

**MINUTES OF THE MEETING OF
THE GOVERNING BODY OF WALTHAMSTOW SCHOOL FOR GIRLS
HELD ON TUESDAY 6 DECEMBER 2022 AT 6.30PM AT THE SCHOOL**

Present: Gillian Barker (Chair) – **Co-opted Governor**

Co-opted Governors

Lucy Kallen (née Hutchinson)

Staff Governors

Helen Marriott (Headteacher)

Ronnie Simpson (Staff)

Local Authority

Aktar Beg (from item 4)

Parent Governors

Sami Urrehman

Pete Saunders (online)

Mari Paz Balibrea (online)

Edyta Ballantyne

Marlene Service

Also Present:

Nick O'Brien (Deputy Headteacher)

Marianna Philippou (Acting Deputy Headteacher)

Dave Shackson (Assistant Headteacher)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s)	Completion date
3.3.1	Rizwaan Malik has decided to resign as he is at Stanford in California for 18 months	Donna Miller	immediately
4.3.3	Please note correct spelling of Mari Paz Balibrea and correct all records including curriculum committee minutes, accordingly	Donna Miller	Immediately
4.4.2	Advise Governor Services of any errors in the Resources Committee minutes of 15 November, pages 5 and 6	Romi Jalil	End of term
7.2	Please email skills audit link to all governors except Gillian Barker, Pete Saunders and Edyta Ballantyne	Donna Miller	Immediately
8.3	Link Governors Marlene Service to be the performing arts link Gillian Barker to be the maths link Aktar Beg to be the challenge link	Donna Miller	Immediately
12.1	Positive handling policy to be amended as set out in paras 12.1.9 and 12.1.12 of these minutes	Helen Marriott	Immediately
12.4	SEND Information report to be amended as	Helen	Ready for

	per these minutes and resubmitted to governors at the next meeting	Marriott / Donna Miller	next FGB agenda
12.13	Remove guidance (in italics) from Pupil Premium Strategy Statement 2022-25 and Review of 2021-22 before publishing on the school website	Helen Marriott	Immediately
13.	School website review and publication of information: to be completed before the next meeting: agenda item	Gillian Barker /Donna Miller	Next meeting
14.	Annual impact statement of governance to be completed before the next meeting: agenda item	Gillian Barker /Donna Miller	Next meeting
15.	Annual cycle of business to be completed and placed on next agenda	Gillian Barker /Donna Miller	Next meeting
16.1	Please check with school about dates of meetings next year to ensure they do not clash with the weeks of parents' meetings	Gillian Barker /Helen Marriott	Summer Term

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

The Chair welcomed those present, especially Marlene Service, a new parent governor.

1.2 Apologies for absence

Apologies were received from Rukaiya Moola: her apologies were accepted.

Apologies had previously been received previously from Andrea Corbett for the autumn term.

Hannah Cheston had given apologies to the Chair previously as she was on a night shift at the hospital.

1.3 Quorum

The meeting was quorate with 9 of a possible 12 members present at the start and 10 of a possible 13 after item 3.1.

2. DECLARATIONS OF INTEREST

2.1 The register of pecuniary interests was available; however, two governors were yet to complete the declaration (one of whom is resigning; the other is standing for reappointment as LA governor tonight).

2.2 Staff governors declared an interest.

3. GOVERNING BODY

3.1 Appointment of a Local Authority Governor

AGREED That Mr Aktar Beg be appointed as Local Authority Governor for a 4 year term.

Aktar Beg joined the meeting.

3.2 Update on Co-opted Governor recruitment

A further search for a candidate would be required.

3.3 Governing Body membership

3.3.1 The Chair informed governors that Rizwaan Malik was now based in the US until around April 2024 and had therefore decided to step down.

Action: Governor Services

3.3.2 The clerk confirmed that Sami Urrehman's current term of office would expire in May 2023 but no other governors' terms would finish before then.

