

STOCKS GREEN PRIMARY SCHOOL (SG)
MINUTES of the Full Governing Body Meeting (FGB) held on
Tuesday 11th July 2023 at 7 pm in The Music Room

No	Minute	Papers
Procedural		
1.	<p>Election of Chairperson and Vice-Chair The Clerk (AW) welcomed governors to the meeting. The election for Chairperson for the forthcoming year was held. Rob Chewter was unanimously re-elected as Chair. RC took over the meeting for the election of the Vice-chair. June Cooke was unanimously elected as Vice-Chair.</p>	
1.	<p>Attendance: Di Ayling (DA), Yvonne Buckley (YB), Rob Chewter (RC) (Chair), June Cooke (JC) (vice-chair), Ruth Dixon (RD), Joe Endersby (JE), Elaine Greenshields (EG), Peter Hipkiss (PH) (Headteacher), Becky Mackay (BM), William Moore (WM), Bridget Salmon (BS), Dave Wallace (DW), Andrea Woollett (AW (Clerk). Apologies for absence: Alan McLean (AM), holiday – agreed.</p>	
2.	<p>Declaration of Business Interests There were no new ones and none against an agenda item.</p>	
3.	<p>Membership Issues (Rob Chewter)</p> <p>i. New co-opted governor. RC welcomed Elaine Greenshields, the new coopted governor. She gave a brief account of her reasons for becoming a governor. The governors then individually introduced themselves.</p> <p>ii. Elections for 4 co-opted governor vacancies. Di Ayling, Yvonne Buckley, Ruth Dixon and Dave Wallace’s terms of office are expiring. They are all keen to remain on the governing body. The FGB considered their experience and skills invaluable to the governing body and they were all unanimously elected.</p> <p>iii. Committee organisation for new academic year It was agreed that to have good continuity and experience within the committees is important and therefore the committee members will remain as they are. Finance and Premises – Rob Chewter, Peter Hipkiss, Alan McLean (chair) Will Moore (vice-chair), Janet Scott (Associate member) AW – (clerk). To ensure succession it was proposed that the FGB should consider financial skills when next recruiting. Pay and Performance – Di Ayling, Rob Chewter (chair), Ruth Dixon, Peter Hipkiss (PH, headteacher) Bridget Salmon, Dave Wallace (vice-chair), AW (clerk) Standards and Curriculum – Di Ayling, Yvonne Buckley, June Cooke (chair), Ruth Dixon (vice-chair), Jo Endersby, Peter Hipkiss (PH, headteacher), Becky Mackay, AW (clerk). It was proposed that Elaine Greenshields will sit on this committee once she has completed her induction.</p> <p>iv. Governors’ Code of Conduct. A governor queried the Nolan principles being repeated within the code. It was decided that this should stay as this is a model document. The Code of Conduct was agreed. Governors are to print, read and sign a copy to keep. This is to be recorded on GovernorHub.</p>	All governors

