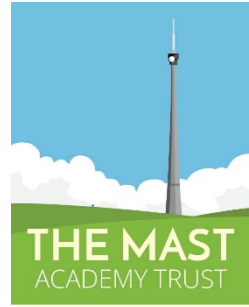




## THE GOVERNING BODY OF KIRKBURTON MIDDLE SCHOOL



Meeting	Venue	Time	Date
Full Governing Body	Kirkburton Middle School	7pm	Wednesday 6 <sup>th</sup> November 2019

DFE	4054
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Start of meeting	19:06
Close of meeting	21:24

Attendance	100%
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Present		In attendance	
Name	Role	Name	Role
Mrs Victoria Green	Co-opted Governor (Chair)	Melanie Humphreys	Clerk
Prof. Ann Harris	Co-opted Governor	Natasha Greenough	CEO
Mr John Papworth	Staff Governor		
Mrs Viv Barraclough	Parent Governor		
Mrs Donna Sheldon-Wright	Parent Governor		
Miss Emma Charlesworth	Staff Governor		
Mr David Greenhalgh	Parent Governor		
Anneliese Fothergill	Co-opted Governor		

Item	Minutes
16 Election of the Chair	<p>The clerk advised that request for nominations/self-nomination had been sent prior to the meeting.</p> <p>The clerk advised that a nomination was received for Mrs V Green by Mrs A Fothergill.</p> <p>RESOLVED: That nominations will only be accepted from Governors present at the meeting, the Term of Office is until January 2021 and in the event of a tie a name would be drawn.</p> <p>Opportunity was given to the governing body to discuss nomination.</p> <p>RESOLVED: Mrs V Green nominated as Chair of the Governing Body for Kirkburton Middle School on 6<sup>th</sup> November 2019 until January 2021.</p>
17 Apologies for absence, consent and declarations of interest.	<p>RESOLVED: All Governors were present at the meeting.</p> <p>RESOLVED: There were no declarations of interest.</p> <p><u>Apologies for absence protocols</u> The chair asked the governors to consider and agree the protocols for accepting apologies of absence.</p> <p>RESOLVED: Governors agreed to adopt 'consent to all apologies'.</p> <p><u>Code of Conduct</u> The chair advised that governors are required to review, agree and sign 'Code of Conduct for The Mast Academy Trust Governing Boards'.</p> <p><b>ACTION:</b> The clerk to email code of conduct to all governors for review, and provide signature document for governors to sign acceptance at the next governing body meeting on 27<sup>th</sup> November 2019.</p>
18 Notification of items to be brought up under Any Other Business.	<p>The following item was raised under any other business:</p> <ul style="list-style-type: none"> <li>• Kirkburton School Website</li> </ul>
19 Annual review of governor Information on websites	<p>The chair and clerk advised they had had conducted a review of the website and noted the following:</p> <ul style="list-style-type: none"> <li>• Mrs P Harrow needs noting as resigned</li> <li>• Mr D Greenfield – stepping down (minute 20) and needs noting as resigned</li> <li>• A general reorganise of the list of governors to make it clear to viewers</li> <li>• For the contact to governors – continue with contact the school office and they will direct the contact to the governors.</li> </ul>