3.4 Alternative Meeting Attendance Options

The Chair had previously circulated the meeting attendance arrangements that governors had agreed to last year, namely:

- Governing Body meetings could be attended by video conference but not telephone
- Proxy voting not permitted
- Voting in advance of meetings to proposals with yes/no or limited options was permitted

AGREED That the alternative meeting attendance options as agreed last year and set out above, be approved for 2022-23 academic year.

4. MINUTES AND TERMS OF REFERENCE

4.1 Minutes of the Governing Body meeting held on 11 October 2022

AGREED That the minutes be approved as an accurate record.

4.2 Matters arising

All items had been completed.

4.3 Minutes of the Curriculum Committee meeting held on 8 November 2022

4.3.1 The minutes were noted.

4.3.2 It was noted that the meeting had been inquorate.

4.3.3 Item 3.2 needed to be corrected (spelling of Mari Paz Balibrea)

Action: Governor Services

4.4 Minutes of the Resources Committee meeting held on 15 November 2022

4.4.1 Pete Saunders (Chair of Resources) mentioned the projected in-year deficit was still being clarified.

4.4.2 There was a typing error in item 6.4 on pages 5 and 6, with reference to the years, as these appeared to conflict with each other.

Action: Romi Jalil and Governor Services

4.4.3 **Governors asked, whether the school had yet had an electricity bill?** Romi Jalil confirmed the school received a £7k bill in September and had just received one for £25k. However, there would be additional funding received via government rebates.

4.5 Terms of Reference for Curriculum

AGREED That the Curriculum Committee terms of reference be approved, subject to the change recommended by the committee of the quorum being 4 governors, of whom 3 should be non-staff.

4.6 Terms of Reference for Resources – no changes from committee. However, the Chair proposed that the quorum be changed to align with the Curriculum ToR.

AGREED That the resources committee terms of reference be approved subject to the quorum being 4 governors, of whom 3 should be non-staff.

5. HEADTEACHER'S REPORT AND OTHER SCHOOL ITEMS (40 mins)

5.1 Headteacher's report

5.1.1 The headteacher's report was reviewed on GovernorHub and the Headteacher highlighted that the school roll was 896: but the 2 vacancies in year 9 would be filled before the end of term. Vacancies in Year 11 (two) were unlikely to be filled at this point in the year.

5.1.2 Attendance at 94.85% was still under the 97% that was expected for an outstanding school. The school was looking at its processes to ensure attendance rates improve.

5.1.3 Persistent absence was in the lowest 20% nationally, but that was only this term.

5.1.4 There were high levels of SEN pupils due to better identification of pupils with special educational needs. The total number of EHCPs is now 18, which is around national average. As a girls' school, being under average in this area was expected.

