



# Hillside Primary School

## Minutes of Full Local Governing Body Meeting Wednesday 24th May 2017 @ 5.30 pm

		Governor Type	Initials
<b>Present:</b>	Bob Dool	Trust (Chair)	<b>BD</b>
	Lee Abbott	Headteacher	<b>LA</b>
	Ben Connor	Staff	<b>BC</b>
	Rick Hanson	Trust	<b>RH</b>
	Stephen Walker	Trust	<b>SW</b>
	Duncan Carragher	Trust	<b>DC</b>
	Simona Bucur	Parent	<b>SB</b>
	Louise Humphreys	Parent	<b>LH</b>
	Cara Gunson	Staff	<b>CG</b>
<b>Absent:</b>	Sarah Dadds	Trust	<b>SD</b>
	Katy Morrow	Trust	<b>KM</b>
<b>In Attendance:</b>	Liz Talbot	Clerk	<b>LT</b>
	Sarah Pettit	School Business Manager	<b>SP</b>
	Carrie Warnekey	Acting Deputy Headteacher	<b>CW</b>
	Michelle McMahon	Assistant Headteacher	<b>MM</b>

Item	Discussion	Actions	
		Who	When
<b>1.</b>	<b>Welcome from the Chair/Apologies</b>		
	There were no apologies received although members expected <b>SD</b> may not attend as she is on maternity leave at present and consent to absence was given by Governors.  No apologies were received from <b>KM</b> who was also absent but it		

	became apparent after the meeting that she had arrived late and was unable to gain access to the building.		
<b>2.</b>	<b>Minutes of previous meeting &amp; Matters arising</b>		
	<p>The minutes of the previous meeting held on 29<sup>th</sup> March 2017 were agreed as a true and accurate record of the meeting. The following updates were noted:</p> <p><b>Google Docs Training Session - LA</b> provided a 30 minute training session prior to this meeting.</p> <p><b>Parent Ambassador Meeting - BD</b> attended a Parent Ambassador meeting held yesterday and took the opportunity to thank them for their work and ask them to let him know how they could best be supported by governors going forwards. <b>SB</b> noted that unfortunately only 2 Parent Ambassadors were at this meeting and usually there are at least 4 members.</p> <p><b>New Build Project</b> - The required document was produced and circulated. A meeting was held with Clive Paskell from ALT and the decision about proceeding with this project is yet to be confirmed (see Item 9 on this agenda for further information).</p> <p><b>Finance Link Visit - DC</b> held his link visit meeting with <b>SP</b> prior to this meeting and will produce the report as soon as possible.</p> <p><b>All other Matters Arising were confirmed as completed prior to this meeting or are included as agenda items for this meeting.</b></p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> <li>• Finance Link Visit report to be produced and circulated.</li> </ul>	<b>DC</b>	<b>ASAP</b>
<b>3.</b>	<b>Declarations of Pecuniary Interest</b>		
	All Governors have completed their declaration form and no other interests relevant to this agenda were declared.		
<b>4.</b>	<b>Notes of Sub Committees</b>		
	<p><b><u>Curriculum, Standards &amp; Outcomes Committee (17<sup>th</sup> May 2017)</u></b></p> <p><b>RH</b> informed members that a detailed presentation on English was provided by Helen McCraw (Head of English) which he strongly suggested members read, as it was very detailed and useful. He added that the subject has many different strands to consider and provided the following highlights:</p> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>➤ Significant gap compared to national for boys and this is being addressed through a variety of strategies including the roll out of a guided reading model "Fathers Reading Every Day" (FRED) which encourages Dad's to participate in daily reading.</li> </ul>		

