



Governing Board Meeting
Venue: Zoom Videoconferencing
On Wednesday 19 June 2024 at 6.30 pm

Part 1 Non-Confidential Minutes

Governors Present	Mrs Tamsyn Johnson (Chair), Mrs Susan Colley-Purohit (Headteacher), Mr Suman Bose, Ms Michelle Hambrier, Mr Rob Heath, Professor Grant Hill-Cawthorne, Mrs Nausheen Khan, Ms Louise Kibblewhite, Dr Jennifer Owen, , Mr Aniket Patra, Ms Rute Robalo
Other attendees	Mr Adam Malin (Deputy Headteacher)
Clerk	Mrs Irene Bowles

The Chair thanked all Governors for attending and for being flexible in changing the date of the meeting in light of the recent OfSTED inspection.

1.	<p>Apologies for Absence The meeting was confirmed as quorate. Apologies for lateness had been received from Mrs Khan and Mr Patra.</p>
2.	<p>Dates of Meetings for 2024/25 Proposed dates had been circulated prior to the meeting; Governors noted that there would be a new pattern to meeting dates. Dates were agreed; they are given in a table at the end of these minutes. The Clerk would forward the dates to Governor Services. Action Point 1.</p>
3.	<p>Declarations of Interest No Governors declared interests in relation to items on the agenda.</p>
4.	<p>Membership The Chair welcomed Mr Bose to his first full Governing Body meeting as a Co-Opted Governor.</p> <p>a) Governor information on GIAS and school website The Chair confirmed that this information was all up-to-date.</p> <p>b) Access and information on GovernorHub All Governors confirmed that they had access to GovernorHub and had updated their information.</p>

	<p>c) Governors approaching the end of their term of office No Governors would reach the end of their term of office until June 2025 (Ms Robalo).</p> <p>d) Changes in membership There were no changes in membership.</p> <p>e) Register of interests and Governor Disqualification forms Governors confirmed that these were all up to date.</p> <p><i>Mrs Khan joined the meeting at 6.36pm.</i></p> <p>f) Governor vacancies There was currently one Co-Opted Governor vacancy, although this would not be the case when the new Instrument of Government was received. Governor Services had confirmed that this should be ready to take effect from the first meeting in the Autumn Term 2024.</p> <p><i>Afterminute from Clerk: After the approval of the new Instrument of Government, there is a requirement to have Chair and Vice Chair elections at that meeting, although the terms of office could remain the Summer Term 2025.</i></p> <p>Action point 2</p> <p>g) Succession planning The Chair reminded Governors that views on their future plans for governance had been collected about two years ago. That document would be re-circulated in the Autumn Term 2024 for updating.</p> <p>Action point 3</p> <p>h) Governor Recruitment The Chair informed Governors that Government funding for Inspiring Governance would cease in September 2024. Governors for Schools and the Local Authority would continue to be routes to find new Governors when needed.</p>
5.	<p>Election of Chair and Vice Chair</p> <p>a) Process and term of office Nominations would be invited and voted on a show of hands. The term of office would be one year – until the Summer Term FGB meeting in 2025.</p> <p>b) Election of Chair Mrs Johnson was nominated by Prof Hill-Cawthorne and seconded by Ms Robalo. As there were no other nominations, Mrs Johnson was re-elected as Chair.</p> <p>c) Election of Vice Chair Ms Robalo was nominated by Mrs Johnson and seconded by Mrs Colley-Purohit. As there were no other nominations, Ms Robalo was re-elected as Vice Chair.</p>
6.	<p>Minutes of the meeting held on 28 February 2024 These were agreed as a true and accurate record of the meeting and would be signed electronically by the Chair on GovernorHub.</p> <p>Action point 4</p> <p><i>Mr Patra joined the meeting at 6.41pm.</i></p>