- 5.1.5 **Governors asked why Year 11 attendance was lower.** The Headteacher explained this was consistent with other schools. It was an exam year and there were some school refusers, however the school was working with those who were reluctant to attend.
- 5.1.6 The Deputy Headteacher added that it had recently been confirmed that one pupil contributing to this trend is now living abroad; and there were a couple of pupils in alternative provision. In other words, there were some anomalies but there had been an improvement with the plans in place around all children with attendance issues.
- 5.1.7 Parent Information Evenings on the curriculum and supporting learning at home. These had not been especially well-attended by parents so the school is evaluating PIES. The college information evening, however, had been useful and popular.
- 5.1.8 New lesson observations had taken place to assess the quality of teaching. These would be reported on in the spring term.
- 5.1.9 Teaching School Hub: Information about the school's substantial partnership work including work with the LA to develop an SLE network has been undertaken. The Headteacher is also a member of the WF School Improvement steering group. Governors commended this partnership initiative.
- 5.1.10 The reduction in exclusions was welcome. New systems to reduce exclusions had worked very well and are consistent with DfE guidance.
- 5.1.11 Student voice and student ambassadors had been very positive: students were full of ideas.
- 5.1.12 **Governors asked whether the number of fixed-term suspensions involving racist incidents e at 9 was normal?** The Headteacher clarified that the same incident had involved a number of pupils calling each other racist names. This had been addressed with students and their parents.
- 5.1.13 All Year 11 pupils received a careers one to one session this year after disruption due to Covid in 2020 and 2021.
- 5.1.14
- 5.1.15 Governors asked for context to the Michigan State University initiative. The Headteacher responded it had been via the SSAT network; visitors came to WSfG as a potential contact having interesting projects on recovery from the pandemic. The focus was on information sharing and it was not a long-term partnership. The opportunity to reflect on the initiatives was very useful.
- 5.1.16 **Governors asked for more detail about the harmful and abusive (bullying) behaviour incidents in Years 7, 8 and 9 set out in Section 13?** The Headteacher explained that one related to WhatsApp messages in Year 7; the Year 8 incident concerned name-calling; the third involving Year 9 concerned the sending of threatening messages on social media and a student pursuing another student outside of school. They led to internal exclusions.
- 5.1.17 **Governors asked how the school demarcated between types of incidents.** The Headteacher responded that there was some overlap, but the main theme of the incident determined its "type". There were incidents involving iPads.
- 5.1.18 The school's behaviour policy was also clear that if wearing uniform, pupils were bringing the school into disrepute but if not, it was not a school matter. The staff governor added that most incidents played out from social media but then spilt into the classroom and affected learning. The school could not monitor these outside school, though possibly parents could.
- 5.1.19 **Governors asked for the details of the 8 health and safety incidents from PE.** The School Business Manager responded that most were catching incidents involving injuries to fingers/hands.

- 5.1.20 The Chair mentioned that regarding careers, Robert Peston appearing on Radio 4 had suggested that if schools were having trouble finding work placements they could contact Speakers for Schools.
- 5.1.21 There would be further safeguarding training in the Spring and Summer terms for staff.
- 5.1.22 The school concert would be on 12 December: 300 pupils would be performing and the concert is sold out.
- 5.2 Update on progress with the School Improvement Plan
The Headteacher explained that the document on GovernorHub summarised the main activities for this year; the full 3-year plan was also available to governors on GovernorHub in the meeting folder. The PowerPoint presentation also explained the role of governors, then led into the entire school improvement plan. It could be downloaded and read on the Excel document. It would be referred to at the curriculum committee.
- 5.3 Outcomes from exams analysis 2022
- 5.3.1 This was discussed at the curriculum committee meeting, which was very productive, and governors asked for it to be shared with all governors. Common themes from the review discussions were set out, as well as action points agreed with subjects where Progress 8 had been below 0.59 (the school's overall P8 in 2022) where improvements are needed. Subjects that exceeded 0.59 also have action plans which were generated through the Exams Analysis meetings with the Headteacher in Autumn 1.
- 5.3.2 **Governors asked, whether there was a road map of timings and by when it would be delivered?** The Headteacher confirmed that by February half-term the actions would be completed or well underway. Line managers reported to SLT and were challenged on progress in the spring term. The actions would be reviewed after the mock GCSE exams through meetings with the Headteacher and line managers.
- 5.3.3 The Chair noted that this document only included the action plans where the school had performed less well. The Deputy Headteacher added that last year's mock results also informed the plans and targets set in September. Link governors should discuss these when they visited.
- 5.4 Whole school vision and values
- 5.4.1 The Headteacher explained that an extensive consultation with stakeholders had taken place where students had input at all stages and got the last word. Staff wanted to include "compassion" and the pupils wanted to include "aspiration", self-care, kindness and respect, and care for others. They felt strongly that embracing their diverse community, the environment, empowerment, and celebrating individuals' unique gifts were all important. The final proposed values for agreement with governors were:
- Courage
 - Compassion
 - Aspiration
 - Integrity
- 5.4.2 Students were very clear about the meaning of integrity, referring to the current national political environment as lacking in this.
- AGREED** That the whole school vision and values be approved.
- 5.4.3 The next stage would be to launch the vision at the next staff meeting. From here, the vision group and student SLT, as well as groups of middle leaders, will plan how to embed the vision and values so that it becomes part of the 'fabric' of school life. It will also become part of all of our publicity materials and we would ask students to design a logo.
- 5.5 SEF update – governor healthcheck survey

