



Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 18 March 2021 at 6.30pm through virtual governance arrangements

	Present:	Nicola Furlonger (Chair) Emma Burns (EB) Alison D'Alton (ADA) (SBM) Abby Jeffrey (AJ) Vanessa Lines (VL) Louisa Rowlands (Items 1-6) Emma Sangster (ES) Olly Swan (OS) Jo Winkler (JW) (Vice Chair)	
	In attendance	Carly Birkett (Acting Headteacher) (AHT) (Items 1-10 and 12-14) Lesley Hardwick (Clerk)	Action
1.	APOLOGIES FOR ABSENCE The Chair welcomed everyone to the meeting and introduced the new Co-opted Governor, Olly Swann. Apologies for absence from Michael Webber (prior commitment) and Andrew Pembroke (ill health) were received and accepted.		
2.	DECLARATION OF BUSINESS INTERESTS No declarations of interest were received in respect of any item on the Agenda. The Chair reminded Governors to declare any interests that might arise as the result of discussions at the meeting.		
3.	MINUTES OF LAST MEETING AND MATTERS ARISING Minutes of FGB meeting held on 25 January 2021 <u>The minutes of the meeting held on 25 January 2021 were approved as an accurate record (to be signed by the Chair of Governors at a future date).</u> Action Points Governors reviewed progress against relevant outstanding actions: <ul style="list-style-type: none"> • <u>School Data</u> – The AHT confirmed that there was no new data available, but agreed to bring a data summary to the next FGB meeting. • <u>Curriculum Intent</u> - The AHT reported that the Curriculum Intent document had not yet been completed. This item was therefore deferred to the next FGB meeting. • <u>PE/Sports Premium</u> – It was agreed that the Quality of Education elements relating to the use of the Sports Premium would be reviewed as part of the Term 6 QoE monitoring, and that the Finance Group would review the way in which the premium had been spent. • <u>CPOMS Log on details</u> – The AHT confirmed that governors' accounts had all been set up and that it would be up to governors to reset their passwords if necessary. She confirmed that all governors had been sent an email with a link to their account and suggesting checking 'junk' email folders. She asked governors to contact her outside the meeting if they were unable to find the email sent previously, or to log in. • <u>Induction Training</u> – The Clerk agreed to send Olly Swann information about accessing TEP training on GovernorHub. 		CB CB Mon Govs All as needed LH

	<ul style="list-style-type: none"> <u>Website Review</u> – The report from the School’s website provider had been circulated with the meeting papers. A Governor noted that there was not a separate SEND information report on the website, although the SBM confirmed that all the relevant information was included within the SEND policy. It was suggested that the SEND policy should be renamed to emphasise that it included the required SEND information. <p>It was confirmed that all other actions had been completed or were covered under other agenda items.</p> <p>Other Matters Arising There were no other matters arising from the minutes.</p>	
4.	<p>MEMBERSHIP</p> <p>Co-opted Governor Vacancies The Chair reported that the potential governor she had approached previously had now taken up a governor role at a secondary school. <i>The Clerk agreed to check Inspiring Governance and to pass any new expressions of interest to the Chair. The Chair noted that there were still two Co-opted governor vacancies and asked governors to contact her if they were aware of any potential candidates.</i></p>	LH All
5.	<p>STRATEGIC PLAN/AHT’S REPORT</p> <p>Report on the Return to School The Chair asked the AHT to provide an update on the return to school. The AHT commented that staff had had two weeks’ notice of the reopening of the school and had therefore been able to make the necessary arrangements in good time to prepare for it. She reported that the children were happy to be back in school and that attendance had been good, at 98% for the first week.</p> <p>The AHT advised that the children seemed to be more unsettled than on the return in September, which she believed could be due to the fact that they had switched directly from remote learning to being back in school, whereas in the September they had come back after the Summer holiday period. She reported that it was clear that some learning behaviours had been lost, especially in Year 1, where the children had had a very disrupted first two years of school. She confirmed that children had been given time to talk and rebuild friendships and relationships and commented that it was noticeable that children who had been in school had formed different friendships and relationships with staff in the smaller class bubbles and were finding difficult to adjust to being in a full class. Academically she advised that staff were now starting to unpick gaps in learning and would be carrying out baseline assessments over the next two weeks. She and the Acting Deputy Headteacher (ADHT) would then hold Pupil Progress meetings with all teachers with a view to starting catch up interventions from the beginning of Term 5.</p> <p>Headteacher’s Report AHT addressed the questions raised in advance of the meeting, which had been circulated on Sharepoint:</p> <ul style="list-style-type: none"> <u>Pupil Numbers</u> Is there a reason why the school is now over 60 in some year groups such as Years 4 & 6? Recall previous commentary from AD as we are over PAN not generally accepting pupils (particularly given challenges on space in the classrooms, on paper it seems unusual to go over 60 in some when other year groups under); was this a SR decision to accept further pupils or KCC? 	

