



Gusford Primary School

The *Active Learning* Trust

"Together we believe, learn and achieve"

Minutes of Meeting of Full Governing Body held on 5th October 2020 @ 5.00pm (via Zoom)

	Mrs Claire Claydon	Headteacher	CC
	Mrs Emma Clifton	Trust	EC
	Ms Samantha Collins	Parent	SC
	Ms Jenny Milsom	Chair	JM
	Ms Lisa Wood	Parent	LW
	Mr Jon Wynne	Trust	JW
Apologies:	Mr Jonathan Eddy	Trust	JE
	Mrs Nicola Griffiths	Trust	NG
In Attendance:	Christine Holmes	Assistant Headteacher	CH
	Mrs Liz Talbot	Clerk	LT
	Mrs Hannah Cagney	Deputy Headteacher	HC
	Mrs Kerry Hawes	Business Manager	KH

No.	Item	Explanation	Who	When
1.	Apologies/Welcomes/Resignations			
		<p>No apologies were received prior to the meeting but both JE and NG sent their apologies for non-attendance after the meeting, owing to problems with access to emails and documents and not having the date diarised, respectively.</p> <p>JM welcomed and thanked all attendees for being available for this meeting and advised of the following in relation to changes to the agenda:</p> <ul style="list-style-type: none"> • The Policies for Approval will be taken under Item 8 in this instance. • Asked if anyone had Any Other Business to add under Item 12. Nothing was added. • Clarified with CC that there will be a Headteacher's written report at one meeting in each term and verbal report at the other. <p>JM thanked CC and all her team for keeping things together and working so well in these strange times.</p>		
		Membership: The following changes were reported:		
		<p><u>New Trust Governor appointment</u></p> <p>The appointment of JE as the new Trust Governor was noted.</p> <p><u>Appointment of Vice Chair</u></p> <p>JM noted that no interest had been shown in the position of Vice Chair prior to the meeting and following further discussion about this matter, concluded that members in attendance were concerned about their lack of experience and would therefore be uncomfortable taking on this role at this time.</p>		

	JM noted that she does not expect to be absent. However, JE was nominated in his absence, approved by members and confirmed his acceptance of the role in an email following the meeting.		
2.	Pecuniary and other interests		
	There were no declared interests relevant to this meeting. Completion of updated Declaration of Interests Forms LT advised that she has received completed Declaration Forms from 5 governors and is just waiting for 2 more. The register will then be completed and sent to ALT and CC . JM requested that outstanding forms be completed and returned to LT by the end of the week.		
	Actions Agreed <ul style="list-style-type: none"> Remaining Declaration of Interest forms to be completed, returned and the Register of Interests to be completed and circulated as appropriate. 	NG/JE/ LT	09/10/20
3.	Confirmation of previous minutes		
	The minutes of the previous FGB meeting held on 20th July 2020 were reviewed and were agreed as a true and accurate record of the meeting with no additional updates required.		
	Matters Arising from 20th July 2020		
	The following matters arising updates were noted: DBS for JW – It was confirmed that this is in progress and they are just waiting to receive the formal certificate. The position is the same with JE . Interest in Vice Chair position – This is covered under Item 1 above. Pupil Questionnaire & Parent Questionnaire devised, agreed and completed in Autumn Term – CC advised that a Parent survey has been completed about Lockdown learning and she has captured some information from that on slides which she will present under Item 5 below. A Pupil voice survey will go out just after the half term break. Requests for general Safeguarding presentation – JM asked if anybody had requested this and LW confirmed that she had. LT will investigate this with Karen Jarvis at the trust and check whose safeguarding training needs updating. Acronyms – CC agreed with JM that she and HC will put together a primary school acronym list which will be more appropriate than the comprehensive list that governors now have access to and will be ready for the next meeting. One-page Summary of SDP – CC confirmed that this will be ready for the next meeting as previously agreed. SDP published on the school website – CC confirmed that this is now available to add to the website, having completed review by the extended Leadership team. Production of Communications Strategy – CC and LW confirmed that they had met online about this issue, particularly focusing on the Nursery and how we could increase the uptake of places through more publicity. LW acknowledged all the methods of communication already in place and noted that there are some great things happening but not everyone is aware of this. Looking at producing a one-page strategy document for publication in a newsletter or on the website, detailing the different forms of communication and showing what is covered and where e.g. Parentmail is used for		

