



Governing Board (GB) Meeting 33 Minutes

Date: Thursday 11th July 2019

Venue: St Mary's Hampton C of E Primary School, Oldfield Road, Hampton, TW12 2HP

Present:

Governor Category	Name	Additional Information	End of Term
Ex-officio	Matthew White (MW)	Headteacher	Ex-officio
St Mary's Hampton PCC appointee (7)	Revd. Alan Jackson (AJ)	Chair, Personnel & Pastoral (P&P)	14 Nov 2020
	Vera Macrae (VM)	Chair, Teaching & Learning (T&L)	14 Nov 2020
	Norma Beresford (NB)	Vice Chair, T&L	14 Nov 2020
	Andrew Parish (AP)	Chair, Resources Committee	31 March 2022
	Kel (Michele) Razza (KR)		11 March 2022
	Revd. Ben Lovell (BL)	Vicar, St Mary's Hampton Church; co-Chair of Governors & Vice Chair, P&P	Ex-officio
LDBS	(Vacant)		
Parents (2)	Glen D'Sa (GD)		9 Oct 2020
	Robert Hodges (RH)	Vice Chair, Resources	26 Nov 2021
Co-opted (up to 3)	Jennifer Walker (JW)	SEND & Wellbeing Governor	6 Sept 2021
	Sophie Tait (ST)	Attended this meeting as an Observer	10 July 2023
Staff (1)	Amy Nesbit (AN)	Year 4 Teacher	13 Oct 2020

Also attended: Clare Struthers (CS, Clerk)

Apologies: Paul Adams (PA, co-opted governor, end of term 10 July 2023)
Gordon Fowles (GF, PCC Appointed Governor, end of term 10 July 2023)
Ammar Ahmed (AA, Company Secretary, Hampton St Mary Academy Trust)

Minute	Discussion & Decisions
346	BL welcomed everyone to the meeting at 7.33 pm; following introductions, BL opened with a prayer.
347	CS said that apologies for absence had been RECEIVED from PA and GF (who had been invited as observers), both had prior work commitments. CS said that AA was unlikely to attend as he had been delayed by severe traffic.
348	Declarations of Interest: AP, BL, RH, VM and JW said that their children/grandchildren attend wrap around care provided by KOOSA Kids. BL declared that he is a trustee of MTV Youth and Hampton Fuel Allotment Charity and, is the vicar of St Mary's Hampton Parish Church. NB declared that she is a trustee of MTV Youth.
349a	<p style="text-align: right;"><i>ST & JW were requested to leave the meeting at 7.37pm</i></p> <p>Appointment of co-opted governors BL said that there were two candidates who had expressed an interest in joining the GB:</p> <ul style="list-style-type: none"> Sophie Tait (ST) had a wealth of HR consultancy skills, and had recently completed a Masters degree in International HR Management. Paul Adams (PA), a transportation specialist, had been working with the school for some time on the travel plan. <p>BL said that therefore both candidates were able to fill skills gaps identified by the GB. A governor asked why neither candidate was being considered as a parent governor.</p>

