

**Full Governing Board Meeting**  
**Minutes of the Meeting held on Tuesday 26<sup>th</sup> September 2023**  
**at 6:00pm at the Sherwood Hill Campus and via Google Meet**



Twanieka Alcindor (TA)	Co-opted Governor	Present ( <i>online</i> )	
Fran Boto (FB)	Co-opted Governor	Present ( <i>online to 8:45pm</i> )	
Penelope Bradbury (PB)	Parent Governor	Present	
Gemma Davies (GD)	Co-opted Governor	Present	
Robin Dear (RD)	Foundation Governor		Absent
Vajeha Haq (VH)	Parent Governor	Present ( <i>to 8:05pm</i> )	
David Murden (DM)	Ex-Officio Governor / Headteacher	Present	
Harriet Nicholson (HN)	Staff Governor	Present ( <i>to 8:50pm</i> )	
Sue Smith (SS)	Co-opted Governor	Present	
Chris Williams (CW)	Local Authority Governor	Present ( <i>to 8:35pm</i> )	
Beth Brookes (BB)	Head of School	Present	
Anna Robinson (AR)	Wellbeing; Trans-disciplinary Specialist	Present	
Stuart Collard (SC)	Business Admin	Present	
Barry Walder (BW)	Financial Consultant		Absent
Rosemary Viggiani (RV)	Clerk	Present	

	Item	Action
	<p><b>Safeguarding Training</b></p> <p>GD opened the meeting at 6:08pm and welcomed all to the Sherwood Hill Campus. The meeting started with contextual safeguarding training presented by Anna Richardson. Notes of key points are included in Appendix C, attached to these Minutes. Governors thanked the staff for the immense efforts that are made to keep our children safe every day.</p>	
1.	<p><b>Welcome; Apologies for absence and quorum (5)</b></p> <p>Apologies were received and accepted from RD for personal reasons.</p> <p><b>Declarations of Interest</b></p> <p>There were no declarations of interest regarding items on the agenda.</p>	
2.	<p><b>Minutes of the previous meeting held on 19<sup>th</sup> July 2023 – Part A and Part B</b></p> <p><b>DECISION:</b> The Board approved the Minutes of the meeting held on 19<sup>th</sup> July 2023 as a true and complete record of the meeting (Part A and B)</p> <p><b>Matters arising (see action list below)</b></p> <p>The actions outstanding are noted in the table below.</p> <p>Action 62: DM has been into the bank regarding the school fund account that is currently dormant. The Board need to approve the signatories to the account and a mandate can then be set up and signed.</p> <p><b>DECISION:</b> The Board approved David Murden, Beth Brookes, Anna Richardson; Jess Baldwin; Meg Smith and Lucyna Koczon as signatories to the school fund account. All transactions require two signatures. The Board approved Gemma Davies as Chair to sign a resolution to this effect. (See Appendix B as attached)</p>	



	Item	Action
3.	<p><b>Governing Board Business</b></p> <p>The Board noted the resignation of Claire Hadcocks as of 31<sup>st</sup> July. The Board gave huge thanks to Claire for her service.</p> <p>It was also noted that Dan Smith had notified the Clerk and Chair shortly after the last meeting that he would be unable to take up his role as Foundation Governor for unexpected personal reasons. However, he hopes to be able to return in due course as an Associate to the Board – or as a governor should a vacancy still be available.</p> <p><u>Potential structures for the Board in the short, medium and long term including Committee Membership and Link Governors for 2023-24</u></p> <p>Sue Smith asked that it be noted that she had been unable to attend the meeting of the group putting together this proposal as she was away at the time.</p> <p>She also noted that she had not received the email regarding dates for that meeting.</p> <p><u>Short-term proposals</u></p> <p>Gemma outlined the key points from the paper noting the need for an urgent change of committee and link governor appointments to see the Board through the next term or two whilst new governors are being recruited to fill the gaps / skills required.</p> <p>She had spoken to all with regards to the proposed changes, other than Twanicka who has been out of the country. Twanicka said that she had seen the proposal and was happy with the responsibilities proposed.</p> <p><b>DECISION:</b> Governors approved the Committee and Link Governor Roles as recorded in Appendix A at the end of these Minutes.</p> <p>Gemma gave thanks to everyone for pulling together</p> <p><u>Mid-term and long-term plans.</u></p> <p>With regards to the longer term, Gemma noted that the two sites are perceived to be two separate schools in the eyes of the parents and staff given the distinct difference in the cohorts at the two sites.</p> <p>The structure of the leadership team supports this with a Head of School (previously termed Deputy Head) responsible for each site, reporting to David as Headteacher. FOSPS also reflects this with Co-Chairs, each being assigned to a specific campus.</p> <p>It therefore seems sensible to increase the focus and capability of the Board and the suggestion is to have one Chair with two Vice-Chairs shadowing the leadership structure. This will also help to ensure that both sites are treated equally and to promote a more in-depth understanding across the sites.</p> <p>Gemma, who is currently Vice-Chair and acting Chair following Claire’s resignation stated that she would be happy to take on the substantive Chair role providing she has support from two vice-Chairs as proposed.</p> <p>The nature of the roles was discussed emphasising the need for the vice-Chairs to link into the Heads of School at each site. This could be done through a mix of on-site and remote meetings and via email. It is reasonable to expect such meetings to be on a termly basis. The primary aim being to ensure that both sites have the same attention and care at the strategic governance level as they do operationally through the leadership. The Vice-chairs can then feed into the discussions at Board meetings.</p> <p><b>DECISION:</b> The Board agreed that the joint Vice-Chair structure was appropriate moving forwards with a review at the end of the current academic year.</p>	