4.	Confidential and non-confidential Minutes of meeting of 16th May 2023 The minutes were agreed as correct and signed by the Chair, RC.	
5.	Terms of Reference It was agreed that RD and AW will meet to review minor changes. The Terms of Reference were agreed once this is completed without further presentation to the FGB.	
6.	Action Points see Appendix 1	
7.	Matters Arising There were no matters arising. A.O.B. Cyber Security	
School Improvement		
8.	Headteacher Update PH circulated his report prior to the meeting. RC thanked PH for a very useful and comprehensive report. PH highlighted areas for governor information – (in blue) Successes <ul style="list-style-type: none"> • Year 6 had a successful trip to Manor Adventure. <i>The highlight being that children with complex needs were extremely well-planned for and able to engage with all activities.</i> • Arbor roll out has been successful thus far – all classes now taking their own registers and assessment system being created alongside Arbor. <i>What is MIS? School Management Information System.</i> • Georgina Newton (GN) was successfully appointed as Assistant Headteacher in charge of Curriculum and CPD. <i>PH and governors considered she gave an excellent interview and look forward to her taking up the role.</i> • Staff have now been allocated for the coming year – Janet Scott (JS) interviewed successfully and has been appointed as the School Business Manager. <i>The Teaching and Learning Responsibility (TLR) 3 position is still open. PH has reposted it with further information. There was a misapprehension that the person appointed, with the new Outdoor Play and Learning (OPAL) project being their main focus, would have to cover every lunchtime. This is not the case.</i> • The curriculum work on the history curriculum is going well and looks an exciting and supportive document – this has been validated by the School Improvement Advisor (SIA) Mark Rivers (MR). <i>The curriculum has been re-devised as if looking through a lens at particular areas such as chronology, compare and contrast, with much more detail in terms of planning. Where did the idea of lenses come from? The idea came to PH during discussion with MR and the deep dive. Themes will go through the curriculum. The plan is to use it with all curriculums. Markers mean links to previous learning are obvious and the educational journey seen. Does that help with lesson planning? Yes although it does create more work than buying a scheme. The feedback from staff is very positive. The curriculum has reached Year (Y)4 so far. Where it has been trialled with classes it has been well received by the children who now say they love history. Staff are re-evaluating the way they teach. Senior Leadership Team (SLT) are building more planning time into staff meetings to ensure the workload is not a burden. Governors are very pleased to hear this as Pupil Voice was not enthusiastic about history at the all day governor meeting. They also approve, for wellbeing purposes, additional time being given to staff to roll this out.</i> 	

Several events have supported the development of Cultural Capital in the school: Sports Day, School Journey, Maypole Dancing, Music Concert, the Choir's performance at The Farmer's Market and the Year 5/6 Cheerleading and Dance Performance at the Stag theatre. All of which have been very successful.

Challenges

- One pupil had to be internally excluded due to challenging physical behaviour – the school is building a sensory room, by sectioning off a section of the Deputy Head's (DHT) room, to support several children's needs.
- Further water leaks, including in the DHT's office, the outside store cupboards and toilets – drains have been cleared and radiators replaced.
- Creating a new history curriculum has taken a great deal of time but the school is already seeing the benefits of this.
- Managing staff well-being during a busy and challenging term.

Key points

Key Facts June/July 2023

- Pupil Numbers:** At present from September there will be 214 on role – 4 vacant places.
- Attendance:** 95.68%, which is an improvement from 95.4% in May and very close to the target of 96%. The attendance rate with non-statutory pupils is 95.9%.
- Behaviour:** there were no fixed term or permanent exclusions. There was 1 internal exclusion.
- Staffing:** The **staff absence** figures are mainly due to mid-day supervisors (MDS) absence for compassionate leave and medical treatment. There were no **staff complaints**.

Staffing

No staff are leaving at present.

Clare Mitchell will move up with the pupil she is supporting in Year 5 Tiffy Faingold will move up with the pupils she is supporting in Year R. Kirsty Alfredson has returned to Year 3.

Staff Wellbeing

Staff well-being has continued to be a focus in staff meetings and SLT discussions. Currently, well-being seems to be a positive. However, end of term tiredness and tasks mean that the school is currently carefully managing staff well-being and have removed some 'Deep Dives' and 'Talk for Teaching' sessions. This has been to remove any additional strains. 1 day per class for staff to write reports has been given, covered internally.

Supervision sessions are being offered weekly and 2 members of staff have accessed this offer so far

- Training:**

Sian Roebuck – HLTA passed.

Claire Hodgson – NPQSL

Joe Endersby – NPQH

Jo Wiltshire and Liz Dargie – Sounds Write training

Jo Wiltshire – English Subject Leader Briefing

Chloe Adams - KS1 Conference - Maximising Children's Motivation for Learning in Years 1 and 2

All staff – Arbor training on taking the register

Office staff – multiple Arbor training sessions

Ken Till - Fire Warden training

Personal Professional Development

Talk for Teaching – has been paused this term due to time commitments

Targeted Teacher Development: Emily Smith NPQLT
Staff Meeting Focus has been on: PE, Feedback Policy, Reading Book Corner Development, Assessment system/ Foundation Subject Assessment System, Moderation Transition.,

Upcoming Staff Meetings/Training Focus will be: Feedback Policy, Assessment system and Foundation Subject Assessment, Data Input, Clear out!