<p>349b</p> <p>349c</p>	<p>CS said that the school’s Articles of Association allowed for two parent governors to be elected to the GB, both of which were filled.</p> <p>Decision: ALL governors present (eight) UNANIMOUSLY SUPPORTED, by a show of hands vote, the appointment of ST and PA as co-opted governors with immediate effect.</p> <p style="text-align: right;"><i>GD arrived at 7.40pm having apologised for his late arrival beforehand. ST and JW returned to the meeting at 7.40pm</i></p> <p>Appointment of PCC-Nominated Governor</p> <p>BL said that St Mary’s Parish Church PCC had nominated Gordon Fowles (GF) to be a governor, as his medical background would provide useful expertise in the pastoral aspect of the school.</p> <p>Decision: ALL governors present (ten) UNANIMOUSLY SUPPORTED, by a show of hands vote, the appointment of GF as a PCC-nominated governor with immediate effect.</p> <p style="text-align: center;">ACTION CS: Advise Company Secretary; arrange Gov Hub logins/school email address</p> <p>As Chair of the Teaching & Learning Committee, VM requested that a candidate with an education background was sought to fill the LDBS governor vacancy; all governors present AGREED with this proposal.</p> <p style="text-align: center;">ACTION BL: Contact Leanne Gowar – LDBS Gov Vacancy – education background</p>
<p>350a</p>	<p>Minutes of the meeting held on 21st March 2019</p> <p>Decision: All governors present AGREED, by a show of hands vote, that the minutes were a true and accurate record of the previous meeting.</p> <p>BL signed the minutes after the meeting.</p> <p style="text-align: center;">ACTION CS: Email signed minutes to Nikki McLachlan – publish on website ACTION AN: Display copy of minutes – staff room</p>
<p>350b</p> <p>350b.1</p> <p>350b.2</p> <p>350b.3</p> <p>350b.4</p> <p>350b.5</p>	<p>Matters Arising from the governing board meeting held on 21st March 2019</p> <p>Governors noted that the appropriate action had been completed, as stated.</p> <p>(335a&b) CS said that the website and governance documents had been updated to reflect two governor resignations in the spring 2019 term. <i>(After the meeting, CS ensured the GB Membership on Governor Hub was updated.)</i></p> <p>(335g) CS said that the uploading of documents to Governor Hub would be completed in the autumn term, and explained this had been delayed by another matter that had required much time.</p> <p>(337c) Assessment System</p> <p>MW said that Graham Marriner (LDBS Adviser) had explained the reporting function of the school’s assessment system to himself and AN. MW said that usefully, the percentage of children on track to meet their target could be reported on termly. AN added that this measure could be broken down to report on specific groups, such as SEND, PPG, EAL and gender.</p> <p>MW said that it was also possible to report on the average point score for age-related children in each year group.</p> <p>Governors were pleased to hear that the school was therefore going to continue using the current system and that it could be used to generate useful statistical measures.</p> <p>(337f) MW CONFIRMED that fifteen Chrome books had been purchased (see minute 440b Resources). In reply to a governor, MW said that he hoped the order would be received by the end of term.</p> <p>(337h) MW said that a persistent absentee was a child whose attendance was below 90%.</p>

<p>350b.6</p> <p>350b.7</p>	<p>MW said that seven children were reported as being persistently absent in the summer term headteacher’s report. MW explained that one child was known to the Education Welfare Officer (EWO), two children had on-going medical conditions, which meant they had extended periods away from school, and the remaining four were only just below the 90% threshold, due to a couple of unauthorised holidays. MW said that these families now understood the consequences of taking their children out of school for unauthorised leave.</p> <p><i>A governor asked the reason for including children with a medical condition, as it was understood that medical absences were recorded separately.</i></p> <p>MW said that the two children referred to had pre-existing, undiagnosed conditions, and there had been quite a few periods of absence before the medical conditions were diagnosed. MW said that now the medical conditions were known, the children’s absences would be recorded appropriately.</p> <p><i>In reply to a governor,</i> MW said that the school received good support from the EWO, who reviewed the school’s attendance figures with the Office Manager as part of a termly visit.</p> <p>338a.2 CS CONFIRMED that the safeguarding page on the website had been updated.</p> <p>338b CS said that the Safeguarding Policy had been published appropriately.</p>
	<p>Governance Matters</p>
<p>351a</p>	<p>Governance Structure 2019-20</p> <p>BL reminded governors of Inigo Woolf’s (Chief Executive, LDBS) presentation to the spring term AGM, as part of which IW had suggested governors considered electing a Chair of Governors for the next academic year.</p> <p><i>A governor asked for BL’s feedback on working as a lone co-Chair of Governors.</i></p> <p>BL said that there had not been any additional work, but the level of communication required had reduced. MW added that having a single co-Chair had reduced the level of work for him. BL added that if a Chair of Governors were elected at the autumn FGB, the Vice Chair of Governors would necessarily be an active position with designated areas of responsibility.</p> <p>A governor noted that the co-Chair structure had worked well for the time it was in place.</p> <p>BL said that therefore the PROPOSAL was that a Chair of Governors was elected at the 2019 autumn FGB.</p> <p>Decision: Governors UNANIMOUSLY AGREED by a show of hands vote with the proposal.</p> <p>ACTION CS: Seek Chair & Vice Chair nominations for autumn FGB by 23 Sept</p>
<p>351b</p>	<p>GB/Committee Meeting Dates</p> <p>(MA335e) BL said that as AGREED at the previous meeting, governors would meet as a full board each half term during the next academic year, which would enable more discussion regarding vision and strategy.</p> <p>Governors AGREED one change to the schedule circulated for the meeting: autumn term Personnel & Pastoral meeting moved to Monday 7 October at 4pm. (See Appendix A.)</p> <p><i>(ALL Governors please note change of date for the autumn 2 FGB – Thursday 21st November – see updated schedule at Appendix A.)</i></p> <p>ACTION CS: Autumn term calendar requests</p>
<p>351c</p>	<p>Risk Register</p> <p>BL asked governors to email their ideas on using the risk register as an effective tool.</p> <p>ACTION ALL GOVERNORS: More effective use of Risk Register – ideas to BL</p>

