

# Full Governing Body - Business Meeting

## Wednesday 2<sup>nd</sup> November 2022 at 4.00pm

Present:	Initial:	Role/Link:	Category:	
Dave Davenport	DD	Chair of Governors PP Link	Co-Opt	
Sam Barnes	SB	Headteacher	Headteacher	
Ian Fielder	IF	Safeguarding Governor	LA Governor	
Nihad Moussa	NM	CPD Link	Co-Opt	
Cheryl Selfe	CS		Staff	
Ralph White	RW		Co-Opt	Left at 5.32pm
Marie Webster	MW	Deputy Headteacher	Associate	
Carlene Amos	CA	Business Manager	Associate	
Natalie Ampleford	NA	Clerk to Governors		Notes

Apologies:	Initial:	Role:	Category:	
Paul Swindale	PS	SDP Link	Co-Opt	
Nicola Iverson	NI	Wellbeing Link	Trust/Foundation	
Jon Greenacre	JG	Vice Chair Health & Safety Governor	Co-Opt	

1.	Welcome & Apologies	Action Points:
	<ul style="list-style-type: none"> <li>DD welcomed governors to the meeting.</li> <li>Apologies were received and accepted from NI, JG &amp; PS.</li> <li>The clerk confirmed the meeting was quorate.</li> </ul>	
2.	Conflicts of Interest	
	<ul style="list-style-type: none"> <li>None stated – other than interests previously declared on the Business Interests Register.</li> </ul>	
3.	Appointment & Re-appointment of Governors	
	<ul style="list-style-type: none"> <li>RW left the room at this point.</li> <li>DD proposed that RW be appointed to the board as a Co-opt governor for a 4 year term. Seconded by IF. All governors present voted in favour. RW appointed.</li> <li>RW re-joined the meeting at this point and was welcomed to the board.</li> <li>Due to the postponement of the meeting on 18<sup>th</sup> October 2022, the re-appointment of PS as a Co-opt Governor was actioned and approved via email.</li> <li>PS's re-appointment was formally ratified and recorded at the meeting. Proposed by DD and seconded by IF. The clerk has informed PS of his reappointment as a Co-opt governor for a further 4 year term.</li> </ul>	
4.	Twenty Questions:	
	<ul style="list-style-type: none"> <li>Q14: Accountability – Financial Oversight - <i>'Those governing have sufficient understanding of how the school's funds are managed to hold the Headteacher to account for the efficiency, sustainability and impact of the school's financial planning and management'</i></li> <li>Governors agreed that the board have a good knowledge of the schools financial planning and management. Regular financial updates are received from the Headteacher and Business Manager. Budget approval and revision documents are scrutinised by governors prior to ratification.</li> </ul>	<b>School Action:</b> MW to present an update on 'Financial Planning from a Curriculum Point of View inc ICP' Spring Term 23

