

Full Governing Board Meeting
Minutes of the Meeting held on Wednesday 19th July 2023
at 6:00pm at the Sherwood Hill Campus and via Google Meet

PART A



Fran Boto (FB)	Co-opted Governor	Present	
Penelope Bradbury (PB)	Parent Governor	Present	
Gemma Davies (GD)	Co-opted Governor	Present	
Robin Dear (RD)	Foundation Governor		Absent
Claire Hadcocks (CH)	Co-opted Governor	Present	
David Murden (DM)	Ex-Officio Governor / Headteacher	Present	
Harriet Nicholson (HN)	Staff Governor	Present	
Chris Williams (CW)	Local Authority Governor	Present	
Vajeha Haq (VH)	Parent Governor	Present	
Natalie Taylor (NT)	Associate Member (AM)		Absent
Twanika Alcindor (TA)	Observer / Governor elect	Present (online)	
Dan Smith (DSm)	Observer / Governor elect	Present	
Sue Smith (SS)	Observer / Governor elect	Present	
Beth Brookes (BB)	Head of School	Present	
Anna Robinson (AR)	Wellbeing; Trans-disciplinary Specialist	Present	
Debbie Sinclair (DSi)	Interim School Business Manager	Present (online)	
Barry Walder (BW)	Financial Consultant	Present (online)	
Rosemary Viggiani (RV)	Clerk	Present	

Item	Action
<p>1. Welcome; Apologies for absence and quorum (6)</p> <p>CH opened the meeting at 6pm and welcomed all to the Sherwood Hill Campus. She welcomed Twanika Alcindor, Dan Smith and Sue Smith as observers for this meeting to be appointed as governors subject to DBS and references.</p> <p>Apologies were received and accepted from RD for personal reasons. No apologies had been received from NT.</p> <p>It was noted that Brian Ikin and Matthew Grew have resigned for personal reasons and the Board thanked them for their service to the school. It was noted that BI would like to return as a Governor or as an Associate to the Board in future when his circumstances allow.</p> <p>Declarations of Interest</p> <p>It was noted that Sue Smith is a Director of the SET and a member of the Schools' Forum.</p> <p>ACTION: RV to ask all to confirm declarations of interest through Governor Hub.</p>	111
<p>2. Minutes of the previous meeting held on 7th June 2023</p> <p>DECISION: The Board approved the Minutes of the meeting held on 7th June 2023 (Part A and Part B) as a true and complete record of the meeting.</p> <p>Matters arising (see action list below)</p> <p>The actions outstanding are noted in the table below.</p> <p><u>Item 92: Governors asked, whether all trips are approved by the LA EVC?</u></p> <p>BB confirmed that only overnight trips go to the LA for approval. Others are approved by SLT.</p>	

Item	Action
<p>It was noted that governors should not be approving individual risk assessments but should check that they have been undertaken when approving high risk trips.</p> <p>AR noted that the school needs an EVC in house – one on each campus. The process for the approval of high risk trips by governors also need confirming.</p> <p>ACTION: AR to review the process for approving trips including the appointment of EVC's at each campus and agreeing the process for governor approval of high risk trips.</p>	112
<p>3. Board Matters; Strategy and Governing Documents</p> <p><u>To welcome potential new governors; to appoint new governors / associates as appropriate</u></p> <p>The Board welcomed Twanika Alcindor (TA), Dan Smith (DS) and Sue Smith (SS) as candidates for the vacant governing body positions.</p> <p>DECISION: Subject to acceptable references and DBS check, the Board appointed: Twanika Alcindor (TA) as Co-opted Governor Dan Smith (DS) as Foundation Governor * Sue Smith (SS) as Co-opted Governor</p> <p><i>* Post meeting note: Dan resigned shortly after the meeting for personal reasons noting a desire to return when his circumstances allow.</i></p> <p><u>To review existing Associate Role and Role Description</u></p> <p>It was noted that Natalie Taylor's term of office as an Associate Member ends today.</p> <p>DECISION: The Board thanked Natalie for her interest and support for the school in other forums but declined to reappoint her as an Associate Member due to her lack of attendance at meetings.</p> <p>The Associate's role description was circulated prior to the meeting.</p> <p>DECISION: The Board re-approved the Associate's role description.</p> <p><u>Update from the Strategy Day; preparation for Ofsted</u></p> <p>The notes from the Strategy day had been circulated prior to the meeting.</p> <p>The Board noted the discussions and affirmed the identified areas for improvement with regards to governance as being:</p> <ol style="list-style-type: none"> 1) Working with / learning from other schools 2) Succession planning / recruitment 3) Improving the strategic planning cycle and reflecting this in the annual meeting plan 4) Developing an effective buddies system 5) Developing personal development plans 6) Producing an annual report for stakeholders 7) Increasing the number of governor visits to school – both collectively and individually <p>Many of these points are addressed through items on this agenda and they will also be reviewed throughout the year.</p> <p>The Ofsted questions that governors should be familiar with were noted at the Strategy Day and had also been circulated prior to this meeting.</p> <p><u>GB Self-Review and Skills Audit:</u></p> <p>The outcome from the Governor Skills Audit for 2023, the Governance Review (20Q) and the Leadership Survey had been discussed at the Strategy Day. They were noted at the meeting and fed into the analysis and the areas for improvement noted above.</p> <p><u>Ethos, Vision and Values</u></p> <p>The Ethos, Vision and Values had been discussed at the Strategy Day.</p>	