<p>7.</p>	<p>Matters Arising including Updates on Agreed Actions</p> <p>a) AP2 – Diversity information The Chair thanked Governors for adding their diversity information to GovernorHub. She would forward this to the School Business Manager to be uploaded to GIAS. Action point 5</p> <p>b) AP7 – GDPR and Staff Code of Conduct (Pay Committee) GDPR had been deferred to the Autumn Term Pay Committee. It was noted that the Staff Code of Conduct was a school-owned document and not for review by Governors. Action point 6</p> <p>c) AP11 – SEF, EYFS section – replace “consistently” with “continuously” The Headteacher confirmed that this had been completed. The correct version would be uploaded to GovernorHub. Action point 7</p> <p>d) AP13 – Safeguarding meeting (Mrs Khan and Headteacher) A date was still to be agreed for this meeting. Action point 8</p> <p>e) A14 – New Governors to complete Induction and Safeguarding Courses This action was partly complete, so ongoing. Action point 9</p> <p>All other action points had been completed.</p>
<p>8.</p>	<p>Headteacher’s Update</p> <p>a) Verbal report on OfSTED inspection The Headteacher gave an update on the recent OfSTED inspection, highlighting the following points:</p> <ul style="list-style-type: none"> • Governors were thanked for their support during the inspection. • The OfSTED team had been very fair. It had been a two day Section 5 inspection, as the previous inspection (which had been judged as Outstanding) had taken place in February 2013. • There had been an HMI and two OfSTED inspectors on Day 1; an HMI and one OfSTED inspector on Day 2. They had been genuinely caring, checking on staff frequently and checking every judgement decision with the Headteacher. It had been a reassuring process. • Staff were very grateful that the inspection had finally happened; it was a very different framework to the previous inspection, • Judgements were made against five areas: Quality of Education; Behaviour and Attitudes; Personal Development; Leadership and Management; Early Years Foundation Stage. • On Day One, the inspectors had observed lessons, talked to Subject Leaders and children and looked at books. On Day Two, they had gathered further evidence following on from Day One. • The Inspectors had carefully used the OfSTED grade descriptors when making their judgements. They did not consider the descriptors for “Requires Improvement”, but went through all the descriptors for “Good” in each area. The Headteacher explained that all descriptors had to be securely good before inspectors would consider “outstanding” descriptors.

- The school achieved an overall “Good” in all sections, coming close to “Outstanding” in three sections. The Headteacher confirmed that she was very pleased with the outcome, as it aligned with her view of the school.
- The Draft Report would be sent to the Headteacher within 18 days of the inspection; she would have 5 days to respond with any comments. The final report would be published 30 days later. Governors were reminded that this was all confidential until the final report was published; it should not be discussed with anyone outside the Governing Board.
- Safeguarding was judged to be effective. The Single Central Record was compliant. The Headteacher had been advised to consider what online checks were made when recruiting staff. This would be reviewed and the Staff Code of Conduct would be revised.

The Chair commended the whole school staff for their work in achieving this outcome, noting that the criteria were very different to those in place in 2013. Many strengths had been identified. Mr Heath agreed. The Headteacher emphasised that there had been no surprises in the inspection; she had been impressed with the inspection team, who had got to the “nitty gritty” of the school in the two days. She had observed their team meetings and witnessed that their judgements had been spot-on.

Having gone through the inspection, the Headteacher advised that it had sharpened her thoughts and would be really easy to review and write the next SDP and SEF.

b) Headteacher’s Report

The Headteacher explained that she had written her report prior to the OfSTED inspection; she led Governors through her report, highlighting the following points:

- **Pupil numbers** – the school was oversubscribed for September 2024, bucking the trend for many local schools. There had been 284 applications for 30 Reception places and 70 applications for 39 Nursery places. There was still some ongoing movement in places: the LA manage Reception places; the school manage Nursery places. There were some queries on whether the school could meet the needs of some of the Reception children; the Reception class would have a high number of children with SEND.
- **Y6 destinations** – Not all parents had accepted Secondary school places yet, so the Headteacher would publish destination details in the Autumn Term 2024.
- **Attendance** – OfSTED had been very pleased with the reduction in persistent absenteeism, acknowledging the rigour and innovative strategies that were in place. The Headteacher informed Governors that there are many requests from parents for emergency leave. Staff now ask for evidence of when plane tickets were booked to confirm that there is a family emergency. The school had been invited to join a National Attendance Hub; it had been interesting to learn strategies in place at other schools.
- **Staffing** – There had been a number of resignations. The Headteacher recorded her thanks to those staff for their hard work and commitment to the school.
 - Miss Kaur (Y6) was relocating
 - Mrs Jasavala (Y2) was moving to a local school
 - Mrs Nixon (Y2) had been employed on a one year contract. She was going to volunteer for a charity in Cambodia.

The Headteacher was interviewing on 24 June 2024 for a Y5 teacher. There had been some re-jigging of staff internally to cover other posts.

- Ms Manlow – currently a TA – was undergoing initial teacher training in September 2024, through Teach West London. She would study one day per week at Ada Lovelace. Governors wished her well in this venture.

