



**CASTLE HILL INFANT SCHOOL**  
**Minutes of Governing Body Meeting held on**  
**Monday 23<sup>rd</sup> September 2024 at 5.30pm**  
(The meeting was quorate)

**Present:** Katie Fatania Chair  
Emma Fitzpatrick Headteacher  
Sarah-Jayne Bird  
Sam Taylor Vice-Chair  
Jodie Crane  
Marion Taylor

**Apologies:** Katie Cameron

**Absent** Robert Megone

**In attendance:** Becky Portsmouth Prospective Governor  
Stacey Chandler Prospective Governor  
Clare Massey Clerk

01-24/25	<p><b><u>Welcome and Apologies for Absence</u></b>  The Chair introduced the Governing Body to the prospective Governors and welcomed everyone.</p> <p>Apologies were received and accepted from Katie Cameron. No apologies were received from Robert Megone.</p>	<b><u>ACTION</u></b>
02-24/25	<p><b><u>Election of Chair and Vice-Chair</u></b>  The Clerk took the Chair for this item.</p> <p><u>Election of Chair</u>  A self-nomination as Chair had been received from Katie Fatania. Other nominations were invited but none were made. Accordingly, it was agreed unanimously that Katie Fatania should be appointed.</p> <p><u>Election of Vice-Chair</u>  Sam Taylor agreed to take on the role for the next year, accordingly, it was agreed unanimously that Sam Taylor should be appointed.</p> <p><b><i>A) Clerk to add the Chair and Vice Chair appointments to Governor Hub</i></b></p>	<b>Clerk</b>

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03-24/25	<p><b><u>Declaration of Interests</u></b>  <u>Declarations of interest in any agenda items</u>          No new declarations of business or pecuniary interests were made by the governors.</p> <p><u>Confirmation of declarations of interest on Governor Hub</u>          Governors were reminded to complete the annual declaration of interests on Governor Hub if they had not already done so.</p> <p><b><i>A) All Governors to complete their annual declarations on Governor Hub</i></b></p>	All Govs
04-24/25	<p><b><u>Minutes of the Meeting Held on 1 July 2024</u></b>          The minutes of the meeting held on 1 July 2024 were agreed as an accurate record. They will be signed electronically by the Chair.</p> <p><b><i>A) Chair to sign minutes 01.07.2024</i></b>  <b><i>A) Clerk to convert to PDF</i></b>  <b><i>A) SAO to file</i></b></p>	Chair Clerk SAO
05-24/25	<p><b><u>Action Log and Items from the Chair</u></b>  <u>Action Log</u></p> <p><u>23-23/24</u></p> <ul style="list-style-type: none"> <li>• All Governors to email their bio to the Clerk by the 15th December 2023 - <b>Completed</b></li> <li>• Clerk to correlate and email the finished document to the HT by the start of the spring term - <b>Completed</b></li> <li>• HT to upload to the website – <b>Completed</b>. <i>It was agreed that the HT would add the Governor names to the website rather than the bios at this time</i></li> </ul> <p><u>69-23/24</u></p> <ul style="list-style-type: none"> <li>• SJB and HT to discuss the creation of a mental health team in school – <b>Ongoing</b>.</li> <li>• HT to find out if the site manager has been monitoring concerto - <b>Completed</b>. <i>The site manager is monitoring it and the HT is now also monitoring it, the asbestos report and the solar panels.</i></li> </ul> <p><u>70-23/24</u></p> <ul style="list-style-type: none"> <li>• All Governors to complete the Skills audit prior to the next meeting and email to the Chair – <b>ongoing</b>.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• <b>Clerk to produce an induction pack and share with the HT and Chair – <i>Ongoing.</i></b></li> </ul> <p><u>71-23/24</u></p> <ul style="list-style-type: none"> <li>• <b>HT to get more information about the HARRAP internet being KCSiE compliant and when the old contract runs out – <i>Completed.</i> The quote was discussed at the Finance Committee meeting and they will discuss it further.</b></li> </ul> <p><u>Items from the Chair</u></p> <p>The Chair reminded the Governors that they need to do the skills audit, health check, prevent and safeguarding training.</p> <p><b>A) Governors to complete the skills audit, health check and safeguarding and Prevent training and to send their certificates to the Clerk.</b></p>	All Govs
06-24/25	<p><b><u>Governing Body Membership</u></b></p> <p><u>Confirm Governing Body Structure</u></p> <p>It was agreed that the governing body would continue with the Curriculum Committee three times per year and the Finance Committee five times per year.</p> <p>The Governors reviewed the instrument of Governance and were happy that no amendments were necessary.</p> <p><u>Appointment of Becky Portsmouth and Stacey Chandler as Co-opted Governors</u></p> <p>It was agreed unanimously that Becky Portsmouth and Stacey Chandler should be appointed as Co-opted Governors with immediate effect.</p> <p><b>A) Clerk to add both new Governor to Governor Hub and Hampshire Services for schools</b></p> <p><b>A) SAO to carry out a DBS and 128 check on the new Governors</b></p> <p><u>Re-appointment of Robert Megone as a Parent Governor</u></p> <p>It was agreed unanimously that Robert Megone should be re-appointed as a Parent Governor as his term of office had expired.</p> <p><b>A) Clerk to send RM the personal declaration form to complete</b></p> <p><b>A) RM to complete the form and email back to the Clerk</b></p> <p><b>A) Clerk to update Governor Hub and HSfS</b></p> <p>There is now one co-opted and one LA Governor position available on the Governing Body. As there are a lot of Governors who are also parents it was</p>	<p>Clerk</p> <p>SAO</p> <p>Clerk RM Clerk</p>