Item	Action
<p>It was noted that, in the longer term, this governance structure would be supportive should it be appropriate for the school to adopt a more formal federated structure. However, that is not proposed in the short or medium term.</p> <p><u>Appointment of Chair and Vice-Chair</u>  <i>The Clerk chaired the meeting for this item.</i></p> <p>Nominations had been sought before the meeting.</p> <p>Gemma had nominated herself subject to support from two vice-Chairs as discussed above. There had been no nominations for vice-chair prior to the meeting.</p> <p>Fran Boto nominated herself as Vice-Chair (Park); Penelope Bradbury nominated herself as Vice-Chair (Hill).</p> <p><b>DECISION:</b> The Board appointed Gemma Davies as Chair of the Board for one year.</p> <p><b>DECISION:</b> The Board appointed Fran Boto as Vice-Chair of the Board for the Park and Penelope Bradbury as Vice-Chair for the Hill one year.</p> <p>It was further noted that Claire Hadcocks had been one of the school's nominated Trustees for the SET – the norm being that the two Trustees are normally the Chair and Headteacher. David Murden is currently the second Trustee.</p> <p><b>DECISION:</b> GD was approved as the school's nomination for Trustee of the SET.</p>	
<p>4. <b>FINANCE</b></p> <p><u>Management Accounts to end of August 2023 (M5)</u>  <i>The BMR and associated papers were not available.</i></p> <p>Scrutiny of these accounts was deferred to the Finance Committee.</p> <p><b>ACTION:</b> RV to contact Barry Walder to ensure that the accounts are available to the Finance Committee. It was agreed that <u>all</u> monthly accounts should be circulated to the Board by email.</p> <p><i>Governors asked about the teachers pay rise now agreed at 6.5% and whether this is factored in to the budget?</i></p> <p>BB responded that 5% had been allowed for in the budget. The government have stated that they will be providing an additional 3% funding meaning that there should be sufficient in the current budget to cover the rise.</p> <p><u>Update re progress towards an approved budget for 2023/24</u>  <i>DM provided a verbal update.</i></p> <p>The school are still waiting for confirmation from the LA who have seen the unapproved budget and are aware that this is the budget that the school are using.</p> <p><i>Governors requested that the school request documentation from the LA to confirm that they have agreed this.</i></p> <p>It was noted that the proposal is due to go to the Schools' Forum on 17<sup>th</sup> October for information and feedback although it was noted that the LA remain as the decision maker / approving body. DM will be attending this meeting with Jack and Kieran.</p> <p><b>ACTION:</b> DM to share with governors the agreements reached to date with the LA regarding the 2023/24 Budget and request further documentation to confirm the LA's acceptance of the school's proposal.</p>	<p>23/01</p> <p>23/02</p>

Item	Action
<p><u>To note update re Risk Management and the SFVS action plan</u> This was deferred to the Finance Committee and next FGB Meeting.</p>	
<p>5. <b>Headteacher's Report – SEF and SDP</b></p> <p><u>To agree Strategic Goals for 2023/24</u> <i>The SEF and SDP were circulated prior to the meeting.</i></p> <p>DM reported that the gradings in the SEF represent an improvement on last year in terms of Ofsted assessments.</p> <p>The school judges itself to be strong in all areas, particularly with regards to personal development, behaviour and attitudes and EYFS. It is good in all other areas with some outstanding features.</p> <p>An action plan is included to drive further improvement. The main area of focus is the Post 16 department across the school to improve both the outcomes and the learning experience to ensure that KS4 and KS5 are exceptional.</p> <p><i>Governors commended the Head for a very positive document and asked what external validation there was to support the school's gradings?</i></p> <p>DM outlined the range of support and scrutiny that the school have used and have planned.</p> <p><i>VH left the meeting at 8:05pm.</i></p> <p>Challenge Partners have been very helpful in the past but were unable to visit last year. There is a review planned in two weeks to look at Leadership and Structure; Challenge Partners are due to visit again in the Spring Term.</p> <p>Sean Trimble, Head of Learning from the SET visited in the week before last. The context of the meeting was to help us prepare for Ofsted; there is a quality assurance visit next week.</p> <p>In terms of the provision, we have had a moderation visit from the LA and other Headteachers and an Educational Psychologist; they found that we are providing very well against the provision document, providing better value for money and increasing our income.</p> <p>We have also had external validation from trainers in other schools on visits reviewing personal development areas and we are referenced as an excellent school by Studio 3. Everyone who has been in contact with us say that we are performing well.</p> <p><i>A Governor asked whether the Challenge Partners report comes to FGB?</i></p> <p>AR confirmed that the reports come to governors and are also shared with the LA.</p> <p>Governors thanked the Head for a comprehensive response showing a wide range of external review.</p> <p><b>DECISION:</b> Governors noted the SEF and approved the SDP as circulated prior to the meeting including the Vision, Values, Ethos and related Aims / Strategies.</p> <p><u>Governors School on a page</u></p> <p>The Board thanked the Headteacher and senior team for the provision of this document which provides invaluable background information about the school.</p> <p><b>ACTION:</b> All Governors to review the "School on a Page" document and revisit the SDP alongside the next Headteacher's report to inform further strategic challenge.</p>	<p>23/03</p>

Item	Action
<p>It was noted that strategic challenge should help governors to triangulate information and respond to “How do you know?” questions from Ofsted and other parties.</p>	
<p><b>ACTION:</b> CW, RD and GD to draft responses to the potential Ofsted Questions sheet.</p>	23/04
<p><b>ACTION:</b> All Governors to schedule visits to the school related to their personal Link areas and Committee membership.</p>	23/05
<p><u>Business Support Staff Structure</u></p>	
<p>A paper was shared by the Headteacher in advance of the meeting</p>	
<p>These discussions are recorded in the Part B Minutes.</p>	
<p><b>Standing Item:</b> Safeguarding, Health, Safety and GDPR</p>	
<p>Two items were mentioned and recorded in the Part B Minutes.</p>	
<p>6. <b>Policies and Reports for approval</b></p>	
<p><i>Policies and related documents had been circulated prior to the meeting.</i></p>	
<p><u>Park Campus Energy Contract for approval</u></p>	
<p><i>A paper was circulated prior to the meeting.</i></p>	
<p>Stuart (SC) attended for this item; this was discussed immediately after Item 2.</p>	
<p>SC noted that the price of gas has reduced; the original contract was negotiated at a time of great uncertainty and this has reduced in the intervening period. However, the electricity costs have increased.</p>	
<p>Contracts are now falling due for renewal at the Park.</p>	
<p>Contracts at the Hill expire in October 2024.</p>	
<p>SC is aiming for a one-year contract at the Park to allow the contracts across both sites to be re-negotiated together. Full details were provided in the paper circulated before the meeting.</p>	
<p><i>Governors asked whether the current provider had also been invited to tender ?</i></p>	
<p>SC confirmed that they had; it was a two stage process with each broker being given the opportunity to renegotiate.</p>	
<p>The aim is to reduce costs, not only through more effective procurement, but also through improved awareness of usage and costs amongst students and staff.</p>	
<p><i>Governors asked SC about his experience of this process in other settings?</i></p>	
<p>SC described his experience which is extensive.</p>	
<p><i>Governors asked when the retender for both sites is planned for?</i></p>	
<p>SC confirmed that this would be initiated in May next year. However, he noted the potential risk being that there is a rate review planned for October next year but the rules are such that suppliers cannot increase rates before a termination notice.</p>	
<p><i>Governors asked whether further savings might be forthcoming?</i></p>	
<p>SC explained that he anticipated that there may be similar savings at the Hill. He would expect the costs to either be lower than at present or to remain the same. At the current time any further increases seem unlikely.</p>	

