



Governing Board Meeting
Venue: Zoom Videoconferencing
On Wednesday 8th November 2023 at 6.30 pm

Part 1 Non-Confidential Minutes

Governors Present	Mrs Tamsyn Johnson (Chair), Mrs Susan Colley-Purohit (Headteacher), Ms Michelle Hambrier, Mr Rob Heath, Professor Grant Hill-Cawthorne, Mrs Nausheen Khan, , Ms Rute Robalo
Other attendees	Mr Adam Malin (Deputy Headteacher) Ms Louise Kibblewhite (prospective Governor – part meeting)
Clerk	Mrs Dee Howley

1.	<p>Apologies for Absence</p> <p>a) Apologies for absence were received and accepted from Dr Jennifer Owen. b) It was confirmed that the meeting was quorate.</p>
2.	<p>Confirm Dates of Future Meetings for 2023-24</p> <p>The following dates were confirmed:</p> <p>Spring term: QOE Tuesday 20th February 2024, P&F Wednesday 21st February 2024, FGB Wednesday 28th February 2024</p> <p>Summer term: QOE Tuesday 4th June 2024, P&F Wednesday 5th June 2024, FGB Wednesday 12th June 2024</p> <p>5 p.m. for Committees and 6.30 p.m. for FGB</p>
3.	<p>Declarations of Interest</p> <p>No Governors declared interests in relation to items on the agenda.</p>
4.	<p>Membership</p> <p>a) Update Governor information on Get Information about Schools (GIAS) and update on the school website: the Chair had checked and updated the published information. She reported that there was a new duty to collect and publish diversity data. This was voluntary and Governors who were willing to do so were asked to submit this information through their personal profile on Governor Hub. Action Point 1. When complete the information would be published on the school website and GIAS – Clerk had contacted Governor Services regarding the method for this. Chair advised that the last minutes published on the school website were for November 2022 and no requests had been received for minutes: Governors agreed minutes would be uploaded by KD Simon once they were agreed for non-confidential minutes only. Action Point 2. Chair noted some errors on the school website: Professor Hill-Cawthorne, Mrs Johnson and Mr Heath were not members of the Quality of Education Committee; Ms Hambrier was a Staff</p>