Governors noted the response from the SBM, who had explained that, although some KS2 classes now had over 30 pupils, this was permitted and that the School was within its overall PAN. She clarified that the only basis for an appeal for a Year R place to be rejected was that it would be illegal to offer the place, which had been in the case for appeals this year, as this would have taken class numbers above the legal maximum for EYFS and KS1 classes.

- Attendance

PPG attendance is currently at 90.4% and figures overall on attendance are lower than I would expect - from what period are these figures? Do these represent attendance over the lockdown period?

The AHT explained that the attendance figures for PPG attendance over lockdown had been impacted by the way in which vulnerable pupils' attendance had been coded over the lockdown and attendance had therefore not been as low as reported. She advised that she had also supplied the year to date information within her report as a comparison, and reported that attendance from 8/3/21 to date had been 98% and 95% for PPG pupils, with the YTD figures being 97.5% and 94.6% respectively.

What are the reasons for the 9.6% persistent absentees? What actions are being taken to address this?

The AHT advised that the Persistent Absence (PA) data had also been impacted by the coding for vulnerable pupils during lockdown and that the adjusted figure was 7.6%, which was higher than she would have liked but reflected two children on part-time timetables, another who had been absent due to illness, and the poor attendance of children from two families with multiple siblings at the school. She advised that the School would be funding places at Breakfast Club from the PPG budget where it was felt that this would improve attendance. A Governor noted that the adjusted attendance figures were close to the target difference between PPG and all pupils in the Strategic Plan (2.8%). The AHT confirmed that staff continued to work with families and asked for evidence to support any absences.

A Governor asked whether any parents had chosen to home educate their children as a result of the pandemic. The AHT advised that three families had indicated in September that they were considering elective home education, but had eventually decided that their children should stay in school.

- School Meals/Nourish

When may there be a return to hot meals from Nourish rather than the deli menu? Has there been a change in uptake of Nourish school meals since the return? how are discussions with company and LA going? Has there been any change in quality of the food?

Governors noted the information provided by the SBM. The SBM confirmed that the quality of the food was being monitored and had improved significantly since meals had again been prepared in the School's own kitchen. She also confirmed that the number of meals ordered had also increased. The AHT confirmed that it had been the School's choice to use the Deli menu, as part of the return to school risk assessment, as this was the only way to manage numbers within the hall. However she advised that the School was looking to reintroduce hot meals, which would be supplied in a meal box, with only Years R and 1 eating in the hall and other year groups taking the meal boxes back to their classrooms.

- Pupil Wellbeing

How many pupils have been identified so far as needing to see a counsellor or having a learning mentor (or is it too early to tell)? Nurture sessions in Forest School - how will the impact of these be measured?

The AHT confirmed that staff were discussing behaviour and wellbeing in staff meetings and that the School was maintaining an open debate with families. She advised that Nurture sessions would probably focus on Year 1 initially, as this was the cohort whose learning behaviours seemed to have been the most affected by

the lockdown. She added that although the majority of children were engaged in their learning, the lockdown had affected children in different and sometimes unexpected ways, with some being more independent following time away from school and others having become more needy.

Strategic Plan

The AHT responded to the questions raised by governors before the meeting:

