

FULL GOVERNING BODY MEETING

Minutes of the Meeting held on Tuesday, 22nd January 2019 at 6pm

Present:

Lynne Hardcastle (Interim Headteacher)	Alison Patey-Colton
Dianne Gomery (Chair)	James Spencer
Paul Dack	Carol Tear
Caroline Rigden	Rachel Cummings
Peter Spence	Emma Garland (<i>from 6.25pm</i>)
Robin Stafford	

In attendance:

Liz Andrews-Wilson (Clerk, Governance Support Officer)
 Dave Hewitt (Headteacher Designate)
 Andy Haigh (Deputy Headteacher) (*until 8.42pm*)
 John Alexander (School Business Manager) (*until 8.42pm*)

		ACTION												
1.	<p>Welcome, apologies for absence and declarations of Interest</p> <p>Introduction of Lynne Hardcastle and Dave Hewitt The Chair welcomed all attendees to the meeting and extended a warm welcome to Lynne Hardcastle (Interim Headteacher) and Dave Hewitt (Headteacher Designate).</p> <p>Resignation of Lia Hough and Michaela Woods The Chair noted the recent resignations of Lia Hough and Michaela Woods. She thanked Lia for the work she had done on the School Community Committee and in her role as Safeguarding governor.</p> <p>Apologies for absence had been received from Les North and Paul Revell with consent. Emma Bracewell had sent apologies but the governing body unanimously agreed to reject the apologies. There were no declarations of interest.</p>													
2.	<p>Minutes of the last FGB meetings held on 26th November 2018 - Previously distributed. The Clerk noted a correction on Page 1 of the minutes. Peter Spence had been present at the meeting, but his names had been omitted from the list of those present. With this correction noted all governors were in agreement that the minutes were a true and accurate record of the meeting and they were signed by the Chair.</p> <p>Minutes of the Headteacher Ratification Meeting held on 29th November 2018 - Previously distributed. All governors were in agreement that the minutes were a true and accurate record of the meeting and they were signed by the Chair.</p>													
3.	<p>Action plan and matters arising - from the meeting held on 26th November 2018</p> <table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>AH to provide destination statistics of all of the 2017-18 Year 11 pupils (<i>Carried forward from 08.10.18</i>)</td> <td>Carried forward</td> </tr> <tr> <td>2.</td> <td>BTC to supply the destination data for pupils who had not stayed on roll (<i>Carried forward from 08.10.18</i>)</td> <td>Completed</td> </tr> <tr> <td>3.</td> <td>James Spencer, Les North and Caroline Rigden were to re-arrange their Governor of the Month visits (<i>Carried forward from 08.10.18</i>)</td> <td>Carried forward</td> </tr> </tbody> </table>		Action	Status	1.	AH to provide destination statistics of all of the 2017-18 Year 11 pupils (<i>Carried forward from 08.10.18</i>)	Carried forward	2.	BTC to supply the destination data for pupils who had not stayed on roll (<i>Carried forward from 08.10.18</i>)	Completed	3.	James Spencer, Les North and Caroline Rigden were to re-arrange their Governor of the Month visits (<i>Carried forward from 08.10.18</i>)	Carried forward	<p>AH</p> <p>JS, LN and CR</p>
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4.	All governors to read the Focus Fortnight papers and send any questions to the Headteacher	Completed	All
5.	The Headteacher and the Chair of Governors were to discuss Focus Fortnight with the Interim Headteacher	Completed	
6.	The SBM to provide a cost analysis paper - on the minibus	See matters arising	
7.	James Spencer and the SBM to look at benchmarking data	See matters arising	
8.	All governors to send a pen portrait to Adam Harland to be added to the JRS website	Carried forward	
9.	The Chair was to recirculate the list of link allocations and collate governor's preference	See matters arising	
10.	The Chair was to ask Carol Tear (Chair of Teaching & Learning Committee) to become a third disadvantaged pupil champion	Completed	
11.	The Chair to seek clarification from the LA about how the governors can best achieve the aims of the above	Completed	
<p>Matters arising</p> <p>Action 6: The SBM tabled a paper which outlined the mileage analysis he had conducted on the minibus (tabled item 1). The analysis indicated that the minibus was not in demand in the way it had been in the past; he reminded governors that it had been out of action since November and was currently in a CYC workshop with a large repair quotation. The SBM advised that he had only had to hire a bus twice since the minibus was taken off-road.</p> <p>The Chair queried why the cost analysis of the different opinions had not been forthcoming. The SBM reported that he had been recording the level of demand for the bus over the last three months and keeping a record of how much the school was paying to hire vehicles. He noted that a limited number of staff hold a minibus license and alternative transport arrangements had been made when needed. Governors were reassured that no pupils had missed any opportunities as a result of the minibus being off-road. The Chair asked that the full cost analysis paper be provided at the next meeting, so that the governors can make a decision about the way forwards.</p> <p>Action 7: Benchmarking</p> <p>The SBM highlighted that a DfE paper on benchmarking had been circulated with the agenda. Local benchmarking analysis had been conducted by the SFR Committee. The Chair drew governors' attention to the DfE paper and highlighted that the teacher:pupil ratio was within the average range, but she queried why the school had such a low expenditure on administrative and clerical functions. The Chair of SFR stated that the Committee had not been aware this and it was suggested that the support team could be reviewed. The SFR Committee were to consider this further. The Chair of SFR added that the Committee are aware that the energy costs are high and the reserves are high, both of which were being monitored.</p> <p>Action 8: Link allocations</p> <p>The Chair advised that she would like the Governor of the Month visits to continue, but she was looking to revise the purpose of the visits to ensure that they are aligned to the EDP, once it has been reviewed. Link Governor allocations were also to be considered at this time.</p> <p><i>6.25pm - Emma Garland entered the meeting</i></p>			SBM
4.	<p>Headteacher's Report</p> <p>The Headteacher's Report was taken as read, having been circulated with the agenda. Governors commented that the report was really helpful with a clear layout.</p> <p>A governor asked the Interim Headteacher to provide further detail about the school plans 'to increase the impact of Progress Leaders and their teams on the achievement and attainment of students'. The Interim Headteacher advised that the role of the Progress Leader was being developed to allow them to focus on academic progress. She advised that the Year 9 cohort were</p>		SFR

