



To be the best we can be ..

**BOUGHTON-UNDER-BLEAN & DUNKIRK (METHODIST) PRIMARY SCHOOL
MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD AT THE SCHOOL ON MONDAY, 25TH NOVEMBER 2024 AT 1.00 p.m.**

PRESENT:

Reverend R Bending	Mr J Bennett
Mrs B Feast	Mrs H Gardner
Dr. K Gee	Miss A Jordan
Mrs J Mayer (Chair)	Mrs T North
Mr G Sample	Mr S Way (Headteacher)

IN ATTENDANCE: Mrs D Stryzyk (Governance Professional)

Item	Minute	Action
PROCEDURAL		
1.	<p>Welcome and Prayers</p> <p>a) Chair's Welcome</p> <p>The Chair welcomed Governors to the term 2 meeting of the Governing Board.</p> <p>b) Prayers</p> <p>Reverend Bending led the Board in an opening prayer.</p>	
2.	<p>Quorum</p> <p>The meeting was confirmed quorate.</p>	
3.	<p>Apologies for Absence</p> <p>Apologies for their absence had been received from Mrs Carol Clayson (called into work due to staff absence) and Mrs Carol Goatham (conflicting meeting commitment). The Governors' apologies were accepted.</p>	
4.	<p>Declaration of Business Interests</p> <p>a) Business or Conflicts of Interests</p> <p>Governors were invited to declare any business interests against any of the agenda items for the meeting. None were received.</p>	

	<p>b) Annual Update to Business & Pecuniary Interests and Familial Associations</p> <p>The Governance Professional confirmed that all Governors had completed the annual update to their business interests within their Governor Hub profiles.</p> <p>The Governance Professional reported that all Governors had also confirmed that they have read the Keeping Children Safe in Education Guidance 2024. However, Governors (JB/KG/HG and GS) have not updated their confirmations relating to their agreement to abide by the Governor Code of Conduct 2024 and the Acceptable Use Policy for the current academic year.</p> <p>Action: HT to upload the school’s Acceptable Use Policy to the New Governor Induction folder on Governor Hub.</p> <p>Action: Governors (JB/HG/KG/GS) to complete compliance checks relating to their agreement to abide by the Governor Code of Conduct 2024 and Acceptable Use Policy within their Governor Hub profiles for the current academic year (after the 1st September 2024 - the documents are to be found in the New Governor Induction folder on Governor Hub.)</p>	<p>HT (Done)</p> <p>JB/HG/KG/GS</p>
<p>5.</p>	<p>Governing Board Membership</p> <p>a) Governor Vacancies</p> <p>There were no current Governor vacancies.</p> <p>b) Co-opted Governor</p> <p>Governors noted that Mrs K Petts’ current term of office was due to expire on the 23rd January 2025. Mrs Petts confirmed that it was her wish to remain as a Governor. She left the meeting to allow the Board to discuss her reappointment. Governors recognised Mrs Petts’ commitment and significant contributions to the work of the Board over the past three years. They unanimously agreed to reappoint her for a further term of office.</p> <p>The Governance Professional advised that the Mrs Petts’ new term of office would be effective from when her current term ended, i.e. from the 24th January 2025 for a period of three years.</p>	
<p>6.</p>	<p>Minutes of the Previous Meeting</p> <p>Governors unanimously approved the minutes of the meeting held on the 23rd September 2024.</p>	
<p>7.</p>	<p>Matters Arising and Receive Updates on Agreed Actions (not covered by this agenda)</p> <p>The Chair advised that both she and the Headteacher had conducted an audit of the school’s website to ensure that it was up to date and compliant with the latest DfE Guidance. The Chair asked that the two new Governors (AJ and TN) formulate their personal profiles and send them to the Headteacher for inclusion on the website.</p> <p>Action: Governors (AJ/TN) to provide the Headteacher with their personal profiles for inclusion on the school’s website.</p>	<p>TN/AJ</p>