<p>351c.1</p> <p>351c.2</p> <p>351c.3</p> <p>351c.4</p>	<p style="text-align: right;"><i>KR joined the meeting at 7.53pm, apologising for his late arrival.</i></p> <p>Risk 1b - Stability: A governor said that as the school would be full from September 2019, the impact on the school’s community cohesion of children leaving had now reduced. Governors AGREED the baseline impact should be REDUCED to MEDIUM.</p> <p>Risk 17a – Staffing of SENCo Role: A governor noted that the school had employed four different SENCos in the same number of years. MW said that an update would be given as part of the part 2 confidential item.</p> <p>Risk 21 - Governor Succession Planning: The Board was pleased to note three new governors had been appointed (see minutes 349a & b).</p> <p>Governors concluded that there were no additional risks to be added to the register.</p> <p style="text-align: right;">ACTION CS: Update Risk Reg – save to Governor Hub</p>
<p>351d</p>	<p>Governor Training 2019-20</p> <p>BL reminded governors that they had committed to completing one piece of training each year. BL also said that training attended over three years ago was now out-of-date and governors should consider whether to renew.</p> <p>BL asked governors to consider whether they would attend the ‘Handling Complaints’ event facilitated by AfC.</p> <p style="text-align: right;">ACTION ALL Governors: Review AfC Training Schedule – book at least 1 event for 2019-20</p>
<p>352</p> <p>352a</p> <p>352b</p>	<p>Headteacher’s Summer Term Report</p> <p>MW opened by saying that he was extremely proud to lead the school, the successes this year had been significant.</p> <p>MW said that from a leadership point of view, accountability was now much tighter, with the improved monitoring and evaluation cycle in place, and this had provided valuable evidence to present to the Ofsted Inspector. MW said that standards had improved and there was measurable evidence to support this. MW said that he had a good working relationship with Karen Feeney, the School Improvement Partner, and the Diocesan Adviser. MW said that the Ofsted inspector had been in complete agreement with him in terms of the strengths and next areas of focus for the school, which gave him and the teaching team confidence that they knew the children really well. MW said that the staff went the extra mile to meet the children’s needs. MW said that the learning environment had improved, so that now there were ‘no gaps in learning’. MW said that the target for school improvement had been borne out in the Ofsted outcomes, i.e. the improvement in the quality of the children’s writing.</p> <p>MW said that the Curriculum Story was a fantastic endorsement of the learning in school and demonstrated both that the subject leads were starting to lead their subjects effectively and that they were now more accountable to the staff and governors. MW said that the Music, RE and PE curriculum stories would be added to the document.</p> <p>MW said that he was extremely proud of the vibrancy and creativity in school in terms of the activities the children had been involved in. The breadth of opportunity could, for example, be demonstrated by there having been an organ workshop led by the Music Director at St Paul’s cathedral, as well as rock steady concerts.</p>

	<p>MW said that Fitness Week had been a great success, giving children lots of different sporting opportunities. MW said that the coaches had spoken highly of the children's attitude to sport and PE, saying that their competitive spirit and willingness to want to be the best was evident.</p> <p>MW said that the Year 5 performance of Macbeth had been breath taking. MW said that in only 2 days the children had learnt an abridged version of Macbeth to perform to the juniors and some parents. <i>In support, a governor added that the performance had been incredible.</i></p> <p>352c MW said that the Richmond borough averages of the statutory assessments were now available and these were a useful comparison to put the school's results in the context of the local picture.</p> <p>Reception - Good Level of Development: Richmond 81%; St Mary's 84%</p> <p>Year 1 Phonics Assessment: Richmond 87%; St Mary's 97%</p> <p>Key Stage 1 Expected Standard (EXP) Reading Writing and Maths (RWM) combined: Richmond 73%; St Mary's 81%</p> <p>Reading: Richmond 83%; St Mary's 90%</p> <p>Writing: Richmond 76%; St Mary's 81%</p> <p>Maths: Richmond 82%; St Mary's 84%</p> <p>Greater Depth Standard (GDS) – RWM combined: both Richmond & St Mary's 19%</p> <p>Reading: Richmond 39%; St Mary's 45%</p> <p>Writing: both Richmond & St Mary's 23%</p> <p>Maths: both Richmond & St Mary's 34%</p>
<p>352d</p>	<p>MW said that therefore there were some very pleasing outcomes for the school.</p> <p>MW said that the draft SDP priorities for the next academic year included the 'next steps' from the recent Ofsted inspection; MW referred to the following SDP priorities in particular. <i>To ensure consistently high-quality opportunities for pupils in all year groups, especially the most able pupils, to apply mathematical learning and improve their reasoning skills. (Ofsted 'next step'.)</i> MW said that there would be a new Maths curriculum lead from September 2019, who had significant experience in the subject.</p> <p><i>A governor said that it was pleasing to hear the school focus on Maths and stressed the importance of all teachers being trained in the delivery of Maths Mastery, as this was a unique way of teaching the subject.</i></p> <p><i>Through effective subject leadership and curriculum provision, to enable pupils to make the same progress in foundation subjects as they do in reading, writing and mathematics. (Ofsted 'next step'.)</i></p> <p>MW said that the foundation for subject leadership was now embedded, and would be further developed during the next academic year.</p>

To continue to promote high expectations in terms of the accuracy and quality of pupils' writing in their subject books as in their English books. (Ofsted 'next step'.)
MW said that the Ofsted inspection report provided real endorsement for the very good work in regards to the English curriculum during the current academic year. MW said that the focus for the next academic year was to transpose this across the curriculum, i.e. in geography, history, and science.

A governor referred to an English governor visit in which the quality of the children's writing was evidently very good.

MW said that it was pleasing to hear this feedback, and that the Ofsted 'good' judgement positioned the school well for its journey towards outstanding.

To continue to improve the quality of the learning environment across the school.

MW said that the Art Exhibition had been a great success, show casing artwork by all of the children at the school; this would be continued for the next academic year.

To ensure continued improvement in the quality of work in children's books, in order to demonstrate good or better progress and attainment for all children across the curriculum.

MW said it was very important for the children's books to clearly reflect the progress they were making, so there was a record.

MW said following the staff-governor meeting the previous day, there was an additional SDP priority for the whole school community, which was 'to continue to create a positive and supportive culture where confidentiality is respected and communication is effective'.

A governor said that an effective means of measuring this priority concerning needed to be identified.

To which another governor added, that feedback from all stakeholders (pupils, staff, parents and governors) should be independently sought and analysed to inform the measurement of this priority.

A governor asked when the SDP priorities would be presented as SMART targets to ensure they were tighter and measurable.

MW explained that the SLT would develop these priorities to include termly milestones and named staff members with responsibility; MW said that this more detailed SDP would be presented to the September FGB.

352e

A governor suggested that the Curriculum Story was shared with a wider audience, as it told an excellent story.