- 5.5.1 The Chair reminded governors that they had agreed (at the previous FGB) to complete the governor health check survey. Unfortunately, to date, only six governors had responded. Those who had not done so yet were asked to do so as a priority. The survey was anonymous so she was unable to chase up specific governors.

ACTION: Governors to complete the health check survey ASAP

- 5.5.2 The Headteacher added that the health check results had been incorporated in the SIP and curriculum plan.

The Chair varied the order of business and item 11 was taken at this point.

6. CHAIR'S ACTION

There had been no Chair's action taken since the previous FGB.

7. GOVERNOR TRAINING

7.1 Training record held on GovernorHub

The Chair advised that everyone that could have, has attended the Safeguarding training provided by the local authority, which she commended. Aktar Beg would also need to do the training. It was a new requirement for all governors.

7.2 Skills audit

This was on the GovernorHub noticeboard in a message from Donna Miller with a link. Currently only 3 governors had completed it: the chair, Pete Saunders, and Edyta Ballantyne.

ACTION: Governor Services/ governors

8. LINK GOVERNOR REPORTS

- 8.1 The following link visits had been completed this term:

- Hannah Cheston – Science
- Lucy Kallen – Humanities
- Sami Urrehman - ICT
- Gillian Barker – Performing Arts
- Mari Paz Balibrea – Modern Foreign Languages

- 8.2 Staff were contacting Pete Saunders to arrange his link visit and Rukaiya Moola was completing her visit to LLD the following day. Safeguarding visit for Edyta Ballantyne is being rearranged as a priority (staff illness). English to be rearranged, but for next term.

- 8.3 A replacement link governor for maths was needed. After discussion Marlene Service agreed to be the performing arts link and Gillian Barker would assume the maths role. Aktar Beg agreed to be challenge link.

ACTION: Governor Services to note

- 8.4 Lucy Kallen reported verbally that the main reflection was the exam results, which were strong, and had been better than expected in geography. There was significant challenge in terms of sequencing topics at KS3: humanities has now been changed so that staff are delivering the curriculum as three discrete subjects, rather than an integrated humanities course. . At KS4, there had been more improvement amongst students in the middle prior attainers, but the same improvement had not occurred amongst the HPAs, so that would be a focus.

- 8.5 It was noted that at the bottom of the second page, 6/88 was given as the pass mark when it was the mark for a grade 1. The Deputy Headteacher confirmed staff were marking the mocks now and he would amend this.

9. PERFORMANCE MANAGEMENT REVIEWS

9.1 Staff Reviews

- 9.1.1 The Headteacher confirmed these were referred to as “development” rather than “management” reviews: 65% of targets were met, 22% were partially met, 4% were not met, and 10% were in progress: these included staff who were on maternity or other leave or on sabbaticals. There were also a number of ‘test’ accounts included in this percentage.
- 9.1.2 Work was needed on success criteria: some work was sent back for redrafting.
- 9.1.3 The school IP system is cumbersome; it needed objective timelines and success criteria and a separate tab for actions. It would be reviewed in the next year with a view to making it more user-friendly or changing to different software.
- 9.1.4 **Governors asked, whether workload came up in this reporting?** The Headteacher confirmed this did not feature in the process, although workload impacted on the time available for completing the process, which was a valid point. Staff were given an INSET day to complete it: not all schools provided this.
- 9.1.5 **Governors asked, whether there was a comparator on targets met with previous years or other schools?** The Headteacher could not confirm whether such data was available, but made the point that the process was relatively subjective. For example, when she looked at the partially met targets, it was not the case that staff were not doing well, rather that they had set themselves really ambitious projects or had gone on maternity leave. She was therefore reluctant to put too much weight on that figure. Targets were also reviewed mid-year and these had to be completed in staff members’ own time.

