



**BOUGHTON-UNDER-BLEAN & DUNKIRK METHODIST PRIMARY SCHOOL  
MINUTES OF A MEETING OF THE FULL GOVERNING BOARD  
HELD ON MONDAY, 27<sup>th</sup> SEPTEMBER 2021 AT 1.00 p.m.**

**PRESENT:**

Reverend E Aggrey-Ogoe	Mr M Baybutt (Chair)
Mr J Bennett	Mrs C Clayson
Mr A Cummins	Mr D Munro
Dr. J Perkins (from 1.25 p.m.)	Mr S Way (Headteacher)

**IN ATTENDANCE:** Mrs D Stryzyk (Clerk)

**Part I - Non-Confidential Minutes**

Item	Minute	Action
<b>PROCEDURAL</b>		
<b>1.</b>	<p><b>Chair's Welcome and Prayers</b></p> <p>The Chair welcomed governors to the first meeting of the Governing Board this academic year. He thanked governors for attending the meeting.</p> <p>Reverend Aggrey-Ogoe led the Board in an opening prayer.</p>	
<b>2.</b>	<p><b>Quorum</b></p> <p>The Clerk confirmed the meeting was quorate, as currently there were ten Board members, therefore, five governors were required to be in attendance to ensure quoracy.</p>	
<b>3.</b>	<p><b>Apologies for Absence</b></p> <p>Apologies for their absence had been received from Mrs K Bachelard (her term of office was due to end the following week, she had decided not to attend this meeting), Mrs B Feast (attending a funeral) and Mr D Warner (class on school visit). The governors' apologies were accepted.</p>	
<b>4.</b>	<p><b>Declaration of Business Interests</b></p> <p><b>a) Annual Declaration of Business or Pecuniary Interests</b></p> <p>The Clerk requested that all governors update their business interests on Governor Hub before the end of term. Governors should go onto the Governor Hub page for the school. The first page shows the list of governors. Governors should click on the downward chevron adjacent to their name, a pop up box will appear, click on view profile, then at the top of the</p>	

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	<p>next page click the tab Declarations and complete the section ref. business interests and confirm.</p> <p><b>Action: ALL Governors MUST update their business interests on Governor Hub before the 22<sup>nd</sup> October 2021.</b></p> <p><b>b) Declaration of Interests Against Any of the Agenda Items for the Meeting</b></p> <p>Governors were invited to declare business interest against any of the agenda items for the meeting. None were received.</p>	<p><b>All Governors</b></p>
<p><b>5.</b></p>	<p><b>Governing Board Membership</b></p> <p>The Clerk updated governors on current Board vacancies, as follows:</p> <p><b>a) Local Authority Governor</b></p> <p>The Clerk explained Kent’s Governor Appointments Panel will next meet on the 1<sup>st</sup> October 2021. She had received an acknowledgement from Governor Services of the Board’s nomination that Mrs C Clayson be appointed Local Authority Governor. Mrs Clayson will replace Mrs Collett-White following her decision to stand down.</p> <p><b>Action: Board to formally agree to appoint Mrs Clayson as LA Governor at the term 2 meeting (subject to GAP’s acceptance.)</b></p> <p><b>b) Parent Governors</b></p> <p>As previously agreed by the Board, Mr A Cummins will move from Parent Governor to the Co-opted Governor vacancy once Mrs K Bachelard’s current term of office expires on the 3<sup>rd</sup> October. Mrs Bachelard had previously indicated that she would not be seeking re-appointment.</p> <p>Dr. J Perkin’s term of office was due to expire on the 14<sup>th</sup> November.</p> <p>The Clerk will liaise with the Headteacher for a parent governor election to take place to fill the two parent governor vacancies. The outcome of the election would be notified to the Board ahead of the next meeting in term 2 to enable the Board to assess what skills and expertise were required.</p> <p><b>Action: Clerk to liaise with the Headteacher for a parent governor election to begin during the week ending the 8<sup>th</sup> October.</b></p>	<p><b>ALL</b></p> <p><b>Clerk/HT</b></p>

