



WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD MEETING
Held Virtually on Thursday, 21st October 2021 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), Jennifer Maynard (Vice Chair), Claire Frost (Headteacher), Lucy Avena (AHT/Staff governor), Donna Clifton, Stephen Rogers, Oliver Walker and Rachel Georgiades

CLERK: Jane Phillips

The meeting commenced at 6.34 pm and was quorate.

ITEM	PROCEDURAL	ACTION
1.	<u>WELCOME, APOLOGIES, QUORUM</u>	
1a	The Chair welcomed governors to the meeting which was opened with a prayer. Governors had previously been asked to ensure that they were in a suitable environment which enabled each to maintain confidentiality.	
1b	There were no apologies for absence.	
1c	The Clerk confirmed the meeting was quorate.	
1d	Notes would be taken in the event the link with the Clerk was lost.	
2.	<u>DECLARATIONS OF BUSINESS INTEREST</u>	
2a	Action: All governors to complete their annual declaration of business interests on GovernorHub. Action: The Clerk to prepare an annual summary of business interests for the school's website.	Govs Clerk
2b	There were no declarations of business or pecuniary interest made against any agenda item.	
2c	Governors were reminded to declare any business interests which became relevant during the meeting.	
3.	<u>MINUTES OF THE PREVIOUS FULL GOVERNING BOARD MEETING HELD ON 21st JULY 2021</u>	
3a	The minutes of the previous meeting were agreed as an accurate account.	
3b	A Review of Governor and Clerk's Actions Arising Item 1. Action: The Safeguarding governor to complete a monitoring visit during term 2 (Carried over) Item 4. The Headteacher Performance Management (HTPM) Panel Chair reported he was currently liaising with The Education People regarding the appointment of an external advisor to support the panel and that a proposed date for the panel meeting had been requested. Action: The HTPM Panel Chair to send the panel and HT suggested dates when the panel could meet.	JM OW

	<p>Item 7. The Chair reported he had written to the WSA Chair thanking the WSA for all they had done during the last year and how they continued to support the school so strongly.</p> <p>Item 10. Action: Remaining governors to send their NGA Learning Link certificates ('Monitoring and evaluation') to the Training & Development governor.</p> <p>All other actions had been completed or would be discussed during this meeting.</p>	Rem. Govs
GOVERNANCE		
4.	<p><u>GOVERNING BOARD CODE OF CONDUCT</u></p> <p>In advance of the meeting, governors were provided with the National Governance Association's (NGA) model Code of Conduct for 2021 which had been personalised to the school.</p> <p>Governors agreed the Code of Conduct for 2021.</p> <p>Action: Governors to email the Clerk confirming that they agreed to abide by the Code of Conduct for 2021.</p>	Govs
5.	<p><u>MEMBERSHIP</u></p> <p>The Chair reported parent governor Johanna Dadson had resigned with effect from 11th October 2021 as her children were no longer at the school. There were now four governing body vacancies, of which three were for foundation governors. As a Voluntary Aided school, the governing body was no longer within its constitution as there were four foundation governors and four non-foundation governors. The constitution under which the school was governed stipulated there should be a majority of two foundation governors over all other governors.</p> <p>The Chair said concerns regarding these vacancies had been raised with the Diocese. The Diocese had also been asked whether Rev'd Judy Darkins could be appointed as a foundation governor following her retirement as Wittersham's Parish Priest. The Diocese had since advised the usual practice within the Canterbury Diocese was that retiring Clergy would be expected to take a minimum of six months off from any previously held roles within a Parish or Benefice. Therefore, Rev'd Darkins would not be appointed as an Archdeacon's nominee foundation governor to the school.</p> <p>The Chair explained Wittersham would no longer have a designated Parish Priest and that a Team ministry post would be advertised. Rev'd Lindsay Hammond had been asked to identify suitable candidates from within the Benefice for the Ex Officio and foundation governor vacancies.</p> <p>The situation wasn't considered unique to Wittersham and that the Diocese had introduced a third possibility for the foundation governor vacancies. Traditionally, governors came from within the Parishes which served the school. They would now considered nominees who shared the school's Christian values but weren't necessarily required to attend Church regularly.</p> <p>The Chair said a parent governor election would take place. A further paragraph would be added to the letter inviting nominations in respect of parents who supported the Christian values of the school.</p> <p>Action: The Clerk to send the HT the Local Authority template for a parent governor election.</p>	Clerk
6.	<p><u>ANNUAL REVIEW OF THE GOVERNING BOARD – ORGANISATION, STRUCTURE, EFFECTIVENESS AND IMPACT</u></p>	
6a	<p>A Review of the Instrument of Government (IoG)</p> <p>The governing board's IoG was recirculated to governors.</p>	