	<p>Governor not a Co-opted Governor – Headteacher would check with KD Simon.</p> <p>Action Point 3</p> <p>b) Governors to confirm access to and update of GovernorHub: <i>This includes setting password, checking/updating email address and phone number, date of DBS and DBS reference number, declarations including reading and understanding of September 2023 Keeping Children Safe in Education (which has a link within the Declarations area) and entering training attended</i> Governors confirmed they were able to access GovernorHub. Chair reminded Governors to complete the annual forms and declaration on KCSIE 2023.</p> <p>Action Point 4</p> <p>c) Governors expiring this term and appointments/elections this term: Professor G Hill-Cawthorne’s term of office as a Co-opted Governor will end on 6th December 2023 & Mrs N Khan’s term of office as a Parent Governor will end on 6th December 2023 – <i>Governors to confirm re-appointment/appointment from that date as Co-opted Governors as agreed at last meeting (arrangements for Parent Governor election in hand).</i> Governors agreed the appointments – School would update GIAS. Action Point 5</p> <p>d) Any changes in membership</p> <p>e) Register of Interest forms and Governor Disqualification forms on Governor Hub were up to date.</p> <p>f) GB vacancies: 4 Co-opted Governors vacancies. (reducing to 3 from 6th December 2023) and 1 Parent Governor vacancy. Governors would like to recruit new Governors with finance/purchasing/procurement experience and/or links with the local community/School to advertise Parent Governor vacancy, with election to follow if more than 1 applicant. Action Point 6</p>																																																																											
<p>5.</p>	<p>Minutes of 14th June 2023 uploaded to GovernorHub)</p> <p>The minutes of the last meeting of the Governing Board held on 14th June 2023 were approved as a correct record and would be signed electronically by the Chair. Action Point 7</p>																																																																											
<p>6.</p>	<p>Matters Arising including Updates on Agreed Actions</p> <table border="1" data-bbox="240 1211 1477 2067"> <thead> <tr> <th>Action Point</th> <th>Minute</th> <th>By Whom</th> <th>Action</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3a</td> <td>All Governors</td> <td>Submit diversity information for publication on GIAS</td> <td>See item 4 a) above</td> </tr> <tr> <td>2</td> <td>3d</td> <td>Headteacher</td> <td>Flag Governor vacancies in newsletters and on website</td> <td>Ongoing</td> </tr> <tr> <td>3</td> <td>5a</td> <td>Chair</td> <td>Prepare policy review schedule, add to GB ToR and upload to Governor Hub</td> <td>Completed</td> </tr> <tr> <td>4</td> <td>5b</td> <td>Clerk</td> <td>Add Mr Malin to membership of Committees</td> <td>Completed</td> </tr> <tr> <td>5</td> <td>5c</td> <td>Chair</td> <td>Add GDPR, Staff Code of Conduct and Equality policies to next FGB agenda. GDPR and Staff Code of Conduct to next Pay Committee meeting; Equalities Policies to next Quality of Education Committee meeting Action Point 8:</td> <td>Next term</td> </tr> <tr> <td>6</td> <td>5d</td> <td>Chair</td> <td>Liaise with LA to arrange mock-Ofsted interview next term</td> <td>Completed It had been useful.</td> </tr> <tr> <td>7</td> <td>5e</td> <td>Two Governors</td> <td>Submit Governor Biographies/Photos</td> <td>Completed</td> </tr> <tr> <td>8</td> <td>6d</td> <td>Chair</td> <td>Schedule extra GB meeting to review SDP</td> <td>Completed</td> </tr> <tr> <td>9</td> <td>8</td> <td>Ms Rute Robalo</td> <td>Post Code of Practice on website</td> <td>Completed</td> </tr> <tr> <td>10</td> <td>10</td> <td>Headteacher</td> <td>Upload subject policies to school website</td> <td>Completed</td> </tr> <tr> <td>11</td> <td>10</td> <td>Headteacher</td> <td>Upload EAL Policy to website</td> <td>Completed</td> </tr> <tr> <td>12</td> <td>10</td> <td>Ms Hambrier</td> <td>Agree schedule of Governor visits and learning walks and post on Governor Hub</td> <td>See item 10 a) below</td> </tr> <tr> <td>13</td> <td>11c</td> <td>Mrs Khan</td> <td>Post summary of changes to Keeping Children Safe in Education on Governor Hub</td> <td>See item 13 below</td> </tr> <tr> <td>14</td> <td>15</td> <td>Chair</td> <td>Sign updated H&S Policy</td> <td>Completed</td> </tr> </tbody> </table>	Action Point	Minute	By Whom	Action	Update	1	3a	All Governors	Submit diversity information for publication on GIAS	See item 4 a) above	2	3d	Headteacher	Flag Governor vacancies in newsletters and on website	Ongoing	3	5a	Chair	Prepare policy review schedule, add to GB ToR and upload to Governor Hub	Completed	4	5b	Clerk	Add Mr Malin to membership of Committees	Completed	5	5c	Chair	Add GDPR, Staff Code of Conduct and Equality policies to next FGB agenda. GDPR and Staff Code of Conduct to next Pay Committee meeting; Equalities Policies to next Quality of Education Committee meeting Action Point 8:	Next term	6	5d	Chair	Liaise with LA to arrange mock-Ofsted interview next term	Completed It had been useful.	7	5e	Two Governors	Submit Governor Biographies/Photos	Completed	8	6d	Chair	Schedule extra GB meeting to review SDP	Completed	9	8	Ms Rute Robalo	Post Code of Practice on website	Completed	10	10	Headteacher	Upload subject policies to school website	Completed	11	10	Headteacher	Upload EAL Policy to website	Completed	12	10	Ms Hambrier	Agree schedule of Governor visits and learning walks and post on Governor Hub	See item 10 a) below	13	11c	Mrs Khan	Post summary of changes to Keeping Children Safe in Education on Governor Hub	See item 13 below	14	15	Chair	Sign updated H&S Policy	Completed
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7.	<p>Headteacher's Report</p> <p>The Headteacher's Report had been posted on Governor Hub:</p> <ul style="list-style-type: none"> a) School arrangements: the number on roll was 246/249, including 39 children in the Nursery. Spring Grove was now fully 1 form in each year group, with the bulge class having moved through, freeing a room for small groups, etc.. Parent tours for families considering Spring Grove for next year were taking place every 2 weeks, with 2 of the newly elected House Captains assisting.
	<p>Ms Kibblewhite joined the meeting at 7 p.m. and introductions were made. She gave a brief summary of her background in education and her reasons for wishing to join the Governing Board. Chair explained the next steps and processes. <i>Ms Kibblewhite left the meeting at 7.08 p.m.</i></p> <p>Governors unanimously agreed to appoint Ms Kibblewhite as a Co-opted Governor, subject to her acceptance; the Headteacher would make contact to offer the Co-opted Governor post. Action Point 9</p>
7. cont	<p>Headteacher's Report (cont)</p> <ul style="list-style-type: none"> a) Staffing cont: Spring Grove was fortunate to have a very committed staff, although they were becoming a smaller staff (generally through retirement and not replacing leavers, giving a positive impact on the deficit budget; however, it was stressful for staff with more subjects than staff – an option was to work in teams for subjects). The new SENDCo was about to go on maternity leave and the Science Lead was retiring. In-house cover was used as much as possible, but may require paying additional hours. b) SDP update: following the additional Governor meeting, edits/suggestions had been incorporated. P1 & P5 were discussed by the Quality of Education Committee. c) Summer 23 results: these were reported to the Quality of Education Committee. EY was above the LA in all areas. By the end of KS2, progress placed Spring Grove in the top 5 Hounslow schools and a congratulatory letter had been received. National data was due later this month. d) Data headlines and analysis: these were reported to the Quality of Education Committee and detailed in the Headteacher's report. e) EYFS update: this was reported to the Quality of Education Committee and detailed in the Headteacher's report. The biggest challenge was the high level of need; on entry, many children came with behavioural or language needs or were not toilet trained and additional staff had been allocated. The Bridge (the primary part of Woodbridge Park Education Services – WPES) was supporting. f) SEND update: this was reported to the Quality of Education Committee and detailed in the Headteacher's report. There had been various advisory visits to support the new SENDCo. Numbers of SEND children were increasing, with some awaiting a place at a Special School. School buys into a service from Woodbridge Park – offering outreach support and opportunities for children to spend a block of time schooled at Woodbridge Park site; teachers here were very skilled in delivering interventions, etc.. g) SEF 2022/23 had been reviewed. Headteacher would upload SEF 2023/24 and amend "rag rating" to "review" in her report. Action Point 10 h) Attendance was currently almost 95% with some classes higher. i) Personal Development: Spring Grove continued to work on developing children's confidence and resilience. This was the third year of House Captains: applicants had been given a job description. It was open to Y6 and 18/30 applied and were interviewed; some speeches were quite moving and all mentioned values and the Spring Grove Way; 4 were appointed, with 4 Vice Captains and Spring Grove