vi. **Finance**

Forecast revenue rollover is £87,819 (at time of headteacher report), **capital -£2,895 due to LED loan.**

Pupil Premium Grant Allocation £23,850 for 12 children.

vii. **Safeguarding:** There have been 9 safeguarding concerns raised since May with 7 being monitored. No social services referrals. There is 1 Child in Need. PH clarified that the concerns are not all individual children, sometimes it is the same child. **Weekly safeguarding updates and training is delivered through staff memos.** viii. **Inclusion**

There are 8 children with SEN support

2 with an Education, Health and Care Plan (EHCP).

38 with cultural diversity

Pupil Premium 12 including Looked After Children (LAC) 4. ix.

Progress of School Improvement Plan (SIP)

The SIP has been carefully monitored within committees during the year– see Appendix 3 for this year’s outcomes.

x. **Other Matters**

- **Writing moderation** took place with Hadlow and Shipbourne schools with protocols set by Hadlow. The session was not considered productive and the school is investigating other links for the future.
- **Tonbridge Village Collaboration** met on 3rd July 2023.
- **School Improvement Advisor** – Mark Rivers is confirmed as SIA for next year. MR will be visiting in September instead of Anthony Cosans and will be reviewing safeguarding to make sure it is compliant.
- **Parental Issues** – there were some problems around the book fair having cashless payments. Procedures are being reviewed for next year.
- **British Values** – The elected School Council are seeking input from classes in regards to the running of the school.

Safe and Stimulating Environment

School Site :

- **Tarmac/playground** – the school is awaiting the result of the tender.
- **Pot holes in car park** – chased on 9th June and awaiting further information.
- **Forest School** – there is going to be a working party with four volunteers on Friday.

Multi-sensory Room – being installed in DHT office to create a calm sensory room for pupils who are struggling to manage their sensory needs in class.

Special Events for Parents

- **PE Sweatshirt Event** – Parents were invited to see the children take part in intra-school competition. The event was well attended, with the PTA selling refreshments. The new uniform looks smart and pupils now look like part of the Stocks Green community on PE days.
- **Sports Day**- a successful day in the hot weather! Pupils were well looked after with shade and ice pops to keep them cool.
- **Secondary Transfer Talk Year 5** – an event was held for parents regarding secondary transfer arrangements.

- **New Intake Welcome Talk** – a talk was held for next year’s EYFS parents. This was well attended.
- **New Intake Story-telling events** – parents of new pupils attended several story-telling sessions with the Early Years Foundation Stage (EYFS) team as taster sessions. These were well-supported events and were also attended by the school’s uniform supplier.
- Open Afternoon for parents – 2:45pm on Monday 10th July
- Year 6 production at the EM Forster – Madagascar - Wednesday 12th July

Future Proofing

- **Writing** – a review of high quality writing programmes has begun to take place ready for implementing next year.
- **History curriculum** – the bespoke history curriculum for Stocks Green Primary School is in progress ready for sharing at the Inset day in September as well as the identified pedagogical approach to its delivery.
- **Inclusion** – the staff and parent surveys identified the school’s approach to SEN and Inclusion as an area for development, borne out in staff feedback from 1:1 sessions and informal conversations in the staff room. A whole school vision for ‘Inclusion by Design’ needs to be drawn up and implemented. Staff training on what this looks like and the Mainstream Core Standards is being planned.
- **Feedback policy** – following on from the maths deep dive, consistency across marking and feedback needs to be achieved with a focus on the purpose of feedback and simplification of marking codes to enable teachers more time to plan quality first teaching opportunities.
- **Spelling** – a review of current provision to take place and new structure/processes to be agreed ahead of September.
- **EYFS** – the environment and curriculum are being updated to reflect latest practice and ensure curriculum matches the profile of cohort.
- **Transition** - ensuring that all new processes deliver good impact for pupils, including new transition documents.