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	<p>decided that the Governing Body would look at external people who could fill the skills gaps.</p> <p><u>Appointment of Governor roles</u></p> <p><u>Curriculum Committee</u></p> <p>Katie Fatania Marion Taylor Stacey Chandler Jodie Crane Emma Fitzpatrick Katie Cameron</p> <p><u>Finance Committee</u></p> <p>Sam Taylor Robert Megone Stacey Chandler Emma Fitzpatrick Becky Portsmouth</p> <p><b>Decision</b> – It was agreed that the FC would move to 9.30am on Fridays so that more Governors could attend.</p> <p><b><i>A) Clerk to update the dates on Governor Hub and to send to Governors</i></b></p> <p><u>HTPM Committee</u></p> <p>Marion Taylor Katie Fatania</p> <p><u>Pay Committee</u></p> <p>Sam Taylor Robert Megone Becky Portsmouth</p> <p><b>Attendance Governor</b> <b>Development Training Governor</b> <b>EAL Governor</b> <b>Safeguarding/Child Protection Governor</b></p> <p><b>SEND Governor</b> <b>Health &amp; Safety Governor</b> <b>Forum Rep</b> <b>Early Years Governor</b> <b>Wellbeing Governor</b> <b>Pupil Premium Lead Governor</b> <b>Website Monitoring Governor</b></p>	<p>Chair</p> <p>Chair Vice Chair</p> <p>Clerk</p> <p>Chair</p> <p>Chair</p> <p>Marion Taylor Katie Fatania Katie Fatania/HT Sarah-Jayne Bird/ Becky Portsmouth Sarah-Jayne Bird Stacey Chandler Katie Fatania Becky Portsmouth Sarah-Jayne Bird Sam Taylor Robert Megone</p>
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	<p><b>Safer Recruitment Governors</b></p> <p><i>ST, BP and SC to attend training</i></p> <p>Art Subjects Governor Science Subjects Governor SIP Link Governor Priority 1 SIP Link Governor Priority 3 SIP Link Governor Priority 4</p> <p>Marion Taylor Katie Fatania Sarah-Jayne Bird Marion Taylor Katie Fatania</p> <p><b>A) ST, BP and SC to attend the NSPCC Safer recruitment training</b></p> <p><b><u>Adoption of Governor Code of Conduct and ToRs</u></b></p> <p><u>Code of Conduct</u> The updated Code of conduct was uploaded prior to the meeting.</p> <p><b>Decision</b> – All Governors were happy to approve and adopt the Code of Conduct.</p> <p><u>HTPM ToR</u> The updated HTPM Terms of Reference was uploaded prior to the meeting. It was agreed that the Clerk would add in a section stating that if the HT was unhappy with the decision of the committee that she could go to the Vice Chair and head of the Pay Committee to discuss.</p> <p><b>Decision</b> – All Governors were happy to approve and adopt the HTPM ToR once the amendment had been made.</p> <p><u>PC ToR</u> The updated PC ToR was uploaded prior to the meeting.</p> <p><b>Decision</b> – All Governors were happy to approve and adopt the PC ToR.</p> <p><b>A) All Governors were asked to confirm their agreement to abide by the Code of Conduct on Governor Hub</b> <b>A) Clerk to upload the final PDF copies of the CoC, HTPM ToR and PC ToR to Governor Hub</b> <b>A) Chair to sign the final documents</b></p>	<p>ST/BP/SC</p> <p>All Govs Clerk Chair</p>
07-24/25	<p><b><u>School Strategic Objectives</u></b></p> <p><u>HT Report</u> The HT gave a verbal report to Governors.</p> <p><u>Safeguarding</u> • Whole School safeguarding training took place in January. All staff are</p>	