- Priority 1 – Covid 19 Response: Context
The context/baseline for closing the gap on page 4 is now quite out of date - it refers to the lockdown in March 2020 and last year's Year 6. Could this be updated as this does not feel like a relevant baseline?
The AHT pointed out that this was the most up to date formal data but agreed to add a note to the context overview. **A Governor pointed out that it related to the Year 6 cohort that had left the school in July 2020 and commented that it would be useful to have information on the cumulative impact of the two lockdowns on children currently at the School.**
- Priority 1 – Covid-19 Response: Metacognition
There are no Spring Term steps planned under meta-cognition and self-regulation for pupils - has this been embedded as a result of autumn term actions or is it on hold given other priorities for now?
The AHT advised that this information had been excluded in error originally and that she had restored it and uploaded a new version of the Strategic Plan. She pointed out that the Plan was a working document and had been updated for the situation on the return to school but confirmed that a full updated version of the Plan including all actions, would be available for the Term 5 FGB meeting.
- Priority 1 – Covid 19 Response: Remote Learning
Under remote learning (priority 1) spring term - roll out of Tapestry has been done so would expect to see that as completed and positive impact it has had (as evidenced by parent survey). Also, would you expect to see parent survey results reflected here as evidence of impact.
The AHT confirmed that any concerns in the responses to the survey which had raised concerns that staff had not been aware of from the wellbeing phone calls during lockdown had been acted upon, although she advised that in most cases staff had already been aware of the issues and needs raised within the Survey.
- Priority 2 – Deep Learners PPG Attendance
In the SP, in the autumn term PPG attendance (94.2%) is 3.4% behind all attendance, and whilst it is better than last year and a good level it is still behind the 2.8% difference we are aiming for in the Strategic Plan. Has there been good attendance of PPG children since the return to school on 8 March, and is this something the SLT are continuing to prioritise, particularly given the impact on this group that time spent out of school will have?
This question had been answered by the response given previously.
- Priority 1 & 2 – Inset Days
Remaining INSET days for this year, what are the strategic plans for using these to help meet the goals in the SP?
The AHT advised that she wanted to take time to explore the current position against the Strategic Plan before deciding on the priorities and dates for INSET days for the remainder of the academic year,
- Priority 3 – Outdoor Learning
It is noted that plans for outdoor learning have not been actioned as per the Strategic Plan. What steps have been taken to mitigate the impact of this on Forest School provision?
The AHT advised that the DHT was meeting with the Forest School Leader to develop the Outdoor Learning curriculum, although she confirmed that it had not

been possible to meet the medium term actions in the Strategic Plan due to lockdown.

Monitoring of Strategic Plan Delivery

- Priority 1 – Covid 19 Response: Wellbeing – Governors reported on their monitoring visit, as presented in the accompanying note of visit. They confirmed that they had asked similar questions to a number of members of staff in different roles and had also received an overview from the ADHT. The responses they had received had been positive and they had noted that a staff team had been put together to support staff mental health and wellbeing. Information was being cascaded down by the ADHT and staff were supportive of each other. The monitoring group had also noted that the children were open with staff about their concerns and that any issues were being picked up quickly. **A Governor noted that behaviours within Year 1 had been discussed previously but was anxious that there should also be a focus on the wellbeing of older children, particularly those in Year 6. She commented that, through a personal experience with her child, she felt that the previous Year 6 had been unprepared for the transition to secondary school due to the impact of lockdown and were finding it difficult to settle, particularly emotionally and socially.** The AHT confirmed that she would take this point up with the ADHT. She clarified that the school had had transition arrangements in place for the previous year 6 cohort, but that however she understood there had been limitations of children going to visit their secondary schools due to National lockdown. She was hopeful that the situation would be better this year, if children were able to remain in school for the whole of Terms 5 and 6. She advised that although the School would do everything possible to prepare children for secondary school, the ongoing restrictions would mean that some of the usual transition events in school might not take place and she was not sure at this point whether secondary schools would be able to offer their normal transition events. A Governor noted that secondary schools were already advertising in-school Open events for Year 5 children and suggested that Year 6 children might therefore be able to visit their new secondary schools. The AHT remarked that she would not wish to raise false hopes at this stage about any formal transition programme until further clarification was received from Kent. The AHT confirmed that the Year 6 teachers had spent time talking to the children and had organised a number of Writing tasks to provide children with an opportunity to write about how they felt, as children of this age did not always want to talk about their feelings. **A Governor commented that it would also be helpful to provide Year 6 with practical details, such as travelling to school, a secondary school timetable and information about the layout of a secondary school building, to help prepare them for the very different environment. Another Governor noted that children would also have spent much more time with their parents over the past year than they would normally have done and might therefore find it difficult to adjust to the more independent regime of a secondary school. A Governor commented that this might be an area where KCC could coordinate an approach to address issues that were likely to be common amongst all Year 6 children.**

The AHT responded to questions raised within the monitoring report:

- **The visit showed that the priority given to wellbeing is well-recognised amongst the staff team and that is becoming embedded in the culture of the school (despite the gaps that AF mentioned). Is there anything further that needs to be done to ensure this culture is not lost, for example, through staff changes?**

The AHT confirmed that the decision to create a wellbeing staff team of six

was intended to guard against the culture being lost as a result of any staff changes.