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	<p><b>c) Co-opted Governors</b></p> <p>The Clerk advised that Mrs N Brown had emailed the Headteacher and herself prior to the meeting to advise of her decision to stand down as a governor. Mrs Brown cited increased workload following her new headteacher appointment.</p> <p>Mr J Bennett agreed to continue as a co-opted governor. Governors voted unanimously in favour of re-appointing Mr Bennett as Co-opted Governor for a further three year term of office effective from the 15<sup>th</sup> November 2021.</p> <p>If accepted by the Governor Appointment Panel, Mrs Clayson will move from being a Co-opted Governor to the Local Authority Governor thereby resulting in two co-opted governor vacancies</p> <p><b>d) Foundation Governor</b></p> <p>The Chair provided the Clerk with an extract from the minutes of a Methodist Circuit meeting during which Mr Michael's Baybutt's on-going continuation as a foundation governor representative was confirmed.</p> <p><b>e) Skills Audit</b></p> <p>The Chair asked that governors complete the skills audit template and send their completed form to the Training &amp; Development Governor who will complete an analysis to identify where gaps exist in the Board's collective skills and expertise to inform governor recruitment discussions at the term 2 meeting.</p> <p><b>Action: ALL Governors to complete skills audit template and send to the T&amp;D Governor (AC) before the 22<sup>nd</sup> October 2021.</b></p> <p>The Clerk advised governors of their options should it prove difficult to fill the governor vacancies on the Board should this become a long term issue. She explained there was an option for the Board to reconstitute to a fewer number to reduce the number of governor vacancies. However, this would mean that the workload of current Board members would increase as it would have to be distributed between fewer governors.</p>	<p><b>URGENT ALL Governors →AC</b></p>
<p><b>6.</b></p>	<p><b>Minutes of the full Governing Board Meeting held on the 12<sup>th</sup> July 2021</b></p> <p>The minutes of the previous meeting held on the 12<sup>th</sup> July 2021 were agreed as a true record.</p>	

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<p><b>7.</b></p>	<p><b>Matters Arising and Receive Updates on Agreed Actions</b></p> <p><b>a) Signing of Minutes During Covid</b></p> <p>The Clerk was pleased to confirm that the out-going Chair (JCW) had signed the minutes of all meetings since the start of lockdown. The minutes had been filed in school.</p> <p><b>b) Website Information</b></p> <p>The Headteacher confirmed that the school’s website had been updated to record correct information relating to the school’s governance and staff.</p> <p><b>c) Year Planner 2021</b></p> <p>The Clerk had updated the Governing Board’s Year Planner and this had been shared with governors on Governor Hub prior to the meeting.</p> <p>Dr. J Perkins joined the meeting at 1.25 p.m. (teaching commitment at his school).</p>	
<p><b>8.</b></p>	<p><b>Governors’ Code of Conduct 2021-22</b></p> <p>Governors unanimously agreed to abide by the principles detailed in the Governors’ Code of Conduct 2021-22. They were asked to go onto Governor Hub to confirm that they will abide by the Code under the Declarations tab. Governors should retain and sign their own copy of the Code of Conduct.</p> <p><b>Action: ALL Governors to confirm their agreement to abide by the Governor Code of Conduct 2021 on Governor Hub and sign their own copy.</b></p>	<p><b>ALL Governors</b></p>
<p><b>9.</b></p>	<p><b>Annual Review of the Governing Board’s Organisation, Structure, Effectiveness and Impact</b></p> <p><b>a) Annual Review of the Governing Board’s Organisation, Structure, Effectiveness, and Impact</b></p> <p>Following a discussion, the Board unanimously agreed to remain with the current structure of governance – six governing board meetings with governors undertaking monitoring of their key roles and areas of responsibility on three occasions throughout the year – known as the Circle Model. The Clerk explained, the exception would be the finance governors who were required to report the latest budget monitoring at each meeting (six times a year).</p> <p><b>b) Governance Objectives/Action Plan for the 2020-21 Academic Year and Year Planner</b></p>	

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The Clerk advised, once the School Improvement Plan had been finalised, the Governors' Action Plan in terms of monitoring the SIP (how, what, who, when) will be agreed by the Chair in conjunction with the Headteacher.

**Action: GB to receive and formally approve the SIP and associated costings together with the Governor Action Plan at the term 2 meeting.**

**c) Terms of Reference and Standing Orders for the Procedural Working of the Governing Board**

Governors unanimously agreed the Terms of Reference and Standing Orders document 2021-2022. The Chair explained the document was important as it outlined what is expected of governors.

