

	<p>The Governance Professional reported Mr Allan Cummins had declined the nomination and had withdrawn from the election leaving Mrs Mayer as the sole nominee. Mrs Mayer confirmed her preparedness to take on the role as Chair. She was invited to retire from the meeting whilst the election took place. Governors voted unanimously in favour of electing Mrs J Mayer as the Chair of Governors.</p> <p>Following a discussion it was unanimously agreed that Mrs Mayer would serve as the Chair for a period of four years.</p> <p>Mrs Mayer assumed the Chair for the remainder of the meeting.</p>	
5.	<p>Declaration of Business Interests</p> <p>Governors were invited to declare any business interests against any of the agenda items for the meeting. No new declarations were received.</p>	
6.	<p>Governing Board Membership and House-keeping</p> <p>a) One Co-opted Governor Vacancy – One co-opted governor vacancy remained. An advertisement had been placed in the Boughton & Dunkirk Community magazine. No applications had been received.</p> <p>b) Foundation Governor – Following the resignation of Mr M Baybutt, there was a vacancy for a Foundation Governor. A Foundation Governor advised that a member of the Faversham Methodist Church community had indicated her wish to be considered for the Foundation Governor role at the school. However, her appointment was subject to the agreement of the Canterbury and Coastal Methodist Circuit which was not scheduled to meet before the next meeting of the full Governing Board. The Foundation Governor and another Governor (CC) undertook to contact the potential new Governor to see if she remained interested in the role. The Foundation Governor undertook to explore with the Methodist Church options to accelerate the appointment.</p> <p>Action: Governors BF and CC to contact potential new Foundation Governor to determine if she remained interested in becoming a governor for the school.</p> <p>c) Ex-Officio Governor – Reverend Rosemary Pritchard would take over the Ex-Officio Governor role from Reverend Aggrey-Ogoe from the 1st September 2023. She would join Governors at the first meeting in September. The Governance Professional asked that she be provided with Reverend Pritchard email/contact so that she may set her up with a Governor Hub account to receive meeting alerts and have access to meeting documents. There were some essential tasks new governors must perform. The Governance Professional explained she must liaise with new Governors to ensure that those processes are started within 21 days’ of their appointment.</p> <p>Action: BF to forward to the Gov. Profess, Reverend Pilcher’s email address and contact details in advance of the new academic year.</p> <p>d) Succession Plans</p> <p>Governors were doubling up in the key role of Health & Safety - Governor (KP) was shadowing AC. It was suggested that someone should start shadowing the Safeguarding Governor (JP) to future proof this role on the Governing Board. A successor to the Safeguarding Governor role would be determined at the first meeting of the academic year.</p>	<p>BF/CC</p> <p>BF →Gov. Prof.</p>

	<p>In the meantime, Governors were asked to reflect whether they have an interest to assume key roles or areas of responsibility going forward.</p> <p>Action: Governors to identify Governors to shadow key roles and determine Governors' areas of responsibility and monitoring at the term 1 meeting.</p> <p>e) Review of Governing Board's Performance and Procedures and Skills Audit</p> <p>All Governors were asked to complete the Self-Evaluation questionnaire and skills audit within The Key suite of documents on Governor Hub. Governors were asked to return the forms to the Chair before the end of term. The Governance Professional undertook to post a message on the Governor Hub noticeboard and link the message to the relevant documents.</p> <p>Action: ALL Governors to complete the skills audit document and self-evaluation questionnaire before the end of term and return to the CoG.</p> <p>f) Annual Governance Statement</p> <p>The Chair undertook to draft the Annual Statement of Governance detailing the impact governance has had on the school and its community over the course of the year.</p> <p>Action: CoG to draft the Annual Statement of Governance and present to the Board for approval at the term 1 meeting.</p>	<p>ALL</p> <p>ALL</p> <p>CoG</p>
7.	<p>Minutes of the Previous Meeting</p> <p>Governors unanimously agreed the minutes of the previous meeting held on the 12th May 2023. The minutes were signed on behalf of Governors by the Chair.</p>	
8.	<p>Matters Arising and Receive Updates on Agreed Actions (not covered by this agenda)</p> <p>None.</p>	
SCHOOL IMPROVEMENT		
9.	<p>Presentation by Literacy Lead (Mrs C Holmes)</p> <p>Governors welcomed the Literacy Lead (Ms Charlotte Holmes – LL). The LL explained the Writing Rationale summarises the school's writing aims and goals and what writing looks like at Boughton & Dunkirk Primary School. The Writing Rationale was linked with the Headteacher's monitoring of the subject. Children's work books evidence that also.</p> <p>The LL had asked teachers to de-construct their writing curriculum and identify what kinds of writing opportunities the school provides the children from the Early Years Foundation to the end of Key Stage 2. Teachers recorded the details of the current strategies they deploy in order to provide an overview, this included three strategies used in their own classes which were personal to the teacher and to the year group. The LL advised there had been much commonality. The strategies have been incorporated within the Writing Rationale e.g. engagement 'hooking the learners' by selecting exciting, high-quality texts and other interesting 'hooks', the school had established a climate in which children want to write regardless of their ability.</p>	