OPAL – the school needs to ensure staff are on board and resources need to be purchased. A member of staff still to be appointed to take charge. **RM was agreed as OPAL governor supporting and monitoring the project.**

Staffing structure for September

PH reported that there are two additional Designated Safeguarding Leads (DSL), Georgina Newton and Jo Wiltshire. A member of SLT will always be on duty at lunchtime from September. **Is there a crossover between mid-day supervisors and Teaching Assistants (TAs)? It was hoped to use TAs at lunchtime but the additional expense is not cost effective at present.** There are 2 TAs who do mid-day supervision. PH visited St Michaels school to see OPAL in action. Staff on duty each have a zone to watch over. There were no incidents and they only saw one child upset.

The proposed staffing for September was scrutinised at P & P. The Teaching and Learning Responsibility (TLR) role is still to be filled and is out for interview. The structure was recommended for adoption by the FGB. **The FGB agreed The Staffing Structure.**

Ofsted

PH meet with Kate Owbridge, a headteacher and Ofsted inspector from Crowborough, and looked at The School Evaluation Form (SEF). She is confident that the intent and implementation are correct and the school should get a judgement of good. New initiatives have not been in place long enough to judge the impact. PH’s last headteacher induction meeting was on writing the SEF and SIP. The

	<p>content is really good and matches Ofsted framework but needs supporting documents. It is important to make an evidenced judgement and stick to it. There are still curriculum areas and EYFS needing immediate improvement. Will the Arbor system keep all the school data and is it safely backed up? Yes. In the eventuality of a cyber attack has Arbor got disaster recovery? PH will check on this.</p>	PH
9.	<p>School Improvement Plan (SIP)</p> <ul style="list-style-type: none"> i. SIP milestones 2022 to 2023 – See Appendix 3 – all data is not yet in. Where priorities are not yet completed there is evidence to explain this. ii. Proposed new SIP for 2023 to 2024 – PH will be looking at this over the summer. He provided an overview of what he proposes. The plan now is to prepare a SIP over multiple years that is embedded in time. iii. SATs - the data arrived today and looks very good. JE will be assessing in the coming days and will circulate the results to governors. The child who came into school as a non English speaker has done extremely well. They were supported by a translator who still comes into school to offer support. One EHCP pupil was disapplied. The results are significantly above national level. <p>Governors congratulated and thanked PH and the team for all the good work they have put in to enable the children to achieve so well.</p> <p>Governors also expressed their thanks to the parents for the support they give the children and school which makes a supportive partnership.</p>	JE
10.	<p>Finance and Premises Committee (F & P) (Rob Chewter)</p> <ul style="list-style-type: none"> i. Latest budget monitoring Report to end June 2023 Revenue forecast rollover is now £82,6063, which is slightly down on the original forecast of £88,7280, due to small budget adjustments. Two members of staff will be moving up to the Upper Pay Scale in September which is not in the original budget, but is appropriate for those staff members. This will reduce the rollover slightly. The Pupil numbers at 214 is good but governors will need to keep a close eye on the budget. A healthy rollover is needed to carry forward to ensure the 3 year budget remains in credit. <p>The report from the Schools Financial Service's (SFS) – only comments are the necessity to keep a close eye on expenditure in order not to run into deficit in the next few years.</p> <p>The committee congratulated Janet Scott (JS) on her report.</p> <ul style="list-style-type: none"> ii. Other financial updates JS has also secured a funding grant for the OPAL project and £250 from the road races which has enabled the purchase of bikes for lunchtime. There is also the possibility of receiving equipment from Fosse Bank towards OPAL resources. <p>Governors expressed their thanks to JS for this endeavour.</p>	

