

FULL GOVERNING BODY MEETING

Minutes of the Meeting held on Monday, 4th March 2019 at 6pm

Present:

Lynne Hardcastle (Interim Headteacher)	Emma Garland
Dianne Gomery (Chair)	Les North
Paul Dack	James Spencer
Caroline Rigden	Carol Tear
Paul Revell	Caroline Harding
Peter Spence	Alison Patey-Colton (<i>from 6.17pm</i>)
Robin Stafford	

In attendance:

Liz Andrews-Wilson (Clerk, Governance Support Officer)
 Dave Hewitt (Headteacher Designate) (*until 6.15pm*)
 Andy Haigh (Deputy Headteacher) (*from 6.05pm*)
 John Alexander (School Business Manager)

		ACTION
1.	<p>Welcome, apologies for absence and declarations of Interest The Chair welcomed everyone to the meeting. Rachel Cummings was absent (her apologies for absence had been sent to the Clerk, but had not been picked up before the meeting). Emma Bracewell was absent without consent. Alison Patey-Colton had informed the Chair that she was going to be late. There were no declarations of interest.</p> <p>Tanya Elsworth's resignation The Chair noted Tanya Elsworth's resignation from the Governing Body. She thanked Tanya for everything she had done to support the school as a governor.</p> <p>Outcome of Parent Governor Election Following the completion of the Parent Governor Election process, Caroline Rigden was to remain in post for a further four year term. Caroline had been the only nomination for two vacancies, so the other vacancy remained. The Clerk informed the governors that the Governing Body can now seek to fill the vacancy by approaching parents whose appointment would benefit the Governing Body. All governors were to consider the parent governor vacancy and were asked to instigate a conversation with any parent they have in mind.</p>	All
2.	<p>Co-option of Caroline Harding The Chair introduced Caroline Harding, a member of staff who would like to be co-opted onto the Governing Body. Caroline gave a brief précis about herself, providing governors with details about her skills set and experience. Caroline is currently working as a HLTA for Literacy.</p> <p><i>6.05pm - Andy Haigh entered the meeting</i></p> <p>Caroline reported that she has previous governor experience.</p> <p><i>6.07pm - Caroline Harding stepped out of the meeting</i></p> <p>The Chair advised that Caroline had come forward following the Governing Body's request for a member of staff to be co-opted into one of the vacancies, due to Governing Body's desire to have greater staff representation. In response to a question, the Interim Headteacher</p>	

