



**Minutes of the meeting of the FGB
held on the 21st November 2022
at Fishergate School at 18:00**

Present: Ms Jackie Hudson (Chair); Ms Tina Clarke (Headteacher); Mrs Andrea Walton; Dr Alisun Pawley; Mrs Tamsin Tinker; Mrs Francesca Moxon; Mr David Allen [until 18:59]; Mr Graham Whitmore (Vice-Chair); Mr Bill Twist.

In Attendance: Ms D Rees (Deputy Headteacher)
Ms Harriet Champness [until 18:30]
Mrs Georgina Holman (Clerk, City of York Council)

		Action
1.	<p>WELCOME, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST</p> <p>The Chair welcomed everyone to the meeting. There were no apologies. Charlotte Johnson was absent.</p>	
2.	<p>SUBJECT LEADER REPORT – Music report by Harriet Champness</p> <p>Harriet Champness introduced herself to governors, describing her love of music and her belief that it was for all to enjoy. She went on to outline the benefits of music within the curriculum, for example, increasing listening skills and building self-esteem, which had positive applications for other subjects.</p> <p>Harriet went on to explain that music was a very inclusive subject, allowing all participants to feel part of a community and develop a sense of belonging, such as within the choir. Harriet outlined how music was accessed at Fishergate; through music lessons, singing in assembly and the choir, and private instrument lessons. She shared some of the work children had been doing in music and a short video of the children singing.</p> <p>Harriet informed governors that she had spoken to staff about the current practice and what changes they would like to see. She described the Charanga music scheme that was currently used and the drawbacks that had been identified. Harriet advised that she</p>	

<p>had wanted to introduce more opportunities for children to be creative and create their own music. She also saw a need to expand their musical vocabulary and notation. Harriet described how she was adapting the Charanga plans to introduce vocabulary and more songs and composition. This began with listening to a particular piece of music to build up the skills and then develop these to move on to creating their own music.</p> <p>Harriet explained that it was clear how much the children enjoyed music from their feedback. She advised that they appreciated joining in, singing together and being part of something in contrast to other subjects where they work on their own. Harriet asked for governor feedback and suggestions to incorporate into her music planning.</p> <p>Governors asked how often music was timetabled. Harriet explained that Years 1 and 2 and Years 5 and 6 received 40 minutes a week. She said that this was different for Years 3 and 4 who had a lesson every other week.</p> <p>Governors asked whether there was a good range of instruments. Harriet advised that the school had woodwind, keyboards, guitars and violins as well as singing opportunities. She said that the school were hoping to purchase some ukuleles as well. There were currently five peripatetic music teachers providing private lessons.</p> <p>Governors asked questions about provision of group lesson instruments such as recorders and whether these could come home with children to encourage more practising. It was confirmed that these would stay at school due to practicalities.</p> <p>Governors pointed out that it would be better if children could practise at home. School staff agreed but didn't feel there were sufficient instruments to provide to all children.</p> <p>Governors asked whether there could be funding for additional recorders because they are cheap and easily transportable. The Headteacher agreed to look into this.</p> <p>Action – Headteacher to investigate whether funding available for individual instruments for children to take home.</p> <p>Harriet pointed out that children would be able to access Charanga at home as well which would support practising with an instrument at home.</p> <p>A governor noted that children from disadvantaged backgrounds were less likely to access private musical instrument lessons and asked whether there was any funding for children with aptitude to ensure they could access instruments and lessons. The Headteacher advised that pupil premium funding could be used for this. The Deputy Head added that there had previously been bursaries available.</p> <p>A governor pointed out that the details of instrument lessons offered are not made known to parents and asked if these could be communicated to parents either via the school website or a newsletter. The Headteacher agreed to this.</p> <p>Action – Headteacher to communicate details of instrument lessons to parents.</p> <p>Governors further asked whether the school could seek out additional tutors if a specific instrument was desired. Harriet responded to say that this would be possible and that many music tutors taught more than one instrument.</p>	<p>Head</p> <p>Head</p>
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	<p>A governor asked whether there were any informal music clubs for children to experience music in a less structured way, to be immersed in music for enjoyment.</p> <p>Harriet explained that there was the school choir but that this was not open to children in Key Stage 1. It was explained that this was because of the challenges in taking children to perform at external events. Harriet advised that there were restrictions on her availability because she was not employed full time at the school. The Deputy Head pointed out that the free clubs offered by the school were entirely dependent on the availability of the staff member running them. The Head and Deputy Head explained that Key Stage 1 staff did not currently have capacity to run additional clubs and the current staggered lunch time arrangements meant that clubs could no longer be run across different Key Stages. The Deputy Head added that the paid clubs available at the school were all very well attended throughout the week.</p> <p>Governors felt that Key Stage 1 children were not being offered any clubs and suggested that parents be contacted to see if any could volunteer to support running these. Further reference was made to this under item 4.</p> <p>Harriet ended her presentation commenting on how special it was to reintroduce music based classes and events to the school following the suspension of so many of these activities during the pandemic.</p> <p><i>Harriet Champness left the meeting at 18:30</i></p>	
<p>10</p>	<p>FINANCE AND STAFFING WORKING PARTY UPDATE <i>(previously distributed) taken out of order.</i></p> <p>David Allen apologised for the timing of the papers that had been added that morning. He advised governors that the 2022-2023 budget had been submitted before the summer break along with the three-year financial plan 2023-2026. David informed governors that the Local Authority had accepted the budget for 2022-2023 because the £9K deficit could be shown to be covered by the existing surplus. However, he advised that there was a deficit forecast for the following years based on the best estimates of funding, pupil numbers, teacher costs and running costs. The Local Authority had written to the school to advise that the following years’ budget be revised to be “revenue positive” by 2025-2026.</p> <p>David explained to governors that the school operated on a fixed income and fixed cost model which meant little opportunity for additional funding. Furthermore, the 5% pay award agreed for teaching staff would have to be funded by the school themselves. David advised that this, together with a significant increase in energy costs, meant that the original deficit of £9K forecast had now increased to £70K with no clear mechanism to reduce it. David said that the School Business Manager would submit the revised budget for the year and anticipated a negative response from the Local Authority.</p> <p>David asked governors to approve the increased deficit whilst the school looked at how this could be reduced. He added that the School Business Manager was very prudent and cautious in budget planning and had only included confirmed income streams.</p>	