9.2 Headteacher Performance Review Panel

The Chair reported that governors on the review panel had completed the Headteacher’s annual performance review and were in the process of finalising objectives for this year and drafting the report with our external adviser. She would report further in the spring term. The Headteacher had met all her objectives. Governors on the review panel had also insisted the number of targets be reduced this year, in line with current good practice.

10. **FINANCIAL RISK REGISTER**

- 10.1 The school business manager presented the risk register and referred to the risk levels raised by the Government’s autumn statement; cost of living and energy. If the financial environment worsened this could have a greater impact.
- 10.2 **Governors asked, had the LA conducted the building energy rating assessment?** The school business manager responded that the energy rating was usually about E. As a listed building it was not easy to double-glaze. The Council had however funded the roof that had been replaced in 2021.
- 10.3 The school was one of three that had been selected by the LBWF for solar panels funding, which would generate about 15% of average usage. He hoped these would be in place by the summer.
- 10.4 The Chair referred to item 3 and the comments about falling rolls pointing out that rolls were going up. The school business manager agreed they were, but for the current Year 7 there had been no consultations on places for SEND students from the borough. There were three students with EHCPs in Year 11, each attracting SEND funding. Despite the current lack of consultations, it was unlikely there would be no SEND in the incoming Year 7. The document would be updated as the situation changed and the Chair would discuss the risk ratings further with Pete Saunders outside the meeting.

The Chair varied the order of business and took item 12.1 here.

11. STANDARDS AND TARGET SETTING

11.1 Targets for 2022/2023

11.1.1 The Assistant Headteacher explained that two sets of targets were assigned based on Fischer Family Trust, 3 years of previous data and other factors. The percentages suggest the attainment targets would be the highest ever before Covid. The FFT 20 target for Progress 8 (+0.45) was based only on 2022 results and looked low in comparison to P8 in 2019 (+0.62).

11.1.2 The school predicted that this year's grades would be more in line with 2019.

11.1.3 The progress 8 at FF20 would come out at 0.45 and FFT5 would be 0.87 which would be high but would create a more challenging and appropriate target.

11.1.4 **Governors asked whether the proposed targets should be the expected results or a combination of both.** The Assistant Headteacher responded that this was what governors needed to decide. Previously parents and students were given both the FFT 5 and FFT 20 targets for their child so they could see what the range was. The Headteacher added that the SLT felt it was not acceptable to set a target lower than that the school achieved this year for P8. A8 at 58.62 was also higher than 2020 when the grades were teacher-assessed.

11.1.5 **Governors remarked that Progress 8 in 2022 was at just under 0.6 and asked how the SLT felt about a 0.45 target.** The Assistant Headteacher responded that it was highly unlikely a 0.45 target would be set and that this year's results would be more like 2019s: 0.65 - 0.7. The Deputy Headteacher added that every year that passed moved the school away from the unusual Covid years and would result in better data sets and eventually they would be able to review 2023 and 2019 results, cut out the 3 years' of data that confused the picture, and have a better and more reliable data set for making predictions.

AGREED To set the Attainment 8 target at 58.62 and the Progress 8 target at 0.65 – 0.7.

11.1.6 Governors considered the remaining target percentages and whether they were realistic. The Headteacher stated that the Pupil Premium P8 target looked ambitious given the 0.44 progress for non-disadvantaged pupils compared to 0.49 for PP. This suggested there were some very able Pupil Premium students and that the target may need to be adjusted accordingly.

AGREED That the Pupil Premium target be adjusted to be more consistent with current attainment.

11.2 Inspection Data Summary Report (IDSR) 2022

11.2.1 The Assistant Headteacher highlighted that the school was in the top quintile for attainment and progress in English, Science, and Ebacc, but not maths. Maths was in line with national average however, and it was also in the top 20% nationally for low prior attainment pupils.