➤ Mrs Gratten was leading Early Years very well, holding fortnightly meetings with EY staff.

- **Summer Term Peer Challenge** - had taken place at the beginning of May 2024. They had seen aspirational writing and vocabulary in Early Years.
- **SDP/SEF** - The Leadership Team have been working on this with teachers; the review of the documents would be complete by the end of the Summer Term 2024. There was a focus on Quality of Education, Behaviour and Attitudes and Personal Development, showing how the school is meeting the OfSTED descriptors. An example was in the Quality of Education: check pupil understanding: Improve Assessment for Learning strategies through targeted questioning and providing more opportunities for pupils to show their understanding.
- **Assessment** - All external tests had been carried out. KS2 SATs results would be received in July 2024 and would be reported to parents. The school had undertaken the optional KS1 SATs; results would be reported to parents.
- **Partnership work with HEP and C8** – OfSTED had made favourable comments about these partnerships.
- **Behaviour** – Pupil behaviour outside the school is exemplary. The Headteacher had shared an e-mail from a member of the public on a bus with pupils on a trip, highlighting their kindness and politeness. This had been shared with OfSTED.

The Headteacher invited questions on her report:

Q1: What was the persistent absence percentage?

A1: 18% and reducing. Persistent absence was considered to be attendance rates of 90% or less. OfSTED had congratulated the school on the improvement on this and liked the strategies in place to try to make school more exciting.

Q2: How would the new mandatory SENCo qualification affect school staff?

A2: SENCos have to hold the SENCo qualification within three years of taking on the role. Hannah Lloyd will return to school on 4 November 2024 and will complete the new qualification within three years of her appointment.

Q3: When will the pupil survey on behaviour and attitude be actioned? It was highlighted in the Spring term meeting.

A3: The Headteacher confirmed that it would go out in the near future.

Q4: Could the Headteacher clarify how frequently the SDP and SEF were updated?

A4: Both documents were reviewed annually, but are working documents. The Headteacher reminded Governors that she reported on progress and changes each term.

It was agreed that it would be good for Governors to meet with the Headteacher and staff team to look at areas of the SDP, not just Quality of Education, and have input to it. The Chair reminded Governors that there are Link Governors for the SDP priorities. These could be reviewed in the Autumn Term, especially as there were new Governors, and the workload could be shared, reducing the need for some Governors to have multiple roles.

9. **Committees (including financial update) – Named Governor Reports/Governor Visit Report**

a) Quality of Education (QOE) Committee – had met on 4 June 2024

Mrs Khan reported that the following items had been discussed:

- **Standing items** – Priorities on the SDP:
 - Quality of Educations – Priority 1
 - EYFS – Priority 5The Deputy Headteacher had explained the OfSTED grade descriptors.
- **Learning Walks** – The Committee were making Learning Walks a priority and were trying to arrange a termly visit for this. Mrs Khan asked if any Governors – not necessarily on the QOE Committee – were available to visit on 2 July 2024. It would be a targeted time during the morning. An agenda for the morning was still to be finalised, but would involve looking at either a group of children or a class. Ms Kibblewhite was available; it would be good to have one or two more Governors.
- **SEF – focus on QOE section.** The Committee had looked at understanding the frequency of reviewing the SEF. The Headteacher advised that the SEF would be updated ready for September 2024.
- **Verbal Data update from the Deputy Headteacher** – there had been no surprises in the update. Y6 SATs had been completed; Phonics screening was underway at the time of the meeting.
- **School On A Page** – had been updated and was now called School Snapshot. It was noted that Governing Board input was required to the Equality and Diversity Policy.

Q1: Would a potential Governor Day take place in the Autumn Term?

A1: Mrs Khan explained that it would be sensible to hold an annual Governor Day in the Autumn Term; that was the recommendation from the Committee. It would be useful to put a date in the diary before the end of the Summer term. It was **agreed** that the Headteacher would propose some dates via GovernorHub on 20 June 2024, for consideration by Governors. It would probably be most effective if around four Governors could attend and plan the work of the Governing Board for the next academic year. Mrs Khan suggested that it would be ideal if there could be representation from all Committees.

Action point 10

The Headteacher suggested that, having just had an OfSTED inspection, it was not so important to have a Learning Walk on 2 July 2024: staff had already been fully scrutinised! However, Governors agreed that it would be good for any Governor who had not been able to get into school for a while to visit, as it was already in the school diary. The Headteacher would add this onto her GovernorHub message about potential dates for the Autumn Term.

b) Finance Committee – had met on 5 June 2024

Mr Heath explained that the main focus of the meeting had been to review the budget for 2024/25 and the outturn for 2023/24.