<p>11.</p>	<p>Standards and Curriculum Committee (S & C)</p> <p>There has been no meeting since the last FGB. JC highlighted the following:</p> <ul style="list-style-type: none"> i. Governor monitoring reports: Reading. Governors are very pleased that such good progress has been made with reading and will continue to monitor this. ii. Forest School. Governors want to ensure that the principles of Forest School are not lost within the OPAL project and are concerned that no volunteers came forward for the Saturday work party. PH reassured them that Forest School is a different concept and will continue separately. The issue with the Saturday had been lack of notice. Four volunteers are coming this Friday. Governors enquired who would be leading the work? The Site Manager will be there in the morning and PH plans to help as well. There will be a further date when there will be a mini digger to take out the clay. iii. Display Policy – Page 3 there are several question marks. PH will remove them. Governors agreed that the level and quality of display has improved. They like the white boards which record what is learnt each day so that children can refer back to it. The Entrance Hall looks good and reflects achievements in school. School values are clearly displayed in school. The Display Policy was agreed. 	<p>PH</p>
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<p>12.</p>	<p>Pay and Performance Committee (P & P) A meeting was held on 4th July 2023 followed by the Pay committee. The following areas were highlighted.</p> <p>i. Pupil survey – Is there anything that surprised the school? No it was fairly positive. There are certain areas around enjoyment and challenge that the school will be looking at. The answers are partly children’s perception of what this means and often relate to what has occurred to them on the day. Staff will do some work around children’s understanding. A lesson may be challenging but if it is well taught and children are able to understand the concept they do not always realise the challenge.</p> <p>The school and governors are encouraged that 85% of children believe that there is an adult they can talk to if worried and 90% feel safe all of the time.</p> <p>The reasonably low number of children accessing clubs is surprising, although it does increase as children get older. There is a good variety and at present the cost is only a £1.</p> <p>It is very encouraging that children report that bullying does not happen and the school is good at dealing with any issues.</p> <p>Do you think the reason only 72% of children think staff listen to them in a lesson is a child’s perception due to the class numbers? This may be the case and it will be interesting to drill down into this..</p> <p>ii. Year 6 pupil survey – Joe will do exit survey before the end of term. At present Y6 are very busy with SATS, enterprise and the school play.</p> <p>iii. Headteacher appraisal – Tel German is booked to attend for headteacher appraisal on 25th September. The Appraisal Panel will be DA, RC, DW and BS. BS is working with DA with succession in mind.</p> <p>iv. Policies The P & P committee agreed the Governor Recruitment Policy. Complaints Procedure – this was reviewed for approval by the FGB. The FGB agreed the Complaints Procedure.</p> <p>v. Pay and Reward meeting – The Pay committee looked at the proposed pay scale for each member of staff, following staff appraisals. After a rigorous review it recommends to the FGB that two members of staff move up to the Upper Pay Scales and agree all the proposed new pay scales. The committee also looked at the financial implications to ensure no future deficit budget. The FGB approved the recommendation of the Pay Committee in full.</p>	<p>JE</p>
<p>13.</p>	<p>Governor Training and Development RD circulated a new list of e-gel modules. The format has changed but there are no new courses.</p> <p>NGA have a new website and governors need to reset their password when they sign in. Some governors have had difficulties with this. AW to contact NGA and ask them to sort this out.</p> <p>Safeguarding training should be done regularly by all governors. There may be a requirement to update training with the revised Keeping Children Safe in Education (KCSIE) in September.</p> <p>RD and WM will look out for any training on Cyber Security.</p>	<p>AW</p> <p>RD/WM</p>

14.	<p>Website The website was thoroughly updated on 25th April 2023 and it is still compliant. RD will do a skills audit in September and include diversity data.</p>	RD
15.	<p>i. Behaviour & Safety (Safeguarding) Safeguarding Report. JC thanked PH for producing a factual and comprehensive report. There are no surprises. The recording of behaviour issues may be transferred from CPOMS to the new Arbor system, this is being considered. PH explained that when incidents are logged it does not indicate a serious incident. It just notes incidents which build up a profile of behaviour. MR will complete a review of safeguarding when he visits in the autumn. There is a leaflet in the entrance hall which advises visitors of the school safeguarding protocol. Visitors have to wear a red lanyard and are not allowed to be alone with a child. Children are very aware now that visitors should be wearing a red lanyard and will advise staff if they have any concerns about anyone. Governors have an orange lanyard.</p> <p>ii. Keeping Children Safe in Education (KCSIE). The new version comes into force in September 2023. Annex F provides a summary of the changes which include a new section referencing published filtering and monitoring standards to support the school in meeting their duty. This is not a new burden.</p> <p>ii. Safeguarding Training for Governors. Governance sought clarification over training.</p> <p>“Safeguarding training should be undertaken by all governors to equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools are effective and support the delivery of a robust whole school approach to safeguarding. This training should be regularly updated.</p> <p>All governors should confirm they have read and understood Keeping Children Safe in Education before reviewing and approving the safeguarding/child protection policies. “</p> <p>All governors at Stocks Green have undertaken both Prevent and Safeguarding Training and this is regularly reviewed.</p>	
16.	<p>SEN DA’s latest report was in June for terms 3 and 4. In September she will present a report based on terms 5 and 6 data.</p> <p>DA has attended Pupil Progress Meetings (PPMs) this week. DA reported that they are very interesting. Teachers discuss each child with their new teacher and she is always impressed by how well they know every child in class. This is reassuring information for parents to know. Are the transition processes shared with parents? Yes. The school send out information when they advise parents about their child’s new class. There is a move up morning with a transition document which forms the basis of the term 6 PPMs. It contains items such as area of need, bereavements, illness. This is passed on confidentiality so that things that have previously impacted children are not forgotten.</p> <p>SEND toolkit. Governors considered this a useful document.</p>	