	<ul style="list-style-type: none"> <li>➤ Classroom environment is changing with introduction of a variety of strategies including Topic boxes, Daily storytime, etc.</li> <li>➤ The data for last year highlighted that the school is not in line with national figures, so there is a lot going on to improve reading and predicted figures for this year show results up from 37% to 63%. <b>RH</b> added that the accuracy of such a significant rise was questioned but they had been satisfied that this was based on teacher assessment, rising stars and gap analysis and termly moderation had been implemented to ensure consistent marking.</li> <li>➤ Out of 20 classes 15 are currently compliant with reading corner strategy so the focus is on increasing this to 20 through coaching and monitoring of the 5 to create consistency needed.</li> </ul> <p><b><u>Phonics</u></b></p> <ul style="list-style-type: none"> <li>➤ RAISE Online headline data for Phonics screening Year 1 was at 77% last year compared to 81% national.</li> <li>➤ ‘Dancing bears’ software is being used which looks at whole word reading and helps with dyslexia for example. 40 % of words don’t fit phonics. Positive impact, particularly on those who have English as an additional language.</li> </ul> <p><b><u>Writing</u></b></p> <ul style="list-style-type: none"> <li>➤ Gap in staff understanding of grammar etc. Staff workshops introduced and whole school moderation.</li> <li>➤ KS1 writing at 34% compared to 65% national but now seeing significant improvement.</li> </ul> <p><b><u>Handwriting</u></b></p> <ul style="list-style-type: none"> <li>➤ Not just legibility but what constitutes good handwriting.</li> <li>➤ Increased awareness and extensive CPD for teaching this.</li> </ul> <p><b><u>Future focus</u></b></p> <ul style="list-style-type: none"> <li>➤ PiXL - Best practice network - use of this is not providing the initial impact expected. Looking at different options to improve e.g. “Lets talk reading”.</li> </ul> <p><b>RH</b> advised there is a lot of detail and he urged members to also read the minutes of the CS&amp;O meeting when available to them all. He then highlighted the following additional items discussed at the meeting:</p> <ul style="list-style-type: none"> <li>➤ Quality of Teaching was discussed.</li> <li>➤ The Headteacher’s visit to Highfield School was reviewed. Purpose of visit was to look at another school with similar EAL student level. Reassured that we are doing more to support students when they come into our school. Comparisons with this outstanding school were a positive reinforcement of what we are doing.</li> </ul>		
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	<p>➤ Attendance and Behaviour - intervention continues to have an impact and 95% attendance has been maintained.</p> <p><b>LA</b> added that he has now seen the new SFR statistical data for the Autumn term which showed that absence went up nationally, so they are matching this trend.</p> <p><b>BD</b> also encouraged members to read the minutes and view the presentation.</p> <ul style="list-style-type: none"> <li>• <b>Resources Committee (8<sup>th</sup> March 2017)</b> - There has been no Resources committee meeting since the last FGB so no update was necessary.</li> </ul>		
	<p><u><b>Actions Agreed:</b></u></p> <ul style="list-style-type: none"> <li>• All members to read English Presentation and CS&amp;O minutes of 17<sup>th</sup> May 2017 meeting, when available.</li> </ul>	All	29/06/17
5.	<p><b>Headteacher's Report</b></p>		
	<p><b>LA</b> circulated his May report in advance of the meeting inviting questions to be raised.</p> <p><b>BD</b> acknowledged the huge scope and depth in his report and asked <b>LA</b> to highlight main points, which he did as follows:</p> <p><b>Outcomes for Learners</b></p> <ul style="list-style-type: none"> <li>➤ Evaluated as Requiring Improvement by reference to the recent SEF and using Ofsted criteria to make judgement.</li> <li>➤ KPI's table includes disadvantaged pupils outcomes and predictions also.</li> <li>➤ Summary evaluation of Pupil Premium report was circulated by <b>LA</b> and he explained that this shows the Pupil Premium strategy and evaluation of where we are. This is also reflected in the HT report.</li> <li>➤ Fewer gaps than previous year especially in KS2. <b>LA</b> added that progress and attainment are what Ofsted focus on. Headline figures for Maths, Reading and Writing - the gap between Pupil Premium and rest of cohort is significantly better this year. Moving in the right direction although still below national. Cannot confidently say we are performing as a 'good' school when not at national figure.</li> <li>➤ If children are here for a longer period of time they make better progress. Children arriving at this school with KS1 outcome after spending most of their time at an alternative school bring their KS1 outcome to this school but we are accountable for whole of KS2 progress no matter how long they have been here. Whereas children arriving from overseas don't have KS1 outcome and make significant progress.</li> </ul> <p>Members agreed that this was a strengthening picture.</p>		

