

THE EDGE SCHOOLS' FEDERATION

GOVERNORS' MEETING ON

9th MARCH 2023 AT 6.30 PM

TYPE OF MEETING	FULL GOVERNORS MEETING	Teams
PRESENT	Mr S James (Chair) (SJ) Mr S Hall (Vice Chair) (SH) Mrs C Fenton (CF) Mrs D Crowe (DC) Ms E Evans (EE) Mr T Davies (TD)	Mrs M Hunt (Headteacher) (MH) Mrs S Phillips (SP) Mrs C Egleton (CE) Mr R Rhodes (RR) Ms L Furniss (LFurniss) Mrs C Bedford (CB)
CLERK	Viktoria Deakin	
IN ATTENDANCE	Mrs L Foster (LF)	
QUORUM	Number: 7	QUORATE: YES
1.	APOLOGIES	
	Received from Mrs K Stone	Reason travel Consent Yes / No yes
2.	DECLARATION OF ANY OTHER URGENT BUSINESS	
	There were no declarations of any other urgent business made.	
3.	DECLARATION OF INTEREST	
	3.1 There were no declarations of interest made.	
	3.2 TERMLY REVIEW OF GOVERNOR AND HEADTEACHER BUSINESS INTERESTS	
	Business Interests Register	
	The business interests register must be reviewed annually but is tabled termly to enable new governors to be included and existing governors to update their entry. The register must be published on the website.	
	The following was noted: The new business interest forms were emailed out this afternoon, 9 th March, by LF. The spread sheet, containing governors' individual business interests, will be published on the School's website. Governors' attendance will also be published on the website. The previous academic year's attendance, 2021-22, will be published first.	
4.	GOVERNING BODY MEMBERSHIP	
	4.1 Governing Body Vacancies	
	CE is now in the position of Foundation Governor. TD is in the position of Co-opted Governor.	

	<p>CB is in the position of a Co-opted Governor.</p> <p>4.2 Code of Conduct The Governing Body agreed to adopt the Code of Conduct and were reminded of the importance of confidentiality. The Code of Conduct has been emailed out this afternoon, 9th March, to all governors for their signature and return.</p> <p>A signed copy is held on file signed on 13/10/22 by SJ on behalf of the governing body.</p> <p>ACTION: All governors to return signed copy of the Code of Conduct to LF by 15th June.</p>																																								
5.	<p>TO REPORT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR OF THE GOVERNING BODY IN CASES OF URGENCY</p> <p>There was no action taken on the grounds of urgency.</p>																																								
6.	<p>MINUTES</p> <p>6.1 To receive and confirm the minutes of the previous meeting</p> <p>The minutes of the meeting held on 13th October were approved and signed as being a correct record – Steve Hall to be removed from attendance as incorrectly recorded as present</p> <p>6.2 Matters arising from the minutes</p> <p>There were no matters arising from the minutes of the previous meeting.</p> <table border="1" data-bbox="229 1120 1471 1998"> <thead> <tr> <th colspan="4">ACTION SHEET</th> </tr> <tr> <th>ITEM NO</th> <th>ACTION</th> <th>TO BE COMPLETED BY</th> <th>UPDATE</th> </tr> </thead> <tbody> <tr> <td>4.2</td> <td>S Hall, R Rhodes, and D Crowe to complete the Business Interest Register. L Foster to ensure Business Interest Register completed.</td> <td></td> <td>Discharged</td> </tr> <tr> <td>5.1</td> <td>All Governing Body vacancies and appointments to be published on the School's website.</td> <td></td> <td>Discharged</td> </tr> <tr> <td>8.1</td> <td>Email out slides of Safeguarding Training slides to the Governing Board members.</td> <td></td> <td>Ongoing</td> </tr> <tr> <td>8.2</td> <td>L Furniss' Safeguarding training questions to be incorporated into Governors' forms.</td> <td></td> <td>Ongoing</td> </tr> <tr> <td>10</td> <td>Put into brackets how many children are involved in incidents recorded on CPOMs.</td> <td></td> <td>Discharged The number of children affected is shown in a different format.</td> </tr> <tr> <td>10</td> <td>Brockton School Development Plan to go on Share Point.</td> <td></td> <td>Discharged</td> </tr> <tr> <td>10</td> <td>Information to be sent out to children about online safety on school website.</td> <td></td> <td>Ongoing</td> </tr> <tr> <td>10</td> <td>Advertise Open Day at schools and keep it regular. Engage local newspaper and social media to advertise Open Days.</td> <td></td> <td>Discharged Open days for Wistanstow and Church Preen are set for the Autumn term.</td> </tr> </tbody> </table>	ACTION SHEET				ITEM NO	ACTION	TO BE COMPLETED BY	UPDATE	4.2	S Hall, R Rhodes, and D Crowe to complete the Business Interest Register. L Foster to ensure Business Interest Register completed.		Discharged	5.1	All Governing Body vacancies and appointments to be published on the School's website.		Discharged	8.1	Email out slides of Safeguarding Training slides to the Governing Board members.		Ongoing	8.2	L Furniss' Safeguarding training questions to be incorporated into Governors' forms.		Ongoing	10	Put into brackets how many children are involved in incidents recorded on CPOMs.		Discharged The number of children affected is shown in a different format.	10	Brockton School Development Plan to go on Share Point.		Discharged	10	Information to be sent out to children about online safety on school website.		Ongoing	10	Advertise Open Day at schools and keep it regular. Engage local newspaper and social media to advertise Open Days.		Discharged Open days for Wistanstow and Church Preen are set for the Autumn term.
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11	All governors to read Paper B, The Governing Body's Role in School Improvement, and feedback to Chair and Headteacher by 3rd November 2022.		Discharged
12	Put the School Teachers' Pay Policy on the Business Management Committee or the FGB meeting' agenda whichever takes place earlier in line with the Pay Policy release date.		Discharged
16	Write up the Link governors' roles.		Discharged
17	Arrange dates for the Safeguarding link governor's visit.		Discharged
20	Continue updating the statutory policies and procedures.		Ongoing
20	Governors' pen portraits to be completed.		Ongoing
20	Check the website for GDPR.		Discharged