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	<p>completing National College Safeguarding unit.</p> <ul style="list-style-type: none"> <li>• All staff have read the Child Protection Policy, Safeguarding Policy and Keeping Children Safe in Education Part 1</li> <li>• SCR was reviewed on 20/9/24 by HT, DHT and SAO. There are gaps due to the school using a new format but the office will be rectifying this on the next inset day.</li> <li>• Safeguarding Monitoring Schedules for 24/25 are being implemented and completed actions highlighted in green on the SDP</li> <li>• Safeguarding newsletters are sent to staff</li> <li>• Intimate Care Plans and Vulnerable risk assessments have been written/ reviewed for children with complex SEND needs</li> </ul> <p><u>Effective Leadership and Management</u></p> <ul style="list-style-type: none"> <li>• Chris Brooks-Martin continues to support the HT and DHT and will be visiting each term as well as the annual LLPR visit</li> <li>• SDP has been written and is available on Governor Hub</li> <li>• Headteacher and DHT attended the Governor Training on Attendance. HT is tracking absence daily. Last year the absence for groups was much improved, excepted for children who were SEND but not Pupil Premium</li> </ul> <p><b>Q) How did you turn it around?</b>  R) We worked with families to counteract generational issues</p> <p><b>Q) What percentage are SEN but not Free school meals (FSM)?</b>  R) About 50% who have a whole range of issues. One child is our focus as their attendance is 75%</p> <p><b>Q) Does the help hub take over at 75%?</b>  R) No, below 80% our parent support advisor will do home visits every day of the absence. A case worker will help when it falls under 50%  S) Are there SEN children who should be PP?  T) All of the children are on their now</p> <ul style="list-style-type: none"> <li>• The new rules on attendance from the Government will be sent to parents</li> <li>• The DHT successfully completed her Making Headway course</li> <li>• The HT successfully completed NPQH and will be starting NPQ for SENCo this year</li> </ul> <p><b>A) HT to add a note to the attendance guidance stating that the attendance fines do not go to the school but go to the Local Authority</b></p> <p><u>Quality of teaching and Learning</u></p> <ul style="list-style-type: none"> <li>• We have one teacher starting her ECT year with us and one completing her</li> </ul>	
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	<p>apprenticeship. Both are being mentored by Katie Cameron</p> <ul style="list-style-type: none"> <li>• The foci for school development are Maths and assessment</li> <li>• The teachers are reading 'Running the Room' this term to aid with boundary setting and consistency. This is expected to have an impact in behaviour and learning</li> </ul> <p><u>Personal development, Behaviour and Attitudes</u></p> <ul style="list-style-type: none"> <li>• Numbers on roll: 179, 1 starting on 1st October in Y2, 1 space in EY unfilled</li> <li>• The school has signed up for the EARA group and Basingstoke and Deane Inclusion and Diversity Partnership</li> <li>• There has been 1 incident of an ableist comment. This was in the child's own friendship group and will be reported to County</li> </ul> <p><b>Q) Did you call the parents in?</b>  <b>R) We would normally do this but the parents of the victim didn't want to do this at this point</b></p> <ul style="list-style-type: none"> <li>• Attendance for 2023-2024 was 95.8% - in the top 20% nationally. There is a concern over children who are SEND and are not PP (about 50th percentile national). This group is also in the bottom 30% nationally for persistent absence. The HT and DHT are monitoring this closely and working on a new attendance policy</li> <li>• Teachers have offered to run clubs either at lunchtimes or after school during the year. We had 40 children apply for science club but there are only 10 spaces so we will look to run it again later in the year.</li> </ul> <p><u>Other School Issues</u></p> <ul style="list-style-type: none"> <li>• Near miss with children leaving the school site – gap in hedge, gate forced and a visitor did not lock the bottom of Willow play area gate</li> <li>• Fire alarm system being fitted throughout the school – HCC paying for this under the SLA</li> <li>• SEN – applied for further funding for a child and a year 3 is with us at lunchtime. Communication between the schools is improving which is benefiting the children</li> </ul> <p><u>Key Priorities</u></p> <ul style="list-style-type: none"> <li>• School evaluation</li> <li>• The school building and grounds – poor state of carpets, fencing too low, continued security concerns (introduce a fob to the other side of the medical room to stop people circumnavigating security measures)</li> <li>• Signage for the school, if budget allows</li> </ul> <p><b>A) HT to talk to local companies to see if they are able to help with the</b></p>	<p><b>HT</b></p>
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	<p><b>carpets, fencing and signage</b></p> <p><b>(JC Leaves)</b></p> <p><u>School Improvement Plan</u> This document was uploaded to Governor Hub prior to the meeting.</p> <ol style="list-style-type: none"> <li>1. To strengthen approaches to teaching, learning and curriculum development</li> <li>2. To enhance and embed the culture of assessment for learning across the curriculum (<i>to be reviewed by the Curriculum Committee</i>)</li> <li>3. To refine literacy across the school, ensuring that oracy is embedded in all areas</li> <li>4. To develop high quality Maths teaching and learning</li> <li>5. To enhance and embed the ethos of the school (<i>all Governors to review when in school</i>)</li> </ol> <p>The monitoring schedule is at the end of the document. It was agreed that a question about priority 5 should be added to the monitoring visit form.</p> <p><b>A) Clerk to add a priority 5 question to the governor monitoring visit form</b></p>	
08-24/25	<p><b><u>Governing Body Strategic review</u></b> <u>Governing Body Strategic Plan Priorities</u> The Chair advised that the plan had already been put together and uploaded to Governor Hub prior to the meeting.</p> <p><u>Governor Monitoring</u> The Chair advised Governors that she would like them to attend more monitoring visits across the year.</p> <p><b>A) Clerk to add Monitoring plan to November FGB agenda</b> <b>A) Clerk to add monitoring visits plan to the Curriculum Committee agenda</b></p> <p><u>Single Central Record</u> It was noted in the HT's report that the Headteacher had reviewed the SCR with the Senior Admin Officer. The termly review will be carried out by a Governor after the next inset day.</p>	Clerk Clerk
09-24/25	<p><b><u>Safeguarding</u></b> <b><u>Safeguarding Audit</u></b></p>	