Item	Minutes
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	<ul style="list-style-type: none"> <li>Minutes from 8<sup>th</sup> July need adding and the approved minutes from 10<sup>th</sup> September (minute 26)</li> <li>Meeting attendance records for 18/19 to be added</li> </ul> <p style="background-color: #fff9c4;">ACTION: The clerk to liaise with Mr C Tyson to progress governing page updates to website.</p>
20 Representation	<p>The following matters in representation were reported:</p> <p><u>Resigned</u> Mr D Greenhaigh resigned from the governing body on Wednesday 6<sup>th</sup> November 2019.</p> <p>The governing boy currently have the following vacancies:</p> <ul style="list-style-type: none"> <li>Co-opted governor (2)</li> <li>Parent governor (1)</li> </ul> <p>The governors discuss holding a parent election to fill the vacancy requesting experience in: SEN; Finance; HR; equalities</p> <p>RESOLVED: A parent election will be held in January 2020.</p> <p style="background-color: #fff9c4;">ACTION: Mr Papworth to draft a letter to parents on the parent governor election and provide to the chair for approval</p>
21 Election of Vice-Chair	<p>The Chair requested nominations for election of vice chair.</p> <p>Mrs Fothergill nominated by Mrs Green, seconded by Mrs Barraclough.</p> <p>RESOLVED: Mrs A Fothergill is nominated as vice chair until January 2021 with effect from Wednesday 6<sup>th</sup> November 2019.</p>
22 Review of Committees	<p>A review of the previous membership of each committee was undertaken by the Governors.</p> <p><b>RESOLVED:</b> That the membership of the following committees be adopted and nominations for chair of committees agreed:</p> <p><u>Standards &amp; Effectiveness Committee</u> Mrs V Barraclough Miss A Fothergil (Chair) Miss V Green Prof. A Harris Headteacher Mr J Papworth</p> <p><u>Resources &amp; Finance Committee</u> Headteacher Mrs D Sheldon-Wright (Chair) Mrs V Green</p> <p><u>Health &amp; Safety</u> Mrs V Barraclough Miss E Charlesworth (Chair)</p>

Item	Minutes
	<p>Headteacher</p> <p>It was noted that Miss Charlesworth will be on maternity leave for part of the school year, the committee requested Mr Carver attend during Miss Charlesworth absence.</p> <p><b>ACTION:</b> The clerk to investigate position for Mr Carver to attend H&amp;S Committee and advise the Chair of Governors</p> <p><u>Grounds Management</u> Ms V Green (Chair) Headteacher</p> <p><u>Terms of reference</u> <b>RESOLVED:</b> That the MAST will provide terms of reference once review and available</p> <p><b>ACTION:</b> The clerk to provide terms of reference once available</p>
<p>23 To appoint Governors with specific responsibilities</p>	<p>It was noted that a full audit on curriculum is being completed by the curriculum leads in the school which will summarise the strengths and focus for development.</p> <p>It was noted that core subjects should not be ignored, governors will be aware of progress as part of pupil progress meetings.</p> <p>Mrs Greenough advised the governors to be selective in their subject focus once the audit is completed, supporting the needs of the school.</p> <p><b>RESOLVED:</b> All governors to be linked to curriculum, subjects to be reviewed once curriculum audit complete with focus on weaker subjects and reading.</p> <p><b>ACTION:</b> Timetable of school visits to be discussed and allocated to governors' in the next meeting on 16th January 2020.</p> <p>It was noted that all workload survey had not been distributed to governors, the main outcomes of this was marking of work – governors should consider this also when they visit. The staff wellbeing survey has recently closed and the results will be provided shortly. Both survey outcomes can be used by the governors' to help target their questioning.</p> <p><b>ACTION:</b> Mrs Greenough to provide governors with outcomes of workload and wellbeing surveys.</p> <p><b>RESOLVED:</b> That the following Governors be appointed with specific responsibility for:</p>