11.2.2 Destinations: 97% of pupils who were tracked went into further education. The lower rate in previous years was probably a consequence of the resources dedicated to the tracking exercise in the borough, which seemed to expect the school to track the pupils although the school was not legally allowed to do so, whereas the LA was.

11.2.3 It was also interesting that for deprivation, the school location was in the top quintile but the school population was in the second quintile, suggesting the LA was admitting more students from the less deprived areas near to the school.

11.2.4 There was also information in the report about staff retention.

11.2.5 In terms of school population, the third largest group was 'white other', which was growing. This represented the school's large eastern European group whom it was noted get good results.

Dave Shackson (AHT) left the meeting after this item (item 11).

12. SCHOOL POLICIES

12.1 Positive Behaviour for Learning Policy

- 12.1.1 The policy had not been through the curriculum committee. The previous policy had not been fully updated for 10 years; both the approach and language used had been updated.
- 12.1.2 The process for updating the policy was via a consultation with staff, parents, and students which was evidence based.
- 12.1.3 Key changes were set out in a presentation. Student input was documented separately.
- 12.1.4 The focus of the policy was to get the right outcomes without limiting learning.
- 12.1.5 The Headteacher presented an updated version of the policy which was on GovernorHub
- 12.1.6 The Deputy Headteacher added the level of dialogue was a real testament to how the school operated and included fairness and ownership at all levels. He commended the staff that led on the review.
- 12.1.7 The chair drew attention in the policy to the section on behaviour principles (Appendix 1 on page 16). Governing bodies are responsible for the written statement of behaviour principles so governors needed to agree this specifically.
- 12.1.8 The Headteacher added that the school would also use the statement in school.
- 12.1.9 Governors suggested there should be a link in the policy to educational visits. The Headteacher agreed to add this.

AGREED: That the written statement of behaviour principles in appendix 1, include that parents and carers are included in the policy
bullet point 5: "The behaviour policy is understood by students and staff, parents and carers".

12.2 Positive Handling Policy

- 12.2.1 The Headteacher reminded governors that they had asked her to look at a restraint policy; she found none on The Key, only positive handling. Some elements felt extraneous to the school's needs as there was not generally a need for handling or restraining students. There was emphasis on it being used as a last resort; challenging behaviour emphasized protecting staff; section 4 needed to change to "school" instead of 'academies', section 5 allowed the pupil to regain control, and there was an occasional need to risk assess individual students so staff could be provided with appropriate training. There were no pupils for whom this was required at the moment. Changes throughout were all highlighted yellow.
- 12.2.2 Section 6 referred to "non-restrictive touch". Recording of incidents included use of Safeguard and staff have discretion as to whether to record every incidence of contact, but are advised to do so if it has been received at all negatively. The checklist is to guide rather than compel.
- 12.2.3 The Chair pointed out an inconsistency on page 4, where the policy referred to the "behaviour policy" rather than "Positive behaviour for learning" policy.

AGREED That the positive handling policy, as amended in 12.2.1 and 12.2.3 above, be approved.

Action: **Helen Marriott**

12.3 Admission Statement

AGREED That the admission statement be noted.

12.4 Safeguarding Policy

Ratification date needs changing. Main changes are highlighted. Some sections will be redacted to remove staff personal information for website. Error on page 12: typo.

AGREED That the safeguarding policy be approved.

12.5 SEND Information Report

Governors would have liked to have had the quotes included before governors ratified the report.

AGREED That the report be approved and published on the school website. The quotes will be approved under Chair's action, then inserted and resubmitted for approval to the Governing Body.

Action: **Helen Marriott/ Donna Miller**

12.6 Educational Visits Policy

It was clarified that the ratification date would be added after today's meeting. A sentence regarding the Governing Body's role had been added on page 3.

AGREED That the educational visits policy be approved.