Pages 13 and 14, Terms of Reference for Individuals or Monitoring Pairs; the following delegations to individual governors or pairs of governors was agreed:

Area of Responsibility	Governor(s)
Safeguarding (including Child Protection, Looked After Children, online safety)	Mr M Baybutt (continuing) moving to Dr. J Perkins if re-elected. Dr. Perkins had workplace safeguarding experience
Health & Safety	Mr A Cummins (continuing)
Special Educational Needs/Pupil Premium Grant	Mrs C Clayson (continuing)
Governor Training & Development	Mr A Cummins (continuing)
Finance Governors (including Sports Premium Grant)	Mrs B Feast Mr D Munro
Quality of Education	c/f to next meeting, pending receipt of the 2021-22 SIP
Personal Development	
Behaviour & Attitudes	
Leadership & Management	
Headteacher's Performance Appraisal Panel*	Mr M Baybutt Mrs B Feast Mr A Cummins (Appeals)
Pay Panel**	Mr J Bennett Mrs C Clayson

\*The HT PA Panel had arranged for an external advisor (who was on contract to The Education People) to be appointed to support the Panel.

\*\*Governors were cognisant that there must be a separate panel from Finance and Headteacher's pay to receive the Headteacher's recommendation in respect of staff's pay awards.

CoG/HT  
→ALL  
Governors

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	<p>A governor sought assurance that staff were aware of the procedure and their rights to request to move through the pay threshold to the Upper Pay Scale. The Headteacher confirmed they were, but they were also mindful that a balance had to be struck.</p>	
<p><b>10.</b></p>	<p><b>Governor Monitoring</b></p> <p><b>a) Approve Governor Visits Policy for the Circle Model of Governance</b></p> <p>Governors unanimously agreed the Governor Visits Policy for the Circle Model of Governance.</p> <p><b>b) Governors' Monitoring Schedule (Action Plan)</b></p> <p>Deferred to the next meeting, pending the School Improvement Plan 2021-22 being finalised.</p> <p><b>c) Governors Delegated Areas of Monitoring</b></p> <p>As above, Governors delegated areas of monitoring was carried forward for discussion and agreement at the term 2 meeting.</p> <p><b>Action: Governors to agree delegated areas of monitoring at the term 2 meeting.</b></p> <p><b>d) Governors' Virtual Monitoring Visit Reports (b/f from term 6 meeting)</b></p> <ul style="list-style-type: none"> <li>• <b>Governor's Familiarisation Visit (DM)</b></li> </ul> <p>The new Governor (DM) confirmed that he had visited the school. A report of his visit had been posted on Governor Hub.</p> <ul style="list-style-type: none"> <li>• <b>Behaviour &amp; Attitudes (CC/AC)</b></li> </ul> <p>No report was shared at the meeting.</p> <ul style="list-style-type: none"> <li>• <b>School's Ethos (EAO)</b></li> </ul> <p>No report was shared at the meeting.</p>	<p><b>ALL Governors</b></p>
<p><b>SCHOOL IMPROVEMENT</b></p>		
<p><b>11.</b></p>	<p><b>Headteacher's Report</b></p> <p>The Chair stated that he expected governors to have read all reports scheduled for discussion prior to the meeting to negate the need for report authors to go through their</p>	

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reports in detail during the meeting. Going forward, the Headteacher will be invited to present anything which may have arisen in addition to his report.

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

**a) School Roll and Organisation**

**School Organisation**

The Headteacher reported that the school had returned following the summer recess and normal routines have been established. The impact of Covid had resulted in the children missing some of their education. Last year, staff were pleased with how the children had recovered, however, since the return following the summer break, it was clear that some children needed to re-learn fundamental skills and how to respond to another (new) class teacher. This was particularly apparent at the lower end of the school.

The Headteacher stated Year R need to be readied in preparation for them to start to learn. Years 1 and 2 were slightly behind where they were expected to be. Staff have observed higher levels of neediness and children were lacking independence.

A governor enquired if the school was sufficiently resourced to meet pupils' needs, particularly those of young learners. He asked if more support was required. The Headteacher answered, teachers were adapting to the children's needs. Teaching assistant support was loaded at the lower end of the school with two teaching assistants in Key Stage 1 each class. (The Headteacher reminded governors that prior to Covid it had been the intention to reduce teaching assistant support to x 1 in each class.)