Item	Minutes
	<ul style="list-style-type: none"> <li>• Child Protection Governor - Mrs D Sheldon-Wright</li> <li>• SEND &amp; Safeguarding Governor - Mrs D Sheldon-Wright</li> <li>• Governor for Looked After Children - Mrs D Sheldon-Wright</li> <li>• Equality and Inclusion (including welfare of pupils and staff) - Mrs D Sheldon-Wright</li> <li>• Staff Welfare Governor - Ms E Charlesworth</li> <li>• Governor Training Contact &amp; Governor Visits - Mr J Papworth</li> <li>• Learning &amp; Curriculum – All governors</li> </ul> <p><b>RESOLVED:</b> RSE and PHSE to be included as a standing items at governing body meetings.</p>
24 Chair's delegated powers	<p>The Governing Body was asked to review the Chair 's delegated powers:</p> <p><b>RESOLVED:</b> That the Chair be granted the following powers:</p> <ul style="list-style-type: none"> <li>(i) Change of date of a scheduled meeting, for good reason.</li> <li>(ii) To grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors' meeting.</li> <li>(iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School.</li> </ul>
25 Delegation of Financial Powers to the Headteacher	<p><b>RESOLVED:</b> The delegation of financial powers to the Headteacher are followed as set out in the scheme of delegation.</p> <p>Q. Who is this currently? A. Mrs Greenough – CEO to the Mast who is supporting as Headteacher until appointment in place.</p>
26 Minutes of the meeting held on 10 <sup>th</sup> September 2019.	<p><b>RESOLVED:</b> That the minutes of the meeting held on 10<sup>th</sup> September 2019 be agreed as a true record of the meeting and signed by the Chair.</p>

27	Matters arising.	<p>The actions from meeting held on 10<sup>th</sup> September 2019 were reviewed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: black; color: white;">Minute Reference</th> <th style="background-color: black; color: white;">Action</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">100919_M4</td> <td> <p>The report including a breakdown of safeguarding incident numbers will be presented at the Local Governing Body meeting on Wednesday 6<sup>th</sup> November.</p> <p style="background-color: yellow;">ACTION: Mrs Greenough to share with report that has been provided to the school that includes detail of the breakdown in safeguarding incident numbers.</p> <p>It was noted that governors should have this every term.</p> </td> </tr> <tr> <td style="vertical-align: top;">100919_M4</td> <td> <p>Headteacher to update Health and Wellbeing policy following comments. <b>RESOLVED:</b> Complete, available on the website</p> </td> </tr> <tr> <td style="vertical-align: top;">100919_M4</td> <td> <p>Headteacher to forward a copy of the final recruitment pack to all Governors. <b>RESOLVED:</b> complete</p> </td> </tr> <tr> <td style="vertical-align: top;">100919_M4</td> <td> <p>Headteacher to share Recruitment pack with staff as appropriate. <b>RESOLVED:</b> Complete</p> <p>Governors to advise Chair of their availability to support on the recruitment days. <b>RESOLVED:</b> Complete</p> <p>The chair provided an update on Headteacher recruitment outcome to the governors. Mr Christopher Taylor (current Deputy Headteacher at Holmfirth High School) has been appointed.</p> </td> </tr> <tr> <td colspan="2" style="background-color: yellow;">ACTION: All actions under 10919_M5 are to be deferred to Extraordinary meeting scheduled for 27<sup>th</sup> November 2019.</td> </tr> <tr> <td style="vertical-align: top;">100919_M5</td> <td> <p>Further Ofsted readiness documents to be provided to Governors once available</p> <p>Governor question template for school visits to be considered</p> <p>Headteacher to circulate events calendar for Governors once complete</p> <p>Governors to provide photos for Governor board. Board to be placed where parents can review.</p> <p>Headteacher to advise of Maths review dates</p> <p>Headteacher to consider interactive parent feedback board</p> <p>Headteacher and Chair to consider parent questions about Governing Body</p> </td> </tr> </tbody> </table>	Minute Reference	Action	100919_M4	<p>The report including a breakdown of safeguarding incident numbers will be presented at the Local Governing Body meeting on Wednesday 6<sup>th</sup> November.</p> <p style="background-color: yellow;">ACTION: Mrs Greenough to share with report that has been provided to the school that includes detail of the breakdown in safeguarding incident numbers.</p> <p>It was noted that governors should have this every term.</p>	100919_M4	<p>Headteacher to update Health and Wellbeing policy following comments. <b>RESOLVED:</b> Complete, available on the website</p>	100919_M4	<p>Headteacher to forward a copy of the final recruitment pack to all Governors. <b>RESOLVED:</b> complete</p>	100919_M4	<p>Headteacher to share Recruitment pack with staff as appropriate. <b>RESOLVED:</b> Complete</p> <p>Governors to advise Chair of their availability to support on the recruitment days. <b>RESOLVED:</b> Complete</p> <p>The chair provided an update on Headteacher recruitment outcome to the governors. Mr Christopher Taylor (current Deputy Headteacher at Holmfirth High School) has been appointed.</p>	ACTION: All actions under 10919_M5 are to be deferred to Extraordinary meeting scheduled for 27 <sup>th</sup> November 2019.		100919_M5	<p>Further Ofsted readiness documents to be provided to Governors once available</p> <p>Governor question template for school visits to be considered</p> <p>Headteacher to circulate events calendar for Governors once complete</p> <p>Governors to provide photos for Governor board. Board to be placed where parents can review.</p> <p>Headteacher to advise of Maths review dates</p> <p>Headteacher to consider interactive parent feedback board</p> <p>Headteacher and Chair to consider parent questions about Governing Body</p>
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Item	Minutes
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		Headteacher to provide question list and answers from last parent view, Ofsted parent view, student view and staff view for Governors to review.
		Governors to provide feedback on anything missing from the questions that they feel needs to be included to inform planning.
		Pupil Premium on agendas for future Governing body meetings and Standards and Effectiveness.
		Headteacher to provide update on pupil attendance rates of groups and next Governing Body meeting.
		Headteacher to advise Curriculum Spotlight events to Governors once in place
		Headteacher to provide awareness of targets and outcomes prior to Governors visits to schools on appropriate subjects
		Timetable for subject updates of strengths, weaknesses and challenges in Standards and Effectiveness reviews – Standards and Effectiveness Committee
		Attendance and progress/attainment data correlation to be discuss at future meetings
	100919_M6	Governors to review and advise Headteacher if they feel any action is missing. (School Development Plan)  <b>RESOLVED:</b> this is currently being re-written and will be circulated once available. A rapid improvement plan will be discuss as part of minute 31.
	100919_M7	Headteacher to email School Evaluation Update to Governors once complete.  <b>RESOLVED:</b> this is currently being re-written and will be circulated once available
	100919_M8	Clerk to advise Microsoft teams training once confirmed.  <b>RESOLVED:</b> Dates communicated to the governors by Mrs Humphreys Governors to advise Chair if interested in being part of the working party.  <b>RESOLVED:</b> The governors agreed this was not a priority at this moment and will defer the discussion to the next meeting on 27 <sup>th</sup> November 2019.
	100919_M13	Governors to review and advise Clerk by Friday 13th September any issues with policies before adoption.