	<p>The LL explained one of the things the school does particularly well from Year 1 to Year 6 was the children’s use of Writing language. Writing terminology was taught from the Early Years to Year 6, an example included referring to the use of diagraphs in phonics. By sharing and developing the success criteria, children were aware what makes a good quality piece of writing. They can self-assess and peer assess because they know what a good piece of work looks like.</p> <p>Staff ensure there are lots of opportunities for speaking and listening which helped children with their language acquisition as it was a way of practising before having to write it down.</p> <p>Spelling, punctuation and grammar were taught separately. Children needed to know the rules and apply them in their writing. Staff teach the children to edit their writing and because the children understand the success criteria, they readily edit their own work.</p> <p>The school had a clear writing overview as a long term plan to ensure that the school covered lots of different genres. There was much evidence in children’s books. Where it is re-visited as the children grow older, it may be seen how the children have grown and developed in terms of their writing, using and applying text across different genres. During recent Writing moderation, the moderators were impressed at the pupils’ writing stamina and the volume they were writing.</p> <p>The journals tracked children’s progress over time.</p> <p>Across all years groups the staff introduced opportunities for cross curricular writing. Children have opportunities to do different styles of writing and over time they produce a significant bank of writing.</p> <p>Teachers marked with high standards across all subjects, providing opportunities for cross curricular writing and applying everything they have learned. The Headteacher added, writing was a strength of the school. The School’s Improvement Advisor had often commented positively on the writing, volume of writing on display, the quality and quantity of writing. He added, writing does have an impact on teachers in terms of marking; whether it was writing in English, Science, Geography or History – the expectations in terms of the quality was still there. The LL added on occasions the school introduced Writing for Pleasure tasks.</p> <p>The LL reported SEN children were still accessing writing and were keen to write. Children learn from their mistakes, processing in order to get better. Literacy evolved all of the time be it poetry in year 4 or biographies in Year 6. Topics followed children’s interests.</p> <p>Governors thanked the Literary Lead for taking the time to come and speak with Governors. She left the meeting at 2.10 p.m..</p>	
<p>10.</p>	<p>Headteacher’s Report and School Improvement Plan 2022-23</p> <p>The Headteacher explained now was a good time for Governors to reflect if there was any additional information governors would wish to have included in future Headteacher reports to the Board. He welcomed Governors’ input.</p> <p>The Headteacher advised 2022-23 had been a challenging, but nonetheless, successful year. The outcomes, in terms of the school’s performance data, were very good. Children have made good progress, the teachers’ reports to parents were positive and the children were happy at the school. The school maintained its whole child approach to education, providing children with a range of opportunities to help them succeed.</p>	

a) School Roll, Organisation and Staffing Updates

School Roll

The number of Year R children joining the school in the Early Years Foundation Stage from September 2023 had risen to 28. A parent had recently visited the school. The school had hosted an Open Evening for the new Year R parents. The parents appeared keen to be involved with the school. The new Chair (as a Parent Teacher Association Lead) was also present.