was considering ambassadors/monitors/mentoring roles for the remaining 10 children.

- j) The termly Safeguarding meeting had taken place (see item 13 below). Comments were invited. Radar meetings were beginning tomorrow and planned half termly.
- k) Spring Grove continued as part of C8, which was considering current activities with Terms of Reference and the Memorandum of Association to be presented to the next meeting for approval and agreement to continue as part of C8 to be confirmed **Action Point 11** - and Hounslow Education Partnership – Peer Challenge would be visiting on 17th November 2023.

Chair congratulated Spring Grove on their end of year achievements.

Q1: Chair asked from the phonics results, what additional support was there for the 4 children with significant needs. **A:** Headteacher replied that 4 children had SEND needs, which clearly impacted on overall results. Now in Y2, they received support from additional TA investment in the year group and outreach support from the Bridge and the Talk4Writing scheme. As a buy back subscription (from April 2023), Spring Grove was able to access advice and support from The Bridge.

Q2: Professor Hill-Cawthorne enquired about phonics: 7 children re-took it and 6 passed? **A:** Headteacher advised that phonics screening took place in Y1; for children who did not pass, there was the opportunity to re-take the following year when they were in Y2. The 1 child who had not passed was awaiting a place at a Special School and continuing to receive support and there had been improvement on the previous test result.

Q3: Professor Hill-Cawthorne queried how long it took to get an educational psychologist appointment. **A:** Headteacher explained it was months rather than years; Spring Grove currently had 4 EHCPs (Educational Health Care Plans).