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	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>RESOLVED:</b> No amends received, policies were adopted. Mrs Humphreys sent to Mr Johnson to upload to school website</p> </div> <p>Mrs D Sheldon-Wright left the meeting 7.58.</p>
28	<p><b>Performance Management update</b></p> <p>Mr Papworth advised that most appraisals had been completed, with those outstanding to be completed by the end of the week.</p>
39	<p><b>Head Teacher's report</b></p> <p>A Headteacher report was not provided at the meeting.</p>
30	<p><b>Committee reports</b></p> <p><b>Standards and Effectiveness</b></p> <p>The draft minutes of the committee meeting held on Monday 21<sup>st</sup> October 2019 were distributed with a summary of topics below provided by the chair:</p> <ul style="list-style-type: none"> <li>• Review of baseline data for the year. Results are a little weaker than previous year with many children on the 'cusp'.</li> <li>• GL assessments are now being completed in school rather than at first school which gives a better reflection of the cohorts.</li> <li>• Maths pupil progress meeting is on Wednesday 13<sup>th</sup> November – English will follow in the coming weeks.</li> <li>• Teachers are completing much more analysis of the papers to identify gaps child by child.</li> <li>• Curriculum planning is still in progress</li> <li>• The following policies were reviewed and require adoption. <ul style="list-style-type: none"> <li>○ School Visitors policy</li> <li>○ RE Policy</li> <li>○ Looked after Children Policy</li> <li>○ Mobile Phone Policy</li> <li>○ Bus Policy</li> <li>○ Amendments Residential Trips</li> </ul> </li> </ul> <p><b>RESOLVED:</b> It was agreed all policies can be adopted.</p> <ul style="list-style-type: none"> <li>• The following policies require further actions</li> </ul>



- Relationships and sexual health education (RSHE) Policy – require parents consultation
- Behaviour for Learning Policy – Additional pastoral information required

**ACTION:** Mr Papworth to make amends to polices and send to Mrs Green for approval.

**RESOLVED:** Mrs Green can adopt policies on behalf of the governing body once amends made.

### Resource & Finance

A verbal update on the Finance committee held on Wednesday 6<sup>th</sup> November was provided by the chair:

- Current needs of the school result in extra resources required which were not budget for
- Numbers on role are up to 516

Q. Is pupil premium and sport premium being looked at in detail?

A. This needs to be completed - a reviewed statement with impact measures - this will be on the website once available.

It was noted at this stage that governors have not been receiving data and performance updates at the correct time in the year.

**ACTION:** Mrs Greenough, Mrs Green and Mrs Humphreys to plan a year calendar for governors on updates for the year

### Grounds Committee

Mrs Green gave an update on a recent meeting held with the football foundation.

- The foundation are generally happy with the provision.
- Both parties are investigating funding for a boiler replacement or alternative.

### Health and Safety

The Health and Safety minutes 23<sup>rd</sup> September 2019 distributed and reviewed by Mrs Charlesworth.

- Smart log training - timetables are being prepared to ensure a streamline process
- H&S policy policies now up to date and distributed to staff with signatures to confirm review
- Perimeter fencing is required at the school, funding is being sought for this and will start with an electric entrance gate and intercom, followed by full grounds fencing.
- Mr MacIntyrne is policing the entrance at present as it was identified that parents using main car parking to collect/drop off.
- A full fire safety review has been completed. Fire doors have been installed throughout the school – a further fire safety inspection was completed after installation and the school are awaiting the report.