After discussion, MW AGREED to update the Curriculum Story, including adding information for PE, Music and RE, for publication on the website and in the reception area, and to circulate to parents in the autumn term.

A governor noted that this would be an effective means of communicating the children's learning activities with parents.

ACTION MW: Finalise Curriculum Story – publish/circulate during autumn 1

BL asked MW to pass on the GB's thanks to the teaching staff who had contributed to the Curriculum Story.

Committee Updates	
353a	<p>Personnel & Pastoral (P&P) Committee The minutes of the summer term meeting had been circulated for governors' information. A governor said that it was good to note a senior teacher was going to be the mentor for the NQT, as this provided an excellent development opportunity.</p>
353b	<p>2019-20 Equality Objectives After discussion, governors AGREED the equality objectives should be reviewed during the year and that relevant data should be presented to the spring term P&P meeting to do so.</p> <p style="text-align: right;">ACTION CS: Review Eq Objs - spring P&P – with relevant data</p> <p style="text-align: right;">ACTION CS: Update Governor Hub/Shared Drive</p>
354a	<p>Resources Committee The minutes of the summer term meetings had been circulated for governors' information.</p>
354b	<p>2019-20 Budget MW apologised that the budget had not been presented in the format requested by governors and thanked GD and AP for their feedback during its preparation.</p> <p>I900 – GAG Income: MW said that the budgeted income for 2019-20 was based on a school roll of 206 pupils. MW said that the new intake was full (30 children), and even though there was some end of year movement, new joiners had been confirmed to fill the places and indeed there were 2 additional pupils compared to that originally budgeted.</p> <p>I940 Catering Income: MW said that the increased income was explained by the extra Key Stage 2 class.</p> <p>I950 Other Income: MW said the year-on-year increase reflected the bigger lettings portfolio that had been secured for the next academic year and the greater expected income from the wraparound care provision (KOOSA). MW noted that KOOSA had increased their costs slightly from September 2019.</p> <p>A100 Salaries: MW said that the marked year-on-year increase was explained by the following:</p> <ul style="list-style-type: none"> • A new teacher had been recruited, • Teaching Assistant (TA) hours had been increased to meet the needs of a child on an EHCP with identified needs, of which the school was required to meet the first £6K of support. • The assumption that staff would increment one point on the pay scale, which would be ratified through the performance management process in the autumn term. • The Teachers' pay increase and increased pension contributions. MW said that the ESFA had not confirmed the grant that would be received in respect of the pension contributions. <p>A governor asked whether the EHCP funding relating to the increased TA hours referred to above, was included in the budget line I910 (LA Income). MW said that the funding for this new EHCP should be included, yes.</p> <p>A200 Supply Costs (A500 Staff Insurance): MW said that a very limited amount had been reclaimed under the staff insurance scheme, therefore this would not be continued for the next academic year. MW said that the supply budget had been calculated to accommodate one and a half days' sickness absence each week and supply cover for NQT release time.</p> <p>A governor asked the number of supply teacher hours that could be covered with £7K (i.e. the cost of staff insurance).</p>

A governor calculated that £7K would cover between twenty-five to thirty days supply cover (i.e. five to six weeks).

B100 Repairs & Maintenance: KR said that this had been budgeted to cover the cost of replacing the security system, some electrical work, and drainage works. KR said that budget had not been allowed for the long term planning on the boiler.

B400 Technology Costs: MW said that £4K would be reclaimed from the IT start-up budget against the current year spend. MW explained that the budget for technology costs had increased year-on-year to take into account that the school would not have access to the IT start-up budget from the next academic year.

C100 Resources: MW said that the projected year-end for 2018-19 was higher than budgeted, as invoices for literacy resources (Read Write Inc.) were included from the previous year.

As the finance link governor, GD said that these invoices had been received late and that they had been accrued, therefore, they should not be included in the 2018-19 accounts.

F200 Professional Services Curriculum: MW said that it would be possible to reduce the Interim SENCo spend during the next academic year.

F300 Professional Services Non-Curriculum: MW said that with an additional governors' meeting, additional clerking time had been budgeted.