Item**Action**

Governors had discussed the challenges of culture change noting that the ethos and values had been clearly visible in their class visits. They had noted that there is further to travel at The Park in terms of embedding the values and ethos. It was agreed that the statements of the Vision, Values and Ethos are still right and relevant and the key actions for this year are to continue embedding them.

DECISION: The Ethos, Vision and Values Statements remain unchanged for 2023/24

ACTION: DM to review the School's Three Year Aims and update the One-Year Aims for approval at FGB in the Autumn Term.

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To approve: the Governing documents for 2023-24

These documents had been updated for 2023-24 and circulated prior to the meeting.

Governors discussed these documents and noted that the responsibility for all governors receiving Safeguarding Training should lie with the Board and not the Headteacher.

It was also agreed that the date for the SCR Audit meeting in December should be brought forward to December 7th 2023.

It was noted that Anna Richardson will liaise regarding the Safeguarding meeting dates with the Safeguarding Link Governors.

Subject to these changes:

DECISION: The Board approved the:

- Board Structure for 2023-24
- Code of Conduct for 2023-24
- Scheme of Delegation for 2023-24
- Meeting Schedule and dates for 2023-24
- Governor Welcome Pack
- Link Governor Guidelines

ACTION: RV to co-ordinate all Governors individually agreeing to the Code of Conduct through Governor Hub and update the meetings schedule online.

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ACTION: AR to liaise with the Safeguarding governor(s) re visit / meeting dates.

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To approve: Board Report to Parents and staff - to defer to September

It was noted that an annual governance statement is good practice for a maintained school and maybe something that the Board wishes to consider in future.

It was noted that the Chair of Governors has written a short update for parents to be included in the final newsletter for this academic year.

To appoint: Chair and Vice Chair of the Board for 2023/24

There has been one nomination for the role of Vice-Chair.

DECISION: The Board appointed Gemma Davies as Vice Chair.

There were no nominations for the role of Chair.

The situation was discussed.

DECISION: It was agreed that Gemma would chair the FGB in September and the options would be reviewed at that time. Claire Hadcocks will remain in post until 01 September to cover any issues arising over the summer period.

Chairs of Committees:

Nominations for Committee Chairs had been received.

DECISION: Governors appointed the following Committee Chairs:

Finance, Audit & Risk:	Robin Dear
Staffing & Curriculum:	Fran Boto
Premises, Health & Safety:	Chris Williams
Pay:	Gemma Davies