	<p>forms, Twitter for highlighting achievements. Beyond that the aim is to produce an 'Education' piece e.g. to summarise policies or provide insights into different areas.</p> <p>Skills Matrix for Governors – Members agreed to complete and return their Skills Audit Forms by the end of the week. LT will then communicate with the Trust regarding a Skills Matrix.</p> <p>Governor interests and Models to be produced for governing body link responsibilities – This is covered under Item 7 below.</p> <p>Governing Body meetings Work plan for the year – LT agreed to communicate with the Trust again on this matter.</p> <p>All other Matters Arising are covered in this agenda or completed prior to this meeting.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● A Pupil voice survey will go out just after the half term break. ● Safeguarding Presentation availability to be investigated and Training requirements to be reviewed before the next meeting. ● Skills Audit Forms to be completed and returned to LT and Skills Matrix to be investigated. ● Governing Body meetings Work Plan to be produced. 	<p>CC</p> <p>LT</p> <p>ALL</p> <p>LT</p>	<p>06/11/20</p> <p>30/11/20</p> <p>ASAP</p> <p>30/11/20</p>
<p>4.</p>	<p>Trust Business & Chair's Actions</p> <p><u>Trust Business</u></p> <ul style="list-style-type: none"> ● JM noted that Governor training on SEN was an item worth reading in the Trust newsletter. ● JM noted that the ALT Governor Induction pack is currently being updated and she believes it would be useful for all Gusford Governors to have a copy of the new pack once it is available as it makes clear the responsibilities of Governors. JM would then like to give governors the opportunity to discuss any issues it raises at a future FGB Meeting. Members agreed with this plan. ● JM wanted governors to be aware that the CEO of the Trust has asked her to help with some work at the two ALT schools on the Fens, looking at the A Level provision. <p><u>Chairs Actions</u></p> <ul style="list-style-type: none"> ● JM advised that there were no Chairs Actions to share at this meeting. 		
<p>5.</p>	<p>Headteacher's Report [Standing Item]</p>		
	<p>CC shared her screen and advised that she will add these slides to the meeting folder in the google drive, after this meeting. CC summarised the slides as follows:</p> <p><u>Re-opening Successes</u></p> <ul style="list-style-type: none"> ● Really impressed with the positive attitude of staff who are tired but upbeat. ● Staff are working flexibly with a lot of absence to cover. ● The Leadership team is transparent and honest about all necessary changes they make. ● Wonderful to see how happy the children are about being back at school. ● Learning behaviours have been so much better than they might have been following such a long absence. ● All EHCP pupils are in school full-time. 		

- Good response to the Lockdown Learning Survey.
- Google classrooms are up and running.
- Email received from a neighbour commenting on how nice it was to hear children in the playground again.
- Lord Lieutenant of Suffolk Award received by the school for their response to the Covid-19 pandemic. Everyone was involved whether working at the school or from home.

Re-opening Challenges

- The logistics e.g. supervising the gates etc.
- Parents and children arriving earlier than their scheduled time, although this has improved now.
- Lack of testing is causing problems. They have access to a special portal to book a fast-track test but this doesn't work properly yet. Examples of suggested centres to attend for tests have included Ramsgate in Kent and Leicester.
- Self-testing kits are now being supplied and 10 test kits have been received to date. They are only allowed to order once a month, so they already have only 3 left. These are for emergency staff use only.
- Currently a test done on Tuesday will not produce a result until Sunday which means that staff member is unavailable for 4 days and they can't bring someone new into the bubble until isolation time has passed.
- A reduced number of Teaching Assistants (TA) in school. Two staff resigned owing to perceived risk to family members and they are not allowed to replace owing to budget constraints. Sometimes have classes with just the Teacher and no TA but they will monitor impact and speak to the Trust about some ideas they have around Apprentice TA's.
- Need more volunteers but can't do this in the current climate but do have a Student Teacher joining soon.
- Upper KS2 has increasing issues with unkind behaviour and they are in the process of writing to the parents of relevant Year groups. Lockdown appears to be the main cause owing to some children having had contact with friends during their time out but others having no contact at all. They have put some things in place in the classroom but need parents on board also.
- More parental complaints have been received, mainly about social distancing issues and parking issues with other parents. Additionally, there have been complaints about classrooms being too cold owing to the need for ventilation (which has been explained), a complaint about taking a child's temperature in school and the same day one that wasn't happy that they were not advising parents who is having tests.
- Parents are not always using the right channels for their complaints and using social media instead. CC asked Parent Governors to help steer these parents to the right channels.