to receive a new style of report, which makes it clear to parents if their child has reached their milestones, on their individual trajectory and if not what the pupil/school needs to do in order for this to be achieved. This document then goes to the Faculty Leader so that they are aware of the interventions that are in place and can monitor the pupil's progress. A governor asked what the markers will be to indicate the impact of this process. The Interim Headteacher advised that she would hope to see fewer pupils in the *low* or *below* categories.

A governor asked the Interim Headteacher to provide further detail about how the school is managing to balance the choice process to ensure the school is achieving the Government targets, while allowing the pupils to access the right courses from them. The Interim Headteacher advised that the school was taking on board pupil's interests but was also trying to improve the outcomes from the open bucket courses. The Year 9 cohort was being advised to aim high, dream big – when choosing their options so that they don't restrict their future career pathways. She added that the teachers work with the pupils to ensure that they are opting to take the most suitable course for them and not just selecting a course because their friends are doing it or because it sounds easy. The Chair noted that such initiatives may result in an expansion of the curriculum. The Interim Headteacher advised that the level of choice available to the pupils is very broad compared to other York schools.

A governor asked the Interim Headteacher where the ultimate decision about options is made. The Interim Headteacher outlined the options process, which involved pupils and parents attending a presentation, each pupil is interviewed with their parents in attendance if they so wish, discussions are held with the pupils to provide guidance and professional input and then finally the Subject Leaders look at the list of pupils who have chosen each course to double check suitability. She added that the SLT are keen to get the option choices right at this early stage, so that there are no timetable clashes to resolve in September.

The Interim Headteacher outlined how the choices are divided and how the blocks are organised - discussion followed. The Interim Headteacher noted that the Year 9 options process is the first opportunity for the child to make a choice about their individual pathway and that the school wants to guide the child to make the right choices. In response to a question, the Interim Headteacher stated that the senior staff are prepared to meet out of hours to accommodate working parents. The Interim Headteacher added that the school do recommend that pupils take a language at GCSE, but she advised that the school was not in the position to push this. She also noted that the uptake of EBacc subjects needs to be addressed.