<p>6b</p> <p>6c</p> <p>6d</p> <p>6e</p> <p>6f</p>	<p>Governors agreed that the current constitution of the governing board continued to meet its needs and that there was no requirement to reconstitute at this time.</p> <p><u>Terms of Reference (ToR) for the Full Governing Board and Finance Committee</u></p> <p>The draft ToR for the Full Governing Board and Finance Committee were circulated prior to the meeting (filed with the minutes). The Finance Committee had reviewed their ToR during their preceding meeting that evening.</p> <p>A governor queried that the membership of the HTPM Panel should differ from that of the Pay Panel. The Clerk explained this was guidance provided by the NGA for the purpose of transparency. However, given the current number of governing board vacancies, it was thought sensible to populate both panels with governors who had previously undertaken the role. The HT explained there were no significant pay decisions to be made this year.</p> <p>Governors ratified the ToR for the Full Governing Board and Finance Committee.</p> <p><u>The Appointment of the Chair and Vice Chair of the Finance Committee</u></p> <p>Oliver Walker was reappointed as Chair and Jennifer Maynard as Vice Chair of the Finance Committee.</p> <p><u>DfE Identified Monitoring Roles</u></p> <p>Governors were (re)appointed to DfE monitoring roles.</p> <table border="1" data-bbox="274 902 1155 1039"> <tr> <td>Safeguarding</td> <td>Jennifer Maynard</td> </tr> <tr> <td>Special Educational Needs</td> <td>John Collins</td> </tr> <tr> <td>Health & Safety</td> <td>Stephen Rogers</td> </tr> <tr> <td>Finance</td> <td>Oliver Walker</td> </tr> </table> <p>Action: The Health & Safety governor to carry out a H&S visit during term 2.</p> <p>Action: The HT to send the H&S governor the H&S checklist.</p> <p><u>To Appoint a SIAMS/Christian Distinctiveness Governor</u></p> <p>Governors agreed the role would be held in abeyance pending the appointment of further foundation governors.</p> <p>The Chair said the Diocese had circulated a list of all schools which would be inspected for the remainder of this academic year and that Wittersham CEP wasn't contained on the list.</p> <p>Action: The Clerk to send the HT the list of those schools to receive a SIAMS inspection this academic year.</p> <p><u>Covid Catch-Up/Specialist Funding Governor & Wellbeing Governor</u></p> <p>The Chair would continue to assume the role of Pupil Premium/Covid Catch-Up governor. He would also continue as EYFS governor.</p>	Safeguarding	Jennifer Maynard	Special Educational Needs	John Collins	Health & Safety	Stephen Rogers	Finance	Oliver Walker	<p>H&S Gov Head</p> <p>Clerk</p>
Safeguarding	Jennifer Maynard									
Special Educational Needs	John Collins									
Health & Safety	Stephen Rogers									
Finance	Oliver Walker									
<p>7.</p>	<p><u>GOVERNOR SAFEGUARDING</u></p> <p>Action: Governors to confirm via GovernorHub that they had read part two of the DfE publication 'Keeping Children Safe in Education' (KCSIE) (Sept. 2021) and that they understood their responsibilities to it.</p>	<p>Govs</p>								
SCHOOL IMPROVEMENT										
<p>8.</p> <p>8a</p>	<p><u>SAFEGUARDING</u></p> <p>The HT reported there were no specific incidents, issues or concerns to report.</p> <p>A full day paediatric course would take place during the second INSET day in November. Seven members of staff would become qualified in paediatric first</p>									