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	<p>The completed audit was uploaded to Governor Hub prior to the meeting and reviewed during the meeting.</p> <p><b>Decision</b> – it was agreed unanimously that the audit should be approved for submission.</p> <p><b>A) HT to submit the safeguarding audit prior to the deadline</b></p> <p><u>Safeguarding update</u> The school has agreed to share their CPOMs with the Primary school to help with transitions and issues affecting siblings at both schools. The DSL at each school will be alerted if there is an issue which pertains to the family of a child in their cohort but they will not write notes on each other's CPOMs.</p> <p><u>Designated Teacher Report to Governors</u> The Headteacher advised that there are no Looked After Children or post-Looked After Children on roll this year.</p>	HT
10-24/25	<p><b><u>Committees</u></b> <b><u>Finance Committee</u></b></p> <ul style="list-style-type: none"> <li>• The Finance Chair explained that there was a discrepancy of £30,000 between the approved budget in May and the current budget. The teacher pay rises had been included in the new budget but the SAO is investigating why there was such a difference.</li> <li>• There will be no deficit this year but going forward there will be a deficit so the Finance Committee are going to investigate what can be done as the previous surpluses have now been utilised</li> <li>• There is hope that there will be more funding to be added but the budget does not include any funds that are not guaranteed</li> </ul> <p><b>(SJB Leaves)</b></p>	
11-24/25	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>• <b>Pay Policy</b> – <i>this has not been released by HCC. Clerk to move this policy to the next FGB agenda or PC agenda if released in time</i></li> <li>• <b>Performance Management Policy</b> – <b>Approved.</b></li> <li>• <b>Manual of Personnel Practice (MOPP) and any in-year updates</b> – <b>Approved.</b> <i>The HT will decide which policies are needed from the list and will</i></li> </ul>	