The Chair took a moment to celebrate the work that was on going with higher achieving boys and the ongoing collaboration with the University of York focusing on Pupil Premium pupils.

A governor asked the Interim Headteacher to outline the main risks to the school at the present time. The Interim Headteacher listed the following: there was not enough EBacc uptake; the number of exclusions remain high; absence figures remain high and the progress of the disadvantaged pupils needed to be improved. She added that the school was experiencing further issues when a pupil transfers into the school (some through managed moves), noting that pupils join JRS for all sorts of reasons, both negative and positive. The Headteacher Designate commented that the school could look at different strategies to get the best out of the pupils. He outlined how his current school had found some benefit in acting as a host school for managed move pupils, while the responsibility for their results stays with the old school.

Governors discussed the Staff Wellbeing Forum, a new initiative which includes teaching staff and support staff. Governors agreed that it was a great step forward to have staff wellbeing at all levels discussed in an open forum. The Interim Headteacher stated that a number of practical ideas had come out of the discussions. The Chair thanked the Interim Headteacher for driving this forward.

	<p>Focus Fortnight No further questions were raised following the circulation of the Focus Fortnight papers.</p> <p>Sixth Form update A governor asked what plan was in place to enable the Sixth Form to reach the target that had been set around numbers on roll. The governor also asked how far away the Sixth Form were from achieving the target. The Interim Headteacher reported that the Taster Day had been really successful, resulting in over 70 internal applications. The Deputy Headteacher stated that BTC was having on going discussions with a number of Year 11 pupils. He also advised that there was not a deadline for applications as the Sixth Form accepts that young people change their minds. He added that some pupils want to stay in school, while others want the college experience.</p> <p>A governor challenged the Interim Headteacher asking if the gap between the targets and the current results were where she would expect them to be. The Interim Headteacher advised that BTC had not voiced any major concerns, owing to the fact that Year 12 had just sat their exams and the results often look lower than they should be as the students are still getting used to the A-Level courses. The Chair informed the governing body that there was on going analysis into the effectiveness and impact of the Sixth Form, as part of the long term plan. The SBM advised that the Sixth Form numbers present a big risk to the school because of the level of funding attached to each pupil. In response to further challenge about achieving the target for Year 12 intake, the Deputy Headteacher reassured governors that 140 pupils had attended the Taster Day and it was likely that the number of applications will have increased since the Headteacher’s report had been written.</p> <p>With reference to the Overview section, the Interim Headteacher noted the importance of driving improved parental engagement. She cited some of the work that the governing body were undertaking in this area. She added that the school was also continuing to increase community engagement, by trying to get positive information about the school into The Press.</p>	
5.	<p>SBM report including:</p> <p>Finance Update The SBM’s Report was taken as read, having been circulated with the agenda. The SBM highlighted the following headlines:</p> <ul style="list-style-type: none"> • The new budget management software was due to come online. He and Finance Manager had received training; • The budget needs to be inputted in full, in time for the Start Budget; • The budget monitoring report will go to SFR Committee for scrutiny. <p>Risk and Opportunity The SBM highlighted a number of risks and opportunities against the Revised Budget position, the detail of which was contained within his report. He stated that he was least confident about the £15K of additional capital grant from the DfE and a +£25K Insurance Claim. The SBM reported that he was forecasting a balanced budget for the expected outturn this financial year.</p> <p>The Chair of SFR Committee stated that the Committee were continuing to monitor the reserves position. The SBM advised that the school will need to commit to spend some monies in order to bring the reserves below the threshold where monies could be clawed back. He added that a report will be going to the SFR Committee, so that the Committee can make recommendations to the FGB about where the money should be committed. In response to a question, the SBM reported that £15k was going to be spent on the ICT suite, which was going to be installed during February half term. £15K was being spent on Chromebooks and the Wi-Fi (throughout the building) was due to be upgraded next week. The server update was likely to be delayed until the next financial year and this would be factored into the budget.</p>	SFR