	<p>aid. There were further members of staff who also held further first aid qualifications within the school.</p> <p>Whilst the HT was the Lead DSL (Designated Safeguarding Lead) and the AHT was the deputy DSL, the new, part-time SENCo would also complete her DSL training to build further capacity within the school.</p> <p>The HT reported she had also attended additional training during the summer on safeguarding children with special educational needs.</p> <p>The school had completed a successful fire and evacuation drill during term 1.</p> <p>The HT confirmed that all staff had signed to confirm their reading and understanding of KCSIE (Sept. 2021). Signed copies were contained in the safeguarding folder in the school office.</p>	
8b	<p>Action: The Safeguarding governor to evidence that all staff and volunteers had signed to confirm that they had read KCSIE 2021 (part 1).</p>	S'Guard Gov
8c	<p>The HT reported annual staff safeguarding training had taken place which had included the changes contained in KCSIE September 2021.</p>	
9.	<p><u>HEADTEACHER'S REPORT</u></p> <p>The HT presented a verbal report to governors on the headlines from term 1.</p> <ul style="list-style-type: none"> • Parent consultations had taken place earlier that week. A parent questionnaire had been sent out to determine whether parents had a preference to coming into school or to continue with the online platforms. Only 16% of parents had responded to say they would like to come into school. In order to keep staff safe, a decision was taken to continue with online meetings with parents. Teachers had telephoned those parents who were unable to access the online meetings. Parents also had the opportunity to meet with the HT and SENCo online. Face-to-face meetings were offered where a parent had a particular concern. However, these were separate to the parent consultations. It was hoped to invite parents into school for the parent consultations in April 2022 or to offer a hybrid model enabling both parents to access the meeting. • Performance management for teachers had taken place. The HT said she had taken a realistic and pragmatic approach to the targets of the previous year. The teachers were considered to have done exceptionally well. Three targets had been set for this year. One on pupil progress, one based on subject or school leadership and one on a professional development area. • Subject Action Plans would all be submitted to the HT by the end of term 1. Three staff meetings had been built in enabling teachers to have additional time to prepare their Subject Action Plans. During staff meetings taking place next term, the HT was keen to have subject specific staff meetings. The HT commented that small schools were under significant pressure as regards the curriculum together with Subject Leader expectations and that a team approach would be taken. • The new SENCo had settled in really well and the feedback from parents had been overwhelmingly positive. The SENCo had come in with some very good new ideas and had led the first SEN parent forum when a presentation had been provided. The SENCo was considered an exciting addition to the staff. • Regular enquiries continued to be received for the September 2022 intake into Year R. Whilst there were four places available, enquiries tended to be for other years. • School trips, speakers and extra-curricular clubs had been reintroduced which provided further enrichment for the children. 	

	<ul style="list-style-type: none"> The WSA were also back in full swing and were organising fundraising events. The Christmas Fair would take place on Saturday, 20th November. There had been a cake sale earlier that day. The last occasion had been pre-pandemic. Tenterden Rural Alliance (TRA) Headteacher meetings had resumed with a face-to-face meeting the previous week. It was considered important for small schools to collaborate. However, Wittersham and Egerton CEPs and Bethersden Primary School were now the only schools who weren't within a more formal arrangement or an Academy Trust. The school had paid for a platform called 'TheSchoolBus' which was considered similar to 'The Key'. The platform would prove to be very helpful for the HT, Subject Leaders and the office particularly in respect of advice, government guidance and policies. <p>Action: The HT to add governors to 'TheSchoolBus'. An activation email would then be sent to governors to register on the site.</p>	Head
10.	<p><u>RISK ASSESSMENT</u></p> <p>The September 2021 update to the Risk Assessment (RA) and Outbreak Management Plan (OMP) were circulated in advance of the meeting (filed with the minutes).</p> <p>The HT explained the RA continued to be adjusted following any changes in government guidelines. The OMP was a new document. However, Public Health England and the DfE weren't advising schools to close bubbles where there was a higher number of Covid cases and that schools were asked to keep going.</p>	
11.	<p><u>SEF/SCHOOL DEVELOPMENT PLAN (SDP) 2021/22</u></p> <p>A governor thought the SDP to be extremely detailed (filed with the minutes). The HT said she had adopted a new template this year which was considered clearer with the success criteria summarised within the first few pages.</p> <p>The HT said the focus was particularly centered around the curriculum as this was the area which the school needed to continue to develop and revisit. Early Years school development had been incorporated into the main SDP but continued to have its own section. The document focused on the core purpose of the SDP which would make the biggest impact on the children.</p> <p>The HT explained each of the priorities contained questions for reflection. The questions originated from the Church of England who had produced a group of books which included all major areas of school development. The HT provided an example of one particular book which included curriculum design, teaching and learning, stretching the most able and staff recruitment and retention. Under each section there were a group of questions to include what leadership questions should be asked, what questions should be asked about pedagogy and the underpinning of practice and what theological questions should be asked.</p> <p>The HT thought the questions would reflect the school's Christian distinctiveness and approach which underpinned the school's development.</p> <p>A governor agreed the questions for reflection certainly emphasised the school's Christian distinctiveness. Some of the questions would also be helpful in supporting governor monitoring.</p> <p>Governors ratified the School Development Plan for 2021/22.</p>	
12. 12a	<p><u>GOVERNOR MONITORING</u></p> <p><u>Governor Virtual Monitoring Update</u></p> <p>The Chair understood that some schools were now experiencing significant issues with Covid and asked if there had been any cases at the school. The HT said there had been four Covid cases amongst pupils. Two had been during the past</p>	

	<p>two years and two during term 1. A staff member had also tested positive earlier in term 1 with no staff cases prior to that.</p> <p>Governors agreed that term 2 monitoring activities should be limited to Zoom meetings given a general rise in the number of cases.</p> <p>Action: Governors to complete their term 2 monitoring activities.</p> <ul style="list-style-type: none"> • Safeguarding (Head/Safeguarding governor) • Health & Safety (Head/H&S governor) • SEND (SEND governor/SENCo) • EYFS (EYFS governor/EYFS teacher) 	Govs
<p>13.</p> <p>13a</p>	<p><u>SIAMS/CHRISTIAN VALUES AND DISTINCTIVENESS</u></p> <p><u>The School's New Christian Vision</u></p> <p>The HT reported that during the first INSET day in September, staff had collectively met to work on the school's vision. All of the conversations kept coming back to love, love of the children, love for the community and love for each other as a team.</p> <p>The HT said all of the main aspects had been picked out which staff wanted to incorporate in the vision. The original vision had also been looked at where it was felt that it still reflected the school's ethos and what it wanted for the children in the school.</p> <p>The HT explained the vision should consist of no more than fifty words which was underpinned by a bible verse and that it was possible to have a strapline. It would also be necessary to write a rationale as to why the vision had been chosen.</p> <p>The HT said she had previously asked parents what character traits they would like to see in their children which was very much reflected in the vision.</p> <p>At the end of the INSET day, staff worked in pairs or individually on their own fifty word vision statement. The fifty word vision reflected the input from the leadership team and teaching staff.</p> <p><u>Strapline</u></p> <p><i>On a voyage of discovery; flourishing together in God's love.</i></p> <p><u>Vision</u></p> <p><i>We strive to ensure that everyone within our community develops a love of learning and feels nurtured, valued and empowered. Our inclusive learning environment enables all to flourish and become the very best that God intended. Wittersham's Christian Values weave throughout our rich curriculum, creating a foundation of support following Jesus' example of love.</i></p> <p><u>The Bible Verse Underpinning the School's Christian vision</u></p> <p>1 Corinthians 13:4-7 New International Version</p> <p><i>Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres.</i></p> <p>Subject to governor input, the vision would then be taken to support staff prior to a review by the Diocese's Schools Officer – Christian Character.</p> <p>A governor explained she had completed the NGA Learning Link module on 'Structures, Roles and Responsibilities – Governance in a Church School'. Two words had been encouraged in the context of a vision statement; 'welcoming' and 'inclusive'.</p>	

A governor commented when visiting the school, the passion from speaking to the HT, AHT and teachers was very apparent. When speaking to pupils, that love was very evident. It was great that this was the focus of the vision statement. Linking it to the Corinthians verse was considered wonderful. The HT said the Corinthians verse also incorporated the school's Christian values which were also reviewed in depth to ensure they continued to reflect the school. The Key Stage 1 teachers thought that 'self-worth/perseverance' was harder for the younger children to understand as linked together. However, as the children became older, they understood that in order to persevere, it was necessary to have that self-worth. The Corinthians verse was considered all encompassing.

The HT referenced the strapline which should reflect the school's context. Whilst the school was in a rural setting, there was the history of the local area and the Viking ship. There would be a rationale around why the school was talking about a Viking ship and a voyage. Whilst Wittersham was no longer surrounded by water on the Isle of Oxney, this was the history of the school.

Governors agreed the school's vision and Corinthian bible verse.

The HT took this opportunity to say it was wonderful that there had been a return to whole school Collective Worship as it had been greatly missed. To have singing worship together, being in Church as a whole school had been really impactful. Rev'd Lindsay Hammond and the Team Curate were leading Collective Worship each Monday. This would take place in Church on two occasions each month. There had been a wonderful Harvest Festival when every class had performed their own reflections about harvest.

The HT remained part of the small rural schools hub network which was offered by the Diocese for Church schools of similar size and context. School development was looked at and how this fitted into Christian distinctiveness and the Church ethos of every child flourishing.

The HT said the Diocese were very aware that as a Voluntary Aided school, there was more RE contained in the school's syllabus when compared to non-VA Church schools. The school also wasn't particularly diverse given it's context. However, diversity was contained in the curriculum in a variety of different ways. During the first two weeks of term, there was a 'Story Tent' where each class spent whole afternoons investigating aspects of different faiths. 'Story Tent' had been written by the Diocese's Schools Officer – Christian Character and had proven to be a really valuable experience for the children. The AHT commented that 'Story Tent' was extended for the older Key Stage 2 classes as it was considered so worthwhile as the children had so many questions and ideas which they wanted to bring to it.

13b Church & School Together (CAST)

The HT explained the school had been invited to join CAST which also encompassed St Michael's CEP and Tenterden Infant and Junior Schools. CAST was led by Team Vicar Rev'd Lindsay Hammond with support from the Curate.


The HT had met with the Team Vicar and Curate during September to look at how they would support Collective Worship at the school. There was then a further meeting attended by the CAST schools together with the HT of John Mayne CEP who was due to join the group.

The HT explained the group met regularly to look at how the Church and schools could work together. Community charity events, Harvest Festival and Christmas events were provided as examples. The HT thought it extremely worthwhile for Wittersham CEP to be part of this.