	<p><b><u>Leadership &amp; management</u></b></p> <ul style="list-style-type: none"> <li>➤ Evaluated as Good - we know what needs to be done and are getting on with it.</li> <li>➤ Need to continue developing middle leadership. MM is developing staff and Phase Leaders new to the position and getting support from Anne McCarthy. In addition we are changing structure to Year Leaders and will build capacity in leadership going forwards.</li> <li>➤ Important that we establish good curriculum to get good outcomes. Immersive curriculum to excite and engage but includes non-negotiables. This is being developed working with a colleague at another school.</li> <li>➤ Governors are also an important part of leadership &amp; management. You know Quality of Teaching (QoT) needs improving and transparency means that you have a good knowledge of the school.</li> </ul> <p><b>BD</b> asked Governors if they felt confident in knowing where the school is positioned now, that they are receiving the right information to evidence this and are providing the right level of challenge.</p> <p><b>BC</b> noted that he sees it every day and sees the improvements. Staff who have worked here before and visit can also see the improvements and comment on this.</p> <p><b>LA</b> responded that it is nice to hear people comment on improvement but really important to focus on where we are and where we are going and not so much where we were.</p> <p><b>LH</b> noted that QoT she has observed has been really good and her only negative observation has been behaviour of some children at lunch times. <b>LA</b> advised members that they will be reviewing the Parent view survey after half term and he is aware that parents are content with what we offer. However, parent criteria can be different from Ofsted criteria and he added that the purpose of being here as a team is to make community better as well as school.</p> <p><b>SW</b> noted that it is more difficult for him to know where the school is positioned as he is not in education and does not have children of school age but the information provided through this Body has shown him the speed of improvement over the last six months and he has witnessed the energy generated from here and the work going on to improve the QoT.</p> <p>There was some discussion around homework and <b>LA</b> advised that the homework policy is continuously reviewed so if members want to change the policy it can be done. Governors agreed to review the Homework policy and asked <b>CW</b> to provide a presentation on the current policy at a future meeting, which she agreed to do. <b>SB</b> will also talk to <b>CW</b> about her views on this. <b>LA</b> concluded that Members</p>		
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need to be aware that many of our children are not supported at home with homework but it is a useful tool for children going forward to their future at high school.

Governors agreed with the evaluation of 'good' and agree they have a very strong team and plan going forwards.

#### **Quality of Teaching**

- Evaluated as requiring improvement owing to level of inconsistency across the school. Support is in place but yet to take hold and expect improvement.
- Need to go through a whole cycle before confident evaluating as 'good'. Ofsted evaluate in a triangulation using books, stats and classroom observation and the school replicate this method.
- Each term the teacher will present their evidence to **LA** to show QoT and **LA** will evaluate. The spreadsheet provided to governors shows how we record QoT and is RAG rated and shows strengths and areas for development. All staff want to improve all the time which is what we want. **LA** added that it has taken a little longer than we hoped but definitely getting better.
- If Ofsted judge QoT as good and all others except outcomes as good, could be overall good. This is not possible if QoT is not judged as good.

#### **Barriers to learning**

- Evaluated as Good.
- Do have some challenging behaviours including at lunchtime, where some children don't have strong boundaries in their home life so can produce issues at lunchtime and take children long to settle down after lunch. Constantly evaluating this and involving children in tasks.
- Comparison of attendance to national not good but good attendance for schools of our type. Significantly better than past and improving all the time.