<p>Service Level Agreements (including clerking) Governors reviewed the Service Level Agreements for 2019-20. The SBM reported that the CYC care package was still to be confirmed and he stated that the cost of the finance support would be reduced, owing to the installation of the new finance system. He also advised that he had concerns over the way payroll was working, as the school had been experiencing issues with the service. The SFR Committee were to investigate this further. The governors noted that all of the SLAs provide an essential service.</p>	SFR/FGB
<p>Agreed Clerking arrangements for 2019-20</p> <ul style="list-style-type: none"> • 10 x committee meetings and six FGBs, plus one Pay Committee • Training and support 	
<p>Staffing Update</p> <ul style="list-style-type: none"> • The SBM reported that the school was planning to go out for teacher recruitment early this year. The Interim Headteacher and Headteacher Designate were working on short listing together. The Chair thanked the Heads for working in collaboration; • Long term absences remain an on going issue and the SBM was working to resolve several complex cases; • The Head's PA post was currently being advertised, to ensure there is a handover period. The governors wished to minute a vote of thanks to the Head's PA for all her work and the support she had given the school over the years; • The Interim Headteacher noted that a good appointment had been made on Reception and she wished to congratulate the Receptionist on a great start. She commented that the school may need to consider opening a pupil's reception. This idea was to be explored with the SLT. 	Interim Head
<p>A governor asked if the governing body should be concerned about the apparent correlation between a number of long term absences and the over spend on the supply staff budget. The SBM advised that some of the long term absences were very complex and that each case was moving through the Attendance Management Policy. Governors noted that the long term supply costs were significant. Governors explored the processes that the SBM had followed in order to reassure themselves that the SBM was following due process. It was agreed that the SFR Committee would review whether the school should purchase insurance for staff absences.</p>	SFR
<p>The Chair stated that it was important to monitor the impact that any staff absence has on the pupils. In response to a question the SBM confirmed that the absences were spread across the school/ curriculum. The Interim Headteacher undertook to arrange for some analysis to be completed to assess whether any pupils were moving across the timetable, over the course of their day from one supply teacher to another.</p>	Interim Head
<p>GDPR Update The Chair thanked the SBM for his work on the Subject Access Requests.</p> <ul style="list-style-type: none"> • Veritau was to be conducting an audit of schools across the City. A report would be submitted to governors at the end of April / early May. 	
<p>Premises Update</p> <ul style="list-style-type: none"> • ICT procurement was underway. Robin Stafford was supporting the SBM on this; • The servers were to be replaced, to provide remote back-up; • Essential repair works to the roof has been completed; • The floor in the PE activity Studio had been replaced, following two insurance claims; • The grounds maintenance contract had been extended for 12 month; • The tree survey had indicated that a lot of work was needed, remedial work had been prioritised; 	

	<ul style="list-style-type: none"> • The SBM was still working on the Contract Schedule, an action from the SFVS. <p>A governor asked if the Chromebooks will be spread throughout the school. The SBM advised that once the Wi-Fi upgrade was complete this would be possible. Ideally, he would like to have a set of Chromebooks in each department. Governors explored the option of purchasing and leasing Chromebooks and the SBM outlined his current thinking.</p> <p>The Interim Headteacher reported that she and the SBM were looking at making the car park safer. Various options were being explored including: ways of making the cars move slower, the installation of sleeping policeman and staff presence at peak times. The SBM advised that the cost of a barrier was prohibitive, but all avenues were being explored. He was considering the logistics, recognising the need to avoid creating a traffic backlog on the main road.</p> <p>The SBM also reported that he was continuing to review the access to the school site (after hours), as the current systems were not as robust as he would like it to be. The SBM noted that there is currently no record kept out of hours of which staff members are still on site, which poses a fire risk and staff wellbeing risk.</p> <p>Policies The Chair challenged the SLT to reassure the governing body that the correct checks are carried out on a policy before it is brought back a Committee or the FGB. She asked if the governing body can be assured that they are accurate and include the most up to date legislation. A governor noted that even if the SLT conducted thorough checks it would still be the governing body's responsibility to approve and 'own' the policies. The SBM advised that governors can access York Education, which includes template and model policies, as well as policy checklists. The Chair stated that the expectation is that the SLT will check policies and then governors will complete random policy checks using the information on York Education. The SBM reassured the governors that each policy is checked internally before it goes to governors.</p>	All
6.	<p>Chair's Update and Correspondence</p> <p>Review of Skills Audit 2018-2019 Governors noted the Skills Audit which had been circulated before the FGB. This would be referred to again when the governing body seek to recruit governors into the vacancies.</p> <p>Appointment of a Safeguarding Governor Caroline Rigden volunteered to be the Safeguarding Governor. APH noted that there was a lot of cross over with this role and the work of SCC, so he and Caroline could combine visits.</p> <p>Parent Governor election A Parent Governor election was to take place to full the vacancy left by Lia Hough.</p> <p>Caroline Rigden's Term of Office ends 27/04/2019 (Parent Governor) 7.57pm - Caroline Rigden and the SBM stepped out of the meeting 7.58pm - the SBM re-entered the meeting</p> <p>The Chair advised that Caroline would cease to be a parent governor on 27.04.19, but she had indicated that she would like to continue to be a governor. After some discuss about the composition of the governing body the Clerk advised that the school should run the parent election and Caroline could seek to be re-elected. If she were to be unsuccessful the governing body agreed to either co-opt Caroline or seek a Foundation appointment for her.</p> <p>8pm - Caroline Rigden re-entered the meeting</p> <p>The Chair informed Caroline of the outcome of the discussion. The Chair also proposed that the</p>	