Item	Action										
<p>DECISION: It was agreed that Gemma Davies and Chris Williams would form the HTPM Committee with an external adviser; Their recommendations will be ratified by Robin Dear and Vajeha Haq.</p> <p><u>To review Link Role requirements and agree Link Governors</u></p> <p>The following Link Roles were agreed:</p> <table border="1" data-bbox="255 392 1332 638"> <thead> <tr> <th>Link Role</th> <th>Link Governor</th> </tr> </thead> <tbody> <tr> <td>Safeguarding / Child Protection</td> <td>Sue Smith / Fran Boto</td> </tr> <tr> <td>SEND</td> <td>Gemma Davies</td> </tr> <tr> <td>Pupil Premium; Disadvantaged Children</td> <td>Chris Williams / Harriet Nicholson</td> </tr> <tr> <td>Governor induction and personal development</td> <td>Gemma Davies</td> </tr> </tbody> </table> <p><u>To agree Membership of the Committees.</u></p> <p>The Membership of the committees was discussed.</p> <p>DECISION: Membership of the committees was agreed as shown in Appendix A.</p>	Link Role	Link Governor	Safeguarding / Child Protection	Sue Smith / Fran Boto	SEND	Gemma Davies	Pupil Premium; Disadvantaged Children	Chris Williams / Harriet Nicholson	Governor induction and personal development	Gemma Davies	
Link Role	Link Governor										
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SEND	Gemma Davies										
Pupil Premium; Disadvantaged Children	Chris Williams / Harriet Nicholson										
Governor induction and personal development	Gemma Davies										
<p>4. Update from other Committees and Link Governors</p> <p><u>Reports from Committees:</u></p> <p><u>Staffing & Curriculum</u> (14th June 2023) The Minutes from the last meeting were circulated prior to the meeting.</p> <p><u>Premises, Health & Safety</u> (4th July 2023) The Minutes from the last meeting were circulated prior to the meeting.</p> <p><u>SCR Audit Meeting</u> (22nd May 2023) The Minutes from the meeting of 22nd May were circulated prior to the meeting. A further meeting had been held on 18th July but the minutes were not available in time for circulation prior to FGB.</p> <p><u>Link Governors: feedback on visits etc</u></p> <p><u>Safeguarding / Child Protection</u> A report had been circulated from Fran Boto prior to the meeting</p> <p><u>Early Years</u> A report had been circulated from Fran Boto prior to the meeting</p> <p><u>Well-being and Mental Health</u> Vajeha Haq and Gemma Davies are Link Governors for Well-being and Mental Health. They have previously shared a summary of a paper on Supporting pupils with eco-anxiety based on the work of Lisa Griffin, the content lead at Optimus Education, focusing on leadership and governance.</p> <p><u>Pupil Premium; LAC and Disadvantaged Children (LAC IS SAFEGUARDING)</u> Chris Williams shared a report of his visit on 27th April 2023</p>											
<p>5. FINANCE</p> <p><u>Update from the Finance Committee (Meeting of 12th July 2023)</u> The minutes of the May Finance Committee were circulated prior to the meeting.</p>											

Item**Action**Management Accounts to end of June 2023 (M3/Q1)

The BMR and associated papers had been circulated prior to the meeting

BW shared the consolidated BMR spreadsheet on the screen noting that the accounting system changed at the start of this financial year to enable the school to create and report against separate cost budgets for each school. Most costs sit with the Park but operational costs are split out for the Hill.

Whilst the budget is not yet approved, it is known to the Local Authority and the school is reporting against it.

The budget shows an in-year deficit of £627k with a brought forward deficit of £807k.

At this point (Q1: End of June) the school is performing c£115k better than that budget although the still represents a substantial deficit.

Key points arising include:

Income is c£80k short of budgeted – BW will check this with the LA.

Other income is in line with the budget plus there is additional catch-up funding of £9k.

Teaching staff costs are slightly below budget; others staff costs are in line with budget.

The teaching staff pay rise was budgeted at 5% compared to the award of 6.5% but the government said that there will be additional funding to cover this. . It will be backdated to April.

Staff increments are also budgeted for.

At the end of Q1 you would expect to be 25% through the year with 25% of the budget spent. However, expenditure is lower than 25%. It should be noted that the school is opening a new class in September with additional costs from that point. The school has also been restricting spending as much as possible given the budget challenges.

BW has done a crude straight line forecast noting that the period from April to June is nine weeks plus holidays; he has assumed that the budget will be spent each month for the remaining months and this shows the school potentially coming in below budget. Sickness is currently less than anticipated.

All figures in the spreadsheet are actual figures reconciled against the bank to 30th June.

BW will work with DS to get better forecasts.

AR noted that the class budgets are less this term as it was only agreed we can spend against budget this week. Therefore expenditure on classes is not yet spent but will be now authorised.

The Chair explained the budget situation to the new governors noting the deficit and that the school has been in extensive discussion with LA to ensure that there will be no surprises. The school have requested that the LA write to the Board to say that they understand why we cannot approve the budget and ask us to monitor against the submitted unapproved budget.. The budget and joint School/LA plans to increase our revenue need to go to the School's Forum in October for discussion.