	<p>confirmed that there had been no other candidates.</p> <p>Proposed by: Caroline Rigden Seconded by: Carol Tear Vote: Unanimous</p> <p><i>6.09pm - Caroline Harding re-entered the meeting</i></p> <p>The Chair informed Caroline that she had been duly co-opted onto the Governing Body, for a four year term.</p>																									
3.	<p>Deputy Headteacher Appointment</p> <p>The Headteacher Designate stated that he was working on structuring the timeframe for the recruitment of the Deputy Headteacher. He was awaiting feedback from NYCC. He advised that a selection committee of at least three governors would need to be convened, with short listing likely to have to take place during the Easter holidays. Governors indicated their availability and the Headteacher Designate made a note of this.</p> <p>The Headteacher Designate advised that the two-day interview process was likely to take place on 8th and 9th May 2019. The date of the ratification meeting was to be confirmed once the timeframe has been finalised.</p> <p><i>6.15pm - Dave Hewitt left the meeting</i> <i>6.15pm - Andy Haigh stepped out of the meeting</i></p>																									
4.	<p>Minutes of the last FGB meetings held on 22nd January 2019 - (including the Confidential minutes) - Previously distributed.</p> <p>The Clerk made a note of two minor amendments. All governors were in agreement that the minutes and the confidential minutes were a true and accurate record of the meeting and they were signed by the Chair.</p> <p><i>6.17pm - Alison Patey-Colton entered the meeting</i></p> <p>The Chair of the Staffing, Finance and Resources Committee noted that there was an action on the Confidential minutes which the Committee still needed to look at. The Clerk was to ensure that this item appears on the April agenda for SFR.</p> <p><i>6.19pm - Andy Haigh re-entered the meeting</i></p>																									
5.	<p>Action plan and matters arising</p> <table border="1" data-bbox="146 1496 1311 2085"> <thead> <tr> <th data-bbox="146 1496 242 1532"></th> <th data-bbox="242 1496 1008 1532">Action</th> <th data-bbox="1008 1496 1311 1532">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="146 1532 242 1608">1.</td> <td data-bbox="242 1532 1008 1608">AH to provide destination statistics of all of the 2017-18 Year 11 pupils <i>(c/f from 08.10.18)</i></td> <td data-bbox="1008 1532 1311 1608">Completed</td> </tr> <tr> <td data-bbox="146 1608 242 1684">2.</td> <td data-bbox="242 1608 1008 1684">James Spencer, Les North & Caroline Rigden were to arrange their Governor of the Month visits <i>(c/f from 08.10.18)</i></td> <td data-bbox="1008 1608 1311 1684">Carried forward</td> </tr> <tr> <td data-bbox="146 1684 242 1760">3.</td> <td data-bbox="242 1684 1008 1760">Any governor who is yet to send a pen portrait to Adam Harland please do so ASAP <i>(c/f from 26.11.18)</i></td> <td data-bbox="1008 1684 1311 1760">Caroline Rigden pending</td> </tr> <tr> <td data-bbox="146 1760 242 1796">4.</td> <td data-bbox="242 1760 1008 1796">The SBM to provide a cost analysis paper - on the minibus</td> <td data-bbox="1008 1760 1311 1796">On the agenda</td> </tr> <tr> <td data-bbox="146 1796 242 1872">5.</td> <td data-bbox="242 1796 1008 1872">The SLT to consider opening a pupil's reception</td> <td data-bbox="1008 1796 1311 1872">Conversations were ongoing</td> </tr> <tr> <td data-bbox="146 1872 242 2020">6.</td> <td data-bbox="242 1872 1008 2020">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</td> <td data-bbox="1008 1872 1311 2020">Closed. The use of supply teachers had reduced, following the winter spike in illness</td> </tr> <tr> <td data-bbox="146 2020 242 2085">7.</td> <td data-bbox="242 2020 1008 2085">Governors will complete random policy checks using the information on York Education</td> <td data-bbox="1008 2020 1311 2085">This was to be ongoing</td> </tr> </tbody> </table>		Action	Status	1.	AH to provide destination statistics of all of the 2017-18 Year 11 pupils <i>(c/f from 08.10.18)</i>	Completed	2.	James Spencer, Les North & Caroline Rigden were to arrange their Governor of the Month visits <i>(c/f from 08.10.18)</i>	Carried forward	3.	Any governor who is yet to send a pen portrait to Adam Harland please do so ASAP <i>(c/f from 26.11.18)</i>	Caroline Rigden pending	4.	The SBM to provide a cost analysis paper - on the minibus	On the agenda	5.	The SLT to consider opening a pupil's reception	Conversations were ongoing	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	Closed. The use of supply teachers had reduced, following the winter spike in illness	7.	Governors will complete random policy checks using the information on York Education	This was to be ongoing	<p>LN & CR</p> <p>CR</p>
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	8.	The Interim Headteacher to seek expressions of interest (for a co-opted staff governor) via the staff bulletin	Completed	
	9.	The SBM to complete the Section 128 check	Completed	
	10.	APH to investigate the different style options and liaise with the branding company (re: Uniform) and report back to SCC	Completed	
	11.	Paul Dack to share the presentation from the Ofsted framework session (via the Clerk)	Completed	
	It was noted that the action on the Confidential minutes was being taken forward separately.			
6.	<p>Headteacher's Report</p> <p>The Headteacher's Report was taken as read, having been circulated with the agenda. Governors asked questions on the Headteacher's report on the following areas:</p> <p>Staffing update</p> <ul style="list-style-type: none"> The Interim Headteacher advised that three of four Cover Supervisors were in post; interviews were to be held within the week for the fourth. The Interim Headteacher advised that two internal appointments had been made to two, of the three, Associate Assistant Headteacher. The Achievement post remained unfilled due to staff capacity. <p>Attendance and Behaviour</p> <ul style="list-style-type: none"> A governor noted the plan to reduce the number of Fixed-Term Exclusions (FTEs); he asked if there was a target number that APH wanted to reduce it by. The Deputy Headteacher advised that the school did have a positive trend on FTEs, with the last 3-4 years being better than national. However, the IDSR makes the FTE data look poor. He advised that the number of FTEs was going to have to reduce by approximately 50% in order to meet the IDSR similar schools figures. The Deputy Headteacher advised that he was investigating the merits of installing an internal exclusion room, in addition to the inclusion room. Les North noted that he had some expertise in this area that APH might like to draw on. The Interim Headteacher advised that the SLT were looking at allowing certain pupils (with behavioural issues) to come to school later and leave later, so that these pupils don't get to engage socially on the way into or home from school. The pupils would still receive their five hours of learning, but their timetables would be slightly off-set to avoid flashpoints. The Interim Headteacher also advised that the SLT were looking at gradual reintroduction into school, following an FTE, with pupils attending initially on a reduced timetable. <p>The Chair asked that the School Community Committee and the Teaching and Learning Committee both discuss the later two steps at their next committee meeting.</p> <ul style="list-style-type: none"> The Interim Headteacher reported that she had been investigating a support package, which is designed to help parents to support their child (with behavioural issues). A governor asked what the main reason is for the pupils being issued with a FTE. The Deputy Headteacher stated that some pupils will just get one FTE and alter their behaviour, but repeat offenders tend to receive them regularly. He stated that these behaviour trends seemed to collate to issues at home. They can also be linked to academic ability and the fact that some pupils are unable to engage. <p>Teaching and Learning</p> <ul style="list-style-type: none"> A governor challenged the main action and impact for KS3. The Interim Headteacher 			<p>SCC & T&L</p>

	<p>advised that no more data/information had become available since her last report.</p> <p>Review of Education Development Plan The Interim Headteacher asked for everyone to think of the EDP as a living document. She noted that the EDP is too long with too many action points and that it needs to be more concise. Governors were informed that once in post the Headteacher Designate wanted to review the EDP, building it from the bottom up. The EDP was to be aligned to the Ofsted priorities and the key drivers are going to be highlighted and taken forward. She added that these would become the focus until they are embedded.</p> <p>A governor asked if the outcome for Pupil Premium pupils related to last year's data. The Interim Headteacher advised that the data did relate to 2017-18 and she confirmed that the outliers had been removed from the data set, which had brought the school's data more in line with national. The Deputy Headteacher advised that the 2018/19 data set included the data from pupils who will end up being outliers; therefore, the data was improved from last year. A governor noted the need for the EDP to be linked to the strategic priorities of the school. The Interim Headteacher assured governors that this will be taken into account.</p> <p>Staff well-being (standing item) See Item 10.</p>	
7.	<p>SBM report including:</p> <p>The SBM's Report was taken as read, having been circulated with the agenda. The SBM provided the following headlines:</p> <p>Finance update</p> <ul style="list-style-type: none"> • SFR Committee had reviewed the finances in great detail at the meeting held on 18th February 2019. • The SBM was aiming to get to a balanced budget by the end of the financial year, this was on track. • SFR Committee had discussed the large surplus and the need to assign some of this money to committed reserves. The SFR Committee had scrutinised the SBM's proposal to commit £250K. • The SBM advised that the updated Contract Schedule (which was circulated with the agenda), still had a couple of gaps remaining and he was working on completing this. • The ICT support tender had gone out for procurement and three very strong bids had been considered. Vital had won the contract on the basis of quality and cost. The SBM thanked Robin Stafford for helping with this process. Governors indicated that they were happy for the SBM to proceed with this contract. • The contract with the Google for Education Partner (also Microsoft and Apple partner) was to begin on 1st April 2019. Governors indicated that they were happy for the SBM to proceed with this contract. <p>Care Plan</p> <p>The SBM advised that he was reviewing the Care Plan in detail and following up on a couple of gaps. He explained that most of the Care Plan package is brought in from CYC and he was establishing a checking system to ensure that all items on the Care Plan are completed on time and checked off. He stated that he might need to chase CYC to ensure that certain items are addressed.</p> <p>A governor stated that they had concerns about the state of the toilets across the school. The SBM advised that repairs are made when things get broken and all of the toilet doors in the school had been lined with PVC, to stop graffiti and help to make cleaning easier. He stated that</p>	

	<p>he was working on establishing a rolling programme of refurbishment, as all of the toilets needed to be replaced with stronger and more robust cubicles, units and doors. A governor asked if the school would be expected to pay for this refurbishment. The SBM reported that he had just received notice from the LA that CYC would be conducting a condition survey. He explained that depending on the outcome of the survey, some works will be paid for by the LA, but it was likely that school would have to cover the cost of any toilet refurbishment work.</p> <p>Mini Bus The SBM reported that the minibus remained out of action and had not been missed. He explained that on the occasions when a bus had been needed one had been hired in. The demand for hiring a bus had been minimal, but all Wiltshire trips and PE events had been covered.</p> <p>---</p> <p>BREAK</p> <p>---</p> <p>Recommendations from SRF Committee re: Committed reserves The Chair asked the governors if they happy to support and approve the SBM’s proposal for the Committed Reserves, noting that a full scrutiny of the finances had been undertaken at the SFR Committee meeting.</p> <p>Proposed by: Paul Dack Seconded by: Peter Revell Vote: 12 in favour / 1 abstention (Caroline Harding had not had sight of the report)</p>	
8.	<p>Chair’s update and Governance</p> <p>Carol Tear and Robin Stafford’s Term of Office ends 26/04/2019 The Chair asked Carol Tear and Robin Stafford if they would each like to remain on the Governing Body and put themselves up the re-appointment. Both governors indicated that they would like to stay on the Governing Body. The Chair asked the governors if they would be happy to support both re-appointments.</p> <p>Proposed by: Paul Dack Seconded by: Emma Garland Vote: Unanimous</p> <p>Feedback from the Termly Workshop - 29th Jan 2019 The Chair provided some feedback from the recent Governors’ Termly Workshop. She noted the following headlines:</p> <ul style="list-style-type: none"> • Maxine Squire (CYC - Assistant Director) had provided detail about the Inclusion review. • John Thompson (CYC - School Improvement and Effectiveness) had discussed the various projects which were ongoing within the City and outlined how schools can work together. He had also advised that CYC was continuing to support Huntington Research School and that schools that are judged as Requires Improvement were in receipt of funding to support them to improve. • Salli Radford (CYC - Head of Governance) had provided detail on the new DfE Complaints Procedure. This was to be issued to all maintained schools in due course. • Caroline Woods (CYC - School Safeguarding Advisor) had outlined the changes to the local Multi Agency Safeguarding Arrangements and the Early Adopters Project. <p>Governor Monitoring plan The Chair advised that she had implemented a Monitoring Plan to record when Health and Safety and Safeguarding visits are carried out by governors. This was to come to the next FGB meeting.</p>	FGB

16.	<p>Any Other Business</p> <p>Chair to enlist a governor(s) to help create a ‘Welcome to JRS Governors’ Pack The Chair reported that she had asked Peter Spence to help her to write a JRS Governors’ Welcome Pack. The pack was to include some of the detail from the Headteacher recruitment pack. Caroline Rigden stated that she had made a start on this piece of work under the previous Chair - she and Peter Spence were to liaise.</p>	CR & PS
9.	<p>Careers</p> <p>The Chair had conducted a link visit with Gemma Murray (Careers Education Information, Advice and Guidance (CEIAG), her report was taken as read. Gemma had also produced a brief evaluation of last year's activities and provided governors with an update on this year's plans; this was also taken as read. A governor asked who the school’s proprietor is, having read the term in the enclosed ‘DfE Careers guidance and access for education and training providers’. The Chair undertook to investigate.</p> <p>A governor commented that the Year 10 work experience programme seemed to fall at the wrong time, for pupils who will be going to College or on into the Sixth Form. The Interim Headteacher explained that after GCSEs some pupils go on to apprenticeship schemes, while others find work - so the timing of the work experience programme is based on the best fit for everyone.</p> <p>A governor commented on the difficulty that the highly aspirational pupils experience, as they can not really get meaningful experiences from working at (for example) a doctor’s practice or a law firm, because of the limitations of what they will be allowed to do. A governor commented that it is hard for businesses to get involved, because 15 year olds are not really ready to do work experience. Another governor countered these arguments stating that the NHS and the Police are very supportive of work experience placements. Governors noted the importance of getting parents involved as they might be able to offer placements, at their places of work. Governors also noted that the alumni might also be able to support the development of the CEIAG.</p>	Chair
12.	<p>Governor of the Month Report / Link Visit Reports James Spencer’s GotM Visit Report was noted.</p>	
8.	<p>Website Audit checklist</p> <p>Rachel Cummings had completed the website audit; the Chair thanked her for undertaking this task. The audit had highlighted a number of gaps, which were being addressed. The Chair advised that following the audit action was being taken to make sure that statutory information and important information that parents need to be able to access easily are more visible on the website. The SBM reported that Adam Harland (IT) had already updated the website and made certain pages more accessible; the audit had helped to make the website more robust. The Interim Headteacher advised that the SLT had been given a week to turn this around and get the required information up onto the website.</p> <p>The website audit was to be added to the Governor Monitoring Plan.</p>	Chair
13.	<p>Governor Training</p> <p>CYC Training programme - Noted.</p> <p>Exclusions Training - Monday, 20th May 2019 at 6.30pm - West Offices Carol Tear and Alison Patey-Colton advised that they would be attending this training.</p>	
10.	<p>Committee meeting reports</p> <p>Staffing, Finance & Resources (meeting held on 18th February 2019)</p>	

<p>The Chair of SFR reported that other than the items already discussed under the SBM’s Report, the Committee has also looked at whether it would be beneficial to purchase insurance for staff absence. On balance the Committee didn’t think it was worth pursuing.</p> <p>The Chair of SFR and the Interim Headteacher noted their gratitude to the SBM for all the work he has done to progress various long term absences through the Attendance Management Policy.</p> <p>Teaching and Learning (meeting held on 12th February 2019) The Chair of T&L stated that the Committee had reviewed new data on the Sixth Form which was discussed at length. The Interim Headteacher advised that the meeting dates for the Teaching and Learning Committee were to be calendared around a rolling calendar of when the data is available. She had been working on drawing up a draft schedule which would allow the committee meetings to flow into the FGBs. The schedule was to come to FGB for approval in due course.</p> <p>The Chair of T&L advised that the Committee had also looked at expanding the curriculum and had given further consideration to the KS3 and KS4 transition.</p> <p>The Interim Headteacher asked for timetabling and staffing to be brought to the next meeting for discussion. The SBM advised that early recruitment had ensured that the curriculum had good coverage. Supply and demand was to be discussed at the next SLT meeting; after all of the Year 9 options have been considered.</p> <p>School Community Committee (meeting held on 11th February 2019) and Recommendations from SCC re: Uniform The Chair of SCC reported that the Committee had spent much of the meeting looking at the uniform choices. The Chair (DG) noted that the SCC minutes contain a series of resolutions and recommendation from the Committee. In response to a question, the Chair of SCC advised that the expectation was that by September all Year 7 to Year 10 will be wearing branded items. Pupil Premium pupils would continue to receive a voucher to offset some of their costs and the pastoral budget could be used to support other families who would otherwise struggle.</p> <p>The Deputy Headteacher advised that he had been asked to speak to School Council about the choices. He also reported that the Uniform Policy had been approved by the Committee subject to the agreed changes made on the 11.02.19. It was noted that pupils could have approved items of clothing embroidered by Get Branded, if they were struggling to find items that fitted their proportions. A letter was to be sent home to parents before Easter, advising of the changes. SCC was tasks with looking at the possibility of the school running a uniform swap shop.</p> <p>The Chair (DG) asked governors if they were in agreement and therefore happy to support and approve the recommendations from the SCC. All governors were in agreement.</p> <p>Chair of SCC to give a report on Parental engagement and the Communications Audit The report on parental engagement was to be carried forward to the May FGB. The report was to include any feedback from parents about the Uniform Policy. A governor reported that parents had commented on the openness of the Interim Headteacher and the fact that she had offered times for parents to come in to speak to her.</p> <p>The Chair of SCC reiterated her thanks to all of the staff and praised the SLT for steering the school through a difficult time, following recent events.</p>	<p>Agenda</p> <p>SCC</p> <p>FGB</p>
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	<p>Safeguarding Governor to confirm date of Safeguarding Review [After the meeting Caroline Rigden made arrangement to meet with APH].</p> <p>Staffing Welfare Committee The Interim Headteacher advised that 11 members of staff had indicated that they would like to attend the recent Staffing Welfare Committee. In fact, the meeting had been attended by a much wider group of people, representing the full workforce. She praised the staff for bringing forward a number of sensible suggestions. Over the half term holiday, the SBM had actioned some of the suggestions. For example, a request had been made to shorten lunch time by five minutes, so that morning break could be extended. This was to be trialled in summer term. The Interim Headteacher stated that all of the suggestions that had come out of the Committee so far had been actioned.</p> <p>The Interim Headteacher advised that the SBM and Deb Shepherd had been nominated to be the representatives to whom staff can raise any concerns. She added that some money had been put aside to bring staff together: cooking clubs, ‘come for a catch-up’ and some leisure activities. The ‘Cake at Break’ initiative had proven to be really popular and was helping to promote a good sense of ‘team’ across the school.</p> <p>The SBM informed the governors that once the Headteacher Designate is in post he plans to review directed time; this was to make it clear to staff what expectations would be put on them to attend certain events and parents evenings etc.</p>	
11.	<p>Policy review The Chair advised that in the future all policies will be issued with the name of the member of staff who has responsibility for the policy. Most policies were to be approved at committee level, unless they have to go to the FGB. Details of which policies can be approved at committee level was to be built into the Terms of Reference and will be recorded on the policy schedule.</p> <p>CYC Governor Code of Conduct - Approved</p> <p>Presentation and Display Policy - Approved</p>	
14.	<p>Items delegated to committees Noted below.</p>	
15.	<p>Confidentiality The Chair reminded the governors that the discussions and papers derived from this and all governor meetings were to be kept confidential.</p>	
16.	<p>Any other business (previously notified)</p> <p>Governors noted the number of problems that the JRS email accounts had been experiencing. The SBM advised that schools and LAs across the country had been experiencing the same issues. He added that Adam Harland was investigating the issues, to see if anything more could be done.</p> <p>Governors noted the date change for the next SCC meeting. SCC would meet again on Monday, 3rd June 2019 at 6pm.</p> <p>The Chair took the opportunity to thank the Interim Headteacher for everything that she had done to hold the fort over the last term. This was Lynne’s last governor’s meeting before the end of her tenure. The Chair thanked Lynne for working so well with the Headteacher Designate and for helping to make the transition between Heads as seamless as possible. The</p>	