7. TO RECEIVE REPORTS/MINUTES

7.1 Business Management Committee

Minutes of a meeting held on 27th February 2023 were received and considered. A copy has been placed in the minute book.

Particular points discussed were:

- It was agreed that the spending limit, previously set in October 2018, should be doubled
- There is a surplus across the Federation
- Brockton is heading into deficit due to low numbers; subject to numbers in September there may be a need to adjust staff structure

Curriculum Committee

Minutes of a meeting held on 12th February 2023 were received and considered. A copy has been placed in the minute book.

Particular points discussed were:

Wistanstow's IT technical support has improved, and children are moving forward to enjoying their lessons.

CE is to do some visits as a foundation governor to look at Church School requirements and SIAMS at Wistanstow and Brockton. Dates to be arranged with MH.

Data for each school are moving forward but they are still not where they need to be. Provision for SEND: CC joined the meeting to give an update. An intervention timetable is being written for each school, but actions have already started. CC also attended a conference about inclusive SEN support in Shropshire on 10.02.23 which was helpful and insightful.

MH decided to bring the school development plans and SEFs into the curriculum committee meetings as they are in the terms of reference, and this will help ease the volume of information at FGB meetings.

7.2 Reports from Governors

LFurniss completed a safeguarding visit at Church Preen and Brockton on 8th March, spoke to SP and MH as part of the visit. Safeguarding visits will be kept termly.

All schools comply with legal requirements.

There is yearly training update on KICSIE and termly update with Shropshire.

CPOMS works well, all staff are trained and using CPOMS well.