The Chair asked governors if they were satisfied with the explanation for the increased deficit. Governors discussed how pay agreements are made in the Autumn term, after budgets are approved in May. David advised that the School Business Manager always anticipates this to a degree, but the approved pay increase was significantly greater than foreseen. David commended the School Business Manager for all her work to manage the budget and maintain a relatively strong financial position, comparable to other local schools.

Governors asked whether the government would be making allowances or subsidising the increased pay award. The Chair confirmed that there had not yet been any information regarding this. David added that there was a possibility of government funding toward the increased energy costs but again this had not been confirmed so could not be included in the budget at this stage. He noted that City of York council guidance relating to the teacher pay increase had indicated that funding would be made available for schools over the next three years. David advised that this would mean a potential additional income of £60K over three years but that it could not be guaranteed at this stage.

David went on to outline how this would still leave a £50K deficit each year leading to a deficit in excess of £200K by 2026. He noted that the government's Autumn Statement offered £25billion for schools over the next few years which the School Business Manager calculated would add £130-£140K across two years.

David summarised that it was not realistic to reduce the level of projected deficit without making significant sacrifices in staffing, which would have a profound impact on teaching and learning and was therefore not a realistic option. He advised that he had drafted a letter for the Local Authority setting out the school's position and requesting a meeting to ask for guidance and practical support. He asked governors for their consent to send this.

Governors discussed the financial situation for schools locally and nationally. The Chair pointed out that the situation was the result of inadequate funding for education over previous years. Governors discussed whether to share the school's position and response to the Local Authority more widely to build support and whether to contact the local MP to raise this issue at a higher level. The Headteacher advised that other schools would be sending their own letters. Governors concluded that requesting engagement from the Local Authority should be the first step and, depending on the outcome, governors would revisit raising the issue with MP Rachael Maskill.

A governor asked about the EHCP underfunding that David referred to in his letter.