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	<p>upload to Governor Hub for the Chair to approve and sign.</p> <ul style="list-style-type: none"> <li>• <b>Child Protection Policy</b> – <b>Approved.</b> based on the HCC model policy, personalised to the school</li> <li>• <b>Safeguarding Policy</b> – <b>Approved.</b> based on the HCC model policy, personalised to the school.</li> <li>• <b>SEND Policy</b> – <b>Approved.</b></li> <li>• <b>Admissions Policy</b> – <b>Approved.</b></li> <li>• <b>Staff Disciplinary, Conduct and Grievance Policy</b> – <b>Approved.</b></li> <li>• <b>Low Level Concerns Policy</b> – <b>Approved.</b> It was noted that the school has bought into Staffsafe where concerns about staff can be logged</li> <li>• <b>Staff Code of Conduct</b> – It was agreed that the HT would add that all gifts over £25 would need to be declared by teachers and that no cash could be accepted as a gift from parents. <i>To be approved at the next FGB once the update has been made.</i></li> <li>• <b>Designated Teacher for Looked After and Previously Looked After Children Policy</b> – <b>Approved.</b></li> <li>• <b>Intimate Care Policy</b> – <b>Approved.</b></li> <li>• <b>Attendance Policy</b> – <i>To be discussed at the next FGB</i></li> </ul> <p><b>Decision</b> – It was agreed unanimously that the policies, circulated before the meeting, should be approved:</p> <p><i>A) Clerk to add the Pay Policy, Staff Code of Conduct and the Attendance Policy to the next FGB agenda</i>  <i>A) HT to make updates to the Staff Code of Conduct and the MOPP list</i>  <i>A) Chair to sign the updated MOPP list</i>  <i>A) Clerk to update the policy matrix and upload to Governor Hub</i></p>	<p>Clerk</p> <p>HT Chair Clerk</p>
12-24/25	<p><b><u>Annual Planners</u></b>  <b>Pay Committee</b> – Monday 21<sup>st</sup> October at 5.30. The meeting will be held virtually.</p> <p><b>Headteacher's Performance Management Committee</b> – Monday 30<sup>th</sup> September 8.30 – 12.00.</p>	
13-24/25	<p><b><u>Visits</u></b>  <u>Off-site visits plan for 2024-25</u>  The whole list of trips will be sent to parents at the start of the year so that they can choose and pay for it over the year.</p> <p><b>Decision</b> – All Governors were happy to approve the trips.</p>	

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14-24/25	<b><u>Governor Training</u></b> <b><u>Whole Governing Body Training</u></b> Governors were reminded that the WGBT session on Holding School Leaders to Account would be taking place on Monday 20 <sup>th</sup> January 2025 at 5.30pm.	
15-24/25	<b><u>Reviewing Effective Governance</u></b> What have we discussed at this meeting that demonstrates effective governance? <ul style="list-style-type: none"> <li>• Restructuring the Governor roles to include SIP link Governors for monitoring visits</li> <li>• Reviewed the SIP</li> <li>• Looked at attendance</li> <li>• Reviewed Safeguarding and associated policies</li> </ul>	
16-24/25	<b><u>Full GB Meeting Dates</u></b> <p style="text-align: center;"><b><u>Dates 2024/25</u></b>          Monday 25<sup>th</sup> November 2024 - <b>Virtual</b>          Monday 10<sup>th</sup> March 2025 – At school          (PC before at 5pm)          Monday 12<sup>th</sup> May 2025 - <b>Virtual</b>          Monday 7<sup>th</sup> July 2025 – At school</p> <p style="text-align: center;">All meetings will start at 5.30pm.</p> <p style="text-align: center;"><b>The meeting closed at 7.35pm</b></p>	