17.	<p>GDPR JS has reported one data breach to the Data Protection Officer. There was no further action.</p> <p>It was agreed that WM will be the governor responsible for cyber security.</p> <p>There was a short discussion around the safety of USB sticks. Governors agreed that as they are password protected they are secure.</p>	
18.	<p>Governor Newsletter JC to write a newsletter and circulate to governors for approval and distribution before the end of term.</p>	JC
Other		
19.	<p>Chair's Actions/ correspondence</p> <ol style="list-style-type: none"> i. RC was pleased to report that there have been no issues raised with him since the last meeting. ii. Governor impact statement for 2022 to 2023. Governors to contact AW with items they think should be included and she will compile a statement for governor approval to be included in these minutes. <p>GOVERNORS' IMPACT STATEMENT for 2022 to 2023</p> <p>Governors reflected on the impact achieved over the past academic year and the progress made within the school. A strong, supportive relationship has developed with Peter Hipkiss, the new headteacher, and the Senior Leadership Team (SLT). A positive school community, with a culture of respect, kindness and good behaviour has grown during the year leading to happier children and better educational outcomes, evidenced in the parent and pupil surveys, undertaken by governors, and in the assessment data. Governors have listened to the parent and pupil voice and are moving forward with actions to further improve the offer available to Stocks Green children.</p> <p>There have been many challenges throughout the year and urgent items to progress to restore the school to pre-covid status and move it forward to provide an education which will prepare our young people for the future. The staff have risen magnificently to these challenges, constantly going above and beyond to achieve them. Governors have been aware of the additional workload and stress involved and, through the staff survey, and in conjunction with the SLT, have checked in regularly with staff to ensure their wellbeing and provide support where necessary.</p> <p>The major focus for improvements this year has been IT, Safeguarding, Phonics and Reading. Governors have rigorously examined and agreed the new, proposed initiatives in discussion with the SLT. Careful budgeting and the incredibly generous financial support of the PTA has allowed the school to implement them.</p> <p>Governors have monitored diversity, Forest School, Reading, lunchtime provision and behaviour and attitudes both as benchmarks for future monitoring and to monitor current SIP priorities.</p> <p>PH has successfully led these initiatives; the upgrading of IT provision to provide the best learning opportunity possible; the improvement of safeguarding, with additional grounds security, and the purchase of the CPOMS system for recording and tracking</p>	