JW acknowledged that the school has managed the return very well and recognised that some complainants are voicing unhappiness with the general situation rather than being a significant complaint about the school. Members support the Leadership Team in sending the letter to parents regarding the unkind behaviour.

EC passed on her knowledge that the COVID testing appointments for the next day are released at 8pm the previous night and **CC** confirmed that she is aware of this and has been telling parents and staff but it is still difficult to get a test booked. **JW** advised that he had a test and results were received the same day at Ipswich hospital.

JM acknowledged that the Leadership Team are doing brilliantly managing the complaints and noted that continuing to respond is the important thing to do. **JM** added that everyone is having to deal with this difficult situation and not responding would be a mistake.

Members offered their support and suggested that the rules should be reiterated whenever possible in the newsletter and be on the website as a constant reminder. **SC** added that it is sometimes easy to forget what they have been told only once.

With regards to the social media communications, **SC** advised that there is a new Administrator who is better at taking down anything inappropriate. **SC** added that many parents do also ask her how to make a complaint, so she would be keen to see the appropriate route highlighted somewhere on the school website.

CC agreed that they will put this into the 'Educate' part of the communications strategy and acknowledged that there is currently some genuine anxiety amongst parents some of whom are really struggling with the current situation.

JM suggested that there is a clever way of inviting feedback and comment which can reduce actual complaints and there was talk about the future possibilities of a Governor's open day. **CC** noted that in her previous school she always had one or two volunteers from the Governing Body at Parents Evenings, which can be helpful in addressing issues before they grow. This will be considered when possible. **SC** acknowledged that the lack of face to face contact with parents is definitely creating some of the tension too.

Attendance Data

- 1st September to 2nd October attendance is at 95.6%. This is compared to 95.99% last year.
- Attendance hit 97% in one week.
- The level of unauthorised absences is much lower this year than it was last year – fewer holidays and fewer absences owing to late attendance.
- A new 'X' code is used in register for Covid related authorised absence.
- 148 children have had an X code so far.

Number on Roll

- On 1st September they had 572 on roll but on 1st October (Census day) there were 588, after a lot of hard work by the team.
- Expecting more new pupils across the whole school as some are moving into the country after half term.
- Some of the new children have Education Health Care Plans (EHCP) and some have English as a 2nd Language (EAL).

JM asked how much funding the school gets per pupil and **CC** confirmed this is just under £4K.

CC explained that the Data Report would now be shared with Governors and they would also share some question level analysis around what they have been doing with the children since their return, which includes at the start, Thrive focus, getting them back into a routine, some PiXL tests and End of year tests to look at where the gaps in learning are and analyse whether it is a gap for just that child, a class or a year group.

2020 Data Report

HC summarised the data as follows:

- Data report has been the strangest to write as it is data that goes back to March and comparisons are being made when the children haven't had a full year of learning. Children have missed out on a whole term and unfortunately, Summer is usually the most progressive term.
- Still a positive picture.
- Year 6 data is based on mock SATs test taken in March just before lockdown. They got a full picture of how the children would have done in a SATs test and entered this into the Fisher Family Trust (FFT) website, where most schools input their data and can compare to most similar schools.
- The 4 graphs compare Gusford to the data on FFT and as there is no National picture/data to analyse against, this is what the school are using for their data analysis purposes.

- Maths, Reading and Writing – Percentages start at different rates but can see that the school is way ahead of where the Year 5's were the year before, in the Spring and when comparing to Summer 2019 data, Maths was 73% and already 78% in March 2020.
- Writing comparison figure was 84% and already getting 76%, so well on the way to where they want to be.
- Reading, which was a national issue in 2019 and data shows already 70%, so a real disappointment that they lost the opportunity to improve this more as they predicted they could have increased by 10%.
- In March already looking at 63% for Combined.
- Targets were exceeded by Year 6 children.

JM noted the 63% figure for Combined and asked what last year's National average for Combined was and **HC** confirmed that this was 64%.

CC noted that Ofsted will not look at the teacher assessment data, they will go back to the last set of SAT's data which will be the 2019 SATs results. However, the school has progressed from percentages in the 30's, to 50's and now up to 60's. **JM** noted that with the new Inspection regime Ofsted are expected to be looking at more than just the data.

- Overall, for other years it is positive too although there are areas which have been highlighted for attention e.g. Boys in Year 5 now Year 6.
- Already asked teachers to do Achievement Team Meetings and now looking at trends and vulnerable groups on a fortnightly basis.
- Expecting gaps, so asked teachers to identify statements in Eddison statements which the children have missed and to look at what is the biggest area that they are missing (gap analysis) in order to target teaching over the following 2 weeks. **HC** shared her screen to show an example of this - 45 minute meeting covering previous successes, previous items and then identifying children that need additional work to progress in this Autumn Term to where they need to be by the end of term. Targets are identified and teaching can then be targeted.
- Next meeting is this Wednesday and will be able to track children through the minutes of these meetings.

JM asked if this intervention has started for this year and **HC** confirmed that the two-week cycle started this year but the original process began last year. **HC** added that they did see progress previously, but she believes the meetings were not regular enough.

- If data is highlighted in Green this indicates an improvement on the year before, if Amber has stayed the same and if Red not making sufficient improvement.
- Year 4 Reading programme only implemented in Spring term so didn't see the impact of this, however, Boys had made significant progress but no change in Greater Depth.
- Year 2 expectation for Writing is going in the right direction but didn't begin work on this early enough, so now have an action plan to work on this. The vocabulary always develops in the last term so we missed the opportunity to improve significantly on this.

QLA's

Tests were for all except Year 1 and Reception and **HC** shared an example of the analysis and summarised results as followed:

- Not surprised to find that in Maths the topics of fractions and multiplications were showing as areas needing work, so they need to make sure these are taught all the way through the year. This is across the school.
- This analysis gives individual information, Class information and Year group information. Staff will use this at Achievement Team Meetings to look at alongside targets for review and will target their planning as appropriate.

- Learning Support Assistants (no longer just Teaching Assistants) so supporting the learning at all times which includes taking interventions or taking the class while the Teacher undertakes interventions.
- Internal info but when PiXL assessments are completed across the year they will upload onto the website for comparison against other schools and will receive a summary document showing topics that need targeting.
- Data report - Use 'Greater Depth' terminology instead of 'Higher Standard' to show Parents and Teachers that we want children to gain a greater understanding rather than aiming for understanding of a higher age group.

SC noted that the Learning Support Assistants (LSA's) were involved in the interventions and asked if, as mentioned earlier, there is a reduction in LSA's will there be enough for these interventions? HC agreed that they will have to manage these staff very carefully, including having them work with a group of children where appropriate e.g. when working with SEN children or those who have EHCP's and need daily activities, providing a group activity where other children would also benefit.

CC added that creativity e.g. when using Sports coaches for PE, it is possible to then use the teacher for targeted interventions/learning. There is also funding coming in for catch up learning or tutoring and they must ensure that Quality first teaching and early interventions are in place first.

JM asked if the two resignations weren't planned and therefore could not be replaced going forwards as not in the budget? CC explained that they had planned to recruit a HLTA but were told they couldn't recruit at all and they then had the two resignations after this.

SC asked were they TA's or HLTA's? CC confirmed they were TA's and that the school does still have their HLTA's.

JM asked if they have ever approached local 6th Forms for any students who have the ability and time to help? CC advised not, unless related to a staff member but they do have some students who, whilst studying, will do their work experience with the school. However, all placements lined up for this year have been postponed owing to COVID rules.

JW asked if the school has any association with the local universities? CC confirmed that they work with as many partners that they can and have a UEA student starting next week. Usually have them through the SCITT's also. Some have pulled out because of the COVID issue.

HC concluded that she feels it would be useful for the next meeting, to give Governors an overview of how they assess in school i.e. Eddison etc. and what that looks like and means so she will put this together for the next meeting and also show how it relates to the Achievement Meetings.

Governors agreed that they would like this at the next meeting.

Lockdown learning

- 152 responses received but most are responding for more than one child.
- Questions are as shown in the slide and some examples are 'What learning was most useful?', 'What devices are available to your children?' 'How has your child settled back into school?'
- Sent out a Parent Consultation survey today and within a minute had received 4 responses.
- 123 responses to how their children are feeling about return to school and the huge majority are really positive. Can track back to individual children so that if there is a concern the school can help that individual. Examples of response are 'settled back better than expected' 'love being back', 'structure and routine has helped behaviour at home'.