<p>a) 2023-24 Governors’ Attendance Record & Annual Statement of Governance</p> <p>Governors received confirmation that the Annual Statement of Governance 2023-24 and the 2023-24 Governors’ Attendance record have been published on the school’s website.</p> <p>b) Governor Information</p> <p>The Governance Professional confirmed that she had provided the school office with information to enable the school’s website to be updated with governors’ information and also the Get Information About Schools (GIAS) DfE database.</p> <p>c) Sports Premium Grant (SPG)</p> <p>Governors received confirmation from the Headteacher that the Sports Premium Grant Impact and Funding Statement had been published on the school’s website. (A copy was also available in the meeting folder.) Governors had no questions arising from the Statement.</p> <p>d) Greener Governance Plan</p> <p>The Chair advised that she had spoken with representatives from other schools who have incorporated their Greener Governance Plan into their Five Year Strategic Plan. The Chair proposed the Board establish a working group to liaise with the school’s in-school Greener Governance lead (the Upper School Leader) to discuss and input into the school’s plans to become greener. The Chair added, training on the topic was available from The Education People. Governors (KG and TN) volunteered to form the working group and report back to the Board leading to the formulation of a Greener Governance Action Plan.</p> <p>Action: Governors (KG and TN) to report back to the Governing Board on plans for Greener Governance.</p> <p>e) Skills Audit Analysis 2024</p> <p>The Governance Professional explained the Skills Audit Analysis had been updated earlier in the day as Governors had returned their forms. She undertook to finalise the Skills Audit and Analysis and re-upload to Governor Hub.</p> <p>Action: Governance Professional to finalise Skills Audit Analysis 2024 and upload information to Governor Hub.</p> <p>The Governance Professional asked the school to confirm where Governors should access their training to avoid additional, unplanned costs to the school; whether the training courses from The Education People were covered by the school’s Service Level Agreement. The Chair undertook to check with the Office/Finance Team what governor training packages were available for Governors.</p> <p>Action: CoG to confirm where Governors should be accessing their training needs to avoid additional costs to the school.</p>	<p>KG/TN</p> <p>Gov. Prof. (Done)</p> <p>CoG</p>
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8. Headteacher's Report/School Improvement Plan and Governors' Monitoring Visit Reports

The Chair thanked Governors for conducting their visits, preparing their monitoring reports and submitting them before the meeting.

The Chair stated, having read the report she had noted that there were four common themes across the reports from Governors which related to staff's well-being, staffing, finance and behaviour. She reminded Governors that they should be conducting their visits from a strategic perspective rather than an operational one. She suggested that Governors reflect on what more they, as Governors, can do. She recognised people care, were passionate and had an overriding desire to help. Governors can do this by attending planned meetings, engaging, asking questions, taking time to ask staff how they are and perhaps offer to hear children read. The Headteacher acknowledged that staff were facing a few challenges around behaviour in respect of a very few children.

The Chair hoped that Governors had read the Governors' Monitoring Visit Reports which were available on Governor Hub prior to the meeting. She invited Governors' to provide a summary of their visits, as follows:

a) Quality & Standards of Education (GS/BF)

The Governors had visited the school on the 12th November 2024. They had met with the Upper School Leader who had answered their questions around assessment procedures, the teaching of reading and humanities and engagement with parents and careers. The Governors reported the school used interrogation sheets after assessments for analysis and to identify class and individual's gaps in learning and inform next steps.

A Governor referred to the single word spelling testing. The Monitoring Governor explained children were given a list of single words which formed the basis of spelling tests.

A Governor asked the Headteacher if there were enough volunteers for reading. The Headteacher confirmed there were; the school had at least one volunteer in every class.

The Monitoring Governors advised they had prepared questions in preparation for their follow-up visit in the spring. The Governors reported that they were then escorted by the Headteacher for a learning walk around the school which had a specific focus on Art.

b) Behaviour & Attitudes (KP/KG)

The monitoring visit by KP had taken place on the 11th November 2024 with the SENCo and Deputy Headteacher. The focus of the visit were the objectives within the School Improvement Plan and progress with the 'BuB' Way, emotional coaching, dealing with dysregulated behaviour and the Anti-bullying Ambassador Scheme. The report detailed the questions raised and the staff's responses.

Information discussed at this juncture was regarded as confidential and has been recorded within the confidential minutes for this meeting.

c) Personal Development (CC/HG)

The Governors' visit had taken place on the 20th November 2024. The focus of their visit had been the terms 1 and 2 priorities within the Personal Development section of the School Improvement Plan which had included Black History Month and trips and experiences that have been done to support the curriculum. Also, developing cultural capital of the children and developing opportunities for outdoor play.

The Governors had also discussed with the Headteacher the plan to divide the Key Stage 1 playground. It was noted that the work had now been completed.

In response to a Governor's question relating to staff's e-learning platform. The Headteacher advised that he was looking at The Key. The information on The Key was regularly updated in line with Government legislation and guidance.