	<p>governing body co-opt a staff member. Governors noted the benefits of having the additional staff representation, especially as it was being offered at a time when there was on going work in the school to promote good staff wellbeing. Governors noted that this co-opted staff member should be appointed on a skill basis and could be any member of staff on payroll. The Interim Headteacher undertook to seek expressions of interest via the staff bulletin.</p> <p>Carol Tear and Robin Stafford's Term of Office ends 26/04/2019 Noted. To be addressed at the next FGB meeting.</p> <p>Section 128 check on governors for the Single Central Record The SBM undertook to complete the Section 128 check.</p> <p>JRS Governor Bios and Website Discussed under Item 3.</p> <p>Volunteer to complete the Website Audit checklist Rachel Cummings undertook to complete the website audit.</p>	<p>Interim Head</p> <p>FGB</p> <p>SBM</p> <p>RC</p>
7.	<p>Staff well being Discussed above.</p>	
8.	<p>Uniform discussion and Proposed Uniform Policy</p> <p>APH had provided governors with costings for items of uniform, following a review of the Uniform Policy, these were taken as read. APH advised that the changes to the policy were essential owing to the amount of time members of staff were spending on correcting non-compliance with the current policy. A governor asked APH what strategies are in place to support the families who can not afford the uniform. Governors discussed the idea of introducing a uniform swap shop for second hand items and had a robust discussion around the possibility of the school helping families to purchase uniforms and where this can be seen as an advantage/disadvantage. The issue of where in the school the clothes would be store and who would have responsibility to run the swap shop was discussed.</p> <p>Parent Governors commented that parents were struggling to know what clothes would be acceptable and that getting the correct size and fit of trouser and skirts, which was deemed to be acceptable both by the school and the pupil, was very challenging. One governor highlighted that an acceptable pair of trousers on one body shape, might not be acceptable on another. APH advised that one option would be for parents to purchase the clothes and then school can get them branded. The Chair asked if APH had been able to source a company that will provide different styles that suit different body shapes. APH highlighted the issues he had come up against when trying to source uniform at other times of year other than September. He noted that the revised policy was a lot fairer and likely to save some families money.</p> <p>The Headteacher Designate stated that he had seen a wide variety of clothing being worn in school as 'uniform' and it was clear that some pupils were pushing the boundaries. This was something he would like to get on top of once in post.</p> <p>The revisions to the Uniform Policy needed to be communicated to parents as soon as possible. APH undertook to investigate the different style options and liaise with the branding company and report back to SCC. SCC were authorised to approve the final decision. SCC was asked to consider parent engagement and affordability.</p>	<p>APH SCC</p>
9.	<p>Committee meeting reports</p> <p>Teaching and Learning (meeting held on 6th November 2018) - The minutes from this meeting</p>	