	<ul style="list-style-type: none"> With regard to which devices were available to children, in order to see if Google classrooms will work for the majority, 55% had their own device, 26% sharing with parents/brothers and sisters and 4.6% had no device at all. This was better than expected so Google classrooms looks viable. <p><u>SC asked if there is going to be a Parent Questionnaire for general feedback, not just about lockdown?</u> CC would like to delay this until the Spring and will use the Questionnaire prepared last year and circulate through Parentmail to get a wider response.</p> <p><u>JW suggested that once the school has the feedback from parents it is a good idea to produce a ‘You said we did’ item to show how the school is listening and taking action on issues raised.</u> CC agreed that they have done this in newsletters before and also noted that on the questionnaire she tends to end with ‘Tell us something we’re doing well and something we can improve’ and some good ideas can come through from this.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> To give Governors an overview of how they assess in school, what it looks like and how it relates to the Achievement Meetings. Parent Questionnaire for general feedback to be produced and circulated through Parentmail. 	<p>HC</p> <p>CC</p>	<p>30/11/20</p> <p>Spring 2021</p>
<p>6.</p>	<p>Budget [Standing Item]</p>		
	<p><u>2020/21 Budget</u></p> <p>KH updated Governors as follows:</p> <ul style="list-style-type: none"> The major concern is the impact on the budget of additional cleaning supplies, cleaners and cleaning requirements. Keeping a tight eye on this. Currently investigating the cost of air dryers compared to paper towels. Ensuring the teaching and learning resources are available so there is a lot of juggling and being innovative about how some things are done. Increased pupils on role has helped but the Nursery is not as many as we would like. <p><u>JM acknowledged the Nursery numbers issue but asked for clarification of whether or not the whole school could benefit from an increase in the number of children?</u> CC confirmed that they are filling up, with 588 now compared to a net capacity of 630, so there are still spaces across most year groups.</p> <ul style="list-style-type: none"> Two cleaners resigned in the holidays and still need to replace one. Advertising for a daytime cleaner on a fixed-term contract only to the end of August 2021. <p><u>JM asked if the Trust has ever looked at a contract using a company across all their schools which would usually be more cost effective and allow for cover to be easily sourced</u> and CC advised not, adding that this only seems to be the case for Catering but she did agree that this was an interesting point.</p> <p><u>JM asked if this could be raised with the CEO</u> and CC suggested she raise this with the other Heads instead as she meets with them more frequently than the CEO.</p> <p><u>JW asked if a cost comparison has ever been done on this</u> and KH advised that she is looking at this now, adding that if they were to move to Contract cleaners then there would be the additional complication of TUPE for the staff. For now, she believes that the daytime cleaner should have a very positive impact on the needs of the school.</p>		

	<p><u>JM asked if the school pays a percentage to the Trust for central services</u> and CC confirmed this but added that what they pay into the Trust is a very small percentage compared to a lot of schools in other Trusts, that she is aware of so this is not something they would want to complain about.</p> <p>KM pointed out that she is fairly new in her role but there are some things she is highlighting to the Trust so she will raise this too.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		
	<p><u><i>Actions Agreed</i></u></p> <ul style="list-style-type: none"> To raise with ALT the suggestion of centralised Contract Cleaners being considered in the future for all the Trust schools. 	KH	ASAP
7.	School Visits & Link Governor Reports [Standing Item]		
	<p><u>Model for Link Governor responsibilities</u></p> <p>CC talked members through the document shared earlier and explained as follows:</p> <ul style="list-style-type: none"> Looked at SDP areas, how they link to NAHT Aspire, recommended Link areas which included statutory areas and the SLT Link member. <p>CC suggested that they are expecting a termly visit/meeting with each link role although this might be virtual currently. Every Governor needs to fit somewhere. SEND and Safeguarding Governor's will need to do some specific training for their roles.</p> <p>JM and CC considered the Safeguarding Governor role and decided to move it into the Leadership and Management area as it seems appropriate and can't be a Parent Governor.</p> <ul style="list-style-type: none"> JM agreed to take on the Safeguarding Governor role. EC agreed to continue to take on the H&S Governor role. SC agreed to take on the Quality of Education area which includes Pupil Premium and JM would like NG to take on this area too. LW agreed to take on the Early Years area and agreed that this fits well with the Comms plans she is working with CC on in relation to the Nursery. JW agreed to take on Behaviour and Attitudes/Personal Development working with JE and sharing the SEND Governor role. JE also agreed to this by email following the meeting. 		
	<p><u><i>Actions Agreed</i></u></p> <ul style="list-style-type: none"> Areas of Responsibility chart to be updated as agreed. Check with NG that she is happy to accept the shared role on Quality of Education including Pupil premium. 	CC/LT LT	ASAP ASAP
8.	Safeguarding [Standing Item]		
	<p><u>Updated Safeguarding Policy</u></p> <p>CH explained that this policy was updated to include updates from the latest KCSIE Guidance. Not many changes and these have been shown in red.</p>		

	<p>JM asked if the school use ‘My Concerns’ to log concerns raised and CH confirmed this. JM asked if reports could be generated from the portal for the governing body meetings to show incidents by type and theme, as it would be interesting to look at fluctuations in this information and CH agreed to look at this for future meetings.</p> <p>There was some discussion around the merits of the ‘My Concerns’ portal and the access to all Designated Safeguarding Leads (DSL’s).</p> <p>JM asked how many DSL’s the school has and CC confirmed that they have 8 (all the Headship Team and the Assistant SENCO). CH is the Lead and the Family Engagement Team do a lot of the work.</p> <p>Governors were happy to approve this updated policy.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● Investigate possibility of reports being produced from the ‘My Concerns’ portal for Governing Body meetings. 	CH	30/11/20
9.	Health and Safety [Standing Item]		
	<p><u>Handsam Health & Safety Audit</u></p> <p>Updates were provided by KH as follows:</p> <ul style="list-style-type: none"> ● Last Thursday there was the interim H & S Audit ready for the full audit in February. ● Resulted in a long list of jobs but a lot of quick wins. ● Nothing of major concern. Mainly making sure that the school has good recording procedures in place and the Site Manager is doing what he is meant to be doing. ● Lighting work being done from Wednesday. ● Heating work – still some to be done in half-term. ● Once lighting work done and heating work completed, will then need to do the fire risk assessment. <p>JM checked that KH is not concerned that all issues will be resolved by February and KH confirmed this.</p>		
10.	Policies and Papers for Acknowledgement/Approval		
	<p>CH summarised the key points regarding the policy updates as follows:</p> <p><u>Safeguarding Policy</u></p> <p>Covered under Item 8 above.</p> <p><u>Relationships & Sex Education Policy</u></p> <ul style="list-style-type: none"> ● Become compulsory from September 2020. Children can’t be withdrawn from the relationship’s aspect of RSE but have the right to withdraw their children from the sex education part which is taught in Years 5 & 6. ● Main emphasis in Primary education is teaching about healthy relationships and ensuring all children are aware of British law regardless of religious or cultural differences. Making sure diversity is recognised. Not taught as a specific subject but normalised throughout the curriculum and within PHSE and science. ● Covers mental health as well as physical health. ● Based on an example County policy and written specific for the school. ● Trust produces a statement on the new guidelines. <p>Governors were happy to approve this updated policy.</p> <p>JM thanked CH for her work on these policies.</p>		

11.	Governor Critical Friends		
	<p>There was some discussion about whether or not to continue with this item on the agenda going forwards and Members concluded that it will be removed from future Agendas for the following reasons:</p> <ul style="list-style-type: none"> ● As a Governing Body they want to be congratulating the whole school for all achievements. ● Future congratulations will be sent to everyone who is a member of the direct Gusford staffing, as an email to the all staff email address, once a draft has been circulated and approved by all Governors. ● Anything exceptional can still be recognised under AOB in the future. 		
12.	Any Other Business		
	<ul style="list-style-type: none"> ● JM thanked everyone for their time this evening, apologised for the meeting running late but acknowledged that Governors should be offering challenge, asking questions etc. to make these meetings worthwhile. JM added that it would be great if the school could achieve a 'Good' rating in our tenure. ● It was agreed that papers will always be sent out 7 working days before each meeting. ● It was agreed that draft minutes will be sent to the Chair and Headteacher for authorisation within a week of the meeting and then circulated to all within two weeks of the meeting. 		
13.	Date and Time of next meeting		
	The next Full Governing Body Meeting has been arranged for Monday 30th November 2020 @ 5.00pm via Zoom.		

The meeting closed at **7.30 pm**.

Minutes Agreed:

Name:

Signature:

Date: