

BOUGHTON-UNDER-BLEAN & DUNKIRK METHODIST PRIMARY SCHOOL MINUTES OF A VIRTUAL MEETING OF THE FULL GOVERNING BOARD HELD ON MONDAY, 15th MARCH 2021 AT 1.15 p.m.

PRESENT: Reverend E Aggrey-Ogoe Mr M Baybutt

Mr J Bennett Mrs N Brown

Mrs C Clayson (until 2.30 p.m.) Mrs J Collett-White (Chair)

Mr A Cummins Mrs B Feast

Mr D Munro Dr. J Perkins (from 1.23 p.m.)
Mr D Warner Mr S Way (Headteacher)

IN ATTENDANCE: Mrs D Stryzyk (Clerk)

Part I - Non-Confidential Minutes

Item	Minute	Action
PROCE	DURAL	
1.	Chair's Welcome and Prayers	
	The Chair welcomed governors to the meeting of the Governing Board. Reverend Aggrey-Ogoe led the Board in the opening prayer.	
	Governors were reminded of the protocols for virtual governance. The meeting was being hosted by the Vice Chair and was conducted via Zoom. It was not envisaged that a secret vote was required. Governors would vote by raising their hand or the hand icon.	
2.	Quorum	
	The meeting was established as quorate.	
3.	Apologies for Absence	
	An apology for her absence had been received Mrs K Bachelard (working commitment). Her apology was accepted.	
	Dr. Perkins would be a few minutes late joining the meeting as he had teaching commitments until 12.55 p.m.	
4.	Governing Board Membership	
	a) Succession Plans	



The Clerk had previously highlighted governors' terms of office that were due to expire during the coming year:

- Mr M Baybutt's term of office as Foundation Governor was due to expire on the 10th September 2021. Mr Baybutt's intention was to continue to serve as a governor.
- ➤ Mrs K Bachelard's term of office as a Co-opted Governor was due to expire on the 5th October 2021. The Chair advised that Mrs Bachelard was busy working full-time and had indicated that she would be unable to continue as a governor when her term of office expired in October.
- Mr J Bennett's term of office as a Co-opted Governor was due to expire on the 15th November 2021. Mr Bennett's intention was to continue to serve as a governor.
- ➤ Dr J Perkin's term of office as a Parent Governor was due to expire on the 14th November 2021. The role of a parent governor would require an election.
- Mrs J Collett-White's term of office would expire June 2022, it was not her intention to re-stand as the Local Authority Governor representative; she would cede the Chair when her term ended. The Clerk explained that the Board may nominate an individual to the LA governor role as long as they were not a parent or a member of staff.

Action: Clerk to keep governors informed as terms of office come up for renewal/reappointment.

Clerk

The Chair had attended MAST training on the topic of Governor recruitment. The Board was scheduled to complete an annual skills audit in term 6 which would help the Board identify what skills and expertise the Board needed. When the current Vice Chair takes on the Chair; a governor would be needed to fill the role of Finance Governor. The Vice Chair assured governors he would mentor and support the new finance governor.

b) Co-Vice Chair

The Clerk advised that nominations and self-nominations had been sought for the position of co-Vice Chair to aid the Board's succession plans. The intention was that the co-Vice Chair would shadow and provide support to the new Chair when he was appointed.

Mr A Cummins had been nominated for the co-Vice Chair. He accepted the nomination and governors voted unanimously in favour of appointing Mr Cummins as the co-Vice Chair.

5. Declaration of Business Interests

a) Declaration of Interests Against Any of the Agenda Items for the Meeting

Governors were invited to declare business interest against any of the agenda items for the meeting. No new declarations were received.



b) Report of Governors Non-disclosure

The Clerk was pleased to report that all governors have completed their declarations on Governor Hub relating to their business interests, having read KCSIE 2020 and agreement to abide by the Governors' Code of Conduct.

Dr. J Perkins joined the meeting at 1.23 p.m.

6. Minutes of the full Governing Board Meeting held on the 25th January 2021

The minutes of the previous meeting held on the 25th January 2021 were agreed as a true record. The minutes of the meetings would be signed by the Chair at the next opportunity for the Board to physically meet.

Action: Chair to sign the minutes of all meetings approved since the start of the lockdown.

Chair

7. Matters Arising and Receive Updates on Agreed Actions

a) Pen Profiles

The Headteacher confirmed all governors' pen profiles have been received by the school.

b) Skills Audit

The annual skills audit would be completed as a group activity at the term 6 meeting.

SCHOOL IMPROVEMENT

8. Headteacher's Report

The Headteacher's report had been uploaded to Governor Hub prior to the meeting. He expanded on his report as follows:

a) Risk Assessment

The Risk Assessment had been updated since the previous Board meeting; the updated document had been uploaded to Governor Hub.

The Headteacher advised before the school had opened to all pupils on the 8th March, the numbers of key/critical and vulnerable pupils attending school had been risen, 62 pupils were regularly attending school. The children were spread across seven classes with a teacher and a teaching assistant.

The school had received devices from the DfE; these had to be set up before disseminating them to pupils. No pupils were disadvantaged and all were able to access home learning. The school now had x 13 new i-pads and all children had returned to school.



Remote Learning

The remote was difficult for staff who found it impersonal. Largely it had worked well. The school had received very little negative feedback from parents about the home learning activities. The school had taken on board parents' comments.

The Staff Governor had observed that once parents knew their children were to return to school on the 8th March; fewer were engaging with the home learning activities the week or so before their return.

The Headteacher advised many children had participated in World Book day by dressing up as storybook characters at home. On that day there had been live lessons so they children could see their friends and teachers. This had been a really good end to the lockdown for the children.

The staff were preparing plans and curriculum coverage as there will have been a disparity in the level of work completed by different children through remote learning.

b) School Roll and Organisation

As detailed on page 1 of the Headteacher's report.

Governors were pleased to note the forecasted numbers for September. Twenty eight families had detailed the school as their first choice (this was the highest for a few years). The school will also pick up some of the second choices from local oversubscribed outstanding schools. The Headteacher advised, staff were able to show parents around the school and promote what the school has to offer because parents were able to access the building from outside.

c) Staffing Updates

Also as detailed on page 1 of the Headteacher's report. The Headteacher reported, staff were in good spirits and excited and pleased to see all children return to school.

d) School Improvement Plan/Recovery Plan

i) Quality of Education and Standards – Teaching & Learning

The children's return to school the previous week had been successful. Staff were witnessing plenty of interaction and sharing of ideas. By Tuesday, staff had begun to notice what areas needed to be focused upon and by the end of week #1, they had seen an improvement.

The Headteacher reported the children were tired by the end of the school day.

The Headteacher had provided governors with excerpts of pupils' comments. A governor stated it was nice learn that the pupils were happy to return to school and see their friends.



The Headteacher explained, maths, reading and GPS (grammar, punctuation, and spelling) assessments would be conducted before the end of term 4 to provide staff with an understanding of where the children are currently, to identify gaps and help with planning. As a result of home learning, some elements may not have been taught. The Headteacher advised, the assessments were not about holding teachers to account; they were to help staff identify and fill gaps in children's learning. He added, progress meetings will take place after Easter.

The Headteacher explained, the focus was on getting the children ready for the next academic year.

Parent Consultations would be held during the second week of term 5. Plans were in place for these to happen in a Covid-safe way. The Chair asked if there was anything governors may do. The Headteacher explained, there was not because the parents would not be in the hall, they will access their child's classroom from outside, between visits the furniture would be wiped down and social distancing @ 2.2 metres will be observed.

Covid Catch-up and Pupil Premium Grant Funding/Impact and Strategy Statements

The Pupil Premium Impact and Strategy Statements had been shared with governors prior to the meeting.

A governor noted the Pupil Premium Grant funding Strategy income @ £66k, but the school's outgoings @ £69k, he understood the excess costs were met from the school's budget. The Headteacher agreed, the school will always do what needs to be done. The Strategy sets out what the school will do.

The Headteacher explained he was in the process of preparing the Covid Catch-up Plan. Currently the Covid funding does not match what had been spent. The Plan would be presented to the Board at the next meeting.

Governors were advised that the Pupil Premium Grant income per child will not change next year.

A governor asked if there were any plans by the Government to change children's eligibility to Pupil Premium funding which was currently based on Ever-6. The Headteacher explained, the school received monies for pupils who become eligible for free school meals for six years no matter for how short a period that might be. He was unaware whether the Pupil Premium criterion was likely to change.

Action: GB to receive the school's Covid Catch-up Plan at the term 5 meeting.

HT

A governor referred to schools having to evaluate the measurable outcomes associated with the additional income school received via the Pupil Premium Grant and Covid Catch-up Grant allocations. He asked how children's well-being may be measured as the children needed to



be comfortable in school so that they are ready to recommence their learning. The governor asked if the school's focus was going to be on the curriculum. The Headteacher answered he did not believe children's well-being was something that may be measured; so much work staff were doing was to do with well-being. The school had brought in another teaching assistant so that there is adult support to help children settle. Everything the school was doing was about the child's well-being. Children needed to focus on returning to a structure. Currently the school was not bringing in extra things in terms of the curriculum. He added, the joy of having the children back in school was clear. The children had missed out on many things e.g. Science Week which would be re-scheduled for next term plus the school planned to have an outdoor learning day in May. Sports Day will happen in the summer, the Year 6 cohort need to have a proper send-off.

The Headteacher added, it was hoped the links staff have built with the parents of children who find things difficult will be maintained because these have been positive steps. He explained currently there was a disconnect between parent and staff because of Covid and lockdown.

A governor referred to the Covid Catch-up funding; he asked if that may be spent on events and whether that was something that may be worked on. The Headteacher advised he was considering having some holiday fun days (outside activities, a campfire) on site during the summer holidays by way of a thank you to parents for their support during the lockdowns.

The Headteacher advised that statutory tests will not be done this year. Year 5 will have cognitive tests to help parents decide about the Kent test.

Sports Premium Impact and Funding Statements

The Sports Premium Statements had been posted on Governor Hub prior to the meeting.

ii) Behaviour & Attitudes

The Monitoring Governors (CC and AC) had conducted a monitoring visit. Their report had been shared prior to the meeting. The governors expanded on their report. Their discussions had focused on setting high standards when the children return. Well-being strategies were discussed (these have been on-going throughout the pandemic), supporting children and their families at home as well as in school. The children were pleased to be back. The focus would be on Year 6 and what may be done to celebrate their end of year.

The ethos of the school was its Christian distinctiveness, which had been difficult to maintain during the year. The Headteacher added, the school staff cared about the community's families – they have demonstrated compassion and empathy. Staff have worked with families to ensure that they have access to food banks. Staff prepared food parcels for disadvantaged families.

Governors noted the regular letters sent by the Headteacher to pupils, parents and staff which end with a positive, spiritual message.



Information about the Family Liaison Officer's pizza-making packages provided to families in need had been shared.

iii) Personal Development

Staff's and Pupils' Well-being

Referred to in the Monitoring Governors' report.

iv) Leadership & Management

The Monitoring Governors (JCW – in place of JB and DM), completed a monitoring visit. Their report had been uploaded to Governor Hub. The discussions had focused on:

- Communications with parents. Parents were confident in the school's approach to remote learning with very little negative feedback; the school acted on any concerns
- Details of the plans for the re-opening of the school
- How staff have adapted to remote home schooling as well as those children who were in school
- Monitoring (visiting classrooms, observing lessons, and providing feedback) had been difficult due to the current situation, although informal monitoring of the quality of teaching in the classroom and remote learning had been done
- The assessment of pupils which would take place in a couple of weeks
- The school's plans for the parent consultations which would take place in May
- Collaboration with other schools, which had been difficult to further that. The Headteacher advised that he had been in communication with the John Wesley school and other schools in the local area.

Governors were advised that the school's current Improvement Advisor, Mrs Christin Wilson, was retiring. The school's new Improvement Advisor was Mrs Jane True.

The Chair undertook to write to Mrs Wilson to thank her for her understanding, knowledge of the school's leaders, staff and governors and her support for the school over the past years.

The Chair and NB had provided information and insight to another school which was considering adopting the circle model of governance.

e) Governors' Monitoring Visit Reports

SEND (CC/JCW)

The governors' report had been shared on Governor Hub prior to the meeting. They had met with the SENCo to go through the Annual SEND Report. The governors were impressed with all that was being doing in the school to meet the needs of SEND pupils. The number of



children at Boughton & Dunkirk School with Education and Health Care Plans was higher than other schools @ x 10 plus two further were pending. The school had adapted how it meets the needs of EHCP pupils; children were supported in class on a 1:1 basis by teaching assistants. This practice had worked. Governors understood that there was a backlog of referrals to hospitals and reports have been delayed. The Chair referred to the monitoring timetable, the monitoring reports expected at the next meeting were: Quality of Education (JCW/JP) Quality of Education (KB/NB) Governors were urged to read the relevant sections in the School Improvement Plan to help inform their questioning. Action: Quality of Education Monitoring Governors (JCW/JP and KB/NB) to conduct JCW/ monitoring and report to the Board at the term 5 meeting. JP & KB/NB **Statutory Inspection of Anglican and Methodist Schools** Governors were advised that SIAMS will resume in the 2022/23 academic year. A Foundation Governor advised that she had spoken with the Headteacher to acknowledge that the school's Christian values and ethos was clear from the work displayed on the walls. 9. Headteacher's Mid-Year Performance Review The Headteacher Performance Appraisal Panel members undertook to arrange a meeting with the Headteacher to conduct his mid-year review. Action: HT PA Panel to conduct mid-year review and confirm to the Board that this has been MB/ BF/NB done at the next meeting. 10. Finance, Budget, and Planned Expenditure Appointment of a Finance Governor to Succession Plan for the Future The appointment of a finance governor was discussed. The Vice Chair & Finance Governor offered support to any governor who was prepared to take on the role. The Chair added, if there was anyone who may have financial experience, it would be appreciated if they would consider taking on the role, which was a statutory role on the Governing Board with delegated functions.



The appointment of a Finance Governor was carried forward to the next meeting.

Action: Governors to appoint finance governor at the term 4 meeting.

ALL

b) Latest Budget Monitoring Report

The Finance Governors reported that they had only received the latest budget monitoring report from Schools Financial Services last week. The issues with the budget were unclear. The governors were keen to point out that the school's leadership have been skilled at delivering what is needed by the school.

Action: Board to receive February budget monitoring and budget close down report at the term 5 meeting.

ALL

c) Schools Financial Value Standard Submission

The Finance Governors requested that full governing board approval to the SFVS submission for 2021 be deferred to the May meeting. (The deadline for submission had been extended to the 28th May 2021.)

Action: GB to approve the SFVS submission at the term 5 meeting.

ALL

d) Governors' Financial Competencies Matrix

The Finance Governors and Chair and Vice Chair of Governors were asked to complete the Governors' Financial Competencies Matrix and return the completed forms to the Clerk so that copies may be filed with the SFVS submission.

Action: MB/BF/JCW to complete the Governors' Financial Competencies Matrix and return to the Clerk before the term 5 meeting.

MB/ BF/ JCW

e) Business Continuity Plan

Governors were advised there were no significant changes to the Business Continuity Plan. The Finance Governor explained the document dealt with major incidents. The school had operated extremely well in the current circumstances. There were no changes proposed to the Plan.

f) Banking Signatories

There were no proposed changes to the banking signatories.

g) Local Authority Contracts and Tenders

The Finance Governor reported that the school was tied in with the monitoring and asset register systems.



There were no planned changes to the school's current contract and service agreements.

The Finance Governors commented, the Headteacher and staff were to be commended for their management of the school's financial in what have been extremely challenging circumstances.

11. Safeguarding

a) Safeguarding Issues or Concerns

The Headteacher, staff and governors were afforded an opportunity to raise any safeguarding issues or concerns.

The Headteacher advised the school's safeguarding leads had met. He was pleased to report there were no safeguarding concerns during lockdown.

The Safeguarding Governor had noticed that much work had been done by the Family Liaison Officer and the Deputy Headteacher. An enormous amount of help had been offered to families who have needed it. Also, where children were feeling stressed, the teachers have supported them. This was reflective of the school's ethos.

b) Safeguarding Platform

Governors were asked to review The Education People's Safeguarding platform (particularly Safeguarding Governor) following its migration from KELSi to The Education People.

c) Child Protection Policy Addendum template for 2021

The Clerk pointed out there was an addendum to the Child Protection Policy.

d) Safeguarding Desktop Review

The Safeguarding Governor was reminded that a Safeguarding Desktop Review should be completed and reported to the Board. He was referred to the TEP bulletin February 2021.

Action: Safeguarding Governor to complete the Safeguarding Desktop Review and share this with governors at the next available meeting.

MB

12. Health & Safety/Risk Assessment

a) Health & Safety Issues or Concerns

The Headteacher, staff and governors were afforded an opportunity to raise any health and safety issues or concerns.



The Headteacher advised, a long term solution to the issue of the decking was being sought. As and when things arise they were dealt with. A fire alarm had been scheduled for later in the week now that the children have returned to school.

b) Health & Safety Site Inspection Report #2

Carried forward.

Action: H&S Site Inspection report #2 of 3 to be received by the Board at the next meeting.

HT/AC

13. Governor Training & Development

a) Receive Details of Upcoming Training Events

The Chair referred governors to the many training modules available on The Education People training tab on Governor Hub; governors should go onto Governor Hub and enter The Education Portal available via the TEP mortar board.

The Chair referred to the training on Chairing Skills which was scheduled to take place in May.

b) Identify Governors' Training Needs/Governor Training Action Plan

- > DM to complete New Governor Induction training in May
- ➤ MB had indicated that he would undertake the National Governors Association Chairs Development programme to prepare him to take over the Chair. MB advised that he had contacted the NGA but had yet to receive a response. The Clerk suggested that he contact Mrs Tina Gimber, The Education People Area Governance Officer for South Kent, who had been delivering the programme: tina.gimber@theeducationpeople.org
- ➤ AC had booked to complete training targeted for the Training & Development Governor (AC) on the 20th April
- JCW would attend EYFS training
- BF would complete Effective Monitoring training
- Safer Recruitment training (ALL Governors)

DM advised he had completed safer recruitment training in the past year or so.

DM/ MB AC/BF /ALL

Action: Governors to complete above identified training and report to governors at the next meeting.

c) Reports of Training Undertaken

JCW had attended the Governance Briefings, she had also joined the MAST briefing which had focused on governor recruitment. Her reports of completed training had been uploaded to Governor Hub.



	Mrs C Clayson left the meeting at 2.30 p.m.	
14.	Policies	
	Upon the recommendation of the Lead Reviewers (in brackets); governors unanimously agreed the following policies:	
	a) Swimming Policy (BF) b) Teaching & Learning Policy (KB) c) Uniform Policy (DM) d) Bereavement Policy (JB)	
	*Headteacher to highlight any amendments to school policies in the future.	
15.	Chair's Urgent Actions, Correspondence and Guidance	
	The Chair had no urgent actions or correspondence to share with governors.	
	The Clerk had shared the following documents on the Sharepoint prior to the meeting:	
	➤ The Education People Governance Monthly Newsletters dated February and March 2021	
	The Clerk had read through the newsletters and had included links to the DfE documents mentioned in the articles, as follows:	
	 DfE Guidance: https://www.gov.uk/government/publications/school-governance-update/school-governance-update-march-2021 	
OTHER		
16.	Any Other Urgent Business	
	A governor advised that it was considered best practice to include continuing professional development for staff on the School Improvement Plan in the Leadership & Management section.	
	Action: HT to include CPD for staff on the SIP.	
17.	Confidentiality	
	No matters were deemed to be of a confidential nature.	



18.	Confirmed Dates and Times for 2020/21 Academic Year Governing Board Meetings all at 1.00	
	p.m.	
	Frrm 5 – Monday, 10 th May 2021	
	Frrm 6 – Monday, 12 th July 2021	
	/ Term o menady) 12 sary 2021	
	A governor, who was a teacher at a local secondary school, asked that the Board consider	
	varying meeting times so that his attendance at governing board meetings does not impact the	
	same group of students.	
	There was also a discussion to be had whether, moving forward, meetings should be blended,	
	some face to face and others virtual.	
	Action: Governors to discuss variations to dates and times and holding of 2021-22 meetings in	Clerk/
	preparation for these to be agreed at the term 6 meeting.	•
		ALL
10	preparation for these to be agreed at the term 6 meeting.	•
19.		•
19.	preparation for these to be agreed at the term 6 meeting. Impact of Meeting	•
19.	preparation for these to be agreed at the term 6 meeting.	•
19.	Impact of Meeting Governors reflected on the impact of Governance during this meeting:	•
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The meeting concluded at 2.47 p.m.

Signature:	 (Chair)
Date:	



BOUGHTON & DUNKIRK PRIMARY SCHOOL MEETING OF THE FULL GOVERNING BOARD HELD ON MONDAY, 15th MARCH 2021 SUMMARY OF AGREED ACTIONS

	SUMMARY OF AGREED ACTIONS		
Minute Ref.	Agreed Action	For Whom	
4, b)	Clerk to keep governors informed as terms of office come up for renewal/reappointment.	Clerk	
6,	Chair to sign the minutes of all meetings approved since the start of the lockdown.	CoG	
8, d)	GB to receive the school's Covid Catch-up Plan at the term 5 meeting	HT →ALL Governors	
8, e)	Quality of Education Monitoring Governors (JCW/JP and KB/NB) to conduct monitoring and report to the Board at the term 5 meeting.	JCW/JP KB/NB	
9,	HT PA Panel to conduct mid-year review and confirm to the Board that this has been done at the next meeting	MB/BF/NB	
10, a)	Governors to appoint finance governor at the term 5 meeting.	ALL Governors	
10, b)	Board to receive February budget monitoring and budget close down report at the term 5 meeting.	MB/BF →ALL Governors	
10, c)	GB to approve the SFVS submission at the term 5 meeting	MB/BF →ALL Governors	
10, d)	MB/BF/JCW to complete the Governors' Financial Competencies Matrix and return to the Clerk before the term 5 meeting.	MB/BF/JCW →Clerk	
11, d)	Safeguarding Governor to complete the Safeguarding Desktop Review and share this with governors at the next available meeting.	МВ	
12, b)	H&S Site Inspection report #2 of 3 to be received by the Board at the next meeting.	HT/AC	
13, b)	Governors to complete above identified training and report to governors at the next meeting.	ALL Governors	
16,	HT to include CPD for staff on the SIP.	HT	
18,	Governors to discuss variations to dates and times and holding of 2021-22 meetings in preparation for these to be agreed at the term 6 meeting.	Clerk/ALL Governors	