# Full Governing Body - Business Meeting

## Wednesday 2<sup>nd</sup> November 2022 at 4.00pm

	<ul style="list-style-type: none"> <li>SB added that nationally, challenging times for school finances lay ahead which will ultimately have an impact on future curriculum choices. Moving forward with financial planning, the school need to consider the impact the reduction in student numbers will have on the budget and how this will affect the curriculum. SB suggested that an update could be presented to governors in the Spring Term to include an insight into Integrated Curriculum Planning [ICP].</li> <li>Governors were asked to complete 'Understanding Schools Finance' which is a NGA Learning Link module, before the end of the Autumn term. Clerk to send link. There is also an additional module - Finance: Making the most of what you've got' for governors who wish to complete extra CPD.</li> </ul>	<p><b>All:</b> Complete 'Understanding Schools Finance' NGA LL Module. Clerk to send link</p>
<b>5.</b>	<b>Approval of previous minutes: September 2022</b>	
	<ul style="list-style-type: none"> <li>Governors agreed and approved the minutes of the meeting held on 27<sup>th</sup> September 2022. Minutes signed by the Chair.</li> <li>Clerk to arrange minutes to be uploaded to the school website.</li> </ul>	<p><b>Clerk:</b> Upload of minutes to website</p>
<b>6.</b>	<b>Matters Arising</b>	
	<ul style="list-style-type: none"> <li>The Clerk summarised the outstanding actions. All actions which required further discussion were included as agenda items. No other actions required discussion at the meeting.</li> </ul>	
<b>7.</b>	<b>Headteachers Full Report</b>	
	<ul style="list-style-type: none"> <li>The Headteachers Report and appendices were circulated prior to the meeting. Governors were asked to submit any questions / comments prior to the meeting which were answered by the Headteacher as follows:</li> <li><b>Q:</b> Middle Leaders: Do they have a new focus this year or are they continuing with existing mini projects?</li> <li><b>A:</b> SB advised that LL is now managing the Leading from the Middle group of teachers.</li> <li>NM added that each Middle Leader has been provided with a set of questions that can be used to generate discussions within curriculum teams. Data analysis training has been provided by PJ.</li> <li>Governors noted that planning for development is a key focus for Middle Leaders. PJ has recently attended a PiXL conference where this topic was discussed.</li> <li>SB informed governors that following the Pay Panel meeting before half term, staff meetings are now taking place with all UP3 teachers who have thematic projects. Governors will receive an update of UP3 teachers following the meetings with SB.</li> <li><b>Comment:</b> Well done to all involved getting the school up to PAN for census.</li> <li>SB thanked MW who worked hard on this in the first few weeks of term.</li> <li><b>Comment:</b> Really like the sound of the Year 9 Energy Quest event.</li> <li>SB advised that the students really enjoyed the event which was managed by Charlotte Smith &amp; Pete Winson as part of the Careers/PSHE offer.</li> <li><b>Comment:</b> Persistent Absenteeism [PA] of 28% is a real concern. I have noted the plan to address this as detailed in the Headteachers Report and I look forward to seeing the results as this is obviously critical for the students concerned.</li> <li>SB added that attendance and persistent absenteeism remains a key focus for the school. MW advised that the Leadership Team received a presentation from RR yesterday where it was noted that the PA data includes attendance data from students that are no longer on roll. Following the next data drop this figure will be updated. It is also a focus for SEF [Secondary Education Forum].</li> </ul>	<p><b>School Action:</b> Governors to receive UP3 update</p>

# Full Governing Body - Business Meeting

## Wednesday 2<sup>nd</sup> November 2022 at 4.00pm

<ul style="list-style-type: none"> <li>• <b>Q:</b> Mental Health: Following a discussion with LB, the new counsellor at Open Evening is there something that can be put together for governors, it doesn't need to be a full presentation, just an insight.</li> <li>• <b>A:</b> SB advised that moving forward Mental Health data will be included within the Headteachers Report.</li> <li>• <b>Comment:</b> It is really impressive to see the number of extra specialisms being brought into the school to support students and parents, but it is a big concern about our future ability to fund this crucial work. School funding is already under huge pressure. What work is being done through ASCL etc to highlight this. We often hear about NHS funding and various taxes and growing the economy in the news, but nothing about education and our future workforce.</li> <li>• SB advised that future funding for schools remains a concern and for the first time it's history ASCL are part of discussions regarding proposed industrial action. The NEU are currently running a ballot which closes in January 2023.</li> <li>• <b>Q:</b> A governor asked if a list of abbreviations that are commonly used in education environments could be created to assist existing governors and new governors.</li> <li>• <b>A:</b> Governors agreed this would be helpful. Clerk to action.</li> <li>• <b>Q:</b> Really pleased with the progress in Arbor Lodge and the REACH &amp; Rebuild programmes. Is there anything tangible that can be reported on such as reduced behaviour points, absenteeism etc.</li> <li>• <b>A:</b> SB was pleased to report the progress in Arbour Lodge which is an ongoing area of alternative provision for the schools most vulnerable and challenging students. GCSE work is being completed and the animals are being cared for as is the allotment. Future agenda item: Arbour Lodge Update / Visit.</li> <li>• <b>Q:</b> What is the difference between CIN and CPP and what does this mean for our school in terms of support for these children?</li> <li>• <b>A:</b> MW explained the different levels of support for a Child in Need [CIN] and Child Protection Plan [CPP]. A social worker is allocated to a CPP to work with the family on key issues of wellbeing and safeguarding.</li> <li>• <b>Q:</b> Several mentions of Curriculum Maps being used as a tool. Please can governors see some examples at a future meeting.</li> <li>• <b>A:</b> SB suggested that MW could include some examples of curriculum resources in a future curriculum Presentation.</li> <li>• <b>Comment:</b> SIP report [Appendix 3] was positive. He identified some areas of focus to develop further, but no surprises.</li> <li>• SB advised that BL is scheduled to visit again this term where the focus on Middle Leaders will continue and also a focus on Y11.</li> <li>• <b>Q:</b> H&amp;S Report raised a few issues. Is there anything that the school doesn't have in hand? Is the window film being outside of warranty mean that it is not effective?</li> <li>• <b>A:</b> SB advised that windows in schools are a wider issue with the city and DfE. CA added that the film remains effective by holding the glass following expiry of the warranty.</li> <li>• JG [H&amp;S Link] is due to meet with CA during the Visit Day on 16<sup>th</sup> November 2022 to review the H&amp;S Report. It was noted that the report had been commissioned by the school.</li> </ul>	<p><b>School Action:</b>        Include Mental Health data within HT Report</p> <p><b>Clerk:</b> Circulate list of education abbreviations</p> <p><b>School Action:</b>        Future Arbour Lodge Update / Visit</p> <p><b>School Action:</b>        MW to present Curriculum Update next term</p> <p><b>JG/CA:</b>        H&amp;S Meeting 16.11.2022</p>
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# Full Governing Body - Business Meeting Wednesday 2<sup>nd</sup> November 2022 at 4.00pm