The Headteacher advised a couple of children were expected to join the school in Year 3. The school roll was expected to be at 203 pupils.

Year 6 pupils have visited their secondary schools as part of the transition arrangements from primary to secondary school. Three Year 6 children were not allocated their first choice of school. Their parents appealed the decision but the appeals were not upheld and they have accepted the schools allocated to them.

A few Governors had attended the Year 6 production. They reported that it had been excellent.

Staffing Updates

The Headteacher referred to page 1 of his report which detailed staffing updates. Parents have been informed of the staffing changes and the staffing structure for the 2023-24 academic year. With the financial restrictions schools were currently under, the school was not in a position to recruit additional personnel so staff were being deployed to according to where they can best meet the children's needs. In the event of staff absences, staff will move to fill any gaps.

The Headteacher was saddened to report that the PE Coach will be leaving the school. The Coach had worked at the school for 1 ½ days a week for many years. He will move to another school in the independent sector. The Headteacher added he had no plans to replace him; teachers will teach PE.

b) School Improvement Plan & Self Evaluation Form 2022-23/Governors' Monitoring Visit Reports Linked to SIP

i) Quality of Education and Standards (JB/JP) (intent, implementation, impact)

The Headteacher reported on the school's statutory test results, as follows:

- **Early Years Foundation Stage**

77% of Year R children have achieved the Good Level of Development which was based on children achieving different skills known as early learning goals.

- **Year 1 Phonics**

80% of Year 1 pupils met the Phonics screening test threshold.

The Headteacher referred to the School Improvement Advisor's (SIA) Note of Visit. The SIA had conducted a deep dive into Early Years' reading and phonics. The school had elected to remain with its phonics scheme as it had worked rather than move to a Government validated phonics scheme.

A Governor enquired if the staff and Headteacher were prepared to defend the decision not to move to a Government validated phonics scheme and whether secure evidence was being maintained to reinforce the school's decision. The Headteacher confirmed the school had strong evidence to substantiate the decision to remain with the school's phonics scheme.

- **Year 2 Phonics (Re-sits)**

100% of the Year 2 children (x3) who had re-sat the Phonics Screening tests had passed.

- **Key Stage 1 Statutory Assessment Tests (SATs)**

Key Stage 1 - % Children Achieving Age Related Expected (ARE)			
Reading	Writing	Maths	Combined
75%	79%	79%	68%
Key Stage 1 - % Children Achieving Greater Depth Standard (GDS)			
Reading	Writing	Maths	Combined
22%	20%	33%	14%

- **Key Stage 2 Statutory Assessment Tests (SATs)**

The Key Stage 2 data below is unvalidated and was based on teacher assessment and not test results:

Key Stage 2 – Predicted % of Children Achieving Age Related Expected (ARE)				
Reading	Writing	Grammar, Punctuation, Spelling – GPS	Maths	Combined
83%	71%	87%	74%	71%
Key Stage 2 – Predicted % of Children Achieving Greater Depth Standard (GDS)				
Reading	Writing	GPS	Maths	Combined
55%	29%	52%	32%	29%

The Headteacher reported most Key Stage 2 children were ready to access the next stage of their education. The end of Key Stage 2 data included three children with Education and Health Care Plans plus one additional child who have not achieved ARE. The Headteacher explained, based on the above forecasted scores, the school expected to be above last year's national.

Governors would receive the provisional performance data at the term 1 meeting in the autumn.

Action: Governors to receive provisional performance data at the term 1 meeting.

- **Quality of Education Governors' (JB/JP) Monitoring Visit Report**

The Monitoring Governor's (JB) report dated the 29th June 2023 had been shared on Governor Hub in advance of the meeting. The focus of the governor's monitoring had been the impact of the strategies deployed by the school to increase the proportion of children reaching expected plus levels in literacy and numeracy with an emphasis on reading and writing. (The yearend data had been reported earlier in the meeting.)