	<p>Online Safety is taught well. Actions for Church Preen are</p> <ul style="list-style-type: none"> • Policies on the website need to be changed to reflect change of safeguarding governor • The building is safe and secure but there is a gap outside that needs to be addressed straight away <p>L Furniss completed a Pupil Voice meeting with three children. The children were able to name a teacher to whom they could talk, and they were able to explain how to keep themselves safe online. They raised concerns about feeling unsafe when changing for PE due to a window in the classroom door. The school have now reviewed and adjusted where the children get changed to address this. Sue Phillips did a follow-up pupil voice and the children said that they felt happy and safe at school.</p> <p>Brockton: All staff are up to date with Prevent and County Lines training. Safer Recruitment is in place. Safeguarding is regularly discussed. MH is well supported in her role. Action for Brockton is:</p> <ul style="list-style-type: none"> • Policies on the website need to be changed <p>L Furniss completed a Pupil Voice meeting; the children said they were happy and enjoyed learning. They know who to speak to in school if they feel unsafe and how to keep themselves safe online. Parents also checked the children’s online activities. Wistanstow visit is to be arranged.</p> <p>CB completed a SEND visit 03/11/2022 at Brockton. CB met with CC. Discussed next steps and the impacts of the interventions put in place. CC was open and honest about areas of strength and improvement. The next step include timely identification of SEND needs and working collaboratively with parents. The next step will also be focusing on effectively sharing information on students’ needs with staff.</p> <p><i>MH: The interventions are timetabled and happening now.</i> <i>SJ: Any plans to meet CC again?</i> <i>CB: It will be the other side of Easter.</i> <i>SJ: Would it be possible to talk to some pupils as well?</i> <i>CB: I would like to talk to pupils and look at the books to compare those outcomes with their peers’ outcomes.</i></p> <p>EE has completed the initial Health & Safety audit.</p> <ul style="list-style-type: none"> • Brockton has an ongoing issue of upgrading the boys’ toilets • There is a lack of H&S posters • There are some H&S forms to sort out
8.	<p>HEADTEACHER’S REPORT</p> <p>The headteacher’s report was received and considered. Particular points discussed were: A copy of the report has been placed in the minute book.</p> <p>Executive Headteacher Report Safeguarding Two pupils were temporarily placed on the child protection register at the end of the autumn term; this has now been rescinded.</p> <p>Behaviour/CPOMS Brockton: most pupils on CPOMS are associated with a small number of incidents. There are a few children that are associated with a large number of incidents. There are some planned interventions involving external agencies.</p> <p><i>RR: Wistanstow has more pupils but fewer problems. Why is that?</i> <i>MH: Possibly some under reporting is taking place.</i></p>

RR: Are there better-behaved children?

MH: There are fewer things to deal with that impact on behaviour at Wistanstow.

CB: Looking at the SEND numbers; is there an underlining problem? Is there a trend?

MH: We are dealing with early years trauma at Brockton.

CB: Pupil C should be on the SEND register, but parents did not agree. Pupil H is on the Send register, Early Help and other externals are also involved.

Church Preen; there is 1 pupil with a large number of incidents. The child in on the SEND register and has an EHCP as well. Externals are involved.

Wistanstow: issues are sorted with parental engagement.

T&L

There are still a couple of staff underperforming; the leadership is working with Shropshire HR. Maths is underperforming but SP is working with the maths consultant. Some Early Years key staff are linking up with the maths hubs.

Leadership and Management

Financial Audit at Brockton; all of the required actions are now completed.

The senior leadership team restructure and creation of a Head of School(s) role for Church Preen and Wistanstow from September 2022 has finished. The SENCO has been established working across the Federation.

A formal complaint has been heard by the Governors' Complaints Committee. It has now been closed.

Communication with parents / carers

Newsletters continue to go out from each school fortnightly.

Breakfast and After School Clubs (Brockton and Church Preen) at both schools continue to run at a financial deficit, though these have been reduced by reducing the number of directly paid staff to run the provisions.

Staff

There are now two members of staff undertaking NPQ qualifications – Sue Phillips has recently started her NPQH qualification and Rebecca Williams has begun the NPQ in Leading Teacher Development.

One TA at Wistanstow remains on long-term sickness absence. This continues to be covered on a casual basis by staff internally. A HLTA at Wistanstow requested a reduction in hours and a HLTA from Church Preen requested a transfer to Wistanstow to cover the shortfall. An existing member of staff at Church Preen has stepped up to cover the HLTA role there and a new part-time TA has also been appointed.

Our two HLTAs with ELSA specialisms (both trained earlier this year) are now working very successfully across all 3 schools.

Wellbeing

The Federation continues to experience difficulties in recruitment of staff for lunchtime supervisor posts at Church Preen and Brockton. Teaching staff (and SLT) continue to provide cover for lunchtimes which is outside of the scope of the STPCD (School Teachers Pay and Conditions Document) and is on a goodwill basis only.

CE: When Ofsted changed the maths curriculum that directly worked against the wellbeing of teachers. The need to rewrite the SoWs which added further pressure to the teachers' existing workload.

MH: SP is working hard to release staff so they can work on SoWs. Subject leaders have ½ day each term to work on SoWs and the staff meetings are curriculum focused.