Professor Hill-Cawthorne commended the attendance at 95%. Headteacher advised it was just below the Government target of 96% - she felt the attendance awards had helped. Some classes were up to 98%. Meetings continued with hard to reach parents as required and there was liaison with the EWO (Educational Welfare Officer) as necessary. There was 1 child with 46% attendance and appropriate actions were being taken.

8. Committees (including financial update) – Named Governor Reports/Governor Visit Reports

- a) Quality of Education Committee met on 31/10/2023: Ms Khan reported;
 - English on a page would be taken to their next meeting. **Action Point 12**
 - The Committee had reviewed P1 (knowledge organisers – Subject Leaders were checking if work and outcomes matched planning) & P5 (ensuring there was a shared understanding of what was required and the main focus on children being able to hang their coats and the expectation that they were toilet trained) of the SDP. The live draft document had been circulated to staff. Headteacher would upload the final document. **Action Point 13**
 - There had been a data update for the end of the year – without the 4 SEND children who had significant Speech and Language needs, phonics would have been 86% and last year 90%. The data tracker showed progress term on term. Mr Malin added all of this validated the use of the Read, Write, Inc. scheme.
 - The Committee received a curriculum overview for Subject on a page for Science and DT, Art and Design.

- The DT Policy and Art and Design Policy had been reviewed.
 - There was discussion on the Learning Walks Plan: it was felt this was the best way to approach and the structure to minimise disruption to learning, with the Governor Visits Schedule to begin next term, ideally a team of 3 Governors. Headteacher and Ms Hambrier would draft dates for the Spring and Summer terms. **Action Point 14**
- b) Finance Committee met on 01/11/2023: Mr Heath reported he met with the Headteacher and KD Simon to go through the budget figures.
- The Committee reviewed the Terms of Reference (there were no changes)

Governors **approved** the Terms of Reference.

- A budget update 2023/24 for period 6 was received, with the following points highlighted:
 - Teaching staff was overspent, mainly due to the agreed 6.5% pay increase, which had been estimated at 5%.
 - Window cleaning and insurance were overspent, mainly due to price rises.
 - Grounds maintenance: tree removal for Health & Safety purposes.
 - Trading items were paid for by parents or Friends of Spring Grove.
 - There was a small underspend on curriculum.
 - Pupil Premium had increased.
 - PPA and SEN cover was overspent due to extra tutoring, which was offset by a received grant.
 - There was a small overspend on staffing although TAs was underspent due to not replacing 2 TAs who had left, with SMSAs having additional hours to cover this.
 - The support staff pay increase was not yet known, but had been estimated at 5%.
 - There was a small overspend on caretakers and cleaners.
 - SMSAs was overspent with the additional hours above.
 - Sunshine Club was overspent with increased numbers.
 - Staff adverts was on track.
 - Catering asset maintenance was money put aside for contingency and had been overspent with the kitchen deep clean and repairs to the oven and dishwasher.
 - Gas and electricity was to budget.
 - Trading items were paid for by parents or the Friends of Spring Grove.
 - School trips was on track.
 - Chartwells had changed with the introduction of FSM for all pupils, offset by income.
 - Covid 19 income was for extra tutoring.
 - Miscellaneous income included the caretaker's rent, music tuition, Friends of Spring Grove.
 - There was additional formula allocation for EY and SEN.
- Spring Grove was currently projecting a reduced overspend of £71,120.
- The Committee had reviewed the expenditure summaries for Pupil Premium (published on the school website annually) and Sports Premium.
- The LA Schools Financial Regulations and Scheme of Delegation had been reviewed and were recommended for approval/

Governors **approved** the LA schools Financial Regulations and the Scheme of Delegation.