Marianna Philippou left the meeting.

12.7 Online Safety Policy

AGREED Subject to updating dates on cover page, that the policy be approved.

12.8 Lettings Policy

The final appendix relating to charges changed annually and had to be approved by the governing body. The school business manager confirmed that the rates were competitive and also did not undercut partner schools.

AGREED That the lettings policy as recommended by the resources committee, including the revised charges, be approved.

12.9 Financial Regulations

This was unchanged.

AGREED That the Financial Regulations as recommended by the Resources Committee, be approved.

12.10 Debt Recovery Policy

On the key examples, the school business manager had added the lettings debt, damage, or loss to property. There were soft debts eg a free school meal, and activities. Some trips had been funded on hardship grounds.

AGREED That the Debt Recovery Policy be approved.

12.11 Governors' Whistleblowing Policy

12.11.1 This was a local authority policy: the charity referred to is called "Protect".

12.11.2 It was noted that most of the numbers for the local authority in the policy were out of date as the policy had not been reviewed/updated by WF since March 2017. The school business manager agreed to contact the local authority to obtain up to date numbers and an email address. It was suspected that all the job titles had also changed. It was noted that the Protect number was up-to-date.

AGREED That the Whistleblowing Policy be approved.

12.12 Data Protection Policy

The only change was the new acceptable use agreement.

AGREED That the Data Protection Policy be approved.

12.13 Acceptable Use of ICT

12.13.1 Governors were informed this was scheduled to be signed by staff in February.

12.13.2 **Governors asked whether there were any parts of the policy referring to communications with governors?** It was suggested this should be included in the staff code of conduct but there should also be something in the Safeguarding Policy about staff being able to contact the Chair of Governors if they ever had a concern about the Headteacher.

AGREED That the Acceptable Use of ICT Agreement be approved.

12.14 Pupil Premium Strategy Statement 2022-25 and Review of 2021-22

The Chair requested that the italics (prompts from the DfE) be taken out.

AGREED That the Pupil Premium Strategy 2022-25 and Review of 2021-22 be noted.

Action: Helen Marriott

12.15 Scheme of Delegation

AGREED That the scheme of delegation be approved.

12.16 Bank Mandate Update

AGREED That the bank mandate be approved.

12.17 Asset Register Certificate

AGREED That the Asset Register Certificate be approved.

12.18 Register of Business Interests

AGREED That the Register of Business Interests be approved.

12.19 Register of Gifts and Hospitality

AGREED That the Register of Gifts and Hospitality be approved.

13. PUBLICATION OF GOVERNOR INFORMATION

13.1 School website review

The Chair had yet to complete this and apologised for not doing so.

Action: Gillian Barker / Donna Miller

13.2 Governing Body publication of information

- Attendance 2021-2022

- Declarations of Interest - 2021-2022 and 2022-2023

- Current Governing Body membership

The Chair had yet to check that the published information was correct and up to date and would endeavour to do so as soon as possible.

Action: Gillian Barker / Donna Miller

14. ANNUAL IMPACT OF GOVERNANCE STATEMENT

The Chair had been unable to progress this due to lack of time. She hoped to do so before the next meeting.

Action: Gillian Barker / Donna Miller

15. ANNUAL CYCLE OF BUSINESS

The proposed cycle for spring and summer terms 2023 was also unfinished for the same reason.

Action: Gillian Barker / Donna Miller

16. DATES OF NEXT TERM'S MEETINGS

16.1 Ronnie Simpson requested that the dates of parents' evenings or home and family week be considered before the dates are set for next year.

Action: Gillian Barker/Helen Marriott/Nicola Janes

16.2 Pay Committee (if required) Tuesday 10 January 2023

Curriculum Committee Tuesday 17 January 2023

Resources Committee Tuesday 14 March 2023

Full Governing Body Tuesday 28 March 2023

The meeting ended at 9.05 pm.

..... (sign)

Chair: (print)

Date: