

THE GOVERNING BODY OF RAVENSHALL SCHOOL

Minutes of the meeting of the Governing Body held at 5.30 pm at the School on Wednesday 5th July 2023.

PRESENT

Ms S Hoffmann (Chair), Mr R Robinson (Head Teacher), Mr L Crowther, Ms K Dickinson, Mr I Eloi, Ms S Lee, and Mr S Patel.

In Attendance

Mr D Evans (Minute Clerk)
 Mrs C Blackburn (Deputy Head)
 Ms K Horan (Assistant Head)
 Mr G Owen (Deputy Head)
 Mrs R Thackray (School Business Manager and Associate Member)

| Agenda Item | Discussion and Decisions | Action – Who / date / Action |
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| 67. | <p><u>APOLOGIES FOR ABSENCE, CONSENT, AND DECLARATIONS OF INTEREST</u></p> <p>The meeting commenced at 5.35 pm, beginning with a welcome, thanks and introduction of the new Chair.</p> <p>Apologies for absence were received from Mr K Hussain (consent) and Ms M Maguire (consent).</p> <p>There were no declarations of interest.</p> <p>Governors were reminded to complete their Business Interest Form 2023/24 in readiness for the next academic year.</p> | <p>ALL GOVERNORS</p> |

| 68. | <p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>There were no items of any other business</p> | | | | | | | | | | | | | | | | | | | | | | |
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| 69. | <p><u>REPRESENTATION</u></p> <p>(a) Governors noted the following matters of representation:</p> <table data-bbox="421 470 1523 726"> <thead> <tr> <th><u>Appointment.</u> <u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Ms Megan Maguire</td> <td>LA</td> <td>15/05/2023</td> </tr> <tr> <td>Ms Sarah Lee</td> <td>Co-opted</td> <td>21/06/2023</td> </tr> <tr> <td>Mr Liam Crowther</td> <td>Co-opted</td> <td>30/06/2023</td> </tr> <tr> <td>Mr Issac Eloi</td> <td>Co-opted</td> <td>04/07/2023</td> </tr> </tbody> </table> <table data-bbox="421 766 1523 909"> <thead> <tr> <th><u>Resignation</u> <u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Mr Joel Pollard</td> <td>Staff</td> <td>08/06/2023</td> </tr> </tbody> </table> <p>(b) <u>Appointment of a Co-opted Governor</u></p> <p>The Head Teacher had approached an experienced and much respected teacher and advocate for SEND, who was approaching retirement this summer. Ms J Kilbride confirmed that she was interested in being a co-opted governor on the board and the Governing Board unanimously accepted their membership of the Board.</p> <p>RESOLVED: That Ms J Kilbride be invited to serve as a Co-opted Governor.</p> <p>ACTION: GCS to process the associated documents for Ms J Kilbride a new Co-opted Governor for full membership of the board by September 2023.</p> | <u>Appointment.</u> <u>Name</u> | <u>Category</u> | <u>With Effect From</u> | Ms Megan Maguire | LA | 15/05/2023 | Ms Sarah Lee | Co-opted | 21/06/2023 | Mr Liam Crowther | Co-opted | 30/06/2023 | Mr Issac Eloi | Co-opted | 04/07/2023 | <u>Resignation</u> <u>Name</u> | <u>Category</u> | <u>With Effect From</u> | Mr Joel Pollard | Staff | 08/06/2023 | <p>GCS</p> |
| <u>Appointment.</u> <u>Name</u> | <u>Category</u> | <u>With Effect From</u> | | | | | | | | | | | | | | | | | | | | | |
| Ms Megan Maguire | LA | 15/05/2023 | | | | | | | | | | | | | | | | | | | | | |
| Ms Sarah Lee | Co-opted | 21/06/2023 | | | | | | | | | | | | | | | | | | | | | |
| Mr Liam Crowther | Co-opted | 30/06/2023 | | | | | | | | | | | | | | | | | | | | | |
| Mr Issac Eloi | Co-opted | 04/07/2023 | | | | | | | | | | | | | | | | | | | | | |
| <u>Resignation</u> <u>Name</u> | <u>Category</u> | <u>With Effect From</u> | | | | | | | | | | | | | | | | | | | | | |
| Mr Joel Pollard | Staff | 08/06/2023 | | | | | | | | | | | | | | | | | | | | | |

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| | <p>(c) The Staff Election Governors proceedings had commenced and awaited the results of the staff skills audit to identify those who can add value to the work of the Governing Body.</p> <p>In reporting the updates in representation, the Head presented a power point summarising the categories, names and types of governors and their different committee roles.</p> <p>ACTION: Governors to request from the Head Teacher copies if required.</p> | <p>Headteacher</p> <p>Governors</p> |
| 70. | <p><u>MINUTES OF THE MEETING HELD ON 17 MAY 2023</u></p> <p>RESOLVED: That the minutes of the meeting held on 17 May 2022 be approved and signed by the Chair as a correct record.</p> | |
| 71. | <p><u>MATTERS ARISING</u></p> <p>There were no matters arising</p> | |
| 72. | <p><u>MINUTES OF THE MEETING HELD ON 19 APRIL 2023</u></p> <p>RESOLVED: That the minutes of the meeting held on 19 April 2023 be approved and signed by the Chair as a correct record subject to the following amendment:</p> <p><u>Present</u> - That Ms K Dickinson name be removed.</p> | |
| 73. | <p><u>MATTERS ARISING</u></p> <p>(a) Clarity in Agenda Setting (Minute 36 (b) refers) (b) Outreach (Minute 48 refers)</p> <p>Agenda item 10 and 11 could be merged; these were included within the Head Teacher's report. Agenda item 15 could be removed; it did not reflect what happened in school.</p> <p>ACTION: That the GCS will amend the Standard Agenda to avoid repetition and remains current.</p> | <p>GGS</p> |

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| | <p>Actions in the minutes can act as an aide memoir for Governors, School, and GCS actions. At the moment the minutes and agenda were sent out one week before the meeting. The governors would appreciate receiving the minutes between a fortnight and a month after the meeting had taken place.</p> <p>ACTION: Would it be possible for the Governor Clerking Service to alter the procedure for the distribution of minutes, so the minutes can be used more effectively and pro-actively.</p> | GCS |
| 74. | <p><u>REPORTS FROM COMMITTEES AND NAMED GOVERNORS WITH SPECIFIC RESPONSIBILITIES</u></p> <p>a) <u>Finance & Resources Committee: 5 July 2023</u></p> <p>The Finance and Resources Committee met earlier in the afternoon. The School Business Manager provided an overview report of expenditure and income to date and a verbal explanation of what had happened in the meeting.</p> <p>RESOLVED: That Mr L Crowther be unanimously elected as the Chair of the Finance & Resources Committee.</p> <p>The Committee had discussed financial and monthly reporting, noting that some pots of funding i.e. those associated with overcoming the effects of the Covid response were coming to an end; others were difficult to predict e.g. PE premium; the impacts of energy and pay on the school were being closely monitored given the unpredictability of percentage rises in wages, there had been training on “Fire” as part of the Health and Safety standing item and that the School Development plan was still being created.</p> <p>b) <u>Health and Safety Group (reported at the Finance Committee)</u></p> <p>The group members had done a walk around school using the HSE classroom checklist to identify and subsequently mitigate risk.</p> | |

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| 75. | <p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>The Chair, Mr L Crowther, Ms K Dickinson, Ms S Lees and Mr S Patel had completed governor visits.</p> <p>(a) <u>Behaviour and Attitudes Visit</u></p> <p>Ms S Lee had visited the Assistant Headteacher, Ms K Horan, to gain an understanding of the behaviour and attitudes strategy in practice. This was a useful visit giving insight into the policies and strategies and the implementation of the Positive Behaviour approach from September 2023.</p> <p>A key point of discussion was how the requests to Kirklees Support Services (KSS) – SEMH for support were being refused; and that KSS should be asked for an explanation.</p> <p>In short, the visit was useful in understanding what was happening in practice to feedback to the governors and in preparation for OFSTED. Kerry Horan was commended for the thoroughness of discussion and organisation.</p> <p>The summary School Visits' Report template had been completed.</p> <p>Q: What should we do with the completed reports; where should they go and who should see them?</p> <p>A: They need to be sent to Headteacher, Rik Robinson, via Rachel (SBM) or direct to Head teacher. (An informal show of hands confirmed that all governors would like to see each other's reports).</p> <p>RESOLVED: That the completed reports would be distributed to governors prior to meetings.</p> <p>(b) <u>Personal Development and Wellbeing visit</u></p> <p>Ms K Dickinson visited Deputy Head, Ms C Blackburn, to receive an overview of the personal development of learners and the role of the new post of Family Wellbeing Officer.</p> | |
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Ms K Dickinson noted that the meeting was invaluable for seeing how SDP targets were implemented in practice, becoming OFSTED ready and how a raft of strategies had been developing the children and making stronger links with parents and families for example:

- A holistic approach to personal development with learner voice central to this.
- Careers development by implementing the Gatsby benchmark.
- Buying in of regular Occupational Therapy for learners
- MHST workshops for parents receiving great feedback.
- The new Family Wellbeing Officer has an opportunity to strengthen engagement with parents.

(c) Information Technology

Mr L Crowther had visited the IT support in school and conducted online security assessments. A report on cyber security was being drafted, highlighting a high, but not uncommon score for schools, to include suggestions for improvements. Mr L Crowther would work with the IT team to implement the recommendations.

The Head teacher noted it was great to have such specialist skills in the governor team.

(d) Leavers Event

Mr Crowther also attended the end of year leavers event, making a speech and handing out awards, which he found very enjoyable mainly because of the young people he met, the attitudes and behaviour of staff throughout the school and how the school's themed curriculum was obvious to all and present across all age groups within the school.

The Head teacher noted that in the primary years the theme of pirates had been launched by an immersion day, setting the scene for the term and introducing the key aspects of the theme, in which the children and staff dressed up as pirates, and held activities such as walking the plank, to explain the life and significance of pirates. This was something the school was seeking to replicate across the year groups.

(e) Preparation for Adulthood

Mr S Patel had visited the PfA site in February 2023. He was impressed by how students were so welcoming, ran security checks and escorted him around the site. Suffyan's visit looked at both strands of the curriculum in PfA – Employability and Independent Living. Again, Mr S Patel was impressed by: -

- The ability of ETAs to step in when teaching staff were not available due to unforeseen circumstances.
- The students did not see this as an opportunity to take advantage, as the culture of the school meant these young people remained focussed on learning.
- The friendliness of the students also stood out.

Mr S Patel observed the lack of space on the site, particularly in outside areas. Areas surrounding the school could not be used because of safeguarding issues.

(f) Six Senior Leaders' Visits

The Chair had visited all Senior Leaders since last autumn to see the working of all aspects of school life. The Chair had concluded that these visits were invaluable as all the issues discussed at the Governors' meetings were seen embedded in practice.

Sarah had seen the development of the Single Central Record, confirming everything was on track. The School Business Manager noted that the new system would allow the Chair and Head Teacher to have oversight of the tracker which gave a clearer summary of key data and points, than the use of spreadsheets. Access to the system could be made by smart phone.

Similarly, the DBS renewal for staff had changed with a new provider allowing updates to be made by individual members of staff, who would pay for the update but would be re-imbursed. Governors who had experience of the system, noted that it could be difficult to navigate.

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| | <p>(g) <u>Governor Training</u></p> <p>Mr I Eloi had completed induction training with Kirklees Governor Service over 3 evening sessions and was good at demonstrating the difference between strategy and practice and understanding the role in relation to OFSTED.</p> <p>Ms K Dickinson had completed the finance training and found it very useful.</p> <p>Q: How do we find out about training? A: You should receive a link from Kirklees Business Services as part of their emails.</p> <p>Several governors had not seen or had not received it.</p> <p>ACTION: Training opportunities for governors to be circulated.</p> <p>(h) <u>Safeguarding training</u></p> <p>There was 125 minutes of safeguarding training for governors online that could update governors. At the same time the staff would undertake 2 hours training in autumn which governors could attend.</p> <p>Q: Have you seen the NGA links in the Kirklees Business Services emails? A: The amount and nature of the updates from the service make for an overwhelming experience. It may be that governors could divide up, between themselves the available training.</p> <p>The Chair suggested that the new governors should complete the Kirklees induction training which could be done in different ways.</p> | |
| 76. | <p><u>SENIOR LEADER REPORT TO GOVERNORS, HEADTEACHER'S REPORT AND GOVERNORS' QUESTIONS</u></p> <p>The Head Teacher distributed a paper and spoke in detail to PowerPoint presentations regarding:</p> | |

a) Leadership and Management

(i) Summary of Governor Development Meeting held in May

The Head Teacher noted that the fruitful meeting was characterised by useful discussions and learning and covered:

- Finances and its jargon.
- Governor self-review.
- Discussions around OFSTED inspections.

These meetings could be called Governor Development Meetings because this was an accurate reflection of what their purpose was, rather than informal governor meetings.

(ii) Fundraising update

Charlotte Gray-Sharpe's work to promote the school and its finances had linked fundraising to the school development plan and had brought in almost a 6 figure sum for work mainly around the sensory garden and ponds.

(iii) Parent Survey Summary

The key findings were that parents, on the whole were very happy with what the school did. The survey could be constructed in different ways as the Likert scales was mis-interpreted by some parents leading to strongly disagree ratings being accompanied by comments signalling strongly agree.

The comments were seen as very useful and pointed to areas where there should be a deeper dive into issues that arose. For example, school needed to develop a consistent approach to home school communication.

There were 68 respondents, which though a good percentage for questionnaire / survey type research, the school hoped to increase the number in future rounds. In future, the survey would be developed to provide more accurate responses.

(iv) Employee Health Care: Mini Health MOTs

Kirklees Wellbeing Service attended school offering 15 consultations for mini-health MOTs which were all taken up. This resulted in two members of staff recommended to see their GPs and 1 obtaining a further appointment with this service.

Q: Will the school invite this service in again?

A: We are thinking of inviting them in again in the autumn term. At the same time, we have sent a link to all staff which allows them to self-refer to a range of services offered by the well-being team e.g., counselling, health checks, smoking cessation.

(v) Recruitment summary including Assistant Head Teacher (AHT) post

- A number of ETA staff were leaving the school to go onto other things for example:
- An ETA had been promoted; another had got a similar job closer to home, one was going to university, one becoming a tour guide in Thailand, one had retired, another moved to Blackburn etc.
- Similarly, there were teachers leaving: one was retiring, two at different stages of their careers no longer want to be teachers, another had been head hunted by their own LEA, and a further teacher was retiring due to ill-health.
- The Recruitment of new staff was on temporary contracts lasting until the end of 2024.
- There were 3 new full/time ECTs, and 2 other teachers.
- 4 ETAs had been recruited and 1 more could be recruited from interviews being held tomorrow.

(vi) Assistant Head Teacher

The current leader of PfA was a TLR (teaching and learning responsibility) holder. She had been mentored as her role had grown as PfA moved from the current site to the new site and she became more concerned with management and strategy. School thought the role she was performing was very much at the level of an Assistant Head teacher, and mentoring had led her to develop so she was ready to take on the mantle of the AHT role. It was important to note that PfA also received a separate OFSTED judgement. The Head Teacher thought it only fair that someone doing this job should be an AHT.

Q: Have you discussed this with the current leader?

A: We have spoken to them in terms of asking if this is something to develop into, rather than would you like this job that is to be advertised. They are positive about developing

Q: If you did not appoint would they leave?

A: There is a possibility, as they have the skills to take up AHT roles elsewhere.

Q: Are they aware of the changes in terms of employment conditions?

A: Yes, they are aware, but not sure of what they think about it.

Governors wanted to stress the changes in conditions needed spelling out to this person

Q: Have we got to go to an expensive external advertisement for the post?

A: No we can advertise internally.

Governors were positive about internally offering the post for recruitment giving the following reasons:

- Those capable of fulfilling higher level roles should be given the opportunity.
- Promotion internally demonstrates to staff that this was an organisation recognising its own staff's development and valuing its staff.
- Showed progression opportunities within school.
- Limited the costs of advertising.