	<ul style="list-style-type: none"> • An update on premises issues was received: there was nothing to report on the required work on the caretaker’s house. • It was planned to resurface the area round the sandpit, plus repairs to the outside hut and picket fence. • Future replacement of computers was required as there would be no further support for Windows 10; the current computers could not be upgraded further. <p>c) Pay: Mr Heath reported:</p> <ul style="list-style-type: none"> • The Committee reviewed the Terms of Reference (there were no changes) <p>Governors approved the Terms of Reference.</p> <ul style="list-style-type: none"> • The Pay Policy (in line with STPCD) and Performance Management and Appraisal Policy were to be presented to the next meeting; Action Point 15 • The teachers’ performance reviews had been completed and pay statements were in process. • A staffing update was received.
<p>9.</p>	<p>Review</p> <p>a) Effectiveness of meetings and Committee structure – confirm Committee membership: Governors agreed to continue with the current structure. There were no changes to Committee membership; the new Governor, Louise Kibblewhite, due to her skill set would join the Quality of Education Committee. Headteacher commented on the effective use of meetings and policy review, suggesting uploading policies to GovernorHub when ready and comments sent to the relevant Committee Chair by a set deadline. Clerk advised another option was to seek e-mail approval of the final Policy, which must be reported to the next meeting. Professor Hill-Cawthorne advocated using track changes. Governors approved this approach for policies.</p> <p>b) GB Action Plan: Chair reviewed the current 12 points on the GB Action Plan. Governors agreed some of these had been achieved over the past year and had now become business as usual. Governors agreed to 9 actions. Chair would make the agreed amendments and circulate the updated GB Action Plan on GovernorHub. Action Point 16</p>
<p>10.</p>	<p>Panels</p> <p>a) Head’s Performance Panel (Governors should be trained for this Panel)</p> <ul style="list-style-type: none"> • Appoint 3 Governors to this panel; the Chair of Governors should be appointed: <p>Mrs Johnson, Mr Heath and Professor Hill Cawthorne were appointed.</p> <ul style="list-style-type: none"> • Confirm the process for agreeing and monitoring progress on pay decisions • Make arrangements to appoint an external adviser <p>Headteacher’s Performance Panel would be meeting next week.</p> <p>b) Senior Appointments Panel</p> <ul style="list-style-type: none"> • The LA recommends at least 5 Governors are appointed, as a minimum of 3 is required for each stage of the senior appointment process • GBs should agree members and ensure enough Governors are appropriately trained and experienced • At least 1 member must be trained in Safer Recruitment (Professor Hill-Cawthorne, Ms Rubalo and Mrs Khan had completed this training) <p>Mrs Johnson, Mr Heath Ms Rubalo and Mrs Khan were appointed.</p> <p>c) Complaints, Exclusion, Staff Disciplinary and Appeals Panels</p> <ul style="list-style-type: none"> • At least 3 Governors are needed for each panel

	<ul style="list-style-type: none"> • GBs may appoint Governors to the Complaints, Exclusion, Staff Disciplinary and Appeals Panels as required, but this decision must be recorded in the minutes of this meeting • Panel Chairs and Clerks should be appointed as required <p>Governors agreed any Panels were to be drawn from a pool of available Governors, subject to any Panel Members having no prior knowledge to ensure impartiality.</p>
11.	<p>Safeguarding</p> <p>a) Update - Keeping Children Safe in Education 2023: Mrs Khan reported there was a big focus on filtering and monitoring on the computer system; as a Governing Board, Governors had the overall strategic monitoring responsibility for this – the DfE had published a standard to meet this duty. Mrs Khan gave details, advising that a third party managed this and other aspects (e.g. blocking sites, checking for malware) for Spring Grove and this was meeting the standard. Other points were to differentiate between Children Missing in Education and Children Absent in Education (including persistent absence); provision in out of school setting (although not statutory, this was reflected in the Safeguarding Policy for outside providers, such as sports provision, music tuition, Before and After School clubs) – Safeguarding also linked with the Online Safety Policy and Recruitment and Selection (e.g. checking online presence of candidates). Personnel changes had been reflected in the Safeguarding Policy. Mrs Khan reminded Governors of the obligation to read Part 1 of KCSIE 2023 and drew Governors’ attention to the updates.</p> <p>b) Outcomes/actions HSCB Safeguarding Audit: this was in the process of completion, ready for submission by 30th November 2023.</p> <p>c) Governor check of Single Central Record: Chair checked on 05/11/2023.</p> <p>d) Mrs Khan had completed her termly Safeguarding visit.</p>
12.	<p>GB Self Evaluation, Governor Training and Development Needs</p> <p>a) Training attended (including any implications for the GB):</p> <ul style="list-style-type: none"> • Chair, Mr Heath and Dr Owen had attended Safeguarding training. • Chair and Dr Owen had attended SEND training. • Dr Owen had attended Ofsted training. • Ms Rubalo had attended Equality, Wellbeing and Mental Health training. <p>Chair advised LA training automatically uploaded in GovernorHub.</p> <p>b) Identify training needs: Chair advised there was new training on Prevent and Equality, Diversity and Inclusion. Governors were requested to look to complete these. Action Point 17</p> <p>c) Progress on GB Development items following GB Self Evaluation: update to the skills required for the 2 remaining Co-opted Governor vacancies and 1 Parent Governor vacancy included finance, procurement, site management and links with the local community. Mrs Khan advised she now volunteered with young people in St John’s Ambulance outside of her role as a Governor.</p>
13.	<p>Financial Items</p> <p>a) Budget monitor/financial update – see item 8 b) above.</p> <p>b) Presentation of Audit Certificate and Accounts for Unofficial School Funds</p> <p>c) Adoption of LA Schools Financial Regulations (formally LA Model Standing Orders), or Presentation and Approval of Appropriate Alternative: discussed at the Finance Committee and recommended for adoption. See item 8 b) above.</p> <p>d) Review/Adoption of Scheme of Delegation: discussed at the Finance Committee and recommended for adoption. See item 8 b) above.</p> <p>e) Review/Adoption of a Lettings Policy: there were no lettings and therefore a Lettings Policy was not required.</p>