Item	Action
<p><b>DECISION:</b> Governors approved the Energy Contracts for the Park Campus accepting the recommendations put forward, namely:</p> <p><i>To contract again with Zenergi for 12 months and to replace the old meters at the Sherwood Park campus to improve the accuracy of our data. The Hill campus contracts expire Oct 2024 so tender both contracts so they are co-terminus but if agreed with Zenergi, retain an option to extend the Park contract into a second year at the prices quoted should the market become more volatile again. Also to replace as soon as possible the old meters at the Sherwood Park campus and look at the cost benefit of additional smart metering to improve awareness and daily usage.</i></p> <p><u>Policies:</u></p> <p><u>Admissions Policy:</u> GD recommended some minor amendments to the wording that were accepted.</p> <p><b>DECISION:</b> Governors approved the following Policies:</p> <ul style="list-style-type: none"> <li>Admissions Policy (Note: subject to GD amendments to the wording.)</li> <li>Child Protection and Safeguarding Policy and Procedures</li> <li>Special Educational Needs (SEND) Policy and</li> <li>SEND Information Report (Note: for the website)</li> </ul> <p><b>DECISION:</b> The Board appointed Luka Koczon and Meg Smith as the named teachers for Looked After Children at the Park and the Hill respectively.</p> <p><b>ACTION:</b> AR to make the minor modifications to the wording of the Admissions Policy and to replace Beth Brooks with Meg Smith as the named teacher for LAC at the Hill.</p> <p><u>Policy Delegations and Review Schedule:</u></p> <p>The Board noted that the review date for all policies that had previously passed their designated review dates had been update as previously approved to the end of the Autumn Term 2023.</p> <p>Since the last meeting the Policy Review Schedule has been reviewed and an updated version circulated prior to the meeting. The Headteacher recommended this schedule as being realistic and achievable.</p> <p><b>DECISION:</b> The Board approved the updated Policy Delegations and Policy Review Schedule.</p> <p>Governors <b>NOTED</b> that the following policies had been approved by the Headteacher in line with the Scheme of Delegation and circulated for information:</p> <ul style="list-style-type: none"> <li>- Accessibility Plans for the whole school and the Hill and Park campuses.</li> </ul>	23/06
<p>7. <b>Governor Visits and Training</b></p> <p><u>All to confirm that they have completed the Learning Link Module: Safeguarding for governors – tonight instead – new governors to do Learning Link.</u></p> <p><u>All to confirm that they have completed the Home Office Prevent module for governors</u></p>	

Item	Action
<p><u>Update re attendance at in-house staff safeguarding training</u></p> <p>It was noted that all governors have had a Safeguarding Training Update tonight. One governor missed this but has received training on Safeguarding on several occasions in the past, the most recent being in July 2022.</p> <p>FB, as Safeguarding Governor, had attended the full staff training at the INSET day in September 2023.</p> <p><i>Governors asked whether all staff have now received Safeguarding update training?</i></p> <p>AR confirmed that the vast majority of staff had attended the INSET training; those that were off at the time are being followed up.</p> <p><u>Consideration / assignment of Buddy Pairs to support Personal Development.</u></p> <p>The benefits of seeking a buddy or buddies to support individual governors was discussed and it was agreed that it can be beneficial for all governors to seek support from others, particularly where new skills / knowledge are required around Link Roles or Committee responsibilities. Staff in school can also help.</p> <p><b>ACTION:</b> All Governors to consider seeking out Buddies to support them in relation to the Link and Committee roles.</p> <p><i>CW left the meeting at 8:35pm</i></p>	<p>23/07</p>
<p>9. <b>Correspondence to the Chair / Chair's Actions</b></p> <p>None were noted.</p>	
<p>10. <b>Confidential items</b></p> <p>Trustees agreed that some of the discussions in item 5 should be recorded in the Part B Minutes.</p> <p>HN left the meeting at 8:50pm; the meeting remained quorate.</p>	
<p><b>Any other business / Dates of future meetings</b></p> <p>There was no other business.</p> <p><u>Forthcoming Meetings:</u></p> <p>FGB: 19<sup>th</sup> December 2023</p> <p>PHS: 3<sup>rd</sup> October 2023</p> <p>Pay: 18<sup>th</sup> October 2023</p> <p>Finance: 1<sup>st</sup> November 2023 and 28<sup>th</sup> November 2023</p> <p>Curriculum &amp; Staffing: 14<sup>th</sup> November 2023</p> <p>SCR Audit: 12<sup>th</sup> October 2023 and 14<sup>th</sup> December 2023 (10am)</p>	
<p>The meeting closed at 8:55pm.</p>	