DSi noted that August is a holiday month but staff are paid. Other costs will be less during the holiday period.. By September we expect to be less than 50% through the costs.

Governors noted that, last year the expenditure was also positive against the budget at this point before the situation worsened later in the year. Noting that the difference between the budget and expenditure lies mostly in two lines, how confident is the school that this won't worsen again this year?

BW noted that the energy costs are below budget because the site next door has not yet billed us. The school also needs to get new energy contracts in place so we can be sure of the costs. The costs at the moment are estimates but we hope they will come in lower.

Governors asked about the energy costs for the Park?

Item**Action**

BW confirmed that they are currently known but the contract is coming to an end. The school needs to firm up both the gas and electric at both sites and to confirm the position on billing for electricity for the Hill. Hopefully a meter will be installed over the summer.

Governors checked whether DSi is leading on letting and managing contracts?

This was confirmed.

ACTION: BW to liaise with DSi regarding the energy contracts.

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SS declared an interest at this point in that she sits on the Schools' Forum.

DM noted the variation in indirect Employee Expenses stating that this will be raised in the confidential Part B minutes.

The Chair asked when the school will be responding to the LA regarding the questions they have asked?

DM confirmed that he will be responding shortly.

Note: Twanika was periodically being disconnected from the meeting at this point due to a poor internet connection. (6:28pm)

BB noted that the school are being asked to keep one student on roll for the £10k funding but the top up was not being paid.

AR noted that the school has slightly more students than budgeted for and this has no effect on staffing but, with one more student on each campus, the school is receiving more funds than were budgeted. The budget was for 87 students at the Hill and 91 at the Park where the reality is 88 and 92 respectively.

DSi confirmed that she will update the funding model for Jack and Kieran when she has been provided with the full details.

The Chair thanked BW for the summary noting that, providing the revenue is received and the expenditure is held then the forecast is encouraging. However, the school clearly needs the additional funding requested from the LA in the forecast budget.

DM confirmed that the school are moving forwards as planned against the draft budget; he noted that there are some additional HR costs to safeguard our return in the Autumn term but these are all in these figures provided.

Budget 2023/24

This was discussed at the Finance Committee in the previous week; there is no further update.

Financial papers for approval: *Out of Borough charging proposals.*

This was discussed at the Finance Committee in the previous week; DM has drafted an email which is currently with DS.

Governors asked about the gap between the current and future OoB funding to be requested?

AR replied that it is around £3,000 but that is based on the assumption that not all costs are covered by the LA. They are working on the basis of the in-Borough costs.

The school has children from five other Boroughs – there are not huge numbers – but more work is required on this. Other Boroughs are often less supportive on social care etc. and there is more administration involved.

Governors asked how much notice the school will be giving to the Boroughs?

DM noted that the Finance Committee had recommended saying that the charge will commence in September and seeing whether the other Boroughs challenge this. The school is happy to charge the same as Sutton unless there are demonstrable additional costs – the school is not looking to profit from out-of-Borough children but it is also not able to take the children at a cost to the school.

	Item	Action
6.	<p>Risk Management</p> <p><u>To review the Risk Register</u></p> <p>The Risk Register was circulated prior to the meeting.</p> <p>It was agreed at the last Finance Committee that Robin would support the school in updating this to become a more useful tool both operationally and strategically.</p> <p><u>To note the approval of the DoFE Risk Assessments for the trips to Woodlarks in early July</u></p> <p>It was NOTED that the Board had approved these risks assessments prior to the trips leaving.</p> <p>The School reported on the success of the trips. However, it was noted that sad news had been received whilst on the SkyLarks trip; a pupil who had been in that class (not on the trip) had sadly passed away and this resulted in that trip being cut short by a day to allow students and staff space for personal grief.</p> <p>Despite this, the trip was viewed as a success being the first time that very complex students had been able to attend a trip in this kind of environment.</p> <p>The process for approval of trips had been discussed in Item 2 above.</p>	
7.	<p>Headteacher's Report; SDP</p> <p><i>The Headteacher's report was circulated prior to the meeting.</i></p> <p>It was noted that the Headteacher's report had already been scrutinised at the S&C meeting earlier in the term.</p> <p>The Chair invited any further questions.</p> <p>It was noted that it was a very thorough report and it was particularly helpful to see the data in a tabular format.</p> <p>DM noted that he is meeting with the SLT over the summer holidays to review how these reports are produced and their content and format to ensure that they synchronise with the rhythm of the school.</p> <p><i>Governors asked for an update re the consultation over the proposal for Friday afternoon closing?</i></p> <p>It was noted that consultation meetings had been held with parents both at the Hill and the Park following the feedback from the online questionnaire. Several governors had also attended these events. Whilst the initial discussions had been difficult they had given rise to some very constructive discussions and the co-creation of alternative possible solutions by parents working with the school.</p> <p>Further discussions have since been held and it is clear that all parties are keen to find a solution that works for both staff and parents.</p> <p>A number of options were discussed and it was agreed that a further written consultation will be held before the final decision is made. At the current time the best potential option would appear to be more INSET days spread across the year. This could be a more suitable and flexible solution and could, for example, potentially allow for events / trips to be arranged by FOSPS for these days to help overcome the additional childcare issues that families would otherwise face.</p> <p>An alternative solution would be for the school to close one hour early every other week. This would be more problematic for the school but could be included in the final consultation.</p> <p><i>Q: Governors asked how staff had received these proposals?</i></p> <p><i>A: The idea to take training out of Tuesday afternoons as is currently the case had come from staff so it is not viewed negatively. It is also recognised that further training to gain BILD Accreditation does need to be undertaken to achieve the goal of becoming a restraint-free school.</i></p>	

Item	Action
<p>The parents involved had overwhelmingly fed back that they felt that the process was really collaborative. The school will need to work with the LA on this as well but the school has found that they would not be the only setting scheduling more inset days.</p> <p>The school are aiming to send out letters to parents about this before the end of term as the decision will need to be made before September.</p> <p><i>Q: Governors asked how many additional INSET days were being proposed?</i></p> <p>A: the school responded that they would increase by five giving a total of 10 INSET days over the year.</p> <p>The school had looked at it being an additional six days given that few schools have to cover the breadth of skills that we do; it was noted that the LA have acknowledged that they can't find any similar school in the UK to benchmark us against in either the maintained or independent sector.</p> <p>Governors were pleased that the consultations had developed well and that there had been learning arising from the initial consultation.</p> <p>AR said that parents felt that they had also learnt from the learning support offer and the school will prioritise some co-production work with parents to further develop this offer. Overall it had, in the end, been a positive experience for all parties.</p> <p>A number of families had also been pleased to learn about the BILD techniques; the school can use these to support and teach parents to better manage challenging behaviours at home.</p> <p>DM confirmed that all had been on a journey through this process. From the initial consultation where parents felt "done to" it had developed into a useful and positive co-production process. Staff learnt more about the life experiences of families and vice-versa.</p> <p>The parent governors fed back that parents had fed back to them that they initially felt angry and scared but this reaction had changed to a realisation that something has to happen to the benefit of both staff and their children. The new approach had been appreciated by parents.</p> <p>Whilst it was noted that further work might be needed in future to allow more families to participate in such consultation events, Governors agreed that it had been a great opportunity to hear the voices of all stakeholders and it was clearly resulting in a better solutions; it also demonstrated that the school is living its values.</p> <p><u>To note progress against the SDP:</u></p> <p>The SDP had been circulated prior to the meeting.</p> <p>Standing items: Safeguarding; Health & Safety; GDPR</p> <p>There were no items to report.</p>	
<p>8. Policies for approval</p> <p><i>Policies and related documents had been circulated prior to the meeting.</i></p> <p><u>Policy Review Schedule</u></p> <p>This is not yet ready for approval.</p> <p>The Board have previously agreed that Policies remain valid beyond their scheduled review dates; where policies are beyond those dates the Board agreed to set the review dates in all such policies to December 2023.</p> <p>DECISION: The Board approved review dates of December 2023 for all policies currently past their previously agreed review dates pending the updated policy review schedule.</p> <p><u>Finance Manual</u></p> <p>The Finance Manual had been reviewed by the Finance Committee on 12th July and was circulated prior to the meeting.</p>	