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<p>31 Ofsted Report including safeguarding update</p>	<p><i>Discussions on the outcome of the Ofsted report have been excluded from the minutes for confidentiality.</i></p> <p><u>Ofsted report</u> The draft Ofsted report was distributed to governors for review and questions invited. It was noted that all content within the report is confidential at must not be discussed beyond the meeting.</p> <p>It was noted the actions that to be taken by the school with regards to the Ofsted report:</p> <ul style="list-style-type: none"> <li>• A parent meeting will be arranged once the report is published.</li> <li>• A perimeter will be installed around the school</li> <li>• Integris will be updated</li> <li>• Staff training is scheduled for Wednesday 20th November</li> <li>• The school now has three DSL leads, The Mast Safeguarding and SEND lead will be based at Kirkburton, three safeguarding audits have been completed.</li> </ul> <p>Q. Is any work being completed with the students? A. Yes, part of next steps.</p> <p>The Ofsted reports were collected after the discussion.</p> <p><u>Rapid Improvement Plan</u> The live Rapid Improvement Plan shared and discussed.</p> <p>The plan outlines 4 main objectives, with actions allocated to individuals or teams. This is an ongoing live document and will be referenced and updated regularly.</p> <p>It was noted that governors should request an update on the rapid Improvement Plan every month.</p> <p>Q. This replaces the School Development Plan? A. Yes it's a Rapid Improvement plan</p> <p>Q. Do we need to complete a Rapid Improvement plan as governors? A. It was recommended the governors add their actions to the 2<sup>nd</sup> objective.</p> <p>The Rapid Improvement plans were collected after the discussion.</p> <p><u>Safeguarding Update</u></p> <p>The chair advised that the school is also completing the safeguarding action plan. <i>Governor training files were handed to all governors present.</i> It was noted that staff training is being held on Wednesday 20<sup>th</sup> November and governors are welcome to attend.</p>
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Item	Minutes
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	<p>A programme of expanding the DSL team has been undertaken, with two further DSLs now trained.</p> <p><u>Additional Updates</u> The CEO for the Mast is now based at Kirkburton to support the school in the interim period and focus on leadership.</p> <p>The Mast Safeguarding and SEND lead is also now based at Kirkburton.</p> <p>Support will also be provided by a Mrs E Lord (currently a Deputy headteacher at Honley High School) for two days a week.</p> <p>Along with pastoral head responsibilities, Mr Macintyre will lead on behaviour and Mr Papworth and Mrs Lord will lead on the curriculum.</p> <p>Mrs Greenough wanted to note her thanks to Mr Papworth and Mr MacIntyre for their continue support, dedication and focus during this changing environment. The governors also noted their thanks.</p> <p>It was discussed that the ability of the Mast enables expertise across the schools to provide support to Kirkburton when needed. The Governors express thanks to CEO for mobilising the support.</p> <p>Q. Do you feel the governors could provide a support letter for the meeting with RSC A. Yes if you feel that is something you wish to complete</p> <p>Q. Are the parents going to wonder about the outcome? A. A letter has been drafted to send to parents prior to the report being published online.</p> <p>Q. Is there a date planned for the parent meeting? A. We will plan a provisional date</p> <p><b>ACTION:</b> The provisional date for Ofsted parent meeting to be circulated.</p>
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<p>32 Governor Training and Governor Visits</p>	<p><b>RESOLVED:</b> The extraordinary meeting in Wednesday 27<sup>th</sup> November there will be an agenda item to identify governors training needs.</p> <p>Prof. Harris advised that she had completed the PREVENT training.</p> <p><u>Safer recruitment training</u> It was noted the NSPCC provide an online module to complete safer recruitment training. Governors to complete this training are Mrs Green; Mrs Barraclough; Mrs Fothergill.</p> <p><b>ACTION:</b> Mr Papworth to obtain licence/registration for governors on NSPCC – Safer recruitment training</p>
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Item	Minutes
	<p>Mrs Charlesworth she had completed the distance learning on 'Understanding children's mental health and young adults'.</p> <p>It was noted that mental health first aid course is something that should be considered.</p> <p>It was further noted that the Mast will re-run training provided at the Governor's conference for those not able to attend.</p>
33 Policies for Review	<p><b>RESOLVED:</b> The outcomes of this item were discussed in minute 30.</p>
34 Any other business	<p>The following was recorded under any other business.</p> <p>It was noted that it would be worth considering moving the KMS to the Mast website version with a cost approx.. £1,500 – this will ensure that the website is compliance tracked and up to date.</p> <p><b>RESOLVED:</b> KMS to move to MAST supported website  <b>ACTION:</b> The Mast ICT Manager to progress to move KMS to the Mast supported website.</p>
35 Dates of future meetings and possible agenda items	<p><b>RESOLVED:</b> The following meetings were noted:</p> <p><b>Extraordinary meeting</b>  Wednesday 27th November.</p> <p><b>Full Governing Body</b>  Thursday 16th January 2020 7pm  Monday 16th March 2020 7pm  Tuesday 5th May 2020 7pm  Wednesday 1st July 2020 7pm</p> <p><b>Committees</b>  Health and Safety – Tuesday 10th December 2019  Standard and Effectiveness – Monday 16th December 2019 7pm  Finance Committee – Wednesday 1st April 2020 7pm  Finance Committee – Tuesday 9th June 2020 7pm</p>
36 Agenda, minutes and related papers – school copy	<p><b>RESOLVED:</b> It is requested that items to the Ofsted outcomes be removed at this stage as the report has not yet been published (minute 31)</p>

## Summary of Actions

Minute Reference	Action
061119_M17	The clerk to email code of conduct to all governors for review, and provide signature document for governors to sign acceptance at the next governing body meeting on 27 <sup>th</sup> November 2019.
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