Signed: Gemma Davies Print Name: Gemma Davies  
Chair Date: 19.12.23

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## Appendix A: Sherwood Park School Committee Membership 2023-24 v2

Name of Governor		Type of Governor	Committees and sub-committees				
			S&C 4/3 (#/Quorum)	Finance 4/3 (NIH)	Pay 3/3 (NIH)	PHS 4/3	HTPM 2/2
Fran	Boto	Co-opted	Chair			X	
Penelope	Bradbury	Parent	X		X	X	
Gemma	Davies	Co-opted (Vice-Chair)		X	Chair		X
Robin	Dear	Foundation		Chair			Ratify
Twanieka	Alcindor	Co-opted	X			X	
Sue	Smith	Co-opted	X	X			
Vacancy		Co-opted					
Vajeha	Haq	Parent			X	X	Ratify
Vacancy		Foundation					
David	Murden	Headteacher (ex-officio)	X	Non-voting	Non-voting	X	
Harriet	Nicholson	Staff	X				
Chris	Williams	Local Authority		X		Chair	X
Non-voting staff members:							
Barry	Walder	Finance Consultant		X			
Stuart	Collard	Business Admin		X	X		
Beth	Brookes	Head of School	X				
Jessica	Baldwin	Head of School	X				
Anna	Richardson	Wellbeing; Transdisciplinary	X				

*Note: Associates to the Board may also be recruited*

### Link Governor Summary

<u>Link Role</u>	<u>Link Governor</u>
Safeguarding / Child Protection	Fran Boto / Twanieka Alcindor
SEND	Gemma Davies
Careers and Destinations	Penelope Bradbury
Pupil Premium; Disadvantaged Children	Chris Williams / Harriet Nicholson
Governor induction and personal development	Sue Smith / Gemma Davies

### Governor Visits

Governors will collectively visit the school on at least two occasions per year to meet with staff, observe lessons and feedback, one of which will be the Strategy Day to be held in the summer. The timing of the meetings will align with the production of the Headteacher's report where possible.

Governors are encouraged to make additional visits to fulfil their individual roles throughout the year.

### Review of Committee Membership and Link Roles

The Committee Membership and Link Governors will be reviewed and updated throughout the year in the light of experience and as membership of the Trust Board changes.

*Changes to these responsibilities will not require the re-approval of the larger Board Structure document.*

**Appendix B to the Board Minutes from the Full Governing Board Meeting held on 26<sup>th</sup> September 2023**

**RESOLUTION:**

The Board approved a resolution to appoint the below named individuals as signatories to the Sherwood Park School – School Fund Account:

David Murden, Headteacher

Beth Brookes, Head of School: Sherwood Hill Campus

Jess Baldwin, Head of School: Sherwood Park Campus

Anna Richardson, Wellbeing and Trans-Disciplinary Specialist

Meg Smith, Assistant Head

Lucyna Koczon, Assistant Head

The Board affirmed that all transactions require approval by two signatories.

Approved by the Full Board and signed on behalf of the Board:

.....  
Gemma Davies,  
Chair of Governors

.....  
Date

## **Appendix C: Notes from Safeguarding Training**

It was noted that the full training session used at the staff inset day is available online through the Cognus website.

<https://www.cognus.org.uk/services/safeguarding/bitesize-safeguarding-training-videos-and-accompanying-slides/>

It was noted that online filtering and monitoring has increased in prominence in KCSIE; the school's arrangements for online filtering and monitoring were discussed including the arrangements provided through LGFL.

The need for an audit with regards to filtering and monitoring was discussed and it is expected that this will be within the wider Safeguarding Audit this year.

Matters around Children Missing Education and attendance were discussed.

The importance of zero tolerance to sexual violence / harassment was highlighted. This has not been of great significance in Sherwood Park.

With regards to marriage and the change in the legal age, the importance of consent with regards to the cohort at Sherwood Park was discussed. Consent is critical in relation to a much wider range of activities for our children; developing the skills to communicate consent – or a lack of consent – is fundamental to keeping our children safe in all environments. This is embedded in our wellbeing policies. Domestic abuse is also important in our children's lives.