HT

The key issues the Governor had raised during his visit were i) 2023 yearend data, ii) Pupils' needs were being met for SEN, PP and AEL with PP pupils given the best opportunity to learn. The school had worked toward developing learning opportunities for Early Years pupils.

ii) **Behaviour & Attitudes (CC/AC)**

- **Pupils' Attendance**

For the year to the 30th June 2023 the attendance for all pupils was @ 94.7%. The Headteacher's report detailed anonymised attendance for persistent absentees (attendance below 90%). Persistent absenteeism had been impacted by term time holidays. The Family Liaison Officer continued to work with families. The Local Authority's Attendance Officer comes into the school for termly meetings. There were no children with severe absence where attendance was <50%, but pupil # 21 (traveller and sometime CME (child missing in education)) was close @53%.

- **Learning behaviours**

The Headteacher reported there have been concerns about a couple of Year R and Key Stage 1 children's behaviour. Staff have fostered good relationships with the children's parents. One child will be leaving the school.

Information shared at this juncture was regarded as confidential and has, therefore, been recorded within the confidential minutes for this meeting.

- **Exclusions, reported racial incidents and bullying.**

The Headteacher reported there have been no fixed term exclusions, suspensions or reported racial incidents.

- **Behaviour & Attitudes Monitoring Governors' (CC/AC) Report**

The Monitoring Governors' (CC/AC) report dated the 28th June 2023 had been shared in advance of the meeting. The focus of the visit had been to look at the behaviour plans that were put into place for pupils who were unable to engage with the school's Behaviour Policy due to their SEN.

The Governors had asked if behaviour issues have increased over the past few years. The Headteacher explained that work was taking place to address issues had highlighted problems which may have been dismissed in the past, but were now being identified correctly and proper plans and actions were in place.

The Governors asked if Covid was still impacting on behaviour. The Headteacher had responded Covid may still be impacting behaviour, but this will diminish as children who need it were being supported.

Governors acknowledged the work of the SENCo particularly on School policies.

The Governors had also reviewed the school's attendance data (reported above).

The Governors asked if the LA could provide any additional help to address persistent absence and behaviour and whether there was any external funding available that the

school could secure. The Headteacher responded to the Governors' questions. He explained the school had tried to secure support from the LA, but it was a long and drawn out process to secure a visit from the Specialist Teaching Service. Concerns have been discussed at the Local Inclusion Forum Team. The Headteacher advised that he will look at the High Needs Funding to see if alternative options were available.

iii) Personal Development (CC/AC)

The Headteacher referred to his report, page 2 detailed activities children have been engaging and trips that have happened.

- **Personal Development Monitoring Governors' (CC/AC) Report**

The Monitoring Governor's (CC) report dated had been shared prior to the meeting. **The Governor reported that the children in early years were greatly affected by Covid as they had little or no time in nursery or pre-school settings which was contributing to some of the behaviour issues being experienced by the school.**

v) Leadership & Management (KP)

The Headteacher referred to page 3 of his report.

The Headteacher explained as part of his performance management, the staff had been surveyed and he had responded to the various feedback.

The Headteacher aimed to have the 2023-24 School Improvement Plan ready by the start of the new academic year in readiness for governors to agree at the term 1 meeting.

- **Academisation**

The Headteacher advised that he had met again with the Inspiring Lives Education Trust Deputy CEO (Primary) who had responded to various questions raised by the teaching staff. The Headteacher requested that the topic of academisation remain on future meeting agenda.

Action: Academisation to be included upon future FGB agenda. REMINDER: Five Year Strategic Plan to be included upon the agenda for the term 1 meeting.

- **Staff's Continuing Professional Development**

Reported within the L&M Governor's report.

- **Staffing Structure**

Governors agreed the staffing structure for the 2023-24 academic year as detailed on page 1 of the Headteacher's report.

- **Whole School Well-being (KP)**

The Monitoring Governor's (KP) reports dated the 12th May 2023 and 16th June 2023 had been shared on Governor Hub in advance of the meeting. **During her visit the Monitoring Governor (KP) had visited the Well-being room and was shown the Emergency Pantry for families who were not able to access the food bank.**

The Governor congratulated the school on achieving the Kent Resilience Award.