He reported that the financial situation of the school was not great; although the deficit budget had been reduced, the school would receive less formula funding, due to the bulge class having worked its way through the school. A substantial deficit was forecast for 2024/25. Budget lines to note were:

- **Salaries:** this budget had been overspent in 2023/24, mainly due to the partly unfunded teacher pay increase. A 5% projected pay increase had been included for 2024/25, but the actual figure was unknown.
- **Indirect employee costs** - the largest overspend had been on course fees. Although the school tried to minimise external courses, some essential training had been required. In 2024/25, this would include some QTS training costs.
- **Catering maintenance** – This was a contingency fund for maintenance, which had been overspent due to substantial repairs to kitchen equipment. The budget for 2024/25 would be the same as in 2023/24.
- **Grounds maintenance** - Tree felling had meant this budget had been overspent in 2023/24. It was hoped that there would be no significant expenditure in 2024/25.
- **Electricity and Gas** – These budgets had been overspent in 2023/24.
- **Miscellaneous Premises Costs** – This budget included cleaning materials, refuse costs, fire equipment and insurances – all areas that had seen increased prices and premiums.
- **Curriculum** – There had been an overall underspend for curriculum resources, although there had been overspends in Maths, Design and Technology and Licences. The budget in this area for 2024/25 had been set as per staff requirements.
- **School Journey and Day Trips** - This had been underspent as there had been no residential trip in 2023/24. Expenditure would be higher in 2024/25, as a residential trip would take place.
- **Chartwells (school meals)** – This budget showed a big overspend, due to the free school meal initiative from the Mayor for all KS2 children. It was offset by income.
- **HELP buyback** – Although the school generally buy less services from the LA, it would be higher in 2024/25, as the school had returned to buy their Payroll services.
- **Income:**
 - **School Journey and Day Trips** – This would increase due to the planned residential trip.
 - **Universal Free School Meals** – This figure was based on income from the Government and Mayor.

The bottom line was that the school would receive substantially less income for 2024/25, so there was a hefty projected deficit of £222K. There was no room for further cost reductions. Mr Heath explained that this was a similar situation for many other schools – some had a bigger deficit than Spring Grove.

The school was looking at possible income streams; these could include:

- Community lettings on the site, possibly for evening meetings
- Holiday Clubs.

Mr Heath proposed that a working group was set up to look at ways to attract additional income; he would be calling for Governors to volunteer for this. Mr Patra and the Chair confirmed that they would be happy to join Mr Heath on this. Other Governors, not on the Finance Committee were asked to consider this; the working group would focus on ideas, marketing, PR, etc.

Action Point 11

- **Best Value Statement**

This had been updated – there were no changes other than dates.

- **Pupil Premium and Sports Premium** – the Committee reviewed expenditure on these areas throughout the year. Statements about their use was published on the school website.
- **GDPR** - This would be reviewed at the Autumn Term meeting.

Action point 12

- **Upgrade to Windows 11** – Mr Heath explained that the school had lots of hardware that it would not be possible to upgrade to Windows 11; there would be a substantial cost to replace them. Mr Patra confirmed that he would meet with the SBM soon to explore ways to address this.

Action point 13

- **Premises** – There was no news following the survey on the Caretaker’s house. The school was waiting for the works to happen. Mr Heath was pleased to report that the SBM had found a heat source pump at a better price.

The Chair thanked Mr Heath for his report. Although the financial picture was bleak, the OfSTED inspection had still gone really well. The Chair noted that many schools were in the same financial position of having a deficit budget. This was a huge challenge; the school was trying to reduce costs without having a negative impact on the quality of education. Mr Heath confirmed that OfSTED had been happy with the way in which the budget was managed, and had understood the school’s position.

The Headteacher added that there were children with SEND in the school who needed to be in a specialist setting, but there were no places available. Governors were informed that, in order to meet the needs of these children, the school was spending around three times the income provided. There would be children in Reception in September 2024 to whom this would also apply. Unfortunately this situation was typical of the local and national picture for SEND children. SEND funding was a major factor in deficit school budgets. Some staff were being offered additional hours in order to manage the situation – the position was getting worse, not better.

Mr Heath noted that small schools were especially impacted, as funding was based on pupil numbers. The school had taken two bulge classes, but these had now worked their way through the school.

c) **Pay Committee – had met.** They had discussed:

- **Headteacher Performance Management Appraisal** – The mid-year review had taken place. A new external adviser was being appointed for 2024/25. The Headteacher would circulate proposed dates in September 2024 for this review to Panel Members.

Action Point 14

- **Staffing matters**
- **Complaints Policy and Staff Code of Conduct** – These would be reviewed in the Autumn Term 2024.

Action point 15

10.	<p>Safeguarding</p> <p>a) Outcomes / actions HSCB Safeguarding Audit The Headteacher advised that there had been no response to the school’s safeguarding audit submission.</p>
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	<p>b) Governor Check of Single Central Record The Chair confirmed that this had been checked prior to the OfSTED inspection.</p> <p>c) Any other safeguarding issues There were no other safeguarding issues. Mrs Khan and Mr Patra would meet termly with the Headteacher to review safeguarding. (see item 7(d)).</p>
<p>11.</p>	<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"> • The Chair had attended Pupil focussed Wellbeing & Mental Health: The Governors Responsibility. • Ms Kibblewhite had attended: <ul style="list-style-type: none"> ○ Pupil focussed Wellbeing & Mental Health: The Governors Responsibility ○ Preparing for Inspection: The Curriculum ○ New Governor Essentials (to be added to training record on GovernorHub) <p>b) Identify training needs:</p> <ul style="list-style-type: none"> • Mr Bose, Mr Patra – New Governor Essentials – Autumn Term • Mr Bose, Mr Patra – Safeguarding – either 10 July or in Autumn Term • All Governors (except Headteacher) – Safer Recruitment • Most Governors (not Headteacher, Ms Hambrier, Prof Hill-Cawthorne, Mrs Khan) – safeguarding. <p>Courses can be booked via Services for Schools (https://servicesforschools.hounslow.gov.uk/Training).</p> <p>The Clerk informed Governors of a weekly, term-time safeguarding bulletin from Andrew Hall, a safeguarding trainer. She would circulate the link to Governors.</p> <p>Action points 16, 17, 18</p> <p>c) Progress on GB Development items following GB Self-Evaluation: The Chair reminded Governors that Governors had carried out a self-evaluation exercise in Summer 2023; she would circulate the questions again, so take a “health check” of the Governing Body now.</p> <p>Action point 19</p> <p>d) Governors’ Code of Conduct Governors noted that this had been agreed at the Spring Term 2024 meeting. The Chair would upload it to the school website.</p> <p>Action point 20</p> <p>e) Review of GB Action Plan This had been reviewed and agreed in Autumn Term 2023; the Chair would share it with new Governors, after revising the point on recruitment to succession planning.</p> <p>Action point 21</p>
<p>12.</p>	<p>Financial Items</p> <p>a) Schools Financial Value Standard 2024 Mr Heath confirmed that this had been submitted to the LA prior to the deadline of 31 March 2024; there had been no issues to address.</p>

	<p>b) Budget Submission to the LA The budget for 2024/25 and three year plan had been reviewed by the Finance Committee and was recommended for approval. The budget was approved and would be submitted to the LA.</p> <p>c) Presentation of Audit certificate and accounts for Unofficial School Funds Mr Heath confirmed that the school no longer held any Unofficial School Funds.</p> <p>d) Internal Audit There had not been an internal audit.</p> <p>e) Any other financial matters There were no other financial matters.</p>
13.	<p>Governors' Summer Term Newsletter circulated via GovernorHub Governors noted that this had been uploaded to GovernorHub.</p>
14.	<p>Policies The following policies had been circulated to Governors prior to the meeting for review.</p> <p>a) Equality & Diversity Policy Governors ratified this policy.</p> <p>b) SEND Policy Governors ratified this policy. The Headteacher added that, following the recent OfSTED inspection, SEND would be a standing item on the Quality of Education Committee meetings. The SEND Governor (Dr Owen) and SENCo would liaise on frequency of their meetings. Action points 22 and 23</p>
15.	<p>Any Other Business including any Correspondence Received</p> <p>a) Updates required to the school website The Chair asked the Headteacher to arrange for the following updates to the Governor section of the website:</p> <ul style="list-style-type: none"> • Upload latest version of the Governor Code of Conduct • Remove the section on vacancies – as there were currently no vacancies • Remove the section on Governors linked to classes <p>Action point 24</p> <p>b) Governor information on the school website The Chair asked Mr Bose to liaise with Ms Robalo to provide a photo and bio to be uploaded to the school website. Action point 25</p> <p>c) New Maintained Schools Governance Guide The Chair advised that this had been published by the DfE in March 2024, replacing the Governance Handbook and a number of other publications. She would circulate the link to the document. Action point 26</p>

	<p>d) Governor podcast The Chair informed Governors about a Governor podcast – she would circulate the link to them.</p> <p>Action point 27</p>
16.	<p>Confidential Business There was no confidential business.</p>

The Chair summarised the action points from the meeting. She recorded her thanks to the Headteacher, SLT and staff for their hard work through the year and particularly in relation to the recent OfSTED report. The Chair also thanked Governors for their commitment to the school and for their flexibility in the change of date for this meeting.

The meeting closed at 8.25pm.

Signed: _____ Date: _____

Dates of meetings for 2024/25

	Autumn Term 2024	Spring Term 2025	Summer Term 2025
Quality of Education Cttee (5pm)	Tuesday 19 November	Tuesday 18 March	Tuesday 17 June
Finance Cttee (5pm)	Wednesday 20 November	Wednesday 19 March	Wednesday 18 June
Full Governing Body (6.30pm)	Wednesday 27 November	Wednesday 26 March	Wednesday 25 June

Summary of Action Points

#	Minute	By Whom	Action	When
1	2	Clerk	Inform Governor Services of agreed dates for 2024/25	19 June 2024
2	4(f)	Clerk	Agenda items: <ul style="list-style-type: none"> Note new Instrument of Government Election of Chair and Vice Chair 	27 Nov 2024
3	4(g)	Chair	Re-circulate succession planning document to all Governors	Autumn Term 2024
4	6	Chair	Sign minutes electronically on GovernorHub	asap
5	7(a)	Chair	Forward diversity information to SBM for uploading to GIAS	asap
6	7(b)	Clerk, Chair of Pay Cttee (Mr Heath)	Agenda item: GDPR	Autumn Term mtg
7	7(c)	Head	Upload latest version of SEF to GovernorHub (with correct wording on EYFS section)	asap
8	7(d) [10(c)]	Mrs Khan and Mr Patra	Meet with Head for safeguarding update	Termly ongoing

9	7(e)	New Governors	Complete induction and safeguarding training	asap
10	9(a)	Head	Put some suggested dates for a Governor Day in the Autumn Term on GovernorHub, for consideration by Governors. Also remind Governors about Learning Walk on 2 July 2024	20 June 2024
11	9(b)	All Governors	Consider joining Mr Heath, Chair and Mr Patra on Working Group to increase income streams. Contact Mr Heath.	asap
12	9(b)	Clerk	Finance Committee -Agenda item: GDPR review	Autumn Term 2024
13	9(b)	Mr Patra	Meet with SBM to explore upgrades to hardware for Windows 11	asap
14	9(c)	Head	Circulate proposed dates for HTPM to Panel members	asap
15	9(c)	Clerk	Pay Committee: Agenda items: <ul style="list-style-type: none"> • Complaints Policy • Staff Code of Conduct 	Autumn Term 2024
16	11(b)	Mr Bose, Mr Patra	Book training for New Governor Essentials and Safeguarding	Asap
17	11(b)	All Governors – if appropriate	Consider training on Safer Recruitment and Safeguarding	Before Autumn Term meeting
18	11(b)	Clerk	Circulate link to Andrew Hall weekly safeguarding bulletin to Governors	19June 2024
19	11(c)	Chair	Circulate self-evaluation questionnaire to Governors	asap
20	11(d)	Chair	Upload Governor Code of Conduct to the school website	asap
21	11(e)	Chair	Share Governing Board Action Plan with new Governors, after changing the recruitment section to “Succession planning”	asap
22	14(b)	Clerk, Chair of QOE Cttee (Mrs Khan)	Standing Agenda item: SEND	ongoing
23	14(b)	Mrs Khan	Liaise with SENCo re frequency of SEND Governor/SENCo meetings	asap
24	15(a)	Head	Make amendments to Governance page on website: <ul style="list-style-type: none"> • Upload latest Code of Conduct • Remove section on vacancies • Remove section on Governors linked to classes 	asap
25	15(b)	Mr Bose	Liaise with Ms Robalo re photo and bio for website	asap
26	15(c)	Chair	Circulate link for new Maintained Schools Governance Guide	Asap
27	15(d)	Chair	Circulate link for Governor podcast to Governors	asap