Governors acknowledged the progress made.

- Exclusions figures are updated at end of every term. Traffic light system used and number of red incidents in lunchtime is dropping but now less tolerant of this as getting in way of providing good teaching. Always will try to keep child in school and provide any support needed. Sometimes difficult to get if provision is not there. In process of reviewing policy and exclusions will continue to rise as policy is established.

**Governor Question: Is this why there is a spike in data showing?** **LA** confirmed this and added that what might be helpful in the data in future is to show the number of pupils involved as in Spring 2017

there were very few children responsible for this.

**Governor Question: If child has problem at lunch time do you keep a log of this? And what action is taken?** LA responded that child may be barred from an activity such as attendance at school disco and cannot represent the school in sports activities if behaviour is not good enough. School trips are part of curriculum so they are not barred unless risk assessment judges it necessary.

LA added that the incidents do get recorded on computer system and if accumulate a number of reds this triggers action. LA showed example of every term analysis of reds recorded including type of behaviour and category of pupil. Shows trends and can sometimes explain why. The figures increased dramatically but one child was responsible for half of these. They are struggling to get the provision from the local authority for diagnosing SEN and a permanent exclusion would disadvantage. Can evidence what is being done so evaluate behaviour management as 'good'.

**Governor Question: If support from the local authority is not available, can't it come from the Trust?** LA advised not as it is the local authority that are responsible for this. There is a waiting list for children who need to be in PRU's and the Trust can't set up a PRU. The Trust have tried to get what is needed but the local authority do not have the resource.

SB left the meeting at this point.

LA noted that the School are using budget on removing barriers for issues which should really come under Social Services.

Governors noted that everyone needs to keep lobbying through professional associations etc.

- Parental engagement Sessions have been arranged for 7/06/17 and 8/06/17. Governors are invited and the sessions will be 3.30pm to 6pm and 4.30pm to 7pm respectively.
- Number of Safeguarding incidents has slightly dropped.

**Governor Question: Is that owing to holiday in April?** LA concurred somewhat but not totally.

#### **Early years**

- Really good provision. Good QoT and well resourced and teacher analysis of gaps is done very well with effective parental engagement and positive manner. Directed learning and learning through play.
- Mrs Crump returned and it was acknowledged that Mrs Hammet has done a wonderful job stepping up.

**Governor Question: Can we learn from this with regard to Behaviour improvements?** LA advised that all schools struggle with the transition from EYFS to national curriculum and the way children are taught is very different. Some children struggle with this,

	<p>although not as big an issue as it was but not great. <b>LA</b> informed governors of a pilot scheme which enabled some boys to spend time with a nursery nurse to help support transition, this included outdoor learning and helped to develop social and communication skills. There was some impact and learning from that in finding solutions to provide a smoother transition and get better outcomes at end of Yr 2 is ongoing. Disadvantaged boys in particular find transition difficult. A school in Lowestoft have done a similar thing and been praised for this. <b>LA</b> advised that they have appointed a new Year 1 leader and will aim to do a similar thing going forwards.</p> <p><b>Governor Question: EYFS parental engagement is good so why does it drop off?</b> <b>LA</b> advised that engagement gets progressively less as children get older. The school has less contact with parents so they are trying to be more proactive e.g. tapestry to communicate through an app. Last year trialled an app and then used See Saw to communicate with parents. Praised through Pupil Premium review because they have a senior team member for parental engagement.</p>		
	<p><b>Actions Agreed:</b></p> <ul style="list-style-type: none"> <li><b>SB</b> and <b>CW</b> to discuss homework issues further and <b>CW</b> to provide a presentation on the current policy at a future LGB meeting.</li> </ul>	CW/SB	29/06/17
6.	<b>SEF/ SDP</b>		
	<p><b>LA</b> advised that the update on this is all included in the Headteacher's Report.</p> <p><b>Governor Question: Are you currently reviewing the SEF?</b> <b>LA</b> confirmed that they have just finished evaluating with particular focus on how we can evidence our judgement of the school. He added that he and <b>MM</b> had met with Anne McCarthy from the Trust and taken on board her advice that we needed to sell ourselves more in this document so that's what we've done. <b>LA</b> confirmed that the full SEF which gives more detail and the summary SEF which emphasises strengths are stored in the School Evaluation Folder. <b>LA</b> noted that he needed to make these consistent and link to the School Development Plan (SDP). <b>BD</b> commented that it is important that governors understand the SEF and understand how they have contributed to this. It reflects what members all agree with and is a positive document.</p> <p><b>Governor Question: Do you include case studies?</b> <b>LA</b> confirmed this and advised that they are called pen portraits.</p>		
7.	<b>Long Term Strategic Plan</b>		
	<p><b>BD</b> suggested that the Strategic group should look at what the longer term ambitions for the school are and decide on approximately 4/5 headings that we want to develop and detail why.</p> <p>Members agreed with this and <b>LA</b> suggested that there would be no</p>		



	<p>point doing this without including appropriate members of the Trust as they will also have a vision that we have to fit into. Following some preparation work at the Strategy Group <b>BD</b> agreed they should be included and after further discussion it was decided to invite David Hilton to a subsequent meeting of the Strategic Group for this purpose. <b>BD</b> offered to arrange this.</p>		
	<p><b><u>Actions Agreed:</u></b></p> <ul style="list-style-type: none"> <li>David Hilton to be invited to a meeting of the Strategic Group to discuss long term ambitions of school.</li> </ul>	<b>BD</b>	<b>29/06/17</b>
<b>8.</b>	<b>GLM Quality Action Plan</b>		
	<p><b>RH</b> advised that previously we were a bit short on some evidence but now a significant amount of evidence is available so he feels we are really close to putting together a strong application. He highlighted the following as items which need a little more work:</p> <ul style="list-style-type: none"> <li>➤ Making sure that the Governing body is referenced and evaluated in the Leadership and Management element of the SEF.</li> <li>➤ Long term plan - how we see this and what we are going to do (discussed in previous item).</li> <li>➤ Making sure Link Visit Reports are stored in the appropriate folder on google drive.</li> </ul> <p><b>RH</b> confirmed that he will aim to submit an application in September 2017.</p>		
	<p><b><u>Actions Agreed:</u></b></p> <ul style="list-style-type: none"> <li>GLM Quality Mark application to be submitted in September 2017.</li> </ul>	<b>RH</b>	<b>30/09/17</b>
<b>9.</b>	<b>Budget Report</b>		
	<p><b>SP</b> had provided a Summary of 2016/17 and draft 2017/18 Budget document for members prior to the meeting and highlighted the following points:</p> <ul style="list-style-type: none"> <li>➤ 2016/17 uncommitted revenue £130K.</li> <li>➤ The building project was discussed and <b>SP</b> advised this project is still under review. A claim to the EFA for £300,000 is still outstanding and clearly has an impact of the school's financial position. The Trust are pursuing this.</li> <li>➤ Figures, especially going into years 4/5, are less resilient and will need to be given closer scrutinising as we approach Year 3. It was noted that the Trust board is responsible for approving this budget. <b>SP</b> advised that she had discussed and agreed some changes which Nicki Mayne is happy with.</li> <li>➤ Budget assumptions - £224 in year deficit all way through but</li> </ul>		

we have services we buy that we could cut if necessary. However, predict £95K surplus carry forward at year 3 so don't feel we will need to do this.

- Some changes around estimated pupil numbers as it now looks like 555 rather than 548 but Clive Paskell of the Trust wants us to work on basis of previous estimate for now.