- The amount of pay from TLR to SLT position was not much and would be saved by reduced recruitment costs.

ACTION: Advertise the post internally for the person to be in position for September 2023, spelling out the pay and conditions.

(vii) Summer Grounds Development Work

The development of the school grounds over summer was very much linked to the grant application work outlined concerning the Forest School area and pond improvements:

- A reading hut had been ordered and was planned to be in situ in September 2023.
- Ongoing security improvements would be completed.
- Outdoor gym equipment would be completed through the holidays.

(viii) Mini-bus update

Two mini buses were stolen. The insurance documents had come in, and now the school was awaiting a figure to be offered.

Q: What happened with the mini buses?

A: They were stolen off-site and targeted for the comparative ease of the theft and price of spare parts.

The local community had been fantastic in unsolicited fundraising, offers of mini buses e.g. a local rugby club organised a fun day. Total activities had raised around £10,000.

Q: Instead of buying a mini bus can we lease so the burden of loss does not lie with the school?

A: We cannot lease, as a school. We must have a named person on a lease, or lease through the local authority. We have been leasing through the local authority and it is very expensive, prohibitively so going forward.

The Head Teacher stated that the curriculum had not been affected by the theft, as the remedial actions had proven effective.

(ix) Preparation for Adulthood (PfA) site

The site was no longer fit for purpose and the geographical and social context it was set in, means it was a safeguarding issue e.g. county lines. The issues were known to the local authority, for example the weekly reports to police made by staff. It was a priority which would be discussed at the next Governor Development meeting.

ACTION: Put on the next Governor Development meeting.

(x) Parent complaints

There were currently two complaints. One complaint committee was due to report. The school's response would be based on the outcome of the governor led committee.

b) Quality of Education

(i) Satellite Update (Minute 39c refers)

This year the Satellite had had 4 learners. Two more learners would be joining the provision in September and there were two other learners in addition that were likely to be in the setting later in the Autumn term. This number may well increase; it would be closely monitored.

(ii) School Nursing Provision

The school was losing a member of staff who played a big role in this area, as they were going to do a nursing course. There were several members of staff that had the required qualifications within school. To bolster the quality of health provision in the setting the school was to recruit a qualified nurse on a 3 days a week basis to work term-time only and help manager the other

qualified staff in the setting.

An advert was to go out the week commencing 10//07/2023 for a September 2023 start.

(iii) The impact of CPD

The Head Teacher presented a document showing the scale and breadth of CPD activities over the year. The document which was to be emailed to all governors demonstrated the centrality of CPD to practice. A key element was that 2 Early Career Teachers (ECTs) had completed their second year and were now qualified teachers; and a further 2 ECTs had passed their first year.

c) Behaviours and Attitudes

Ms K Horan, Assistant Headteacher led the presentation with a tabled report from April to May and providing current up to date figures:

(i) Exclusions.

Currently 1 learner was on a 10-day exclusion. They were being visited daily by the school to check welfare and learning. The school was working with SENDACT to secure a place at Brian Jackson College where needs could be better met. Transition to BJC was hoped for in September 2023.

(ii) Reduced timetables (RTT)

There were currently two learners on RTTs who both were increasing their hours.

This system could result in the mismatch of children and settings; could be ad hoc in the planning for schools e.g. timetabling, planning to meet need etc.

(iii) Interventions

- 13 pupils attending ELSA sessions.

- 4 primary pupils in Nest provision.
- 13 attending SEMH sessions.
- 6 attending the secondary FOCUS group.
- 36 Regulation support plans had been updated and readied for transition.

(iv) CPOMS update

The re-organised CPOMS system had led to a better reporting system which allowed the interrogation of data and information to identify patterns of behaviours allowing analysis and planning to deal with unwanted behaviours.

(v) Training

The school was updating its approach and to this end two twilight sessions for staff had been held looking at the concept of “Positive Behaviour” approaches leading to the development of a new positive behaviour policy, (which was at draft stage and set to be distributed for comment); facilitated by staff from The William Henry Smith School.

Comments from staff demonstrating in their own words, the underpinning positive behaviour values was distributed by Kelly.