	<p>safeguarding issues, which included training for all staff; a complete overhaul of the phonics programme, resulting in the purchase of the Sounds Write system to provide the best basis for learning for new entrants (The system progresses through the school providing consistency); a new system of teaching reading has begun, with book corners being radically updated to make them attractive areas for children to read, which is already bearing fruit in children’s enthusiasm for reading.</p> <p>All these initiatives have been extremely successful with the School’s Advisor applauding them and commenting that safeguarding is exemplary.</p> <p>The governors are delighted with the leadership shown by Mr Hipkiss this year. He has been at the forefront of all the new initiatives and taken the staff with him. The school is a happy thriving educational community which the governors are proud to be a part of.</p> <p>There are many new initiatives for the next academic year, the main ones being the curriculum and the new OPAL playground scheme which will make use of the fantastic outside space and improve behaviour and playtimes for the children. Governors look forward to partnering with the school to achieve them.</p> <p>JC has sent a message of thanks to the PTA. Governors all wished to express their thanks to the PTA for all the hard work they do and the amazing funds they raise to improve the resources of the school.</p>	
20.	<p>Governor Monthly Bulletin and NGA updates. See Appendix 4</p>	
21.	<p>A.O.B. Cyber Security – WM agreed to be the governor in charge of cyber security. This will be an agenda item for the Finance Committee in October.</p> <p>RC thanked all the governors for the contributions they have made to governance this year resulting in a constantly improving educational offer and standard.</p> <p>PH re-iterated these thanks and expressed his gratitude for the support offered to him by all governors during his first year as headteacher.</p>	AW
22.	<p>Date of next meeting: 17th October 2023 Dates for 2023 to 2024 The proposed dates for 2023 to 2024 were agreed.</p>	
23.	<p>Confidentiality There were no confidential items.</p>	

Signed

Date

Comments/Questions

Answers

Impact

SIP monitoring

Appendix 1

Completed or ongoing Actions from the meeting of 16th May 2023

Item	Action	Action by
1.	Action 1 c/f. YB will talk to governors about Mainstream Core Standards at first S & C meeting on 4 th October 2023. On agenda.	YB
2.	Action 2 c/f. PH and governors to look at policies to establish when and how often they should be reviewed and how they should appear on the website. JC/RD and AW are meeting on Thursday to review policies on the website.	PH/governors
3.	Agenda Item 3.i. AW to organise election for co-opted governors at FGB meeting of 11 th July 2023. Agenda item 3.ii.	AW
4.	Agenda Item 3.ii. RC to write to contact co-opted governor candidate Elaine Greenshields to invite her to join the FGB subject to references and DBS check. This is completed and EG is present at the meeting.	RC
5.	Agenda Item 3.ii. RD and AW to organise the induction process for Elaine Greenshields once DBS and references received. In process. Post meeting note. EG has written to withdraw from the position of co-opted governor.	RD/AW
6.	Agenda Item 6. PH to check when Public Section Equality Duty was completed. This has been done.	PH
7.	Agenda Item 9. PH to compile draft vision/plan for governors to discuss. PH has provided an overview. PH will be writing a draft SIP during the summer along with a review of the SEF and format of the Headteacher Report.	PH
8.	Agenda Item 10. PH and JS to look at the Record Management Policy ready to bring to F & P October meeting. This is in process. AW will send details of the Record Management Toolkit.	PH/JS
9.	Agenda Item 11.iii. PH to prepare staff structure for P & P meeting 4 th July 2023. Circulated at meeting and agreed.	PH
10.	Agenda Item 11. iv. PH to talk to JW about the Battle of the Books club. This has been done and JW is considering whether it is a fit with reading at Stocks Green.	PH

Appendix 2

Actions from the meeting of 11th July 2023 to be completed ASAP or by 17th October 2023 FGB meeting.

Item	Action	Action by
1.	Agenda Item 3.iv. Governors to print, read and sign Governors Code of Conduct. This to be recorded on GovernorHub.	All Governors
2.	Agenda Item 8 (end) PH to check if Arbor have a disaster recovery scheme.	PH
3.	Agenda Item 9.iii. JE to circulate SATs data to all governors once assessed.	JE
4.	Agenda Item 11.ii PH to remove question marks from Display Policy.	PH
5.	Agenda Item 12.ii. JE to complete a Y6 Exit Survey.	JE
6.	Agenda Item 13. AW to contact NGA about governor difficulties in changing their passwords on the new website.	AW
7.	Agenda Item 13. RD and WM to investigate cyber security training.	RD/WM
8.	Agenda Item 14. RD to do skills audit in September.	RD
9.	Agenda Item 15. JC to write a Governor Newsletter to distribute before the end of term.	JC
10.	Agenda Item 21. AW to put Cyber Security on F & P agenda.	AW