Item	Action
<p>It was agreed that it is unnecessary to repeat governance information within the Finance Manual but it is better practice to reference other governance documents to avoid then getting out of step. However, in the interim the current document should be approved.</p> <p>It was further agreed that a minor modification should be made now to remove the requirement for governors to prepare the financial statements – but that they have responsibility for making sure that the statements are prepared.</p> <p>DECISION: The Board approved the Finance Manual subject to the rewording of governor responsibilities as noted above.</p> <p>ACTION: DSi to further review the Finance Manual to ensure that sections regarding governance reference, rather than duplicate, existing governance documents. Also to ensure that the operational requirements and current practice are aligned.</p>	117
<p><u>Pay Policy</u></p> <p>The Pay Policy had been reviewed by the Finance Committee on 12th July and was circulated prior to the meeting.</p> <p>It was noted that this policy will align with the appraisal policy for setting objectives in September 2023 and used for the determination of individuals’ pay in September 2024. Pay increments in September 2023 will be determined under the existing policy.</p> <p>DECISION: The Board approved the Pay Policy for 2023-24.</p>	
<p><u>Public Sector Equality Duty Report (PSED) and Equality Policy and Plan</u></p> <p>These documents were circulated prior to the meeting.</p> <p>DECISION: The Board approved the Equality Duty Report and noted the Headteacher’s approval of the Equality Policy & Plan in line with the scheme of delegation.</p>	118
<p><u>Supporting Children with Medical Conditions Policy</u></p> <p>This policy was circulated prior to the meeting.</p> <p>DECISION: The Board approved the Supporting Children with Medical Conditions Policy</p>	
<p><u>First Aid Policy</u></p> <p>This policy was circulated prior to the meeting. The only change to the policy was the update of the named First Aiders</p> <p>DECISION: The Board approved the First Aid Policy</p>	
<p><u>Induction and Probation Policy</u></p> <p>The existing policy was circulated prior to the meeting. An updated policy will be presented for approval in the autumn term.</p> <p>DECISION: The Board approved the new review date in the Autumn Term for the Induction and Probation Policy.</p> <p>ACTION: The school to present an updated Induction and Probation Policy for approval in the Autumn Term 2023. Also to present an updated Policy Review Schedule.</p>	
<p><u>ECT Policy</u></p> <p>This policy was circulated prior to the meeting. The review of the policy had determined that no changes were required.</p> <p>DECISION: The Board approved the Early Careers Teachers (ECT) Policy</p> <p><u>Policies to note:</u></p> <p>The Board noted the approval by the Headteacher in line with the Scheme of Delegation: <i>Equality Policy and Plan</i> <i>RSE Policy</i></p> <p>DM thanked AR, BB and their colleagues for their work on the policies.</p>	

	Item	Action
9.	<p>Governor Development and Succession Planning</p> <p><u>For discussion: Paper re Governor Development and Succession Planning</u></p> <p>A paper was circulated prior to the meeting considering options to support governors moving forwards.</p> <p>However, it was noted that further consideration had been given to this by the Head and the Chair and the recent changes in management in the school were discussed, recognising the significant differences between the Hill and Park sites.</p> <p>The creation of a “Head of School” role at each campus replacing the previous Deputy Head roles was a development that recognises the distinct differences in the cohorts and operations on each site.</p> <p>The increase in responsibilities placed on volunteer governors by the Department for Education was also noted.</p> <p>These changes at both a school and national level suggest that it is timely to review the governance structures at the school in line with its vision of “Breaking the Mould” and that it is right to redefine governance to realise the potential of every individual.</p> <p>It was noted that FOSPS has also recently re-aligned the responsibilities of the charity to recognise the distinct nature of the two sites and has successfully implemented a structure with Co-Chairs.</p> <p>The Head and Chair recommended that a small working group should be set up over the summer to think creatively and re-imagine how governance at the school may be re-structured to meet the challenges facing the school over the coming year recognising that the two sites are effectively two schools under the umbrella of “Sherwood Park School”.</p> <p>A much bigger GB is not necessarily the right answer and the question is whether there is another way to structure the Board to ensure the effective use of everyone’s time and talents and to help governors to do the job as well or better and more enjoyably. It would be useful to recognise that we effectively now have two separate schools, we have doubled in size and yet are still operating a governance model more suited to a small primary school. The school is now classed as a Group 7 school – the size of a high school - and the management and governance structures need to reflect this to ensure that all have the proper resources to do their job.</p> <p>There is also a need to consider how the load on the Chair can be reduced at this time of change in the school as this has also placed a significantly higher workload at this level.</p> <p>ACTION: PB, SS, GD and FB to consider the future structure of the Board through online discussions over the summer holidays and to report back in September.</p> <p><u>For approval: Instrument of Government</u> (included in paper re Governor development above)</p> <p>DECISION: The Instrument of Government was reapproved but may need review in the light of the discussions noted above.</p>	119
10.	<p>Correspondence to the Chair / Chair’s Actions</p> <p>There were no Chairs Actions to report.</p>	
11.	<p>Confidential items</p> <p><i>VH, HN, BB and AR left the meeting.</i></p> <p>The confidential discussions are recorded in the Part B Minutes.</p>	