- **Wellbeing comments in survey - How has this information been utilised by SLT in supporting pupil and family wellbeing? For example, have the comments in the survey been used in any way to identify pupils and families that are struggling?.**

The AHT confirmed that wellbeing was a standing discussion item at SLT and staff meetings and referred to previous comments about response to remote learning survey.

- **What are the plans for the website W&MH page and what is the timing?**

The AHT confirmed that the School was working to populate this page of the website to share information with parents about what it was doing to support children's wellbeing, such as the research that it was following.

- **Priority 1 - Remote Learning** – The Chair remarked that this had been a very thorough piece of monitoring with triangulated evidence, which could be used as a model for other future monitoring. One of the Governors who had carried out the monitoring explained that the monitoring group had been able to use the results of the parents' survey and their own experiences of lockdown and had concluded that remote learning had been delivered well.

[LR left the meeting, which remained quorate]

The AHT agreed that there had been some slight inconsistencies in the use of Zoom and Tapestry, but pointed out that the focus was on setting up the remote learning provision, ensuring the coverage of curriculum and the quality of home learning being provided for the children, as well as ensuring school communities well-being and safety throughout the lockdown period. She confirmed that these issues would be looked at in further detail in preparation for any future lockdown or isolation periods for children. A Governor remarked that it was clear from the SEND monitoring that the school had gone 'over and above' in its efforts to engage with vulnerable children over the lockdown and that it had been successful in encouraging some of these children back into school. She suggested that the School had built relationships with families over lockdown that could now be taken forward. The AHT commented that the second lockdown had been a continuous learning experience – for example with regard to the Zoom sessions which started as a catch up check in with the class developed into a teaching session as it had been concluded that these were more effective when structured. She remarked that some teachers had been anxious about using technology initially but commented that the outcomes had been positive in that a broad curriculum had been delivered and added that teachers had been very creative in arranging for children to have the resources they needed and that engagement with live sessions had remained high across the lockdown.

- **SEND Monitoring** – The SEND monitoring governor commented that the Remote Learning monitoring had also covered elements of SEND. She advised that she would like to pick up on a report produced by the ADHT before looking at SEND provision at a future monitoring visit.

Covid 19 Risk Assessment

The AHT confirmed that the Risk Assessment had been updated for the return to school and included changes to lunch arrangements to reduce the number of students in the hall and staff lateral flow testing.

Pupil Premium Strategy

The AHT confirmed that there had been no significant changes to the Pupil Premium Strategy although she agreed that gap between PPG children and their peers had been exacerbated by the lockdown. She advised that she had discussed the PP Strategy with

	<p>an independent school advisor, pointing out that there was not a full year of data to track the progress of the children or to assess impact of the School's strategy hence why the impact section from the previous year had not been completed. A Governor noted that there was also a disconnect between the financial and academic years with regard to PP funding and strategy. In response to a question, the AHT confirmed that she had responsibility for oversight of the Pupil Premium Strategy.</p> <p>A Governor asked whether the School would be able to track the impact of any of the PP interventions. The AHT advised that it should be possible to track the impact of some short term interventions, but that it would be difficult to record the impact of the whole Strategy in a short period of time, such as before the end of this academic year. It was agreed that this would be picked up as part of a future monitoring visit. The SBM confirmed that the deadline to spend PP funding had been extended due to the two lockdowns. The AHT added that the Strategy was a working document and confirmed that she would bring it back to a future meeting for further review.</p>	
6.	<p>WELLBEING AND SAFEGUARDING</p> <p>Safeguarding The Safeguarding Governor had confirmed that he had discussed safeguarding at the School and remained satisfied with the level of compliance with policy and with safeguarding more generally. He had also noted that levels of attendance were high, that the reasons for non-attendance were known and understood and with appropriate procedures in place to liaise with families, and that no new matters of concern had been reported through CPOMS.</p>	
7.	<p>FINANCE AND RESOURCES</p> <p>Financial Monitoring The Chair referred to the report from the Finance Monitoring Pair and associated documents from the SBM that had been circulated with the meeting papers.</p> <ul style="list-style-type: none"> • <u>LA Feedback on 9 month financial monitoring</u> – The SBM reported that the feedback had identified a small number of variances against the approved budget but that there had been no significant issues or concerns. • <u>11-month (February 2021) financial monitoring statement</u> – Governors noted the predicted revenue rollover at the end of February had been £202,612, a significant positive variance against the approved budget prediction of £70,027, with a projected Capital rollover of £0. The SBM advised that the final revenue rollover figure would increase again before the end of the year (estimated rollover figure £219,164, as set out in her Variance of Rollover Report that she had prepared for the Monitoring Pair which detailed the variances against the predicted rollover}, as she had now received the LA's final advance for the year, which included additional Covid19 and FSM funding. She confirmed that the final figure should still be within the BCM limit of £238,386. <p>Virements and Write Offs There were no virements or write offs requiring approval.</p> <p>Review of draft 2021 SFVS The SBM confirmed that the date for submission of the SFVS had been deferred until 28/5/21 and that the document would now be brought to the May FGB meeting for approval.</p> <p>Contracts, tenders and expenditure above delegated limits Governors discussed three projects:</p>	ADA