	<ul style="list-style-type: none"> <li>• <b>Comment:</b> I think it would be useful when we recruit our new governors to have a 'Back to Basics' session on what our key measures are such as Progress 8, Attendance, BMA etc. This could be an in person or recorded GB presentation or a CPD package for governors.</li> <li>• The clerk advised that the city is planning on reintroducing an Induction Programme for new governors, however dates have not yet been confirmed. The NGA also have a 'Welcome to Governance' session for new governors and a wide range of information on their website. Following discussion, the clerk will liaise with FH and draft a crib sheet with a reminder of key information.</li> <li>• <b>Q:</b> Does RPCC have an existing care plan that has a focus on suicide prevention. It's a difficult subject to discuss. There's a call to make this part of the national curriculum.</li> <li>• <b>A:</b> CS advised that students receive a weekly Wellbeing update on a Wednesday which covers a range of subjects however suicide prevention is a sensitive issue and difficult topic to approach. The school have counsellors and mental health workers who work with students, and some have social workers which offer support. The school will continue to signpost students to internal and external support as part of 'Wellbeing Wednesday'. SB added that moving forward, suicide prevention is an important topic that the school can action and research as part of the Wellbeing updates.</li> <li>• CA added that a funding has been received for a Mental Health package for staff and their families which governors will receive an update on in due course.</li> </ul>	<p><b>Clerk/FA:</b> Create a crib sheet of key information</p> <p><b>School Action:</b> Wellbeing to research suicide prevention awareness for students</p>
8.	<b>Safeguarding Update</b>	
	<ul style="list-style-type: none"> <li>• Governors noted the Safeguarding data which had been reported within the Headteachers Report. Additional points noted included:</li> <li>• Health &amp; Safety Audit [Appendix 4] shared with governors.</li> <li>• In response to a question, MW advised she has settled in well to her new role as Lead DSL.</li> <li>• IF will meet with CA on 16<sup>th</sup> November 2022 to review the Safeguarding 360.</li> <li>• CA/NM will meet to move forward with the 360Safe Online Safeguarding Tool.</li> </ul>	<p><b>IF/CA:</b> Safeguarding 360 Review</p> <p><b>School Action:</b> CA/NM meet to consider 360 Safe Online Safeguarding Tool</p>
9.	<b>Proposal of Admissions Arrangements 2024/25</b>	
	<ul style="list-style-type: none"> <li>• Admissions Policy 2024/25 circulated to governors prior to the meeting.</li> <li>• CA explained that the only change to the policy for 2024/25 is the date, the PAN remains at 150.</li> <li>• The policy was approved by governors and will now go out for consultation.</li> </ul>	<p><b>CA:</b> Action consultation of Admissions Policy</p>
10.	<b>Finance</b>	
	<p>Finance questions had been submitted by governors and were answered as follows:</p> <ul style="list-style-type: none"> <li>• <b>Q: Finance:</b> Why can we not project more accurate gas and electric costs if we are signed up to the SCC tariff?</li> <li>• <b>A:</b> CA advised that guidance from the city was to increase Electric by 146% and 83% for gas.</li> <li>• <b>Q: Finance:</b> Supply Staff dropping from £280k [two hundred and eighty thousand] to £30k [thirty thousand] is this realistic?</li> <li>• <b>A:</b> CA explained that the drop in supply costs is a realistic forecast. LSA supply costs have been reduced with appointments on fixed term contracts which will show as an increase cost for support staff. Supply cover was also used for MAT cover.</li> </ul>	

# Full Governing Body - Business Meeting

## Wednesday 2<sup>nd</sup> November 2022 at 4.00pm

	<p>The teacher and education staff line within the budget for next year will increase as supply reduces.</p> <ul style="list-style-type: none"> <li>• <b>Q: Finance:</b> SDP in row 120 reducing from £65k [sixty five thousand] to £50k [fifty thousand] to £25k [twenty five thousand]. Please explain.</li> <li>• <b>A:</b> CA advised that this line shows the funding allocated to support the School Development Plan. Requests are considered by SLT before funds are issued to departments. Governors noted that as numbers on roll decrease the funds will reduce which will have an impact on areas of development across school. In response to a question, CA advised that it is hard to predict DfE future funding levels. Additional funding from the city, that has been received in recent years for areas including Arbor Lodge and Covid Catch-up could also be withdrawn.</li> <li>• <b>Budget Revision:</b> Due to postponement of the October meeting, the Budget Revision has been considered and approved by governors prior to the meeting using the GovernorHub online platform. The Budget Revision was formally ratified and signed by the Chair at the meeting.</li> <li>• <b>Approval of Draft Unofficial Account:</b> CA explained that the Unofficial Account Audit for the year ending 31<sup>st</sup> March 2022 has now been received and states that the account is a true and fair record of the income and expenditure. <ul style="list-style-type: none"> <li>• The document will be circulated to governors following the meeting.</li> <li>• The Audit was accepted by governors and formally signed by the Chair.</li> </ul> </li> <li>• <b>Cleaning Tender:</b> CA advised that approval from governors is required in order for the school to instruct HCC to undertake and manage a mini competition [tender] on behalf of the school. <ul style="list-style-type: none"> <li>• The letter will confirm the school's preference of using County Supplies and grant approval to procure and spend an annual budget of £150k [one hundred and fifty thousand pounds] plus a contingency of 8% [eight] which will incorporate any increase to salaries, NI and cost of living rises between now and the start of the contract.</li> <li>• SB added that the tender will identify specific requirements. This will include the need for the cleaning contractors to work closely with the lettings contractors in respect of securing the site at the end of the evening and weekends.</li> <li>• Approved by governors.</li> </ul> </li> </ul>	<p><b>CA/Clerk:</b> Circulate Unofficial Audit</p>
<p><b>11.</b></p>	<p><b>Link Governor Roles</b></p>	
	<ul style="list-style-type: none"> <li>• <b>Pupil Premium:</b> DD met with Phil Jones via Teams for an update on Pupil Premium. DD summarised his link report which will be shared with governors following the meeting. The following points were noted: <ul style="list-style-type: none"> <li>• The Online Statement which is published on the school's website is due to be updated before the end of this year following the next data drop.</li> <li>• Areas that have benefited from PP funding include Music with new guitars and keyboards purchased and new sports equipment for PE. These purchases will benefit students across the school and future cohorts.</li> <li>• Not surprisingly there has been an increase in the request for uniform and food support.</li> <li>• In response to a question regarding a Breakfast Club SB explained that the school over the years have tried on several occasions to introduce a Breakfast Club but each time it has been unsuccessful. The KS3/KS4 Support Offices hold a supply of</li> </ul> </li> </ul>	<p><b>Clerk:</b> Share PP Link Report</p>

# Full Governing Body - Business Meeting

## Wednesday 2<sup>nd</sup> November 2022 at 4.00pm

	<p>breakfast bars for students. HoY staff are aware of the students who have been identified as needing additional support in the mornings.</p> <ul style="list-style-type: none"> <li>The library has been opened for extended hours on a Monday evening between 5-7pm which provides a safe space for study and revision.</li> <li>DD advised that he would be interested in scrutinising one year's PP spending to see all of the areas within school that have benefited from PP funds. CA confirmed that this is a report that can be generated. DD/CA to meet regarding this.</li> <li>In response to a question CA confirmed that the current PP figure is 34% of students.</li> <li>SB suggested that it would be beneficial for DD to meet with a group of PP students. SB will schedule a meeting during the governor visit day on 16/11/22.</li> <li>SB added that school offer for trips has been increased however this is always a controversial topic.</li> <li><b>Wellbeing:</b> Deferred until the next meeting as NI was not in attendance today.</li> </ul>	<p><b>DD/CA:</b> Produce and scrutinise PP funding one year spend report</p> <p><b>DD:</b> Meet with PP students on 16.11.22</p> <p><b>Clerk:</b> Defer Wellbeing Report 30.11.22 Agenda</p>
12.	<b>Working Party Update</b>	
	<ul style="list-style-type: none"> <li>IF updated governors on his communication with the Regional Schools Commissioners Office. Governors noted that the schools contact has advised that the RSC office is undergoing a complete restructure and apologised for the delay in providing an update. IF was pleased to advise that he has now received a request to set up a Teams meeting where an update should be provided. SB &amp; DD confirmed they will also join the meeting.</li> <li>SB reported that the Deputy CEO of the MAT and one of the MAT Headteacher's had recently visited the school. They discussed working with Regents Park as an Associate and agreed that staff can begin to access training. SB will join an online evening course in the first instance to see how the training is delivered. SB will feedback regarding this to the Working Party. The next stage is to then plan for Regents Park staff to deliver training to the MAT.</li> <li>In response to a question, SB confirmed there no new staff comments to feedback.</li> </ul>	<p><b>IF/DD/SB:</b> Working Party update – regular agenda item</p>
13.	<b>Staff Governor Feedback</b>	
	<ul style="list-style-type: none"> <li>NM reported that there had been several comments received from staff that were discussed with SB at the pre-meeting. It was felt that two of these comments should be brought to governors' attention, the remainder were operational issues that have already been responded to by SB. Comments noted as follows:</li> <li><b>Energy Crisis:</b> Staff have raised a concern regarding the energy crisis and how the school will manage the temperature of the building over the winter months.</li> <li>Governors asked the school to respond on their behalf and to reassure staff that good energy saving procedures will be followed as always but that there is no intention in the heating not being switched on when required.</li> <li><b>EAL Students:</b> Staff are concerned regarding the increase in students on roll who have zero English language skills as these students cannot engage in lessons. Some students also have difficulty reading and writing in their own language. Staff are concerned of the impact this may have on progress as it may appear that some students are disengaged however there is valid reason why these students are not engaged.</li> <li>MW added that the school are expecting an increase in the number of EAL students via the In Year Fair Access scheme with more children arriving in the city from abroad.</li> <li>A governor questioned why the city have not introduced a programme for these</li> </ul>	

# Full Governing Body - Business Meeting Wednesday 2<sup>nd</sup> November 2022 at 4.00pm

	<p>children to teach them English before placing them in mainstream schools and asked what support the LA are offering. SB responded that students that join Regents Park will learn by being immersed in a classroom environment, however it is important that governors are aware of the concern. The city did provide funding for refugees for one term which was used to employ a language teacher however this has now been withdrawn.</p> <ul style="list-style-type: none"> <li>• Governors are aware the school has introduced an EAL tutor group with low level intervention from one of the school's language teachers. There now over 60 languages spoken across the school which can be a challenge when communication with parents is required if their English is also poor.</li> <li>• Governors agreed that external challenge can be explained, as staff and governors are aware of the challenge of EAL students within the classroom.</li> <li>• SB advised that the issue has been raised at the SCLT board meeting by the group of Headteachers and one idea is to create a mentoring group with the adult learners from the city's universities, but this is a process that will take time to implement. The concern has also been raised at Secondary Heads.</li> <li>• Governors acknowledged that this issue is a real concern for schools however action is needed from the LA as this is a city wide issue.</li> <li>• In conclusion, SB/MW added that historically EAL students do well at Regents Park and make good progress and it is positive that they are in school and immersed in lessons.</li> </ul>	
<b>14.</b>	<b>Governors CPD</b>	
	<ul style="list-style-type: none"> <li>• As previously discussed, 'Understanding Schools Finance' is the CPD module for this half term.</li> <li>• The clerk will chase those governors who have not yet completed the Equality &amp; Diversity &amp; Ofsted: Step-by-Step training modules.</li> <li>• The clerk added that there is an updated safeguarding training module which is available on the Learning Link platform 'Safeguarding: how to fulfil the governance role' for any governors that are able to complete additional CPD.</li> </ul>	<b>Clerk:</b> Remind governors to complete outstanding training modules
<b>15.</b>	<b>Governors Skills Audit</b>	
	<ul style="list-style-type: none"> <li>• Skills Audit to be completed by the new governors CS &amp; RW. Clerk to circulate.</li> <li>• Skills Audit last completed by the board in Autumn term 2021. New governors to be added and governors no longer part of the board to be removed. Clerk to action.</li> </ul>	<b>CS/RW:</b> Action Skills Audit  <b>Clerk:</b> Update Skills Audit
<b>16.</b>	<b>Policies</b>	
	<ul style="list-style-type: none"> <li>• Governors ratified the following policies which were uploaded to GovernorHub and circulated prior to the meeting. Policies were formally signed by DD.</li> <li>• First Aid Policy</li> <li>• Health &amp; Safety Arrangements</li> <li>• Health &amp; Safety Statement of Intent</li> <li>• Early School Closure &amp; Statutory Regulations</li> <li>• Whistleblowing Policy</li> <li>• The Clerk will add RW to GovernorHub and chase JG to register.</li> </ul>	<b>Clerk:</b> Add RW to GH. Chase JG to register
<b>17.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• <b>Parent Governor Vacancies:</b> The clerk advised that following the re-advertisement of the Parent Governor vacancy no applications have been received. The school will continue to advertise and promote the posts with parents.</li> </ul>	

# Full Governing Body - Business Meeting Wednesday 2<sup>nd</sup> November 2022 at 4.00pm

	<ul style="list-style-type: none"> <li>• <b>Big Interview:</b> Governors were invited to attend the Big Interview event being held on Thursday 1<sup>st</sup> December 2022. RW confirmed he is able to attend. Governors have been emailed details of the event by Charlotte Smith via the clerk.</li> <li>• <b>Wellbeing:</b> CS advised that the Wellbeing Audit is scheduled for a virtual meeting on the morning of the 8<sup>th</sup> November 2022 and asked if any governors would be able to attend. DD &amp; IF confirmed they would be able to join the call.</li> <li>• RW left the meeting at 5.32pm</li> <li>• <b>Website:</b> CA asked for a volunteer that could look at the school's website with a fresh pair of eyes to check that the criteria set by the DfE is included on the website. DD is willing to assist with this. CA to send document.</li> <li>• <b>Open Evening:</b> Positive Open Evening feedback reported by DD. A really enjoyable evening meeting staff and parents. DD encouraged governors to attend this event as it is a rewarding part of the governor role.</li> <li>• <b>Headteacher:</b> DD acknowledged the additional roles that SB has taken on including her role within the Secondary Heads and ASCL. These roles offer personal development to the Headteacher and will also benefit the school. SB thanked the Leadership Team for managing the school operationally whilst she is offsite.</li> </ul>	<p><b>DD/IF:</b> Join Wellbeing Audit call</p> <p><b>CA:</b> Send DfE website criteria document to DD</p> <p><b>DD:</b> Check website against DfE criteria</p>
Meeting closed at 5.38pm		
18.	<b>SLT Focus: Safeguarding Training inc KCSiE Update</b>	
	<ul style="list-style-type: none"> <li>• Following the close of the meeting, MW delivered a Safeguarding for Governors and KCSiE training update which was attended by DD &amp; NA.</li> <li>• RW &amp; JG to attend following the next meeting in November.</li> </ul>	<b>RW/JG:</b> Attend Safeguarding Training after the next mtg
<b>Next Meeting Date:</b>		
<ul style="list-style-type: none"> <li>• Wednesday 30th November 2022 - 4.00pm [Hybrid if required]</li> </ul>		

<ul style="list-style-type: none"> <li>• <b>Supporting Papers:</b></li> </ul>
<ul style="list-style-type: none"> <li>• Draft Minutes FGB Mtg Sept 2022</li> </ul>
<ul style="list-style-type: none"> <li>• Headteachers Full Report</li> </ul>
<ul style="list-style-type: none"> <li>• SEF – Appendix 1</li> </ul>
<ul style="list-style-type: none"> <li>• SDP – Appendix 2</li> </ul>
<ul style="list-style-type: none"> <li>• SIP Report – Appendix 3</li> </ul>
<ul style="list-style-type: none"> <li>• Health &amp; Safety Audit – Appendix 4</li> </ul>
<ul style="list-style-type: none"> <li>• Admissions Policy 2024/25</li> </ul>
<ul style="list-style-type: none"> <li>• Finance Report</li> </ul>
<ul style="list-style-type: none"> <li>• Budget Revision Data</li> </ul>
<ul style="list-style-type: none"> <li>• First Aid Policy</li> </ul>
<ul style="list-style-type: none"> <li>• Health &amp; Safety Arrangements</li> </ul>
<ul style="list-style-type: none"> <li>• Health &amp; Safety Statement of Intent</li> </ul>
<ul style="list-style-type: none"> <li>• Early School Closure &amp; Statutory Regulations</li> </ul>
<ul style="list-style-type: none"> <li>• Whistleblowing Policy</li> </ul>



# Full Governing Body - Business Meeting Wednesday 2<sup>nd</sup> November 2022 at 4.00pm

Item:	Action Points:	Owner:	Timescale:
4.	Complete Understanding Schools Finance Learning Link CPD Module	All	16 <sup>th</sup> Dec
4.	Present update on 'Financial Planning from a Curriculum Point of View inc ICP'	School Action MW	Spring 2023
5.	Upload minutes to school website	Clerk	ASAP
7.	Governors to receive UP3 update	School Action	Autumn Term
7.	Include Mental Health data within HT Report	School Action SB	Ongoing
7.	Circulate list of education abbreviations	Clerk	ASAP
7.	Future Arbour Lodge Update / Visit	School Action	Spring 2023
7.	Present Curriculum Update	School Action MW	Spring 2023
7.	H&S Meeting	JG/CA	16.11.2022
7.	Create a crib sheet of key information for Governors	Clerk/FA	Autumn Term
7.	Wellbeing to research suicide prevention awareness for students	School Action CS	Ongoing
8.	Safeguarding 360 Review	IF/CA	16.11.2022
8.	Meet to consider 360 Safe Online Safeguarding Tool	School Action CA/NM	Autumn Term
9.	Action consultation of Admissions Policy	CA	November 22
10.	Circulate Unofficial Account	CA/Clerk	ASAP
11.	Share Pupil Premium & Wellbeing Link Report	Clerk	ASAP
11.	Produce and scrutinise PP funding one year spend report	DD/CA	Autumn Term
11.	Meet with PP students on 16.11.22	DD	16.11.2022
11.	Wellbeing Report defer to 30.11.22 meeting	Clerk/NI	30.11.2022
14.	Remind governors to complete all outstanding training modules	Clerk	Autumn Term
15.	Complete Skills Audit [clerk to circulate]	CS/RW	End Nov 22
15.	Update Skills Audit	Clerk	End Nov 22
16.	Register for Governor Hub	JG/RW	ASAP
17.	Join Wellbeing Audit call	DD/IF	08/11/2022
17.	Check the DfE criteria against the school's website. CA to send DfE document.	DD/CA	Autumn term
18.	Attend Safeguarding Training after the next mtg	RW/JG	30.11.2022

Signed: .....

Dated: .....