David clarified that EHCP funding only covers approximately a third of the costs of support for those pupils. The Headteacher confirmed that 1:1 TA hours had already been reduced where possible to maximise efficiency.

A governor asked about the implications of increasing pupil to staff ratios. The Headteacher advised that this would increase staff workloads in addition to reducing the support for pupils in class.

Governors asked if academy schools were contacted in the same way. It was confirmed that trusts were contacted about their budgets if these were in deficit.

	<p>Agreed – Governors agreed the proposed budget and to send the letter drafted by the Chair of the Finance and Staffing Working Party to the Local Authority.</p> <p>David Allen left the meeting at 18:59</p>																																												
3.	<p>MINUTES OF THE MEETING HELD ON 3rd October 2022 (previously distributed)</p> <p>Governors requested two amendments – a correction on page 9 to reflect that Francesca Moxon was already on the Finance and Resources Working Party and a rewording on page 6 to read “discuss and re-establish the link governor profiles” instead of “to resume this practice”.</p> <p>Action – Clerk to amend the minutes as requested</p> <p>Governors agreed the minutes to be a true and accurate record with these amendments.</p>				Clerk																																								
3.1	<p>ACTION PLAN AND MATTERS ARISING NOT INCLUDED ON THE AGENDA</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: center;">Action Points from the meeting of the Full Governing Body held on 3rd October 2022</th> </tr> <tr> <th style="width: 5%;"></th> <th style="width: 45%; text-align: center;">Action</th> <th style="width: 5%; text-align: center;">Item</th> <th style="width: 20%; text-align: center;">Who</th> <th style="width: 25%; text-align: center;">When</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Clerk to notify Governance Team to begin recruitment process for a replacement Local Authority governor. Completed</td> <td style="text-align: center;">1</td> <td>Clerk</td> <td style="text-align: center;">7/10/22</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Headteacher to draft a questionnaire/ survey for parents Carried forward to next meeting</td> <td style="text-align: center;">5</td> <td>Headteacher</td> <td style="text-align: center;">21/11/2022</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Headteacher to send presentation and list of subject leaders to Clerk to circulate. Completed</td> <td style="text-align: center;">5</td> <td>Headteacher and Clerk</td> <td style="text-align: center;">10/10/2022</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Headteacher to add suggested additions to the list of Fishergate pupil qualities. Completed</td> <td style="text-align: center;">6</td> <td>Headteacher</td> <td style="text-align: center;">21/11/2022</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Headteacher to update safeguarding document with correct governor information. Completed</td> <td style="text-align: center;">7</td> <td>Headteacher</td> <td style="text-align: center;">31/10/2022</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Early Years to KS1 Transition policy to be reviewed at next FGB Agenda item 7</td> <td style="text-align: center;">8</td> <td>Headteacher and Governors</td> <td style="text-align: center;">21/11/2022</td> </tr> </tbody> </table>				Action Points from the meeting of the Full Governing Body held on 3rd October 2022						Action	Item	Who	When	1	Clerk to notify Governance Team to begin recruitment process for a replacement Local Authority governor. Completed	1	Clerk	7/10/22	2	Headteacher to draft a questionnaire/ survey for parents Carried forward to next meeting	5	Headteacher	21/11/2022	3	Headteacher to send presentation and list of subject leaders to Clerk to circulate. Completed	5	Headteacher and Clerk	10/10/2022	4	Headteacher to add suggested additions to the list of Fishergate pupil qualities. Completed	6	Headteacher	21/11/2022	5	Headteacher to update safeguarding document with correct governor information. Completed	7	Headteacher	31/10/2022	6	Early Years to KS1 Transition policy to be reviewed at next FGB Agenda item 7	8	Headteacher and Governors	21/11/2022	
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7	Headteacher to ask the School Business Support Manager to send Induction training information documents to Tamsin Tinkler. Completed	9	Head and School Business Manager	21/11/2022
8	Governors to nominate a new member for the Head Performance Management Committee. Discussed below	9	Governors	21/11/2022
9	Governors to nominate a new member for the Health and Safety Working Party. Discussed below	9	Governors	21/11/2022
<p>Referring to items 8 and 9 on the Action Plan, the Chair asked governors to consider joining the Head Performance Management committee in order to complete the training in autumn 2023 prior to the next meeting. Graham Whitmore advised that there was a mid-year meeting that a governor could attend to shadow. Tamsin Tinkler agreed to attend with a view to joining the committee.</p> <p>Regarding the Health and Safety Working Party it was clarified that there was one meeting per term on a Friday. Francesca Moxon agreed to consider attending this.</p>				
4.	<p>HEADTEACHER’S REPORT <i>(previously distributed)</i></p> <p>The Headteacher summarised the key points from the report, beginning with pupil numbers which she advised were slowly rising. Governors questioned why the number of part time children was so low. The Headteacher advised that she suspected this was due to the offer of mornings only or afternoons only which might be too restrictive for some families. She acknowledged that there was capacity there and that the sessions offered needed to be reviewed.</p> <p>Governors asked whether more children would create capacity issues. The Headteacher advised that the school could have larger class sizes at Key Stage 2 but the reality was that staff workloads would become unsustainable. She added that the school would not accept additional children where this would be the case.</p> <p>The Headteacher informed governors that the school had seen a number of service families join this term and a significant proportion of new children with English as an Additional Language (EAL). She advised that EAL children often made good progress provided they started school at a young age.</p> <p>The Headteacher introduced governors to the Zones of Regulation initiative that the school had started to use. This involved children identifying their emotional wellbeing and learning how to transition to different zones. The Headteacher explained that the zones of regulation enabled children to better understand how they were feeling and to use strategies to help them re-regulate themselves. As a result the children had more insight into their emotions and were better able to articulate this.</p>			