MW said that the projected year-end £5K deficit did not take into account the full balance owed for a child's EHCP or the £4K to be reclaimed from the IT start-up budget. MW said that once both income streams were received, the school should end the year with a £3K surplus.

A governor asked whether the EHCP for which the funding had not been received this year had been included in the LA Income line for 2019-20.
MW CONFIRMED, and said that the funding was for the full-time VISA (Visually Impaired Support Assistant).

A governor asked whether there were any concerns as to whether the funding would be received, as this EHCP had been in place in previous years.
MW said that he was confident the funding would be received, and explained that as the child lived in a different borough, Richmond must claim the funding on behalf of the school. MW assured governors that this was being chased.

A governor asked why the IT start-up funding and EHCP income had not been included in the projected year-end figures if the school was confident it would be received.
MW said that this was because the funding streams had not been received prior to preparing the budget report for the meeting.

Decision: ONE governor ABSTAINED from the vote; TEN governors RATIFIED the 2019-20 budget presented to the meeting by a show of hands vote.

BL said that the school should continue to work on its accounting and budgeting procedures, as it was extremely important to get the process right.

AP reiterated the GB's thanks to GD for the huge amount of time he invested in monitoring the school's finances and, thanked MW and Piers Winrow (PW, Finance Officer) for their time in preparing the reports for the meeting. However, AP noted that finance reporting continued to be a huge frustration.

<p>354c</p>	<p>Data Protection Policy</p> <p>BL queried the reference to ‘LAC members’ on page 11 of the policy circulated with the papers for the meeting. CS AGREED to update this term to read ‘governors’.</p> <p>Decision: ELEVEN governors voted to RATIFY the Data Protection Policy by a show of hands vote, subject to the wording being updated, as stated above.</p> <p>ACTION CS: Update Policy – publish on shared drive/Governor Hub/website</p>
<p>355a</p>	<p>Teaching & Learning Committee</p> <p>The minutes of the summer term meeting had been circulated for governors’ information.</p> <p>A governor commented that it had been pleasing to read the way the progress and attainment data was driving the school’s decisions.</p> <p>As Chair of the Teaching & Learning committee, VM said that it would be useful for the committee members to receive the termly SIP report as soon after it was available as possible.</p> <p>ACTION BL: Forward SIP report to VM/CS each term</p> <p>(MA266) Regarding the Parent Forum, JW explained that while it was beneficial to have pre-submitted questions, the event should not be too prescriptive and rigid, to allow a balance of other questions to be asked.</p>
<p>355b</p>	<p>Volunteer Governor to attend spring term Pupil Progress Meetings with Senior Leadership Team & Teacher</p> <p>VM said each term MW and AN, as Assessment Lead, met with the class teachers individually to review the progress of each of the children in their class; as part of this appropriate intervention and further challenge was discussed. VM said that bearing in mind this provided a worthwhile insight into the monitoring carried out by the school, the committee would like to offer the opportunity to a governor from another committee to attend the pupil progress meetings in the spring term.</p> <p>ACTION MW: Autumn FGB – confirm date spring Pupil Progress mtgs – Gov to be confirmed</p>
<p>355c</p>	<p>Policies to RATIFY</p>
<p>355c.1</p>	<ul style="list-style-type: none"> • Supporting Pupils with Medical Conditions In reply to a governor, MW said that the school nurse was the locality school nurse. • Special Educational Needs & Disability (SEND) <p>Decision: Governors RATIFIED the Supporting Pupils with Medical Conditions Policy and the SEND Policy presented to the meeting by a show of hands vote.</p> <p>ACTION CS: Publish Medical Conditions & SEND Policies – Shared drive/Gov Hub/ Website</p> <ul style="list-style-type: none"> • SEND Information Report: School Offer <p>CS said that there were two outstanding queries (both on page 2):</p> <ul style="list-style-type: none"> • Four broad areas of need were referred to, but five were listed • Identification of children with SEND, whether the first bullet point should be moved to the bottom of list. <p>Decision: Governors RATIFIED the policy proposed by a show of hands vote, subject to the two points above being updated, as appropriate.</p> <p>ACTION CS: Publish SEND Info Report – Shared drive/Gov Hub/ website</p>