The Headteacher explained, during the Year R teacher's planning, preparation, and assessment time, the two teaching assistants take the class, but additional support was being provided from either the SENCo or the Headteacher. Teachers were adapting their planning and re-training the children. The resumption of normal school life had thrown up some small issues which were being addressed.

The Headteacher was delighted to have observed the entire school community was coming together well, particularly at break times.

The Headteacher's report on page 1 detailed session times and when collective worship has been scheduled across the week.

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**School Roll**

The Headteacher reported there were currently 199 pupils on roll. Twenty eight children had joined the school in Year R. There were 21 children in Year 3. Children have joined the school in Years 4 and 6.

**b) Staffing Updates**

The Headteacher advised that leadership and staff meetings were taking place each week. The objective was to move the school forward after last year. There was specific focus on subject leadership – how, when, and why as Ofsted will want to know what was being taught and why at that point.

The Headteacher proposed that Subject Leaders be invited to come in and speak with governors about their plans for the year and how they will ensure progression year on year.

**c) Quality of Education**

The Headteacher had provided governors with the Pupil Premium data analysis requested at the previous meeting.

**d) Behaviour and Attitudes**

**Attendance**

Attendance for the first two weeks of term was 94.8%. The Headteacher explained it was too early to make any meaningful comparisons in terms of school attendance.

Five pupils, whom the school had concerns about their attendance, have moved on for varying reasons.

Covid continued to impact school attendance and will continue to do so as the winter approached. The numbers of children suffering from coughs and colds was rising. The Headteacher explained the Covid absence code was still available for this academic year.

The Headteacher referred governors to the Government’s latest guidance to schools which states that parents should still bring their children into school even if there was someone in the household who had tested positive. The school will exercise discretion and common sense.

The Headteacher referred to school attendance being around 94.8%, attendance had been around 97%; some classes attendance was lower as many children were absent. He stated, now that travel restrictions were lifted, this will likely impact attendance. He will strongly discourage parents taking holidays during term time.

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A governor enquired if there were any parents who were keeping their children at home because of their concerns about Covid. The Headteacher explained there had been three families shielding and a traveller family refused to send their children into school. He added, the school had the confidence of parents; staff were mindful of specific families with vulnerable individuals.

**e) Personal Development**

**Extra-Curricular**

The Headteacher after/before school clubs were re-starting.

A Parent Governor observed that the school offered a nice variety of clubs and activities. He referred to the cost and to what extent the parents of Pupil Premium Grant funded/disadvantaged parents were aware that they may be able have the cost of extra-curricular activities subsidised. The Headteacher explained, by everyone paying a minimal cost of £2, it helped with people's commitment to attend clubs. For example, the school paid for a PE teacher an hour before and an hour after school to lead clubs. The Choir ran at no cost. The Headteacher added, a parent had queried the cost and entitlements e.g. subsidy towards the cost of residential trips for disadvantaged pupils. He added, eligible parents will ask how much an activity will cost them. The Headteacher assured governors that no children missed out on school visits if they cannot pay. The school was not in a financial position to be able to offer clubs at no cost.

A governor stated that they would be interested to understand whether cost was a barrier to a child attending after school clubs activities. The Headteacher answered, staff do track whether the school is providing activities that the children want. As appropriate, parents were asked why their child(ren) were not attending clubs, if they were not taking part in any of the activities. The school had to report how it is meeting the needs of all its learners, and how the Pupil Premium Grant is impacting pupils and how the Sports Premium Grant was spent and had increased pupils' participation and engagement in sports based activities.

**f) Leadership & Management**

No updates reported at this meeting.

**12. School Improvement Plan 2021-22**

**a) 2021-22 School Improvement Plan**

The Headteacher advised that the School Improvement Plan had yet to be finalised. The Plan would be brought for the Governing Board's approval at the term 2 meeting and governors' agreement to the monitoring schedule.