MH: It is challenging as it costs money to release staff.

SJ: MH highlighted on the B&M committee that TAs and teachers don't see each other. There isn't an overlap, but the curriculum meetings are picking up on that.

MH: We have part time staff that never coincide.

SJ: What about the cover of the breakfast and afterschool club?

MH: The cover is a strain, I block my time to cover breakfast, afternoon, and lunchtime.

SJ: The solution is more staff, but we don't have the money. It is useful to communicate to staff that we are aware of the problem.

MH: As I am appointing new TAs, this is part of their contract.

RR: Do parents really understand the workload that is imposed on the teachers?

MH: I do tell the parents about the afterschool club and that the teachers volunteer to cover those hours.

RR: It is a concern for all of us and you are not there to cover these shifts.

MH: It is difficult as we don't have the money and people don't apply for those roles.

Brockton

Numbers on Roll: 59 (+7)

The Nursery is going from strength to strength.

Current Staffing

There is 1 new staff member, a L2 TA.

Safeguarding/CPOMS

A serious allegation (peer-on-peer) was investigated, and external agencies involved.

Safeguarding governors reviewed the incident and actions taken with the EHT.

Health and safety

Boys' toilet: work needs to be done. The LA should complete the work as landlords as it is a serious safeguarding issue, but they do not have the money.

Security of the perimeter of the school site remains a concern.

There is a lot of extracurricular activities such as Pupil Librarians trained by Shropshire Library Service.

Attendance:

Below where the School was in 21-22. There is a lot of sickness.

Staff CPD

All staff completed the Prevent programme refresher and phonics awareness.

Cross-federation links and impact on the school

Writing moderation meetings for all federation teaching staff continue termly.

Current strengths

Highly qualified and experienced staff team.

Current challenges

Staff continue to feel challenged by the need to take on additional duties such as covering lunchtimes and before and after school clubs.

Church Preen

Numbers on Roll: 42

Current Staffing

1 HLTA moved to Wistanstow.

Safeguarding/CPOMS

More staff completed the designated Safeguarding lead training.

Health and Safety

1 tonne of salt and a salt spreader was delivered this week.

Extra curriculum activities celebrated Children's Mental Health Week in w/c 6th February.

Attendance

96% up on last year.

Staff CPD

All staff completed phonics awareness.

Cross-federation links and impact on the school

Catherine Cowper, SENCo, has been visiting regularly to support staff with recording of interventions, referrals to outside agencies and parent meetings.

Current challenges

Staff continue to feel challenged by the additional duties.

DC: Would you be able to canvass any part-time staff to cover available hours?

SP: staff are already doing this on a good will basis and they have their days off for a reason.

	<p>Wistanstow Numbers on Roll: 72 Current Staffing 1 member of staff is on long term sick leave. Safeguarding/CPOMS There was one report of possible bullying in January, but after investigation, it was concluded that this was not the case and was 'rough play' involved from both parties. One child is under the joint care of Shropshire Council. All teaching staff have viewed Cybersecurity training online. West Mercia Police visited Y5/6 on 28.2.23.</p> <p><i>SJ: Is this (police visit) rolled out to other schools?</i> <i>SP: Yes.</i> <i>MH: They have been to Brockton.</i></p> <p>Health and Safety Concerns have been raised by some parents about parking on the road outside school at drop off and pick up times.</p> <p><i>SH: Should we ask the council to do something about it? They could arrange double yellow lines or zig zags by the School.</i> <i>SJ: I will catch up with SP or MH and draft a letter to the council about the toilet and parking.</i> <i>CF: This is a matter for the community police.</i> <i>SJ: Might worth writing to the parish council.</i></p> <p>On 3.2.23 Highways Shropshire delivered a salt spreader and filled the salt bins. Curriculum and extra-curricular activities Our netball team reached the final of the finals of the South Shropshire TrustEd Sports Partnership competition on 14.2.23. Attendance 95% up on last year. One child has now returned to school following an operation and absence for four weeks. Staff CPD Kate Burton, independent maths consultant, visited to support with planning. Holly Williams-Evans attended the Teach Computing – Lead Computing course, which has supported the development of the computing curriculum. Cross-federation links and impact on the school Catherine Cowper, SENCo, has been visiting regularly to support staff with recording of interventions, referrals to outside agencies and parent meetings. Cross-federation writing moderation across all year groups to ensure consistency of assessments and identify and resolve differences. Current strengths Good behaviour with established rules Current challenges The development of the wider curriculum.</p>		
9.	<p>THE GOVERNING BODY'S ROLE IN SCHOOL IMPROVEMENT Paper A</p> <p>Governors are invited to record in the minutes how they have fulfilled their responsibilities and contributed to maintaining and improving the quality of teaching and learning, behaviour and safety and achievement for pupils in the school since the last meeting.</p> <table border="1" data-bbox="231 1881 1436 2002"> <tr> <td data-bbox="231 1881 630 2002">Governors' Core Function</td> <td data-bbox="630 1881 1436 2002">Impact of governor involvement – What <u>improvements</u> have been secured to pupil outcomes, behaviour and safety, leadership and management?</td> </tr> </table>	Governors' Core Function	Impact of governor involvement – What <u>improvements</u> have been secured to pupil outcomes, behaviour and safety, leadership and management?
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	Setting the vision and strategic direction of school	Review and rebuild the schools' websites.
	Holding the head teacher to account for the school's educational performance	The termly Headteacher's Report; questions on behaviour; page 4.
	Ensuring financial resources are well spent	The School's Financial Value Standard has been approved by the Business and Management Committee and will be submitted to the Local Authority by the 31st of March 2023.
	Safeguarding	LFurniss completed a safeguarding visit at Church Preen and Brockton on 8th March, spoke to SP and MH as part of the visit.
10.	<p>SCHOOL DEVELOPMENT PLAN</p> <p>The governing body agreed/discussed the following updates to the SDP:</p> <p>The school development plans and SEFs are brought into the curriculum committee meetings. The actions and monitoring are in green for this term.</p> <p>OBJECTIVE 1:</p> <ul style="list-style-type: none"> Continued progress in reviewing rolling plans SP attended Retrieval Practice conference – to feed back to all teaching staff MH to further develop subject leads meetings working across the 3 schools <p>OBJECTIVE 2:</p> <ul style="list-style-type: none"> Spring term 23 budget review shows a continued financial surplus position for all 3 schools into 2023/24 Increased expectations of subject leads from EHT and HoS is beginning to bear fruit with a developing sense of accountability across the teaching staff team White Paper is no longer in force. Spring term briefings from both Hereford Diocese and Shropshire LA do not indicate a need for extreme urgency in developing a plan <p>OBJECTIVE 3:</p> <ul style="list-style-type: none"> Federation PD Day on 3.1.23 focusing on "Trauma Informed Practice" from Shropshire Virtual School and a reminder of Retrieval Practice principles with SIA John Rowe 	
11.	<p><u>FINANCIAL / AUDIT MATTERS</u></p> <p>11.1 <u>Schools' Delegated Budgets</u></p> <p>The governing body noted the school budget timetable for 2022/23 and also the requirement to submit an approved annual budget plan to the LA by 31st May 2023. The Business and Management Committee will approve the School's delegated budget which will be submitted to the LA by 31st May 2023.</p> <p>11.2 <u>Schools Financial Value Standard</u></p> <p>It was confirmed that the SFVS had been reviewed and approved by the Business and Management Committee, SH to sign and submit the document to the Local Authority by 31st March 2023.</p> <p>11.3 <u>Delegation of Powers</u></p> <p>The Governing Body reviewed the delegated powers to make financial decisions.</p> <p>It was agreed that the EHT/HoS would be granted delegated powers of £3,000.</p> <p>It was agreed that the Finance Committee would be granted delegated powers of £10,000.</p>	