The key was that the school needed to consistently embed the unpicking of individuals’ behaviour in a personalised approach to uncover what was required to develop appropriate behaviour.

PHPI training was to be rolled out to all staff.

The SLT was to upskill on Searching, screening and confiscation and feedback to the school.

d) Personal Development

Claire Blackburn provided a summary of the findings of the pupil survey who overwhelmingly felt safe and happy at the school. A key issue for action stemming from the research was the issue of tiredness

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| | <p>Lunchtime clubs were thriving in secondary provision</p> <p>e) <u>Dates for Governor Information</u></p> <ul style="list-style-type: none"> • There was a Brighter Futures meeting on 11th July. • 19th July 20 10:00 am the school was having a summer festival – Ravensfest which had bands on, and all governors were invited to this summer event. • 20th July 13:30 pm - Governors were invited to the Year 6 leavers' assembly. <p>Q: How is safeguarding being rolled out for this event. A: Risk assessments are being completed, rigorously.</p> | |
| 77. | <p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p>This item had been discussed earlier, refer to Minute 74.</p> | |
| 78. | <p><u>IMPACT OF CPD ON QUALITY OF PROVISION AND OUTCOMES FOR PUPILS</u></p> <p>This item had been discussed earlier, refer to Minute 76.</p> | |
| 79. | <p><u>SAFEGUARDING</u></p> <p>Ms C Blackburn the Deputy Headteacher, tabled the annual safeguarding report to the governing body and summarised key points:</p> <ul style="list-style-type: none"> • Covered whole school staff training including 24 members of staff being inducted to the way the school did safeguarding. • Reviews of the Single Central Record and school policies. • Vulnerable children where 2 learners had been placed on Child Protection Plans (down by one on previous count); 8 learners placed on Children in Need plans. • There had been 76 online incidents. The figure was high because all incidents were recorded. | |

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| | <ul style="list-style-type: none"> Plans to deal with increasing number of mental health concerns would be considered next academic year. There was one incident of extremism. <p>Q: Was Prevent called? A: No. this was far-right extremism and on investigation did not warrant an escalation Ambassadors for safety project is to be extended in the next academic year</p> | |
| 80. | <p><u>OUTREACH</u></p> <p>It was requested that the Governor Clerking Service removed this item from all future agendas.</p> | GCS |
| 81. | <p><u>KLP AUTUMN TERM VISIT</u></p> <p>There had been no further updates to report.</p> | |
| 82. | <p><u>POLICIES FOR REVIEW</u></p> <p>Policies were shared with Governors prior to the meeting. Governors approved amendments to policies.</p> <p>However, it was noted that policies were being altered, as they came up for review into the new house style and were still being personalised for the school's context and development.</p> | |
| 83. | <p><u>REGISTER OF BUSINESS INTERESTS</u></p> <p>This item had been discussed earlier, refer to Minute 67.</p> | |
| 84. | <p><u>ANY OTHER BUSINESS</u></p> <p>There were no items of Any other Business</p> | |

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| 85. | <p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>There had been a detailed discussion about planned dates and the following were proposed:</p> <ul style="list-style-type: none"> (i) Wednesday 27th September 16:45 Finance and Resources Committee Meeting (ii) Wednesday 27th September 17:30 Full Governing Board Meeting (iii) Wednesday 15th November 17:00 Governor Development Meeting (iv) Wednesday 16th January 16:45 Finance and Resources Committee Meeting (v) Wednesday 16th January 17:30 Full Governing Body Meeting (vi) Wednesday 14th March 17:00 Governor Development Meeting (vii) Wednesday 15th May 16:45 Finance and Resources Committee Meeting (viii) Wednesday 15th May 17:30 Full Governing Body Meeting (ix) Wednesday 3rd July 17:00 Governor Development Meeting <p>Concerns were raised about the proposed dates by a couple of Governors and the Head teacher had agreed to review the dates of the meetings.</p> | Headteacher |
| 86. | <p><u>AGENDA, MINUTES AND RELATED PAPERS</u></p> <p>RESOLVED: That no part of the minutes, agenda and related papers be excluded from the copy to be made available at the school, in accordance with the freedom of information act.</p> | |

The Chair closed the meeting at 7.35 pm.