	AGENDA ITEM	TO BE ACTIONED BY	ACTION
1.	3b	Chair	To meet with the HT on 26 th May 2022 to review the deployment and impact of Pupil Premium/Covid catch-up funding.
2.	3b	Chair/RG	To carry out a learning walk on Monday, 16 th May 2022.
3.	3b	Chair/KD	To carry out a learning walk in term 6. This would be combined with a governor monitoring visit on lunchtime dining/pupil voice.
4.	3b	Clerk	To include the ratification of the School Uniform policy within the agenda of the July meeting.
5.	12b	Chair	To sign the budget prior to its submission to the Local Authority (by 31 st May 2022).
6.	13	Head	To amend a keyholder's details in the Emergency Management and Business Continuity Plan and send a copy to the Clerk.
7.	15b	JB/NB/ JP/KD	To complete the Learning Link module 'Safeguarding - The Governor's Role'.
8.	15c	Governors/ Chair	To view the NGA webinar 'What the Government's White Paper Means to Governing Boards' prior to the July meeting. The link to be provided by the Chair.

9.	15c	Clerk	To provide information on how governors could access the Diocesan training.
10.	17	Governors	To log into GovernorHub to view the contents of the extended version.