- Replacement play equipment – The SBM noted that it had been difficult to find contractors who had been prepared to submit a quote for this work. The Chair advised that, following the discussion at the last meeting, the SBM had been able to obtain a third quote, as set out in the report circulated with the meeting papers, and that she had taken advice from other governors by email before taking Chair’s Action to approve the quote from Pentagon Play for £20,465 to enable the contract to be committed before the end of the financial year and the equipment to be installed as soon as possible. The SBM advised that the site had now been cleared and was ready for the equipment to be installed.
The action taken by the Chair to approve the contract for the purchase and installation of play equipment was ratified.
- Forest School Plans and tender – The SBM referred to her report which set out plans for moving the Forest School from its current location to the lower playground and to erect a new Outdoor Learning classroom. She confirmed that she had now secured three quotes for the work and advised that she would recommend the quote for £21,675 from the contractor who would be installing the play equipment, Pentagon Play, who would also apply for planning consent for the outdoor classroom on the School’s behalf. **A Governor queried why the School had tendered for the work in two phases.** The SBM explained that there had been an urgency to replace the play equipment, as the previous installation had been condemned as unsafe at its last inspection and had been removed, and that, as the second phase of the work would take longer to deliver because planning consent was required, it had been agreed to bring the first phase of the work forward to enable the funding to be committed from the 2020/21 budget. **In response to a further question, she confirmed that the School had asked for quotes from contractors on the LA’s approved list, that potential contractors were asked for information on their insurance and DBS and references were taken up from them. It was noted that the PTA would be making a donation toward the work during the 2021/22 financial year.**
Governors approved the quote from Pentagon Play as set out in the report submitted with the meeting papers.
- Purchase of Replacement Laptops – The Chair reminded Governors that she had circulated details of the quotes for replacement laptops by email and asked for governors’ views on the purchase before approving the quote from ICT Services for £16,889 by Chair’s Action. The SBM confirmed that the laptops had needed to be replaced as a result of wear and tear.
The action taken by the Chair to approve the purchase of replacement laptops was ratified.

School Meals

This item had been discussed under Agenda Item 5.

Premises/Maintenance update

The SBM had no significant issues to report, but confirmed that work would be taking place to better secure the perimeter gates.

Health and Safety Monitoring

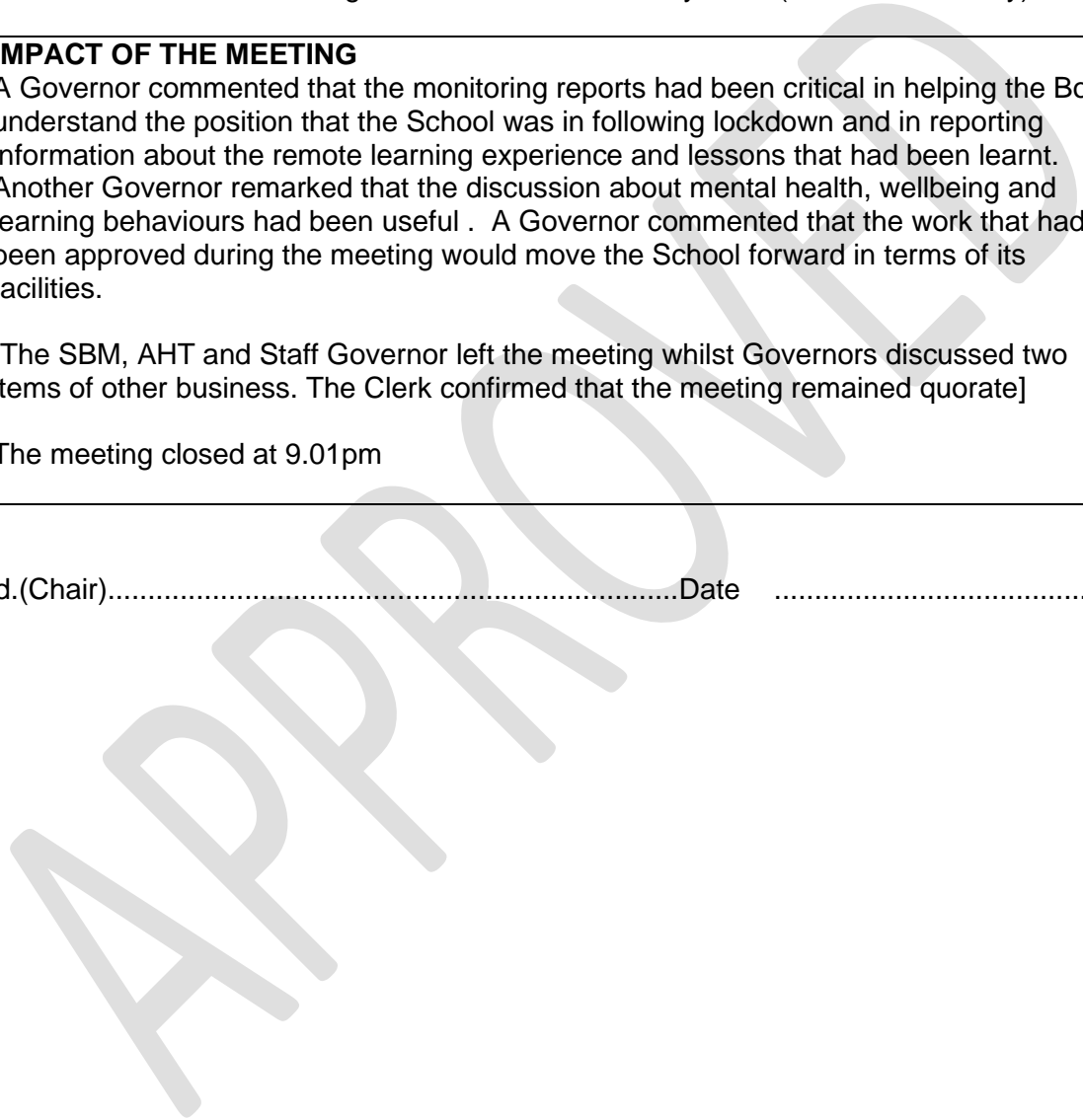
The Chair advised that she had spoken to the Health & Safety Governor before the meeting and that he had confirmed that he now had access to the health and safety records and had not identified any issues of concern. **He had also confirmed that he would be preparing a monitoring report for the next FGB meeting.** The SBM reported that a number of minor issues had been identified during a recent Legionella Audit and would now be addressed.

MW

8.	<p>POLICIES No statutory policies had been submitted for approval.</p>	
9.	<p>GOVERNANCE</p> <p>Draft Induction Checklist The Chair confirmed that she had incorporated comments on the previous draft. A Governor questioned the use of the checklist. The Chair suggested that it would be used by the School and those with responsibilities under the Checklist to make sure all actions had been completed and also shared with new governors. <i>In this connection she asked the three most recently appointed governors to review the checklist and to report back on how their own induction process had been managed and if any actions are outstanding.</i> In response to a question the Clerk suggested that it would not be practical to provide hard copies of the reference documents referred to in the Checklist, as many of these were long documents that were regularly updated.</p> <p>Governor Monitoring The Chair confirmed that monitoring was being arranged on an ad hoc basis, due to the lockdown and Covid restrictions, and asked if there were any aspects of the Strategic Plan that governors would wish to monitor during Terms 5 and 6. The following areas were identified:</p> <ul style="list-style-type: none"> • The use and impact of Covid Catch Up funding • Progress in delivering the curriculum, especially with regard to foundation subjects • Learning behaviours and the development of metacognition strategies across the school • SEND, picking up on work discussed with the SENCO/ADHT before lockdown • Year 6 wellbeing and transition arrangements • Writing and steps to address identified gaps following lockdown <p><i>The Chair confirmed that she would discuss this further with the Vice Chair to develop a monitoring plan for Terms 5 and 6 that would be an efficient use of governors' time and not place too much of a burden on school staff.</i></p> <p>Training attended since the previous meeting <i>The Chair advised that she had attended the Governor Briefing which had focussed on remote learning and would circulate the slides for this meeting for governors' information. She also confirmed that she would also circulate a document which included definitions relating to vision and ethos.</i> A Governor suggested that the GB would need to have a discussion about a longer term strategic plan for the School. The Chair agreed that the GB would need to consider how to bring together the short term Strategic Plan (which was more in line with other schools' School Improvement Plan) with a longer term strategy that linked to the School's vision.</p> <p>TEP Monthly Governor briefing Governors reviewed the January bulletin. The Chair noted that many of the issues covered within the bulletin had been covered through discussions on other agenda items.</p>	<p>NF/AJ/ EB/OS</p> <p>NF/JW</p> <p>NF</p>
10.	<p>CHAIR'S ACTION AND CORRESPONDENCE The Chair confirmed that she had not taken any Chair's Actions since the last meeting that had not already been covered through other agenda items and had not received or entered into any correspondence.</p>	

11.	ANY OTHER URGENT BUSINESS Two items of other business involving personnel issues were dealt with following agenda item 15 and are recorded within the Confidential Minutes, which will not be made available to school staff.	
12.	CONFIDENTIALITY. It was agreed that the two personnel issues discussed under Item 11 would be reported within the Confidential Minutes.	
13.	DATE OF NEXT MEETING The date of the next meeting was confirmed as 17 May 2021 (to be held virtually)	
14.	IMPACT OF THE MEETING A Governor commented that the monitoring reports had been critical in helping the Board understand the position that the School was in following lockdown and in reporting information about the remote learning experience and lessons that had been learnt. Another Governor remarked that the discussion about mental health, wellbeing and learning behaviours had been useful . A Governor commented that the work that had been approved during the meeting would move the School forward in terms of its facilities. [The SBM, AHT and Staff Governor left the meeting whilst Governors discussed two items of other business. The Clerk confirmed that the meeting remained quorate] The meeting closed at 9.01pm	

Signed.(Chair).....Date



ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Action By	Status
8.12.20 18.3.21	5 3	Results of the next data drop to be presented to T4 meeting	Term 4 FGB	CB	Deferred to T5 meeting
8.12.20 25.1.21 18.3.21	5 4 3	A report on PPG spend to be brought to the next meeting	18.1.21	CB	To be dealt with during monitoring
8.12.20 25.1.21 18.3.21	5 4 3	The draft curriculum intent document to be shared with governors	18.1.21?	CB	To be submitted to T5 meeting
8.12.20 25.1.21 18.3.21	5 4 3	The HT to investigate issues raised by the PE Funding monitoring governors	18.1.21	CB	For a future monitoring visit
25.1.21 18.3.21	6 3	A summary of the parent survey results to be prepared for the website	End T3	LR	Remains outstanding
25.1.21 18.3.21	8 7	The SFVS to be drafted and shared for comment before being brought to the FGB for approval	18.3.21	NF/MW AP All	Deferred to T5 meeting
25.1.21 18.3.21	9 3	Log on details for CPOMS to be recirculated.	31.1.21	CB	Governors to contact CB if they are unable to log on
25.1.21 18.3.21	10 3	New governors to book onto Induction training	End T3	AJ/EB	LH to send OS information on accessing Governor training
18.3.21	4	The Clerk to check Inspiring Governance for further expressions of interest in the Co-opted vacancies.	End T4	LH	Completed
18.3.21	4	Governors to contact the Chair if they are aware of any other potential new governors	End T4	All	Ongoing
18.3.21	7	The H&S Governor to prepare a monitoring report for the next meeting	17.5.21	MW	Completed
18.3.21	9	Newly appointed governors to check that the items on the Induction Checklist have been completed	End T4	OS/EB/ AJ/NF	In progress
18.3.21	9	A monitoring plan to be prepared for Terms 5 and 6	End T4	NF/JW	Monitoring to be agreed on a visit by visit basis
18.3.21	9	Presentation slides and documents from the recent Governor briefing to be shared with the GB	End T4	NF	Completed