**LA** noted that the school is in a significantly better position than many other schools.

There was some discussion around how ALT might use surpluses across the schools in the Trust and this will be a question raised when we respond to the Scheme of Delegation consultation exercise.

**The building project is seen as a major contributory factor in helping the school to move forward and improve outcomes for children through quality of teaching and behaviour.** Funding has been allocated within the budget to meet the cost of the project and plans/design is well underway

There remains a need to develop a joint understanding with the Trust around:-

- The educational benefits of the project and the specific challenges we face.
- Existing space being a limiting factor to progress.
- Issues if we do not develop the site.
- Recognition that the school has the financial capability to undertake this project.
- Agreement that this development will support the school and Trusts longer term objectives..

**Governor Question: Where do we go from here?**

**BD** suggested a meeting between the Trust and school at senior level to develop a joint understanding of the issues and come to a reasoned decision and a clear way forward. **LA** agreed with this and added that we are child focused as well as prudent and can prove the educational necessity and that it is financially possible.

Members agreed to invite a senior team from the Trust to meet with **LA, BD** and **SP**.

#### **Dinner money debts**

**SP** explained that these involve 3 families with whom she has tried to chip away at the debts, which are not rising any more. As the older children have left the school but the families remain parents of children at the school, the debt remains with the family and we therefore remain in contact with them.

One family were accessing Breakfast club so they were advised they would lose access to this if not paid and this resulted in payment.

Clive Paskell initially suggested the school would have to go to small claims court but has now agreed it can be taken to Governors for a

	<p>decision on writing off these debts.</p> <p>The amount of the debts is £367.65 and £531.89 which Members agreed to write off.</p> <p>Members thanked <b>SP</b> for her tenaciousness, recognising that debt management takes up a lot of time and also noted their appreciation of the overall brilliant job she does.</p>		
	<p><b><u>Actions Agreed:</u></b></p> <ul style="list-style-type: none"> <li>• A meeting to be arranged between Senior members of the Trust and school to discuss the educational necessity and financial viability of the building project.</li> <li>• 2 Dinner money debts to be written off.</li> </ul>	<p><b>LA</b></p> <p><b>SP</b></p>	<p><b>ASAP</b></p> <p><b>ASAP</b></p>
<b>10.</b>	<b>School Visits &amp; Link Governor Reports</b>		
	<p>The School Visits Schedule was reviewed and Members were encouraged to arrange the next term's visits. Additional issues were noted as follows:</p> <ul style="list-style-type: none"> <li>➤ Pupil Premium visit - <b>BD</b> asked <b>LT</b> to contact <b>SD</b> to provide the report from her visit as soon as possible, reminding her that the Ofsted visit is likely imminently.</li> <li>➤ <b>DC</b> will complete the report from today's Finance visit asap.</li> <li>➤ <b>KM</b> was not at today's meeting so <b>BD</b> will try to see her tomorrow when he is at the school at which she works. <b>LA</b> highlighted his concern that safeguarding is so important and queried the possibility of appointing another governor as the Safeguarding link Governor. <b>BD</b> noted that <b>DC</b> was the ideal member to take on this role as he has a safeguarding background through adult and social care and has updated his safeguarding training last week. Members agreed this change and <b>BD</b> asked for it to be reflected in all relevant documentation.</li> </ul>		
	<p><b><u>Actions Agreed:</u></b></p> <ul style="list-style-type: none"> <li>• <b>SD</b> to provide the report for her Pupil Premium visit.</li> <li>• <b>DC</b> to provide his report for the Finance visit.</li> <li>• All documentation to be amended to reflect the change in Safeguarding link Governor.</li> </ul>	<p><b>LT/SD</b></p> <p><b>DC</b></p> <p><b>LT/SP</b></p>	<p><b>ASAP</b></p> <p><b>ASAP</b></p> <p><b>ASAP</b></p>
<b>9.</b>	<b>ALT Business</b>		
	<p><b><u>ALT Review of Governor Roles and responsibilities and the Scheme of Delegation.</u></b></p> <p><b>BD</b> had circulated the ALT Letter to Chairs and revised Scheme of Delegation prior to the meeting and this was acknowledged as seen by all members. <b>BD</b> highlighted the following points:</p>		