The main local contextual risks for Sutton were discussed.

The difference in the statistics between Sherwood Park and the wider Sutton context were discussed. The safeguarding risks for our children sit more in the higher risk, lower age groups which is out of proportion to the children's actual age given the nature of our cohort and their individual needs.

Other professionals may also have a tendency to underestimate the risks to our children or to make disproportionate judgements with regards to acceptance of abuse that would not be tolerated in mainstream children. The school are key in advocating for children whose medical needs are treated less seriously or less urgently than for mainstream children.

Governors asked questions with regards to local risks; for example with regards to specific local areas. The importance of understanding these risks is enhanced by the fact that our children are more likely to have siblings in other schools than might be found in mainstream environments.

## Action list

Item	Action point	Who	By when	Update
Actions arising from the Meeting of the 5 <sup>th</sup> 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	See meeting notes above. Action remains open.
Actions arising from the Meeting of the 29 <sup>th</sup> March 2023				
80	AR and BB to produce the "School on a Page" information for governors	AR/BB	May 23	This has now been produced. Governors thanked the school for this document. Action closed.
Actions arising from the Meeting of the 7 <sup>th</sup> June 2023				
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	Action completed and closed. DM noted that the school are also seeking to claim the £10,000 SEND funding for out of borough schools.
101	All Governors to read the Sutton Scheme for Financing Schools.	All	July 23	Action closed
102	DS to take over the monitoring and maintenance of the Risk Register.	DS	Sept 23	Stuart Collard and Karen Cunningham will be picking this up; action closed
103	AR to invite Jack from the LA to the next FGB on 19 <sup>th</sup> July to provide an update on the provision of therapy services.	AR	July 23	The need for this has now been superceded; action closed.
105	DS to review the GDPR policies and related documents for presentation to FGB in July.	DS	July 23	Action deferred to Autumn Term. Ian Cullen will be reviewing this with Karen's support.
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	It was agreed that shorter, informal reports to parents within the HT newsletter are more appropriate for the school. Action closed.
110	DM to add in the costs for two TLRs in the budget for submission to the LA.	DM	June 23	This is not currently required; action closed



Item	Action point	Who	By when	Update
<b>Actions arising from the Meeting of the 19<sup>th</sup> July 2023</b>				
111	RV to ask all to confirm declarations of interest through Governor Hub.	RV	Sept 23	Request sent to all Governors. Action remains open
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	Beth and Jess to review with the Asst Heads; action remains open.
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	With the SEF / SDP for approval at this meeting; action closed.
114	RV to arrange personal acceptance of the Code of Conduct through Governor Hub and update the meetings schedule online.	RV	Sept 23	Request sent to all governors; meetings updated on Governor Hub; action closed
115	AR to liaise with the Safeguarding governor(s) re visit / meeting dates.	AR	Sept 23	Meeting dates circulated. Action closed
116	BW to liaise with DSI regarding the energy contracts.	BW/DSI	Aut 23	Action completed and closed
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	RV has been liaising with Stuart Collard for review and approval at the December FGB; action remains open.
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	Deferred to the Spring Term; action remains open
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	On the agenda; action closed
<b>Actions arising from the Meeting of the 26<sup>th</sup> September 2023</b>				
23/01	RV to contact Barry Walder to ensure that the accounts are available to the Finance Committee. It was agreed that <u>all</u> monthly accounts should be circulated to the Board by email.	RV	1/10/23	



Item	Action point	Who	By when	Update
23/02	DM to share with governors the agreements reached to date with the LA regarding the 2023/24 Budget and request further documentation to confirm the LA's acceptance of the school's proposal.	DM	30/10/23	
23/03	All Governors to review the "School on a Page" document and revisit the SDP alongside the next Headteacher's report to inform further strategic challenge.	All	1/12/23	
23/04	CW, RD and GD to draft responses to the potential Ofsted Questions sheet.	CW/RD/ GD	1/12/23	
23/05	All Governors to schedule visits to the school related to their personal Link areas and Committee membership.	All	1/12/23	
23/06	AR to make the minor modifications to the wording of the Admissions Policy and to replace Beth Brooks with Meg Smith as the named teacher for LAC at the Hill.	AR	31/10/23	
23/07	All Governors to consider seeking out Buddies to support them in relation to the Link and Committee roles.	All	1/12/23	