<p>356a</p> <p>356b</p>	<p>AOB Paper/Electronic copies of governors’ meeting papers CS advised governors that as a company the school must keep paper copies of the minutes of governors’ meetings. However, bearing in mind the limited storage space in school, governors could decide to keep only ‘soft’ copies of reports presented to their meetings. CS therefore PROPOSED that only e-copies of meeting paperwork was retained with immediate effect.</p> <p>Decision: Governors unanimously AGREED that e-copies of the meeting paperwork should be saved for all future meetings on both Governor Hub and the clerk’s Z drive, by a show of hands vote. Governors unanimously AGREED by the show of hands vote that it was not necessary to keep a paper copy of the meeting paperwork and that such paperwork could be destroyed once it was six years old, in line with the school’s Records Management Policy.</p> <p>Governor Self-Evaluation BL asked governors to complete the self-evaluation by Friday 19th July. BL said that a summary of the feedback would be presented to the autumn 1 FGB meeting.</p> <p>ACTION ALL Governors: Complete self-evaluation – email to CS by Friday 19th July</p>
<p>357</p>	<p>Governors’ Autumn Term Meeting Dates</p> <p>FGB: Thursday 3 October & 21 November at 7.30 pm</p> <p>P&P: Mon 7 October at 4pm</p> <p>Resources: Monday 14 October & 9 December at 9am</p> <p>T&L: Thursday 28 November at 4pm</p> <p>(Calendar invites to follow)</p>
	<p><i>AN left the meeting at 8.57 pm</i></p>
<p>358</p>	<p>Part 2 Confidential Minute 352 of the meeting held on 21st March 2019</p> <p>BL reminded governors of the confidentiality of their discussions; only elements of their discussions that were formally recorded in the main minutes published on the school’s website and in the staffroom should be shared with stakeholders; the content of part 2 discussions in particular should not be discussed outside of the meeting.</p> <p>Decision: All governors present AGREED, by a show of hands vote, that the minutes were a true and accurate record of the part 2 confidential minute 352. BL signed the minutes after the meeting.</p>
<p>359</p>	<p>Staffing Matter for FGB Approval <i>Discussion recorded as a separate confidential minute.</i></p>
<p>360</p>	<p>Governor’s & Co-Chair’s Update to the GB <i>Discussion recorded as a separate confidential minute.</i></p>
	<p>The meeting ended at 10.20 pm; BL thanked governors for their contribution to the discussion.</p> <p>Signed by the Chair  Date: 3rd October 2019</p>

APPENDIX A: Governors' Meeting Dates 2019-20

ALL meetings scheduled to take place on **THURSDAY** (except Resources on **MONDAY**)

	T&L 4 PM	RESOURCES 9 AM	P&P 4PM	AGM 7.15 PM	FGB 7.30 PM
AUTUMN 1 INSET: 4 Sept Thurs 5 Sept – Thurs 24 Oct INSET: Fri 25 Oct		14 Oct	Monday 7 Oct		3 Oct GB Business GB Evaluation
AUTUMN 2 Mon 4 Nov – Fri 20 Dec INSET: Fri 15 Nov	28 Nov	9 Dec			21 Nov Annual Report
SPRING 1 INSET: Mon 6 Jan Tues 7 Jan – Fri 14 Feb		3 Feb	23 Jan		13 Feb Training
SPRING 2 Mon 24 Feb – Fri 3 April INSET: Fri 13 March	19 March	23 March		2 April	2 April
SUMMER 1 INSET: Mon 20 April Tues 21 April – Fri 22 May		11 May	30 April		21 May
SUMMER 2 INSET: Mon 1 June Tues 2 June – Fri 17 July INSETs: Mon 20-Wed 22 July	2 July	22 June			9 July

Autumn Term – Vision Evening & Parent Forum: Tuesday 8th October 2019

Summer Term – Parent Forum: Tuesday 16th June 2020