	<ul style="list-style-type: none"> <li>➤ The required FGB membership numbers have changed to 9 members, which includes the Headteacher becoming the Chief Executive representative.</li> <li>➤ This could cause a problem for ALT as currently we have 5 Trust Governors, 2 Parent Governors and 2 Staff Governors and by losing one Trust member it makes the split in membership 4-4. <b>BD</b> suggested that for now we stay with what we have and all members agreed.</li> <li>➤ Issue with the budget making process within the Scheme as it doesn't clearly give Trust responsibility for setting the budget. <b>BD</b> spoke to Gary Peille and he will be looking into this. No other significant changes noted in the finance section.</li> <li>➤ Central resource noted for investment of surplus funds of all Trust schools. Members noted that it would be interesting to see the business case for this given current interest rates. <b>BD</b> advised that investment may not be just financial investment but may also mean investment in other schools. This needs clarifying.</li> <li>➤ <b>BD</b> will suggest to ALT that the document would benefit from a simple tick-list of responsibilities. A Decision Planner.</li> <li>➤ Members were of the opinion that the Local Governing Body must consider the views of Directors of the Trust but there must also be similar respect from the Trust for the views of the Governing Body.</li> <li>➤ There is a close relationship with senior colleagues from the Trust however, it was agreed that we should comment on the proposals and ask for clarifications on the processes particularly around investment of funds, CEO representation at meetings, budget setting, membership. <b>BD</b> will prepare a response.</li> </ul>		
	<p><b><u>Actions Agreed:</u></b></p> <ul style="list-style-type: none"> <li>• Response to revised Scheme of Delegation to be produced and sent to ALT.</li> </ul>	<b>BD</b>	13/06/17
<b>10.</b>	<b>Policies for approval</b>		
	<p>The following revised ALT policies were noted and adopted:</p> <ul style="list-style-type: none"> <li>➤ <b>Data Protection Policy</b> - <b>BD</b> noted that the school also has their own Data Protection Policy which includes all requirements of the ALT Policy.</li> <li>➤ <b>Exclusion Policy</b></li> <li>➤ <b>Grievance Policy</b></li> <li>➤ <b>Safer Employment Policy</b></li> <li>➤ <b>Sickness Absence Policy</b></li> </ul>		

	<p>➤ <b>Disciplinary Policy and Procedures</b></p> <p>➤ <b>Appraisal Policy</b></p> <p>DC left the meeting after this item.</p>		
11.	<b>Any Other Business</b>		
	<p><b>Next Term's events</b> - LA and SP confirmed that the calendar has just been produced for all to see.</p> <p><b>Thank you's</b> - Cards from Governors were discussed and BD will talk with LA about appropriate recipients on this occasion.</p> <p>LA provided members with a copy of the notes from a Safeguarding training session presented by Andrew Hall. The key point noted today was the importance of understanding that safeguarding is everybody's responsibility.</p>		
12.	<b>Date and time of next Meeting</b>		
	<p>Thursday 29th June 2017 @ 5.30pm.</p> <p><b>Meeting Planner for 2017/18</b> - All FGB meeting proposed dates were agreed and LT to discuss Resources meeting dates with SW before presenting schedule again at the next FGB Meeting.</p>		
	<p><u><b>Actions Agreed:</b></u></p> <ul style="list-style-type: none"> <li>2017/18 Meeting Planner to be amended and shared with members at next FGB Meeting.</li> </ul>	<b>LT/SD</b>	<b>ASAP</b>

The Meeting closed at **7.55pm**

Signed (Chair) .....

Date.....