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	<p><b>Action: 2021-22 SIP to be included upon the agenda for the term 2 meeting, Plan to incorporate governor monitoring schedule.</b></p>	<p><b>Clerk</b></p>
<p><b>13.</b></p>	<p><b>Health &amp; Safety/Risk Assessment</b></p> <p><b>a) Health &amp; Safety Issues or Concerns</b></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><b>b) Health &amp; Safety Site Inspection</b></p> <p>The Headteacher advised Kent County Council had conducted a health and safety site inspection during the previous week. There were three identified areas of non-compliance.</p> <p>The Headteacher advised, fire safety audits must be signed off by the Headteacher annually, also Legionnaires and asbestos checks.</p> <p>Staff will be required to complete various training courses, including manual handling. <b>A governor enquired to what extent do staff have to be trained.</b> The Headteacher answered, fire wardens receive training annually; they will now complete manual handling training.</p> <p>The Health &amp; Safety Governor reported that he inspected the health and safety records to ensure checks are performed and recorded. During his next visit, he will check on the school's progress towards completing the objectives detailed in the LA's H&amp;S report.</p> <p><b>Action: H&amp;S Governor to check on progress towards addressing the areas of non-compliance in the LA H&amp;S inspection.</b></p>	<p><b>AC</b></p>
<p><b>14.</b></p>	<p><b>Safeguarding</b></p> <p><b>a) Safeguarding Issues of Concerns</b></p> <p>The Headteacher, staff and governors were afforded an opportunity to raise any safeguarding issues or concerns. None were raised.</p> <p><b>b) Keeping Children Safe in Education 2020 – Part I (Staff and Volunteers)</b></p> <p>The Headteacher confirmed that all staff had been provided with the Keeping Children Safe in Education Guidance 2021.</p>	

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	<p><b>c) Keeping Children Safe in Education 2021 – Part II (Governors)</b></p> <p>All governors were asked to complete the declaration on Governor Hub to confirm that they have read Part II of the Keeping Children Safe in Education Guidance 2021 before the end of term.</p> <p><b>Action: ALL Governors to read at least Part II of the Keeping Children Safe in Education Guidance 2021 and update their personal declaration on Governor Hub to confirm that they have done so.</b></p> <p><b>d) Single Central Register</b></p> <p>A Governor (AC) confirmed that he had checked the Single Central Register, he confirmed that the SCR had been inspected by the Headteacher. All new staff have been included on the system.</p>	<p><b>URGENT – ALL Governors</b></p>
<p><b>15.</b></p>	<p><b>Finance</b></p> <p><b>a) Latest Budget Monitoring</b></p> <p><b>Revenue</b></p> <p>The Finance Governor (DM) referred to August budget monitoring report which had been uploaded to Governor Hub prior to the meeting. The forecasted outturn figures show an in-year deficit of -£24,102 (adverse to budget) and a reduced overall revenue surplus of £20,062 (negative variance of £21,482). He explained the projected overspend was as a result of various capital projects e.g. emergency lighting, fire safety, the decking (which came in below budget allowing the school to invest in new computers which were having an impact on teaching and learning).</p> <p>The Governor advised, the Headteacher had a management plan in place to address the current year’s budget deficit.</p> <p><b>b) Financial Risk Register</b></p> <p>The Finance Governors were reminded to review the Financial Risk Register (the template document may be found on KELSİ). The Chair undertook to go through the document with the Finance governors. The Financial Risk Register review was a function required by the Compliance team.</p> <p><b>Action: CoG to through the Financial Risk Register with the Finance Governor so that they may review the document as part of their monitoring.</b></p>	<p><b>CoG/BF/DM</b></p>