The Monitoring Governor (HG) stated that it had been pleasing to see some of the work the children have done e.g. art and research.

d) Leadership & Management (TN/JB)

The Governors had visited the school on the 14th November 2024. Their visit had focused on the School Improvement Plan objectives:

- To maintain all areas of the school site/Develop a rolling programme of site maintenance and improvement
- To develop staff autonomy for well-being
- To maintain a strong financial position within the current challenging financial time
- Ofsted from Good to Outstanding

The Governors advised that their visit had increased their understanding of the financial aspects of school management.

The Headteacher had answered the Governors' questions around the plans for the development on the school's site. Their discussions had also touched on staff's well-being.

The Governors had asked the Headteacher what he felt the school's strengths and weaknesses were. Page 2 of the Governor's report listed the strengths which the school would continue to build upon:

- The team worked together, and all feel listened to and heard
- All aspects of well-being were carefully considered for staff and pupils and were ongoing
- All subjects were equal on the timetable and middle leaders' subject knowledge was strong
- Relationships with parents and families were strong
- Pastoral care remained very strong
- Positive Behaviour Policy was particularly good as can be evidenced throughout the school in all aspects

The Headteacher felt the careful consideration needed to remain at the forefront in regard to the impact of some of the challenges of staffing levels and dysregulated

behaviours on learning, progress, well-being and morale. The Headteacher added, if anything was a potential weakness it was worked on.

A Governor had referred to the school's consistency in managing pupils' behaviours. The Headteacher added the flow chart included strategies to manage pupil behaviour such as speaking in a calm voice – not shouting at them; knowing how specific children will respond.

- **Pupil Premium Grant Impact & Funding Statement 2024**

The Pupil Premium Governor/Chair stated that the current three-year Pupil Premium Strategy was coming to an end. The Deputy Headteacher was in the process of writing the new Pupil Premium Grant Three Year Plan. The Chair had discussed with the Deputy Headteacher how funds were accounted for, and the broad range of activities that were offered.

The Plan needed to be published on the school's website by the 31st December 2024. The Chair will meet with the Deputy Headteacher next term to focus on the data for PPG funded pupils compared to non-PPG pupils to close the gaps.

Action: CoG/PPG Governor to report to Governors at the term 3 meeting on the PPG Strategy and Impact Statement.

- **School's Website Audit (AJ)**

Discussed earlier in the meeting.

e) Early Years Foundation Stage (CG/BF)

The Monitoring Governor (BF) reported that the Governors' visit which had taken place on the 14th November 2024 had been a positive one. They had met with the Headteacher; but not the Early Years teacher. Their focus was on how the new cohort of Year R children were settling into the Reception Class, interacting with their peers and staff. Also, parental involvement.

The Governors had asked about the teaching of Phonics and Maths. The school's phonics outcomes were strong. Maths was being worked on. Since the Governors' previous monitoring visit; they were pleased to learn that information had been shared with parents.

Information discussed at this point was regarded as confidential and has been recorded within the confidential minutes for this meeting.

The Governor had visited the Very Important Play area. The children were happy for the Governors to talk with them about their learning. She wished to place on record the Governors' thanks to the Year R teachers and staff.

The Governors had identified questions for their follow-up visit relating to staff welfare, pupil safeguarding around restraint techniques and staff training. The Governors also wished to understand how the Governing Board may support and monitor to ensure that everyone is protected and that incidents do not undermine parent confidence in the school. Discussions at this point have been recorded within the confidential minutes for this meeting.

JM

The focus of the Governor's next visit will be the impact of undiagnosed special needs and how pupils' progress is measured.

A Governor referred to undiagnosed children; as a professional staff may notice something but the family may not. The Governor asked how that was conveyed to parents. The Headteacher answered, staff have positive relations with parents and were able to work with them and provide them with tips to foster a common language approach.

f) SEND (TN/KG)

The Governors' monitoring visit had taken place on the 20th November 2024. The Governor (TN) had met with the SENCo to review the school's SEN Information Report and gain an understanding of the SEN provision in the school. The Governor reported as follows:

- There had been a lot of discussion about SEN provision in the context of fewer staff. The Governor stated that she had been really impressed with how the SENCo collaborated with other inclusion leads/SENCo. She had good contacts.
- The SENCo and Leadership Team were aware that some children were presenting with dysregulated behaviours and challenges through their own needs and this was having an impact. Staff were provided with opportunities to debrief after an incident and the SENCo helped staff to manage.
- The Governor discussed the Boxall profile. The nine month review had been done. It was felt to have been a big task to roll it out for all classes. The idea was to focus on a small group with one teacher and teaching assistant to provide evidence of implementation and assess impact.
- The Governor had discussed with the SENCo how difficult it was to do comparative assessment data for SEN children. The school had three assessment points. Some children were lower than their chronological age when they start and their progress was not linear, but up and down. This was not due to the quality of teaching, but more the assessment method. The Governor recalled that the SENCo had talked about that before. She was going to look at alternative assessment materials.
- The Governor discussed with the SENCo about the perception of increased deterioration in behaviour. It was very much felt that the school's approach was about getting to know the child and work with their families.

g) Whole School Well-Being (KP)

The Governor had met with the Headteacher and Deputy Headteacher. The visit had taken place on the 11th November 2024. There had been a discussion on well-being events. She shared images of the 'Sunflower Challenge'. Details of well-being events were included within the Governor's report.

The Governor reported on various staff well-being events that have taken place. She had asked what other things were planned to help with staff's well-being. The Governor suggested that a letter be sent to the staff from the Governing Board at the end of term. The Chair stated that she had written to staff at the end of the academic year but would reflect what else to expand on that. The Well-being Governor offered to draft an email to staff.

	<p>Suspensions, Exclusions, Incidents of Bullying or Racism</p> <p>The Headteacher reported there have been no racial incidents. One child had been suspended for one day.</p> <p>Quality of Education</p> <p>Assessment data based on past SATs papers would be gathered during the week.</p> <p>The Staff Governor was training to be a teacher. She had been covering some teacher absences.</p> <p>A Governor asked how the school engaged with hard to reach families. The Headteacher answered that he could not think of any hard to reach families. The FLO does a lot of work with families; The Pantry had opened doors. She had targeted various workshops and courses to parents. Staff were really supportive and generally knew what was going on in the background.</p> <p>A Governor asked the Headteacher if he had told the staff how much he appreciated them. The Headteacher believed that staff know how much their work was appreciated. The Staff Governor added everyone in the school was supportive; a community.</p> <p>The Chair suggested that the Staff Governor be provided a time slot on future agenda to provide the Governing Board with feedback on the current mood in the school and whether there was anything pressing.</p> <p>Action: Staff Governor to provide feedback to Governors at each meeting.</p>	AJ
9.	<p>Health & Safety/Risk Assessments</p> <p>a) Issues or Concerns</p> <p>The Headteacher, staff and Governors were afforded an opportunity to raise any health and safety issues or concerns. None were raised.</p> <p>b) Health & Safety Governor's (KP) Report #1 of 3</p> <p>The Health & Safety Governor's Report dated the 15th October 2024 had been shared in advance of the meeting. She had introduced a checklist to document and keep track of identified actions. The document would inform future health and safety visits.</p> <p>During her visit, the Health & Safety Governor had completed a site walk around with the Site Manager and Headteacher. The Governor's report provided an update on the actions.</p> <p>A fire drill had gone well. The children evacuated the building swiftly and knew what they were doing.</p> <p>A Governor noted the school's appointed in-school Health & Safety Union representative needed to be updated.</p>	

	<p>The Governor had noted that the perimeter fencing had deteriorated over time.</p> <p>The new build project was on track to start during the spring.</p> <p>The new trellis and planters (funded by the PTFA) have been delivered to the school.</p> <p>A Governor asked if protective equipment was needed for staff. The Headteacher felt that protection equipment was extreme. The Specialist Teaching & Learning Service representative had provided staff with tips on how to protect themselves more.</p>	
<p>10.</p>	<p>Safeguarding</p> <p>a) Safeguarding</p> <p>The Headteacher, staff and Governors were afforded an opportunity to raise any safeguarding issues or concerns. None were raised.</p> <p>b) Safeguarding Governors' (GS/JB) Monitoring Visit Report</p> <p>The Safeguarding Governors' report dated the 15th November 2024 had been shared on Governor Hub prior to the meeting. The governors had met with the deputy Designated Safeguarding Leads, to view posters located around the school and complete the Annual Safeguarding Audit Report Toolkit.</p> <p>The Governors' input into the Annual Safeguarding report; their aim was to ensure that the report can be understood by external observers.</p> <p>The Safeguarding Governor had placed some example safeguarding questions on Governor Hub for Governors to use during their visits to the school.</p> <p>The Governor explained one of the missing areas within the Annual Safeguarding Report related to evidence that Governing Board members have completed required training in respect of Safeguarding/Child Protection, Prevent and Female Genital Mutilation. The Safeguarding Governor directed Governors to the various training sites, as follows:</p> <p>Free FGM Training Online Recognising & Preventing FGM Free Course Virtual College Prevent duty training - GOV.UK</p> <p>Advice page for governors: Governors and trustees - UK Safer Internet Centre general information with many links: Online safety - KELSI</p> <p>There was also training via the Home Office website and the NSPCC.</p> <p>The Safeguarding Governors advised that there had been nothing of concern to report during their visit. Their next visit will focus on Early Help (as the pupil population changed; more Early Help intervention was likely to be needed). The Governors will also assess the impact on staff who were delivering the processes.</p> <p>A Governor stated that the training they had attended on the topic of preparing for Ofsted; the session had focused a lot on safeguarding.</p> <p>The new School Improvement Advisor had checked the school's Single Central Register. The Chair advised that she too had checked the school's senior leaders' checking and monitoring of the SCR. The SCR had been checked on the 15th November.</p>	

	<p>c) Keeping Children Safe in Education 2024</p> <p>Governors received confirmation that all Governors have read the Keeping Children Safe in Education 2024 Guidance in its entirety and have confirmed that they have done so within their Governor Hub profiles.</p>	
<p>11.</p>	<p>Headteacher’s Performance Appraisal</p> <p>Governors to receive confirmation from the HT PA Panel members that they have met with the external advisor to review success against last year’s targets, set objectives for the coming year and agreed the pay award (that due process has been followed) at the next meeting.</p> <p>Action: HTPA to confirm that due process has been followed relating to the Headteacher’s PA.</p>	<p>BF</p>
<p>12.</p>	<p>Finance</p> <p>a) Finance Governors (JM/CC) Monitoring Visit Report</p> <p>The Governors’ report dated the October and November 2024 had been shared on Governor Hub prior to the meeting.</p> <p>There were two Budget Monitoring reports for the Board due to the timing of full Board meetings. Governors had received the September (six month budget monitoring report) and the October budget monitoring report. Both reports had been shared on Governor Hub.</p> <p>The Finance Governor reported that the school’s rollover had increased for a variety of reasons e.g. the allocation of High Needs Funding for a child in Year R (£8,000).</p> <p>School staff were doing much to try to save money and reduce bills, e.g. the school had successfully reduced its refuse collection charges.</p> <p>The representative who supports the school with finance from Schools Financial Services was due to retire at the end of the year. There will be a new person supporting the school.</p> <p>b) Six month (September) Budget Monitoring</p> <p>As at the six month interval, the budget monitoring report detailed that the school’s in-year deficit had reduced to -£10,987.00 (minus ten thousand, nine hundred and eighty seven pounds) against the original budget forecast -£26,652. The current expected yearend surplus was £22,311 (twenty two thousand, three hundred and eleven pounds). Governors unanimously agreed the Six Month Budget Monitoring Report.</p> <p>c) Latest Budget Monitoring Report (October)</p> <p>As at the seven month period (October), the school’s in-year deficit was -£1,604 (minus one thousand six hundred and four pounds). The overall budget surplus had increased against the original budget forecast to £31,695 (thirty one thousand, six hundred and ninety five pounds).</p>	

	<p>d) Benchmarking Report</p> <p>The 2023-24 Benchmarking report had yet to be published.</p> <p>Action: Benchmarking Report to be included upon the agenda for the next meeting.</p> <p>The Chair proposed that the next training session will be on the topic of data and finance.</p>	
<p>13.</p>	<p>Policies</p> <p>Governors unanimously agreed the following Policies, subject to suggested revisions and corrections proposed by the lead reviewers:</p> <p>a) Charging & Remissions Policy (GS/KP) b) Finance Policy (JM/CC) c) School Mobile & Social Media Policy (AJ/HG) d) SEND Information & Policy (TN/KG)</p> <p>Action: Pay Policy to be included upon the agenda for approval at the next meeting when it was hoped HR Connect (author of the model policy) will have finalised the details of support staff's pay.</p> <p>A Governor referred to the School Mobile & Social Media Policy reference written permission from the Headteacher. The Headteacher explained that permission was granted if staff were awaiting an urgent call.</p> <p>A Governor asked if the Policy mentioned that social media was for children over the age of 13 years. The Governor asked if that was clear in the Policy. The Headteacher undertook to check that it is.</p> <p>Action: HT to check School Mobile & Social Media Policy to ensure that it includes requirement for children to be 13 years or over to access social media platforms.</p>	<p>HT/Gov. Prof.</p> <p>HT</p>
OTHER		
<p>14.</p>	<p>Governor Training & Development</p> <p>a) Identify Future Training Needs</p> <p>The Training & Development Governor reminded Governors that the following training was required by all Governors:</p> <ul style="list-style-type: none"> • <u>Annually and upon induction:</u> Safeguarding, Child Protection including Online Safety • Prevent (every two years) • Female Genital Mutilation • New Governor Induction (AJ) <p>Governors were required to complete at least one training session each year in addition to the required training. The priority was for Governors to complete the Strategic Safeguarding Training urgently.</p>	