	governors joined the Chair in formally thanking Lynne for her hard work and dedication.	
17.	Date and time of future meetings: Tuesday, 30 th April 2019 at 6pm	

Meeting ended at 7.50pm

Signed:

Date:

Di Gomery (Chair of Governors)

**ACTION PLAN FROM THE FULL GOVERNING BODY MEETING
held on Monday 4th March 2019**

Action	Item	Person(s) Responsible	Timescale
1. All governors to consider the parent governor vacancy and instigate a conversation with any parent they have in mind	1	All	April 2019
2. Les North was to arrange his Governor of the Month visit. Caroline Rigden was to meet with APH re: Safeguarding <i>(c/f from 08.10.18)</i>	5	Les North Caroline Rigden	April 2019
3. Caroline Rigden and any other governors yet to do it, to send a pen portrait to Adam Harland please do so ASAP <i>(c/f from 26.11.18)</i>	5	Caroline Rigden	April 2019
4. Caroline Rigden and Peter Spence were to liaise about the 'Welcome JRS Governor's Pack'	16	Caroline Rigden & Peter Spence	April 2019
5. The Chair to investigate who the school's proprietor is	9	Chair	April 2019
6. The website audit was to be added to the Governor Monitoring Plan	8	Chair	April 2019

Items for next FGB

- Governor Monitoring Plan
- Timetabling and staffing

Items for the May FGB

- Parental engagement, the Communications Audit and feedback from parents on the Uniform Policy

Items for next Teaching and Learning / School Community Committee

- Off-set timetables to avoid flashpoints and reduce the social engagement of certain cohorts of pupils on the way into or home from school.
- Gradual reintroduction following an FTE, initially looking at reduced timetables.