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	<p><b>c) School Teachers Pay &amp; Conditions Document 2021</b></p> <p>The STPC document 2021 was shown on Gov.uk as being the consultation document. The Chair asked that governors read the document once it is published and that it be included for discussion at the term 2 meeting to prepare governors to agree the Pay Policy at the next meeting.</p> <p><b>Action: Clerk to upload STPC document on Governor Hub once the final document has been published for governors to read and discuss prior to the approval of the Pay Policy.</b></p>	Clerk/ALL
16.	<p><b>Policies</b></p> <p>Upon the recommendation of the Lead Reviewers (in brackets); governors unanimously agreed the following policies:</p> <ul style="list-style-type: none"> <li>a) Admissions Policy (DM)</li> <li>b) Behaviour Policy (DM)</li> <li>c) Complaints Policy (MB)</li> <li>d) Feedback Policy (EAO/JP)</li> <li>e) Grievance Policy (AC)</li> <li>f) Safeguarding Policy (MB/DM) – c/f to next meeting, waiting for new Kent Policy</li> <li>g) School Emergency Policy (DM)</li> <li>h) Whistle Blowing Policy (ALL)</li> </ul> <p><b>Action: The Acceptable Use Policy (DM/BF), Attendance (AC/EAO), Medical (CC/JB) and Safeguarding (MB/JP) Policies to be reviewed by governors and included upon the agenda for approval at the next meeting.</b></p>	ALL Governors
<b>OTHER</b>		
17.	<p><b>Governor Training &amp; Development</b></p> <ul style="list-style-type: none"> <li>a) <b>Impact of Training 2020-21</b></li> </ul> <p>The impact of governors' training will be referred to in the Annual Statement of Governance.</p> <ul style="list-style-type: none"> <li>b) <b>Training Expectations 2021-22</b></li> </ul> <p>Governors had agreed the Code of Conduct, they were reminded that they must complete an absolute minimum of one training session a year.</p> <ul style="list-style-type: none"> <li>➤ Governors were asked to complete governor training relevant to their roles and responsibilities (ALL)</li> </ul>	

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<b>22.</b>	<b>Impact of Meeting</b>  Governors reflected on the impact of Governance during this meeting: <ul style="list-style-type: none"><li>✓ The key DfE identified roles were assigned to governors</li><li>✓ Governors have completed tasks associated with their key areas of responsibility – safeguarding, health and safety and finance</li></ul>	
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The meeting concluded at 2.00 p.m.

Signature: ..... (Chair)

Date: 15<sup>th</sup> November 2021

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**BOUGHTON & DUNKIRK PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BOARD  
HELD ON MONDAY, 27<sup>TH</sup> SEPTEMBER 2021  
SUMMARY OF AGREED ACTIONS**

Minute Ref.	Agreed Action	For Whom
4,	ALL Governors MUST update their business interests on Governor Hub before the 22 <sup>nd</sup> October 2021.	ALL Governors
5,	<ul style="list-style-type: none"> <li>➤ Board to formally agree to appoint Mrs Clayson as LA Governor at the term 2 meeting (subject to GAP's acceptance.)</li> <li>➤ Clerk to liaise with the Headteacher for a parent governor election to begin during the week ending the 8<sup>th</sup> October.</li> <li>➤ ALL Governors to complete skills audit template and send to the T&amp;D Governor (AC) before the 22<sup>nd</sup> October 2021.</li> </ul>	ALL Governors Clerk/HT  ALL Governors
8,	ALL Governors to confirm their agreement to abide by the Governor Code of Conduct 2021 on Governor Hub and sign their own copy.	ALL Governors
9,	GB to receive and formally approve the SIP and associated costings together with the Governor Action Plan at the term 2 meeting	HT →ALL Governors
10,	Governors to agree delegated areas of monitoring at the term 2 meeting.	ALL Governors
12,	2021-22 SIP to be included upon the agenda for the term 2 meeting, Plan to incorporate governor monitoring schedule.	HT →ALL Governors
13,	H&S Governor to check on progress towards addressing the areas of non-compliance in the LA H&S inspection.	AC
14,	ALL Governors to read at least Part II of the Keeping Children Safe in Education Guidance 2021 and update their personal declaration on Governor Hub to confirm that they have done so.	ALL Governors
15,	<ul style="list-style-type: none"> <li>➤ CoG to through the Financial Risk Register with the Finance Governor so that they may review the document as part of their monitoring.</li> <li>➤ Clerk to upload STPC document on Governor Hub once the final document has been published for governors to read and discuss prior to the approval of the Pay Policy</li> </ul>	Clerk
16,	The Acceptable Use Policy (DM/BF), Attendance (AC/EAO), Medical (CC/JB) and Safeguarding (MB/JP) Policies to be reviewed by governors and included upon the agenda for approval at the next meeting.	ALL Governors
17,	<ul style="list-style-type: none"> <li>➤ Governors must complete training linked to their specific governor role/responsibility and the wider governor role.</li> <li>➤ Governors to attend Safeguarding training at the school on Monday, 1<sup>st</sup> November 2021 from 9.00 a.m. which will be held at the school</li> </ul>	ALL Governors ALL Governors
18,	ALL governors to read The Education People bulletins.	ALL Governors

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