	Item	Action
12.	<p>Any other business / Dates of future meetings</p> <p>There was no other business.</p> <p><u>Forthcoming Meetings:</u> FGB: 26th September; 19th December 2023</p> <p>PHS: October 3rd 2023</p> <p>Pay: October 10th 2023</p> <p>SCR Audit: October 12th; December 7th 2023</p> <p>Finance: October 17th; November 28th 2023</p> <p>Curriculum & Staffing: November 14th 2023</p>	
	The meeting closed at 8:38pm	

Signed:	<u>G Davis</u>	Print Name:	<u>GEMMA DAVIES</u>
Chair		Date:	<u>26-09-23</u>

Appendix A: Sherwood Park School Committee Membership 2023-24

Name of Governor		Type of Governor	Committees and sub-committees				
			S&C 5/3	Finance 4/3 (NIH)	Pay 3/3 (NIH)	PHS 5/3	HTPM 2/2
Fran	Boto	Co-opted	Chair			X	
Penelope	Bradbury	Parent			X	X	
Gemma	Davies	Co-opted (Vice-Chair)	X		Chair		X
Robin	Dear	Foundation		Chair			Ratify
Twanieka	Alcindor	Co-opted	tbc	tbc		tbc	
Sue	Smith	Co-opted	X				
Claire	Hadcocks	Co-opted (Chair)					
Vajeha	Haq	Parent				X	Ratify
Dan	Smith	Foundation		X	X		
David	Murden	Headteacher (ex-officio)	X	Non-voting	Non-voting	X	
Harriet	Nicholson	Staff	X				
Chris	Williams	Local Authority		X		Chair	X
Barry	Walder			X			
Debbie	Sinclair			X	X	X	
Beth	Brookes		X				
Jessica	Baldwin		X				
Anna	Richardson		X				

Link Governor Summary

Link Role	Link Governor
Safeguarding / Child Protection	Fran Boto / Sue Smith
SEND	Gemma Davies
Pupil Premium; Disadvantaged Children	Chris Williams / Harriet Nicholson
Governor induction and personal development	Gemma Davies

Action list

Item	Action point	Who	By when	Update
Actions arising from the Meeting of the 5 th October 2022				
62	DM to explore how the monies can be transferred from the School Fund account to the main school account.	DM	Oct 22	DSi is currently working on this. Action remains open.
Actions arising from the Meeting of the 29 th March 2023				
75	FB to meet with BB on a half-termly basis to review Early Years Safeguarding.	FB	May 23	Action completed and closed
79	RV to review the website content to check for compliance. DM to consider the options for refreshing the website	RV/DM	May 23	RV and BB have reviewed the website and it is currently compliant subject to recent governor changes being updated. Action closed
80	AR and BB to produce the "School on a Page" information for governors	AR/BB	May 23	Action remains open
86	To schedule a review of the Admissions Policy; the Public Sector Equality Duty Report and the Capability Procedure for the Summer Term.	RV/DM	July 23	PSED Report completed; new action agreed re the Policy Review Schedule; action closed
88	RV and CH to liaise re the advertising for / recruitment of an associate with financial qualifications / experience.	RV/CH	Sept 23	Adverts sent; applications received and appointments recommended. Action closed
Actions arising from the Meeting of the 7 th June 2023				
89	To recruit a new governor suitable for the Safeguarding Link Role	CH/RV	July 23	Interviews are in hand; action closed
90	RV to arrange for SCR Audit meeting with DS and the Safeguarding Governors in June / July and with dates for next year.	RV	July 23	SCR Audit meetings planned throughout 2023; action closed.
91	RV to put the Ethos and Curriculum Plan on Governor Hub with the provision documents.	RV	June 23	Action completed; action closed
92	DfE Risk Assessment for July to be approved on Governor Hub.	BB	July 23	Action completed; action closed

Item	Action point	Who	By when	Update
93	FB and AR to follow up re the actions and outcomes from the Safeguarding Audit.	FB/AR	July 23	Action completed and closed
94	Invite Eileen to the celebration days (Citizenship Assemblies) in the last week of Term.	CH/DM	July 23	Eileen was invited but declined; action closed. DM will let Eileen know about the Eileen Bone award.
95	RV to email Governors for nominations for the role of Chair and Vice-Chair and Chairs of Committees before the FGB in July.	RV	June 23	Nominations sought; action closed
96	CW to share a report with the Board on his visit as Pupil Premium Link Governor.	CW	June 23	Action completed; action closed
97	All to let CH know if they wish to take on the role of Safeguarding Governor.	All	June 23	FB and SS will be undertaking this role; action closed
98	DM to write to the Board to confirm that all recruitment is maintaining the current positions and are not additional posts or that they are changes to make savings.	DM	June 23	Email sent to the Board; action closed
99	DM to request a meeting with the LA including RD for preliminary discussions with a follow up meeting with RD and CH as soon as possible after her return on 19 th June; to notify the LA that the school are not in a position to provide a balanced budget at the current time and that, at FGB governors confirmed that they cannot approve a deficit budget without therefore the school cannot get approval for the budget from the governors at this point.	DM	June 23	Action completed and closed.
100	DM to write to other Boroughs to give a pre-warning of a rise in fees for out-of-borough children.	DM	June 23	See discussion under Item 5 on the agenda; action remains open.
101	All Governors to read the Sutton Scheme for Financing Schools.	All	July 23	All to let RV know; action remains open.
102	DS to take over the monitoring and maintenance of the Risk Register.	DS	Sept 23	Action remains open
103	AR to invite Jack from the LA to the next FGB on 19 th July to provide an update on the provision of therapy services.	AR	July 23	Invitation deferred. Reschedule; action remains open
104	DS to review the policy and reporting requirements with regards to the Equality Act for presentation to FGB in July	DS	July 23	Action completed and closed
105	DS to review the GDPR policies and related documents for presentation to FGB in July.	DS	July 23	Action deferred to Autumn or Spring Term

Item	Action point	Who	By when	Update
106	AR to bring the Supporting Children with Medical Conditions Policy to FGB in July.	AR	July 23	Action completed and closed
107	RV to send out Surveys to Governors and the Leadership team prior to the Strategy Day.	RV	June 23	Action completed; action closed
108	AR to include questions about Governance in the parents' survey in early 2024.	AR	Jan 24	For Spring Term 2024; action remains open.
109	RV to co-ordinate the writing of the Statement for Parents for approval at FGB in July.	RV/ CH	July 23	CH drafted report to go in end of term newsletter; a more formal report may be considered in September.
110	DM to add in the costs for two TLRs in the budget for submission to the LA.	DM	June 23	DM will review; action remains open
Actions arising from the Meeting of the 19 th July 2023				
111	RV to ask all to confirm declarations of interest through Governor Hub.	RV	Sept 23	
112	AR to review the process for approving trips including the appointment of EVC's at each campus and agreeing the process for governor approval of high risk trips.	AR	Aut 23	
113	DM to review the School's Three Year Aims and update the One-Year Aims for approval at FGB in the Autumn Term.	DM	Aut 23	
114	RV to organise the individual acceptance of the Code of Conduct through Governor Hub by individual governors and update the meetings schedule online.	RV	Sept 23	
115	AR to liaise with the Safeguarding governor(s) re visit / meeting dates.	AR	Sept 23	
116	BW to liaise with DSI regarding the energy contracts.	BW/DSi	Aut 23	
117	DSi to further review the Finance Manual to ensure that sections regarding governance reference, rather than duplicate, existing governance documents. Also to ensure that the operational requirements and current practice are aligned.	DSi	Aut 23	
118	The school to present an updated Induction and Probation Policy for approval in the Autumn Term 2023. Also to present an updated Policy Review Schedule.	BB/DSi	Aut 23	
119	PB, SS, GD and FB to consider the future structure of the Board through online discussions over the summer holidays and to report back in September.	PB, SS, GD, FB	Sept 23	