#### ACTION LOG FOR THE FULL GOVERNING BODY MEETING OF CASTLE HILL INFANT SCHOOL HELD ON 23.9.2024.

Ongoing, continuous actions			
Number	Description	Ownership	Completed
59-23/24	<ul style="list-style-type: none"> <li>• Governors to utilise the Governance training on the National College portal</li> </ul>	All Govs	
60-23/24	<ul style="list-style-type: none"> <li>• Governors to incorporate a restrictive physical interventions check during their termly SCR check</li> </ul>	All Govs	
Number	Description	Ownership	Completed
69-23/24	<ul style="list-style-type: none"> <li>• SJB and HT to discuss the creation of a mental health team in school</li> </ul>	SJB/HT	
	<ul style="list-style-type: none"> <li>• HT to find out if the site manager has been monitoring concerto</li> </ul>	HT	

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70-23/24	<ul style="list-style-type: none"> <li>All Governors to complete the Skills audit prior to the next meeting and email to the Chair</li> <li>Clerk to produce an induction pack and share with the HT and Chair</li> </ul>	All Govs  Clerk	
71-23/24	<ul style="list-style-type: none"> <li>Clerk to add Safeguarding audit actions to the agendas in Spring 2 and Summer 2</li> </ul>	Clerk	On hold
02-24/25	<ul style="list-style-type: none"> <li>Clerk to add the Chair and Vice Chair appointments to Governor Hub</li> </ul>	Clerk	Completed
03-24/25	<ul style="list-style-type: none"> <li>All Governors to complete their annual declarations on Governor Hub</li> </ul>	All Govs	
04-24/25	<ul style="list-style-type: none"> <li>Chair to sign minutes 01.07.2024</li> <li>Clerk to convert to PDF</li> <li>SAO to file</li> </ul>	Chair Clerk SAO	
05-24/25	<ul style="list-style-type: none"> <li>Governors to complete the skills audit, health check and safeguarding and Prevent training and to send their certificates to the Clerk.</li> </ul>	All Govs	
06-24/25	<ul style="list-style-type: none"> <li>Clerk to add both new Governor to Governor Hub and Hampshire Services for schools</li> <li>SAO to carry out a DBS and 128 check on the new Governors</li> <li>Clerk to send RM the personal declaration form to complete</li> <li>RM to complete the form and email back to the Clerk</li> <li>Clerk to update Governor Hub and HSfS</li> <li>Clerk to update the dates on Governor Hub and to send to Governors</li> <li>ST, BP and SC to attend the NSPCC Safer recruitment training</li> <li>All Governors were asked to confirm their agreement to abide by the Code of Conduct on Governor Hub</li> <li>Clerk to upload the final PDF copies of the CoC, HTPM ToR and PC ToR to Governor Hub</li> <li>Chair to sign the final documents</li> </ul>	Clerk  SAO  Clerk RM Clerk Clerk  ST/BP/SC  All Govs  Clerk  Chair	Completed   Completed  Completed Completed    Completed
07-24/25	<ul style="list-style-type: none"> <li>HT to add a note to the attendance guidance stating that the attendance fines do not go to the school but go to the Local Authority</li> <li>HT to talk to local companies to see if they are able to help with the carpets, fencing and signage</li> <li>Clerk to add a priority 5 question to the governor monitoring visit form</li> </ul>	HT  HT  Clerk	
08-24/25	<ul style="list-style-type: none"> <li>Clerk to add Monitoring plan to November FGB agenda</li> <li>Clerk to add monitoring visits plan to the Curriculum Committee agenda</li> </ul>	Clerk Clerk	See agenda item Completed
09-24/25	<ul style="list-style-type: none"> <li>HT to submit the safeguarding audit prior to the deadline</li> </ul>	HT	
11-24/25	<ul style="list-style-type: none"> <li>Clerk to add the Pay Policy, Staff Code of Conduct and the Attendance Policy to the next FGB agenda</li> <li>HT to make updates to the Staff Code of Conduct and the MOPP list</li> </ul>	Clerk  HT	See agenda item

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	<ul style="list-style-type: none"> <li>• Chair to sign the updated MOPP list</li> <li>• Clerk to update the policy matrix and upload to Governor Hub</li> </ul>	Chair Clerk	
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