	<p>Action: ALL Governors to complete the Annual Update to their Safeguarding Training BEFORE Christmas.</p> <p>b) Reports of Completed Training</p> <ul style="list-style-type: none"> • Ofsted Preparation (in-house) <p>The Training & Development Governor reported that Governors have completed training on a variety of different subjects. If training modules are completed other than those through The Education People, governors will need to add details within their training profiles on Governor Hub.</p>	ALL
15.	<p>Chair’s Correspondence/Guidance</p> <p>a) Correspondence</p> <p>The Chair had no correspondence to share with Governors.</p> <p>The following information had been shared on Governor Hub:</p> <p>b) The Education People Monthly Bulletins – October 2024 and November 2024 c) School Teachers Pay & Conditions document</p>	
16.	<p>Any Other Urgent Business/Critical Matters</p> <p>The Chair invited Governors to the following:</p> <ul style="list-style-type: none"> • Tree decorating – 29th November from 3.15 p.m. in the hall (GS/CG) • Christmas Fayre – 6th December from 3.15 p.m. • Nativity – 9th and 10th December from 2 p.m. (check with school office as limited space) • Choir at St. Barnabus Church with the Salvation Army – 16th December from 6.30 p.m. • Training Date (Finance & Data) – 15th January 2025 from 5 p.m. to 6 p.m. • Faversham Collaboration – 21st January 2025 from 5 p.m. to 7 p.m. at Ospringe School 	
17.	<p>Confidentiality</p> <p>Matters discussed at minute 8, c) and 8, e) were regarded as confidential and have been recorded within the confidential minutes for this meeting.</p>	
18.	<p>Dates and Times for 2024-25 Academic Year Governing Board Meetings</p> <ul style="list-style-type: none"> • Monday, 3rd February 2025 (apology for their absence from BF and GS – holiday) • Monday, 17th March 2025 • Monday, 12th May 2025 • Monday, 7th July 2025 	

The meeting concluded at 3 p.m.

Signature: (Chair) 3rd February 2025



FULL GOVERNING BOARD MEETING MONDAY, 25th NOVEMBER 2024 SUMMARY OF AGREED ACTIONS		
Item	Action	For Whom
4, b)	Governors (JB/HG/KG/GS) to complete compliance checks relating to their agreement to abide by the Governor Code of Conduct 2024 and Acceptable Use Policy within their Governor Hub profiles for the current academic year (after the 1 st September 2024 - the documents are to be found in the New Governor Induction folder on Governor Hub.)	JB/HG/KG/GS
7,	Governors (AJ/TN) to provide the Headteacher with their personal profiles for inclusion on the school's website.	AJ/TN
7, d)	Governors (KG and TN) to report back to the Governing Board on plans for Greener Governance.	KG/TN
7, e)	Governance Professional to finalise Skills Audit Analysis 2024 and upload information to Governor Hub.	Gov. Prof. (Done)
7, e)	CoG to confirm where Governors should be accessing their training needs to avoid additional costs to the school.	CoG
8, d)	CoG/PPG Governor to report to Governors at the term 3 meeting on the PPG Strategy and Impact Statement.	CoG
8, g)	CoG/VCoG to prepare an email to staff to express appreciation at the end of term.	CoG/VCoG
8,	Staff Governor to provide feedback to Governors at each meeting.	AJ
8,	SIA's NoV to be shared with Governors.	HT/CoG
11,	HTPA to confirm that due process has been followed relating to the Headteacher's PA.	KP/JB/CC
12, d)	Benchmarking Report to be included upon the agenda for the next meeting.	Gov. Prof.
13,	Pay Policy to be included upon the agenda for approval at the next meeting when it was hoped HR Connect (author of the model policy) will have finalised the details of support staff's pay.	HT/Gov. Prof.
13,	HT to check School Mobile & Social Media Policy to ensure that it includes requirement for children to be 13 years or over to access social media platforms.	HT
14, a)	ALL Governors to complete the Annual Update to their Safeguarding Training BEFORE Christmas.	ALL