<p>14.</p> <p>14a</p> <p>14b</p>	<p><u>FINANCE/HEALTH & SAFETY/PREMISES/GENERAL DATA PROTECTION REGULATION</u></p> <p><u>A Review of the Six Month Budget Monitoring</u></p> <p>The 6 month (September 2021) budget monitoring report was provided as a supporting paper for this item (filed with the minutes).</p> <p>The Finance Committee Chair presented an overview of the preceding Finance Committee meeting, the minutes of which would be circulated to governors.</p> <ul style="list-style-type: none"> • Whilst there was an in-year revenue deficit of £32,263, this was mitigated against by the balance brought forward from 2020/21 of £102,446. • The revenue balance carried forward to 2022/23 was predicted to be £70,193 which had risen when compared to the prediction of £48,013 at the time of setting the budget. • Additional income had been received: <ul style="list-style-type: none"> ○ The school had now reached the threshold to receive 28% notional top-up funding based on the number of SEN children. ○ There had been additional High Needs Funding. ○ During term one, a detailed analysis on the uptake of meals and catering costs had taken place. This had enabled the catering expenditure and revenue to be much more precise. SFS had reduced the forecast spend by £8,000 and the anticipated income for paid meals had been increased. <p>The Finance Committee Chair summarised that the school's finances were considered in good order.</p> <p><u>Any Other Items</u></p> <p>There were no matters arising.</p>																															
<p>15.</p>	<p><u>POLICIES/PROCEDURES</u></p> <p>The policies due for review were circulated in advance of the meeting (statutory policies filed with the minutes).</p> <p>The Clerk explained that with the exception of the EYFS policy and EYFS Assessment policy, all policies presented were either Kent model policies or Cantium/HR Select model policies.</p> <p>Governors agreed the following policies without amendment.</p> <table border="1" data-bbox="272 1373 1353 1711"> <thead> <tr> <th></th> <th style="background-color: #008000; color: white;">Policy</th> <th style="background-color: #008000; color: white;">Next Review</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Child Protection, Safeguarding policy</td> <td>October 2022</td> </tr> <tr> <td>b)</td> <td>Finance policy</td> <td>"</td> </tr> <tr> <td>c)</td> <td>Discipline & Conduct policy</td> <td>October 2023</td> </tr> <tr> <td>d)</td> <td>Grievance policy</td> <td>"</td> </tr> <tr> <td>e)</td> <td>Allegations of Abuse Against Staff</td> <td>"</td> </tr> <tr> <td>f)</td> <td>Supporting Pupils With Medical Needs</td> <td>October 2022</td> </tr> <tr> <td>g)</td> <td>Whistleblowing policy</td> <td>October 2023</td> </tr> <tr> <td>h)</td> <td>EYFS policy</td> <td>October 2022</td> </tr> <tr> <td>i)</td> <td>EYFS Assessment policy</td> <td>"</td> </tr> </tbody> </table>		Policy	Next Review	a)	Child Protection, Safeguarding policy	October 2022	b)	Finance policy	"	c)	Discipline & Conduct policy	October 2023	d)	Grievance policy	"	e)	Allegations of Abuse Against Staff	"	f)	Supporting Pupils With Medical Needs	October 2022	g)	Whistleblowing policy	October 2023	h)	EYFS policy	October 2022	i)	EYFS Assessment policy	"	
	Policy	Next Review																														
a)	Child Protection, Safeguarding policy	October 2022																														
b)	Finance policy	"																														
c)	Discipline & Conduct policy	October 2023																														
d)	Grievance policy	"																														
e)	Allegations of Abuse Against Staff	"																														
f)	Supporting Pupils With Medical Needs	October 2022																														
g)	Whistleblowing policy	October 2023																														
h)	EYFS policy	October 2022																														
i)	EYFS Assessment policy	"																														
OTHER																																
<p>16.</p>	<p><u>WEBSITE/TEP GOVERNANCE MONTHLY BULLETINS</u></p> <p>The July to October 2021 TEP monthly bulletins were recirculated as supporting papers for this agenda item.</p> <p>Governors noted the contents of the bulletins and there were no questions arising.</p>																															

17.	<u>GOVERNOR TRAINING</u>	
17a	<p>The Safeguarding governor reported she had updated her Safeguarding governor training.</p> <p>The Clerk had attended both the Clerking Service and County-wide Clerks' briefings and GovernorHub Conference during September.</p> <p>A foundation governor reported earlier in the meeting that she had completed the NGA Learning Link module on 'Structures, Roles and Responsibilities - Governance of a Church School'.</p> <p>The Chair reported he had attended an NGA webinar on 10th August on 'Ofsted Inspections 2021 and Beyond'.</p> <p>A parent governor further reported he had completed a number of NGA Learning Link modules since the last meeting:</p> <ul style="list-style-type: none"> • 'Monitoring and Evaluation' • 'Finance – Making the most of what you've got' • 'Structures, roles and responsibilities - Governance of a Church School' • 'Holding to Account – How to question and challenge' • Pupil Premium <p>The Chair encouraged any remaining governors to complete the Learning Link module on 'Monitoring and Evaluation' prior to the term 3 Subject Leader meetings.</p>	
17b	<p><u>NGA Skills Audit Questionnaire</u></p> <p>The new NGA skills audit and guidance notes were provided as a supporting paper for this agenda item.</p> <p>Action: Governors to complete the NGA skills audit questionnaire and return it to the Chair.</p>	Govs
17c	<p><u>TRA Governor Training – 11th November 2021</u></p> <p>It was understood that the training would not take place.</p>	
18.	<u>CHAIR'S ACTIONS/CORRESPONDENCE</u>	
	There were no Chair's actions to report and no correspondence had been sent or received.	
19.	<u>ANY OTHER URGENT BUSINESS</u>	
	There were no matters arising.	
20.	<u>CONFIDENTIALITY</u>	
20a 20b	There were no minutes or papers which were considered confidential.	
21.	<u>DATE OF NEXT MEETING</u>	
	The next full governing board meeting would take place on Thursday, 2nd December 2021 at 6.30pm.	

The meeting closed at 7.44 pm

Signed: 
(Chair)

Date: 2nd December 2021

ACTION SUMMARY

ITEM	AGENDA ITEM	TO BE ACTIONED BY	ACTION
1.	2a	Governors	To complete their annual declaration of business interests on GovernorHub.
2.	2a	Clerk	To prepare an annual summary of business interests for the school's website.
3.	3b	Safeguarding Governor	To complete a monitoring visit during term 2 (Carried over)
4.	3b	HTPM Panel Chair	To send the HTPM Panel and HT suggested dates when the panel could meet.
5.	3b	Remaining Governors	To send their NGA Learning Link certificates ('Monitoring and evaluation') to the Training & Development governor.
6.	4	Governors	To email the Clerk confirming agreement to abide by the Code of Conduct for 2021.
7.	5	Clerk	To send the HT the Local Authority template for a parent governor election.
8.	6d	H&S Governor	To carry out a H&S visit during term 2.
9.	6d	Head	To send the H&S governor the H&S checklist.
10.	6e	Clerk	To send the HT the list of those schools to receive a SIAMS inspection this academic year.
11.	7	Governors	To confirm via GovernorHub that they had read part two of the DfE publication 'Keeping Children Safe in Education' (KCSIE) (Sept. 2021) and that they understood their responsibilities to it.
12.	8b	Safeguarding Governor	To evidence that all staff and volunteers had signed to confirm that they had read KCSIE 2021 (part 1).
13.	9	Head	To add governors to 'TheSchoolBus'. An activation email would then be sent to governors to register on the site.
14.	12a	Governors	To complete their term 2 monitoring activities. <ul style="list-style-type: none"> • Safeguarding (Head/Safeguarding governor) • Health & Safety (Head/H&S governor) • SEND (SEND governor/SENCo) • EYFS (EYFS governor/EYFS teacher)
15.	17b	Governors	To complete the NGA skills audit questionnaire and return it to the Chair.