	f) Any other financial matters: there were none.
14.	Governors' Newsletter circulated via GovernorHub – pending circulation This was last published in Summer 2023
15.	<p>Policies</p> <ul style="list-style-type: none"> a) Safeguarding and Child Protection Policy 2023: Governors to review Safeguarding Policy and respond by 18th November 2023. Action Point 18 b) Art & Design (discussed at Quality of Education Committee) c) Design and Technology (discussed at Quality of Education Committee) <p>Governors agreed the policies at b) & c) above.</p> <p>Chair and Headteacher would arrange to meet to discuss which policies were to be presented in which term for review to approve at the next GB meeting. Action Point 19</p>
16.	Any Other Business including any Correspondence Received There was none.
17.	Confidential Business There was none.

The meeting closed at 9.12 pm.

Signed: _____

Date: _____

Summary of Action Points

#	Minute	By Whom	Action	When
1	4 a)	All Governors	Submit diversity information for publication on GIAS	Asap
2	4 a)	KD Simon	Upload non-confidential minutes to school website once approved by GB	Ongoing
3	4 a)	Headteacher	Check with KD Simon on Committee membership & type of Governor listed on school website	
4	4 b)	Governors	Complete annual forms and declaration on KCSIE 2023 on GovernorHub	Asap
5	4 c)	School	Update GIAs with Governor re-appointments	Asap
6	4 f)	Governors School	Look to recruit new Governors with finance/purchasing/procurement experience and/or links with the local community Advertise Parent Governor vacancy, with election to follow if more than 1 applicant	
7	5	Chair	Electronically sign 14 th June 2023 GB minutes	
8	6 (refers AP 5)	Committee Chairs	Add GDPR and Staff Code of Conduct to next Pay Committee meeting; Equalities Policies to next Quality of Education Committee meeting	Next meetings
9		Headteacher	Offer Co-opted Governor post to prospective Governor	Completed
10	7 g)	Headteacher	Upload SEF 2023/24 & amend Headteacher's Report (rag rating to review).	Asap
11	7 k)	Headteacher	Present C8 Terms of Reference & Memorandum of Association for approval & agreement to continue as part of C8	Next meeting
12	8 a)	Headteacher	Present English on a page	Next Quality of Education Committee meeting
13	8 a)	Headteacher	Upload final SDP to GovernorHub	When ready
14	8 a)	Headteacher, Ms Hambrier	Draft dates for Governor visits	For Spring & Summer terms
15	8 c)	Headteacher	Present Pay Policy & Performance Management and Appraisal Policy	Next Pay Committee meeting
16	9 b)	Chair	Amend GB Action Plan and circulate on GovernorHub	Completed
17	12 b)	Governors	Look to complete training on Prevent and Equality, Diversity and Inclusion	Asap
18	15	Governors	Review Safeguarding Policy and respond	By 18 th November 2023

19	15	Headteacher, Chair	Meet to discuss which policies to be presented in which term for review to approve at the next GB meeting	Asap
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