Gov.
Prof.

- **Leadership & Management Governors' (DM/KP) Monitoring Visit Report**

The Governors (KP/DM) conducted a Leadership & Management monitoring visit in June. The Governors had three key questions following their visit:

i) Q - Do the school need to consider how it can raise funds/increase donations to the food pantry? Governors were advised the Parish Council will donate some funds. The FLO was looking to do some food hampers for the summer. The Headteacher had reflected whether the Food Pantry was sustainable going into the future. In September the school will look at how funds are raised. A Governor advised the National Lottery was focusing on food banks.

ii) Q – Can Governors write a general yearend thank you letter to all staff for their hard work and dedication throughout the year? The Monitoring Governor undertook to write a letter on behalf of Governors to the staff.

Action: KP and JM to write a letter to staff thanking them for their hard work and dedication throughout the year.

iii) Q – Was there anything that may be done to reduce staff workload in addition to the changes that have already been made? The Headteacher conceded it had been a really hard term. To aid in the reduction of staff's workload, the end of year report format had changed. The Staff Governor added, the new report format was significantly more manageable. A Governor enquired if there was an opportunity for parents to comment on reports. The Headteacher confirmed there was. Most subjects were picked up and covered in the report. They provided an assessment for each child.

The Governors reported the School Improvement Plan objectives in regard to well-being have been covered well.

- **Pupil Premium Grant (JM/DM)**

The Pupil Premium Grant Monitoring Governors (JM/DM) had reviewed the Pupil Premium Grant (PPG) funding and received an evaluation of the impact of the school's PPG strategies. The report of their visit dated the 30th June 2023 had been shared on Governor Hub prior the meeting.

- The PPG strategy report detailed how the budget was spent. A large proportion of the budget funded staff costs e.g. FLO and TA support.
- The report detailed the range of interventions across each year group which included PPG funded pupils.
- PPG funding was also targeted to enable pupils attendance at Breakfast Club, subsidising school trips and pay for music lessons. Also, additional support was provided such as free school milk and items of second hand uniform as well as providing vouchers to enable families to access external support with the cost of living and fuel.
- Attendance, some PPG pupils' attendance was >95%, others attendance had been more challenging. Governors had noted the range of support measures that have been implemented and offered to support each family from which it was clear the school was making every attempt to engage and support where possible.
- Data analysis – the data showed that without exception PPG children were behind in every area of attainment and in every class.

KP

	<ul style="list-style-type: none"> • Website Audit (DW) <p>The Chair advised the website needed to be updated with Governor information. A Governor (DW) undertook to conduct an audit of the website and report to the Board at the next meeting.</p> <p>The Governance Professional suggested the school may wish to consider getting someone from the LA to conduct an external review and audit of the school’s website. The Headteacher undertook to look into the possibility of an external audit of the website.</p> <p>Action: Governor (DW) to conduct an audit of the school’s website to ensure governor information is fully up to date and all the information required by the DfE is available on the website or via a link.</p> <p>Action: HT to investigate whether someone from the LA will conduct an audit of the school’s website.</p> <p>vi) Early Years Foundation Stage (BF)</p> <ul style="list-style-type: none"> • Early Years Foundation Stage Governor’s (BF) Report <p>The Governor gave a verbal report. She had observed the Year R pupils’ progress and development over the past year; from the starting point of learning to actually putting words and sounds into practise. The Governor had observed the children measuring water and sand.</p> <p>Governors were advised the Early Years Foundation Stage will be the area of focus next year.</p> <p>c) Statutory Inspection of Anglican and Methodist Schools (SIAMS)</p> <p>Governors were advised the school was not on the list for an SIAMS next year. The school continued to promote the John Wesley values and ethos. It was hoped with the induction of a new minister to the area the school will receive more support from the clergy.</p>	<p>DW</p> <p>HT</p>
<p>11.</p>	<p>Health & Safety/Risk Assessment</p> <p>a) Issues or Concerns</p> <p>The Headteacher, staff and governors were afforded an opportunity to raise any health and safety issues or concerns. None were raised.</p>	
<p>12.</p>	<p>Safeguarding</p> <p>a) Issues or Concerns</p> <p>The Headteacher, staff and governors were afforded an opportunity to raise any safeguarding issues or concerns. None were raised.</p>	

	<p>b) Safeguarding Governor's (JP) Report</p> <p>The Safeguarding Governor's (JP) report dated the 26th May 2023 had been shared on Governor Hub. The Safeguarding Governor had recently taken on the role. It was his first safeguarding monitoring visit to the school during which he had met the Headteacher, Deputy Headteacher, Family Liaison Officer and Designated Safeguarding Leads. The Governor reported on the school's safeguarding procedures. The school had a pragmatic and non-judgemental approach which had been key to maintaining the child-centred approach which fitted with the overall ethos of the school.</p> <p>The questions the Governor had arising from his Monitoring Visit were:</p> <ul style="list-style-type: none"> i) Q – What level of safeguarding training have each member of the full Governing Board done. (Recommended completing the online course available from Kent & Medway's Safeguarding Board.) ii) Q – What level of knowledge about the processes (flowchart of reporting concerns for example) do governors have, do governor know who the school's Designated Safeguarding Leads are? iii) Q - Would it be appropriate for governors to have anonymised case studies to demonstrate the process and decision making and thus confidence in the process which could be discussed at inspection if so required. <p>Action: Safeguarding Governor's questions to be discussed and responded to at the term 1 meeting.</p> <p>c) Single Central Register</p> <p>Governors received confirmation that the SCR had been checked by Senior Leaders.</p>	JP/ALL
13.	<p>Finance (DM/JM)</p> <p>The Finance Governors' (DM/JM) report dated the 30th June 2023 had been shared in advance of the meeting.</p> <p>a) Latest Budget Monitoring Report</p> <p>The Governors reported staff changes have had an impact on the budget. The forecasted outturn position had improved slightly. As at June 2023, the predicted yearend surplus was £53,254.00 and a reduced in-year deficit of – (minus) £1,351.00.</p> <p>b) Compliance Visit</p> <p>The Finance Governors had checked on the school's progress towards addressing the actions raised during the last compliance visit in readiness for the preparation of the Schools Financial Value Standard in March 2023.</p> <p>c) Asset Register</p> <p>Governors had conducted a review of the asset register and conducted a spot check of items on the register.</p>	

	<p>d) Financial Risk Register</p> <p>The Financial Risk Register was an assessment of the risks and threats to the delivery of the School Improvement Plan. The Governor Professional asked Governors to consider introducing Financial Risk Register to link with the new SIP for 2023-24 which may be requested as evidence as part of Compliance visit.</p>	
<p>14.</p>	<p>Policies</p> <p>a) Accessibility Policy (AC/BF)</p> <p>A Governor had looked at the Policy and raised the question whether staff were supported in terms of training.</p> <p>The Headteacher advised the Policy had been reviewed and adapted to suite the current SEND needs at the school.</p> <p>A Governor advised Accessibility Policies must be in a format that can be read by an E-reader e.g. pictures and illustrations need descriptions and the formatting of documents has to be accessible. The Governor added she had checked and schools were partially exempt.</p> <p>The Accessibility Policy was carried forward for approval at the next meeting.</p> <p>Action: Accessibility Policy to be ratified at the term 1 meeting.</p>	
OTHER		
<p>15.</p>	<p>Governor Training & Development</p> <p>Governors were reminded that they have committed to completing at least one training module each academic year. With the requirement for governors to complete annual Safeguarding training also Prevent (two yearly), FGM and Online Safety – the training expectations will increase next academic year.</p> <p>a) Identify Future Training Needs</p> <ul style="list-style-type: none"> • Faversham Collaboration – Governor updates and training on the 28th September 2023 from 5 p.m. to 7 p.m. <p>b) Reports of Completed Training</p> <p>Governor (CC) had completed the following training:</p> <ul style="list-style-type: none"> • Vision & Values • Monitoring Visits • Questions & Challenge • Equality, Race and Diversity • Pupil Premium • Female Genital Mutilation <p>Governor (JM) had completed Prevent training.</p> <p>The Governance Professional had attended the Clerks’ Conference, the topics had included GDPR, Equalities and Cyber Security.</p>	

<p>16.</p>	<p>Chair's Correspondence/Guidance</p> <p>a) Chair's Urgent Actions</p> <p>None.</p> <p>The Governance Professional had shared the following information and DfE updates:</p> <p>b) The Education People Monthly Bulletins (May and June 2023)</p> <p>c) Food Standards in Schools: https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/school-food-guidance-for-governors</p> <p>d) School Uniform: https://www.gov.uk/government/publications/school-uniform/school-uniforms</p> <p>e) School Exclusions (Update) https://www.gov.uk/government/publications/school-exclusion</p> <p>f) Equalities – How Ofsted look at Equality during Inspections: https://www.gov.uk/government/publications/ofsteds-equality-objectives-2023-to-2027</p>	
<p>17.</p>	<p>Any Other Urgent Business/Critical Matters</p> <p>a) Any Other Urgent Issues</p> <p>Governors were reminded that they must appoint an external advisor to the Headteacher's Performance Management Panel. The Headteacher advised the school's current (retiring) School Improvement Advisor, Helena Evans, had offered to continue to be the external advisor.</p> <p>It was also agreed that Mrs K Petts will join the Headteacher's Performance Appraisal Panel.</p> <p>The Headteacher advised the school's new School Improvement Advisor was Mr Anthony Cosans.</p>	
<p>18.</p>	<p>Confidentiality</p> <p>Information shared at minute 10, Headteacher's Report, Behaviour & Attitudes, was regarded as confidential. The item will remain confidential in perpetuity as it referred to an individual, which although the minute had been anonymised, the individual may be recognised by the additional details shared.</p>	
<p>19.</p>	<p>Dates and Times for 2023-24 Academic Year Governing Board Meetings</p> <ul style="list-style-type: none"> ➤ Monday, 4th September 2023 – Staff Development Day. Governors invited to attend as the School Plan will be presented to staff, there will be updates reference academisation. ➤ Monday, 25th September 2023 at 1 p.m. – apology Mrs B Feast (holiday) ➤ Monday, 27th November 2023 at 1 p.m. ➤ Monday, 29th January 2024 at 1 p.m. ➤ Monday, 18th March 2024 at 1 p.m. ➤ Monday, 13th May 2024 at 1 p.m. ➤ Monday, 1st July 2024 at 1 p.m. 	

The meeting concluded at 3.10 p.m.

Signature: (Chair) 25th September 2023



**FULL GOVERNING BOARD MEETING
MONDAY, 10TH JULY 2023
SUMMARY OF AGREED ACTIONS**

Item	Action	For Whom
6, b)	Governors BF and CC to contact potential new Governor to determine if she remained interested in becoming a governor for the school.	BF/CC
6, d)	Governors to identify Governors to shadow key roles and determine Governors' areas of responsibility and monitoring at the term 1 meeting.	ALL
6, e)	ALL Governors to complete the skills audit document and self-evaluation questionnaire before the end of term and return to the CoG.	ALL
6, f)	CoG to draft the Annual Statement of Governance and present to the Board for approval at the term 1 meeting.	CoG
10, b) i)	Governors to receive provisional performance data at the term 1 meeting.	HT
10, b) v)	Academisation to be included upon future FGB agenda. REMINDER: Five Year Strategic Plan to be included upon the agenda for the term 1 meeting.	Gov. Prof.
10, b) v)	KP to write a letter to staff thanking them for their hard work and dedication throughout the year.	KP
10, b) v)	<ul style="list-style-type: none"> ➤ Governor (DW) to conduct an audit of the school's website to ensure governor information is fully up to date and all the information required by the DfE is available on the website or via a link. ➤ HT to investigate whether someone from the LA will conduct an audit of the school's website. 	DW HT
12, b)	Safeguarding Governor's questions to be discussed and responded to at the term 1 meeting.	JP/ALL
14.	Accessibility Policy to be ratified at the term 1 meeting.	ALL