<p>12.</p>	<p>UPDATE ON ADDITIONAL DfE FUNDING Recovery Premium Funding Each school was allocated £1000 in 2021-22 but all ended up with £2000 that was mostly spent on TAs and ELSAs. Each school is allocated £1000 in 22-23.</p> <ul style="list-style-type: none"> • National Tutoring Programme The school did not participate in the NTP as the amount of money was so small that did not allow the release of staff to complete training. • Pupil Premium Eligibility and Funding Rates 2023 to 2024 There is a slight increase in PP and there are a few more pupils on roll that are eligible.
<p>13.</p>	<p>DEVELOPMENT & TRAINING</p> <p>13.1 <u>Feedback and record impact of governor training</u> RR completed the Online Safeguarding training. It was interesting, well displayed and well put together. After each section, there are questions to answer to get that many right. The questions did not always relate to the module.</p> <p><i>LF: Everyone needs to do this if you haven't done safeguarding.</i></p> <p>CB completed the same training, the info was good but the questions were misleading.</p> <p>13.2 <u>Review and identify any training needs of the governing body</u></p> <p><i>LF: Everyone has access to the NGA website and if you have the chance, look at it.</i></p> <p>ACTION: Email/ hand over course certificates to LF. LF to feedback to NGA on the Online Safety training.</p>
<p>14.</p>	<p>SAFEGUARDING / HEALTH & SAFETY</p> <p>The Governing Body agreed the following:</p> <ul style="list-style-type: none"> • It was agreed that all members of the Governing Body have read the following documents: <ul style="list-style-type: none"> • Keeping Children Safe in Education 2022 • The Child Protection and Safeguarding Policy and other related Safeguarding Policies were reviewed and agreed by the Governing Body on and copies have been placed on the school website. • The Governing Body agreed to: <ul style="list-style-type: none"> • Outcomes of the S11 audit was submitted and covered in discussion with LFurniss and EE.
<p>15.</p>	<p>CHILD ON CHILD INCIDENTS</p> <p>The governing body received data related to the incidents of:</p> <ul style="list-style-type: none"> • Bullying • Racism • Sexual harassment and sexual violence • Any other prejudicial or discriminatory behaviour

	Covered under Item Number 8, Headteacher's Report.
16.	<p>AUDIT</p> <p>16.2 Annual Appointment of the School Fund Auditor</p> <p>The Headteacher in conjunction with the governors, should appoint a suitably qualified auditor to audit the school fund accounts annually. The auditor must be totally Independent from the administration of the fund and have not connection which might inhibit the impartial conduct of the audit. The Business Management Committee appointed the School Fund Auditor.</p>
17.	<p>VISIONING FOR THE FUTURE</p> <p>The vision of the Federation and individual schools may be different. The vision of the Federation and the schools will be discussed in an extraordinary meeting. The Governing Board will be looking at appointing someone to refresh the website which is the Schools' shopwindow facing parents.</p> <p><i>MH: Refreshing the website is high priority as it attracted some negative comments.</i> <i>SJ: The Business Committee pledged some money towards building a new website. Some parents offered their help, but we must follow the procurement route.</i> <i>LF: When you look at the websites of our main competitors such as Much Wenlock; they have lovely websites. It's worth spending the money and get a professional so we can update parents with live info on what the kids are doing.</i> <i>SJ: Yes, we are way behind of what we could do but we do have to be careful with money.</i> <i>CF: We need to take it into consideration that it is the teachers' job to put the content on the website that would be building furthermore on existing pressures.</i></p>
18.	<p>GOVERNANCE COMPLIANCE</p> <p>Governors are reminded of the legal requirement to publish and update</p> <ul style="list-style-type: none"> • Review policies <i>The audit is to be carried out by LF and MH</i> • Update GIAS <i>It is up to date</i> • Update the School/Academy Website <i>The School's website needs to publish updates; it will be looked at more comprehensively as part of the website renewal</i> • Agree or amend the information they publish on each member of the governing body on the website each year • GDPR <i>SH and MH to continue to work on GDPR</i>
19.	<p>DATES AND TIMES OF GOVERNING BODY MEETINGS FOR 2023</p> <p>The governing body agreed the following meeting dates:</p> <ul style="list-style-type: none"> • Summer 2023 15th June 2023 18.30 Wistanstow • Autumn 2023 12th October 2023 18.30 Church Preen
20.	<p>ANY OTHER URGENT BUSINESS</p> <p>There were no items of any other urgent business to be considered</p>
<p>Signed: _____ Chair of Governors Date: _____</p>	
<p>Meeting Ended: 8.45 PM</p>	

ACTION SHEET		
ITEM NO	ACTION	TO BE COMPLETED BY
3.2	Business interest forms to be completed and returned to LF	LF
3.2	Business interests and attendance to be published on the website	LF
4.2	All governors hand signed copy of Code of Conduct to LF by 15th June.	All
13	Safeguarding and all other compulsory training to be completed and certificates sent to LF	All
13	LF to feedback to NGA on the Online Safety training.	LF
17	New website to be moved forward and quotes obtained	SJ/LF

Items for next meeting