	<p>were accepted into the record.</p> <p>Review of committee membership - Di Gomery was co-opted onto Teaching and Learning Committee, until the number of governors' increases.</p> <p>Appointment of a Vice Chair for SCC - Delegated to the School Community Committee.</p>	SCC
10.	<p>Policies</p> <p>Sex and Relationships Education Policy - APPROVED recommended for review within the year.</p> <p>Policy Review Schedule (for information) - noted.</p>	
11.	<p>Governor of the Month / Link Visit Reports</p> <p>Link allocations and calendar of visits - to be reviewed when the Headteacher Designate is in post.</p> <p>Paul Revell's Link Report - Sixth Form - taken as read. The Chair thanked Paul for the input.</p> <p>New Ofsted framework Paul Dack reported that he had attended a session on the new Ofsted framework, which would be coming into force in September 2019. He advised that a broad and balanced curriculum is at the heart of the new framework, with more emphasise on looking at the boarder whole school approach and not just results. Areas were to be assessed in terms of best practices and focus was to be given to schools in need of support. He advised that data and outcomes would still be essential assessment tools but more emphasise was going to be placed on looking at how pupils are <i>achieving</i> not just what they achieve.</p> <p>Paul Dack was asked to share the presentation from the session, via the Clerk.</p>	FGB PD
12.	<p>Governor Training</p> <p>Termly Workshop, 29th January 2019 - Di Gomery and Robin Stafford to attend.</p> <p>CYC Complaints Handling held on 13.12.18 and CYC Safeguarding held on 14.01.19 Copies of the presentations from these sessions are available from the Clerk.</p>	
13.	<p>Items delegated to committees</p> <ul style="list-style-type: none"> • Appointment of a Vice Chair for SCC, delegated to SCC • Final approval of the Uniform Policy, delegated to SCC 	SCC SCC
14.	<p>Confidentiality</p> <p>The Chair reminded the governors that the discussions and papers derived from this and all governor meetings were to be kept confidential.</p>	
15.	<p>Any other business (previously notified)</p> <p>The Chair thanked the SLT and all of the staff for everything that they are doing, during this continued time of change.</p> <p>An item was recorded as a Confidential minute.</p>	
16.	<p>Date and time of future meetings: Monday 4th March 2019 at 6pm</p>	

Meeting ended at 9.05pm

Signed:

Date:

Di Gomery (Chair of Governors)

**ACTION PLAN FROM THE FULL GOVERNING BODY MEETING
held on Tuesday, 22nd January 2019**

Action	Item	Person(s) Responsible	Timescale
1. AH to provide destination statistics of all of the 2017-18 Year 11 pupils (Carried forward from 08.10.18)	3	Alan Hayden	Feb 2019
2. James Spencer, Les North and Caroline Rigden were to re-arrange their Governor of the Month visits (Carried forward from 08.10.18)	3	JS, LN and CR	Spring term
3. Any governor who is yet to send a pen portrait to Adam Harland (to be added to the JRS website) please do so ASAP (Carried forward from 26.11.18)	3	All	Feb 2019
4. The SBM to provide a cost analysis paper - on the minibus	3	SBM	Mar 2019
5. The SLT to consider opening a pupil's reception	5	Interim Headteacher	Mar 2019
6. The Interim Headteacher to arrange for some analysis to be completed to assess whether any pupils were moving across the timetable, over the course of their day from one supply teacher to another	5	Interim Headteacher	Mar 2019
7. Governors will complete random policy checks using the information on York Education	5	All	Mar 2019
8. The Interim Headteacher to seek expressions of interest (for a co-opted staff governor) via the staff bulletin	7	Interim Headteacher	Mar 2019
9. The SBM to complete the Section 128 check	7	SBM	Mar 2019
10. APH to investigate the different style options and liaise with the branding company (re: Uniform) and report back to SCC	8	APH	Feb 2019
11. Paul Dack to share the presentation from the Ofsted framework session (via the Clerk)	11	Paul Dack	Feb 2019

Items for next FGB

- Governor's Termly Workshop (29.01.19) feedback
- Carol Tear and Robin Stafford's Term of Office ends 26/04/2019

Future FGBs

APRIL - Link allocations and calendar of visits

JULY - Recommendation from SFR re: alternative payroll provision

Items for next SFR

- Low expenditure on administrative and clerical functions
- Committed reserves report for consideration
- Insurance for staff absences

Summer SFR

- Investigate alternative payroll provision

Items for next SCC

- Appointment of a Vice Chair for SCC, delegated to SCC
- Final approval of the Uniform Policy, delegated to SCC