<p>The Deputy Head highlighted that giving children a range of strategies to use empowered them to choose which worked best and to self-regulate. She explained how this approach was used in ELSA sessions which focussed on individual children but now the school were equipping all children with the toolkit of strategies to help themselves. These skills were benefitting the whole school. Governors suggested that it would be beneficial for parents to be aware of this and to be able to support their children with the strategies at home. The Headteacher agreed and advised she would share this with parents.</p> <p>Action – Headteacher to share information about the Zones of Regulation with school families.</p> <p>The Headteacher informed governors that the parent consultations were well attended, and staff were following up with parents who hadn’t attended.</p> <p>In relation to staffing, the Headteacher advised that all appraisal targets had been set and monitoring was underway with observations and learning walks. Pupil interviews were also planned. The Headteacher explained that lesson observations would be linked to areas in the school development plan. She added that all of this would all be fed back to the teaching staff to highlight best practice.</p> <p>In reference to SEND, the Headteacher advised there were 21 children on the register and an additional 18 on the “shadow register” having been identified as requiring support whilst not yet officially recognised as such. The Headteacher went on to say that the school had a new wellbeing worker to support children with social and emotional issues. She noted that there were a small number of children with attachment difficulties who were being supported by a skilled TA.</p> <p>Regarding attendance, the Headteacher advised that letters had been issued to 29 families where their child’s attendance was below 90%. She explained that the target was 96% and this was an important area to address. A fast-track approach was being taken with a small number of children whose attendance would be monitored for the next term. The Headteacher outlined the escalation process should there be no improvement with this group.</p> <p>Governors asked whether the school would encourage medical support in the case of persistent illness. The Headteacher confirmed that the school would suggest GP support in such cases and that evidence of GP appointments had been requested from some families.</p> <p>The Headteacher acknowledged the points governors had made earlier regarding the clubs offered by the school. A governor proposed a “Mystery Instrument Club” that she was prepared to help facilitate and she described how this could run with collaboration from other parents to introduce children to different musical instruments. The Headteacher, staff and governors agreed that this was a great proposal.</p> <p>Action – Alisun Pawley to set up KS1 mystery instrument club</p>	<p>Head</p> <p>AP</p>
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	<p>The Headteacher updated governors on “Operation Rocking Horse” and advised that there was a ticketed ‘grand unveiling’ event on Sunday 27th November at 3:30pm. She added that photographers from the Daily Mail visited to take pictures of school children on the rocking horses and Mr Burnell had found an old school log-book with original photographs.</p> <p>Regarding EYFS, the Headteacher reported that the family learning workshops had been successful and were all fully booked. She referred governors to the upcoming events and invited them to attend any of these.</p> <p>The Headteacher concluded her report with an update on staffing; the positive progress of the Early Career Teachers and recruitment to a Teaching Assistant vacancy. The Headteacher advised that the TA role was required due to the additional needs of a number of children who did not yet qualify for EHCPs.</p>	
<p>5.</p>	<p>SAFEGUARDING</p> <p>The Chair reminded governors to complete the online course if they hadn’t already and to send certificates to the Clerk to evidence this. The Headteacher asked the Clerk to notify the school SENDCo Lisa Solanki of the responses.</p> <p>Action – governors to complete online safeguarding course and send certificates to the clerk who will notify the school SENDCo</p>	<p>Clerk</p>
<p>6.</p>	<p>UPDATED SEF AND SCHOOL DEVELOPMENT PLAN (previously distributed)</p> <p>The Headteacher advised governors that she had sought advice from the School Effectiveness and Achievement Advisor, Rachel Lanzellotti, regarding the SEF which had resulted in a few amendments.</p> <p>The Headteacher informed governors that the School Development Plan had been further developed and was a working document that would be RAG rated for the next FGB to show progress.</p> <p>Governors discussed whether link governor roles should link to the School Development Plan and whether this would be more practical given the number of governors. It was agreed that Priorities 1 and 2 would be covered by Tamsin Tinkler, Graham Whitmore would cover Priority 3, and Francesca Moxon would cover Priority 4. The Headteacher suggested governors made contact to arrange a visit to speak with staff. She explained that it was vital that governors witnessed teaching and learning at the school first-hand themselves to be able to discuss this with Ofsted.</p> <p>Governors suggested that it would be helpful to go over some safeguarding procedures and processes at the next FGB.</p> <p>Action – the Headteacher to present safeguarding discussion for governors at the next FGB</p>	<p>Head</p>

<p>7.</p>	<p>POLICY REVIEW <i>(previously distributed)</i></p> <p>Art and Design policy Governors asked about the peer marking referred to in the policy and the Headteacher and staff governor explained how this was encouraged and guided.</p> <p>Approved – Governors approved the Fishergate Art and Design policy</p> <p>Pay policy Governors queried the cut-off date for applications to the Upper Pay Scale. It was agreed to amend this to be the 30th September due to the annual Pay Review meeting taking place in October.</p> <p>Approved – Governors approved the Fishergate pay policy with this amendment.</p> <p>SEN policy Governors queried the reference to governors “reporting annually to parents on the success of the school’s policy”. It was agreed to remove this. Governors clarified that the monitoring of the policy was undertaken by the SEND Link governor and school SENDCo. A governor pointed out that there appeared to be two definitions for SEND and a further amendment was proposed to remove the second definition. Another governor offered to proof-read the amended document for grammar so that it would read more clearly.</p> <p>Action – the Headteacher to ask the school SENDCo to review the school SEN Policy, make suggested amendments and send to Alisun Pawley to proofread.</p> <p>Approved - Governors agreed to approve the policy with the proposed amendments.</p> <p>Supporting pupils with medical and health needs policy Governors requested an amendment to clarify that the support was available “whilst at school”. A further amendment was suggested to indicate that, in an emergency situation, the views of parents/carers would always be respected “wherever possible”. A final amendment was proposed to clarify that “school” would provide work to children absent for 15 days. Governors asked who the Inclusion Leader was and the Headteacher explained this was the school SENDCo, Lisa Solanki.</p> <p>Approved – Governors approved the amended policy</p> <p>EYFS KS1 Transition policy – amended as per last meeting comments. This had been amended in line with suggestions from the previous FGB meeting.</p> <p>Approved – Governors approved the EYFS to KS1 Transition policy.</p>	<p>Head, SENDCo and AP</p>
<p>8.</p>	<p>PUPIL PREMIUM STRATEGY <i>(previously distributed)</i></p> <p>The Chair explained that the school was required to provide this document annually to show what was received and how it was spent.</p>	

	<p>Governors discussed the Key Stage 1 workshops and how these could be made more accessible. Governors suggested that parents be invited to observe phonics lessons to see how this was taught with sessions across the week to enable as many parent/carers as possible to attend.</p> <p>There was a discussion about the 100-book challenge and how this was pitched to children. Governors felt that it could be helpful as a suggested reading list but that rewards for reaching different levels would be more effective rather than the current Headteachers Award for reading 100 books which was unrealistic and unattainable for many children. The Deputy Head agreed to reconsider how this could be pitched.</p> <p>Action – The Deputy Head to re-pitch the 100-book reading challenge.</p> <p>Governors asked whether there were any aims linked to the School Development Plan Priority 3 in the document. The Headteacher acknowledged that this would be a good idea.</p> <p>Action – Headteacher to amend the Pupil Premium Strategy to reflect Priority 3</p>	<p>DR</p> <p>Head</p>
9.	<p>SPORTS PREMIUM STRATEGY (previously distributed)</p> <p>Governors asked whether money that had not been spent had to be returned. The Headteacher advised that this would be the case. The Staff governor explained that it would all be used this year aside from the money allocated for the MUGGA. Governors asked whether all aims were met for swimming and the Headteacher confirmed they were and these aims would remain.</p>	
10.	<p>WORKING PARTY UPDATES</p> <p>Pay Committee The Chair gave a verbal report from the Pay Committee meeting on the 11th October 2022. She informed governors that there had been only one application for the UPS threshold, and this had been approved. Other staff at the top of the Main Pay Scale had not applied for UPS.</p> <p>Finance and Staffing working party – discussed out of order</p> <p>Health and safety working party There were no items to discuss.</p>	
11.	<p>GOVERNOR MATTERS</p> <p>Several governors had completed Ofsted training and had provided some potential questions to the Headteacher. The Headteacher identified that the school required an Equality Policy and agreed to produce this.</p> <p>Action – Headteacher to produce an Equality Policy</p>	<p>Head</p>

	Governors discussed how best to capture parents' views and the issues with using the Ofsted parent survey to capture current feedback ahead of an inspection. The Headteacher confirmed that it would be most helpful for the school to develop their own parent questionnaire.	
12.	CORRESPONDENCE There were no updates to report.	
13.	ANY OTHER BUSINESS There was no other business to discuss.	
14.	DATE AND TIME OF NEXT MEETINGS <i>(previously distributed)</i> Tuesday 31 st Jan 2023 at 18:00 Monday 27 th March 2023 at 18:00 Tuesday 2 nd May 2023 at 18:00 Monday 17 th July 2023 at 18:00	

The meeting closed at 20:23

These minutes were approved by the Fishergate School Full Governing Board at their meeting on the 31st January 2023.

Action Points from the meeting of the Full Governing Body held on 21st November 2022				
	Action	Item	Who	When
1.	Action – Headteacher to investigate whether funding available for individual instruments for children to take home.	2	Headteacher	31/01/2023
2.	Action – Headteacher to communicate details of instrument lessons to parents.	2	Headteacher	31/01/2023
3.	Clerk to amend the minutes of the 3/10/22 FGB meeting	3	Clerk	25/11/2022
4.	Headteacher to draft a questionnaire/ survey for parents	3.1	Headteacher	31/01/2023
5.	Action – Headteacher to share information about the Zones of Regulation with school families.	4	Headteacher	31/01/2023
6.	Action – Alisun Pawley to set up KS1 mystery instrument club	4	Alisun Pawley	31/01/2023

7.	Action – governors to complete online safeguarding course and send certificates to the clerk who will notify the school SENDCo	5	Governors and Clerk	30/11/2022
8.	Action – the Headteacher to present safeguarding discussion for governors at the next FGB	6	Headteacher	31/01/2023
9.	Action – the Headteacher to ask the school SENDCo to review the SEN policy, make suggested amendments and then send to Alisun Pawley to proof read.	7	Headteacher, SENDCo and Alisun Pawley	31/01/2023
10.	Action – The Deputy Head to re-pitch the 100 book reading challenge.	8	Deputy Head Dani Rees	31/01/2023
11.	Action – Headteacher to amend the Pupil Premium Strategy to reflect Priority 3	8	Headteacher	31/01/2023
12.	Action – Headteacher to produce an Equality Policy	11	Headteacher	31/01/2023

ITEMS FOR FUTURE AGENDAS:

APPROVED