



**Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 29 October 2018 at 6.30pm at the School**

	Present:	Nicola Furlonger (Chair) Sarah Bowles (SB) (Headteacher) Andrew Chesworth (AC) Alison D'Alton (ADA) (SBM) Vanessa Lines (VL) Andrew Pembroke (AP) Clare Robertson (CR) Louisa Rowlands (LR) Carla Thompson (CT) John Tomlinson (JT) Michael Webber (MW) (Vice Chair) Jo Winkler(JW)	
	In attendance	Lesley Hardwick (Clerk)	Action
1.	APOLOGIES FOR ABSENCE Apologies from Des O'Dwyer (childcare issues) were received and accepted.		
2.	DECLARATION OF BUSINESS INTERESTS No declarations of interest were received in respect of any item on the Agenda.		
3.	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>Minutes of FGB meeting held on 11 September 2018 The minutes of the meeting held on 11 September 2018 were approved as an accurate record and signed by the Chair.</p> <p>Action Points Governors reviewed progress against outstanding actions:</p> <ul style="list-style-type: none"> • <u>ASP Training Session</u> – The HT advised that once she had access to the ASP site, she would familiarise herself with the data and <i>circulate dates for a governor training session during Term 2.</i> • <u>Electricity Testing Report</u> – The SBM confirmed that she now had a copy of the report <i>and would discuss it with Governors at the next H&S Monitoring visit.</i> <p>It was confirmed that all other action points would be covered during other agenda items.</p> <p>Other Matters Arising There were no other matters arising from the minutes.</p>		SB ADA
4.	<p>SCHOOL IMPROVEMENT</p> <p>2018/19 Strategic Plan The HT thanked the Chair and Vice Chair for their input, with regard to the new format of the draft Strategic Plan. She explained that the aim had been to create a document which clearly identified the key strategic priorities which would underpin all Governor monitoring in addition to setting out management action against areas for development, which would also be discussed at governor monitoring visits. She then provided a breakdown of the various elements of the Strategic Plan/SEF.</p>		

- Context – The HT confirmed that, as in previous SPs, the first two pages of the document provided contextual information about the School.
- Vision & 3-year strategic plan – The HT referred to the diagram on p4 of the document which combined the Vision and Mission statements, with the learning behaviours that would be developed from EYFS to Year 6, and the strategic priorities for each of the three years of the Strategic Plan. She remarked that these concepts were often not specific or clearly defined by schools, but she believed that they needed to reflect the living and breathing ethos and environment of the school.
- 2018/19 Strategic Priorities – The HT explained that this page of the document set out the two strategic priorities for the current year ('to embed a dynamic, outcomes-based, immersive curriculum and progressively build on skills whilst developing strong learning behaviours' and 'to ensure pupils are able to develop resilience as confident individuals with high levels of well-being'). It also set out the actions that would be taken to deliver these priorities in each term, with an indication of the cost of doing so. A Governor remarked that it was very helpful to have this information, including the financial implications, in one place.
- Current Judgements – the HT confirmed that information from the previous SP/SEF would be copied into this section.
- Areas of Importance 2018/19 – The HT explained that this section would set out the areas for improvement in each Ofsted category, referenced from the new Ofsted Inspection Framework, which had a greater focus on 'curriculum'. These identified 'areas of importance' would be taken forward into the detailed pages that would be used by the SLT to monitor progress. For each Ofsted area, these pages also included a series of 'RAG-ed' statements which formed the self-evaluation element of the document, together with termly 'Milestones' and links to the evidence which supported the self-evaluation statements. The HT asked Governors whether they wanted to include separate milestones for GB monitoring within this section. Governors discussed this but felt that they should hold the leadership team for account against the Milestones that they had set for the School.

Governors reviewed the self-evaluation elements of the draft SP/SEF. The following points were raised:

- PDBW – The HT explained that blue text within the SEF section indicated action that the School needed to take to move forward to Outstanding.
- EYFS – in response to a question, the HT explained that the red text signified that she was currently not sure whether this statement could be evidenced.
- Outcomes – The HT explained that the self-evaluation statements and priorities for this section were taken from the data, with actions for each term. She confirmed that the Plan would be updated once the results of the internal data review were available. **A Governor noted that the School Improvement Advisor's Note of Visit recommended setting six Outcomes targets each year.** The HT commented that she believed that this would create too many targets, although she confirmed that teachers had been asked to set targets for any children who were not making the progress expected or those who might be able to make accelerated progress over the year. She commented that the targets that had been set for Year 2 were ambitious. She also confirmed that the PPG and SEN data for each year had been updated. **In response to a question, the HT explained that the cross-over between PPG and SEN children varied significantly between cohorts.** She also pointed out that the highest levels of PPG and SEN were within the Year 3 'bulge' cohort of 90 students.

A Governor welcomed the revised format of the Plan and congratulated the HT on bringing it forward. He was confident that it would enable Governors to judge when the

School was doing well, or less well and where there was room for improvement, and commented that pulling together information about the key strategic priorities would enable Governors to identify them and to be able to discuss the progress that had been made towards achieving them. Another Governor commented that the format of the plan would help all Governors to be aware of the wider priorities, outside their own monitoring area, which was one of the expectations of a GB using the Circle Model. **A Governor asked how many internal data analyses would take place over the year.** The HT explained that, as assessments were now too 'broad' to pick up small levels of progress, most schools locally were collecting data three times a year. She added that Sussex Road collected data four times a year and that the Term 1 data was used as a 'healthcheck' to identify students who were not making the progress that would have been expected, based on Term 6 data. She commented that discussions with teachers on Term 1 data were more informal than the more formal and intensive pupil progress meetings, which were also more expensive for the school, in terms of needing to arrange lesson cover. **In response to a question she confirmed that children's year-end targets were agreed and, if necessary, updated at pupil progress meetings. A Governor suggested that the Plan should include the results of each data capture, to enable deviation against targets to be tracked.** The HT agreed to do this. She also confirmed that she had included prior attainment data for most year groups, although this not been done for Year 6, the last year group who had been assessed against Levels in Year 2, as research and national data suggested that the correlation between levels and age-related judgements did not produce accurate prior attainment targets.

A Governor expressed concern that focussing solely on high level priorities could result in the leadership team not being properly held to account against the other areas of the Plan. However, another Governor pointed out that the role of the monitoring pairs would be to focus on the 'business as usual' elements of the Plan.

A Governor queried the Summer Term action against Strategic Priority 1 for teachers to use accurate tracking to inform year end assessments in all National Curriculum subjects, commenting that she would expect this to be in place across the year. The HT explained that students' progress was assessed across the year and reported to parents, but that she wanted the assessments for non-core subjects to be more intensive and detailed than they were currently. She intended that new assessment systems for these subjects would be embedded by the end of the Summer Term. **A Governor questioned the format these assessments were likely to take.** The HT advised that she intended to re-write Pupil Asset, to cross reference the progression grids that were being used in foundation subjects, moving beyond a 'tick box' exercise to produce an 'age related' assessment for each subject, applied consistently across the School. However, she recognised that the assessment system needed to be manageable in terms of teacher workload. **A Governor asked whether any of the other schools in the collaboration group had developed assessment systems that could be used at Sussex Road.** The HT advised that to her knowledge, other local schools were focussing developing a curriculum that was sufficiently broad whilst meeting the continued pressure on English and Maths outcomes.

Following the above discussion, the Strategic Plan for 2018/19 and the SEF were approved.

Headteacher Report

The HT commented on a number of points in her report:

- **Early Help** – The HT reported that concerns that would have previously been referred to the Early Help team, such as behaviour issues at home, had now become schools' responsibility. **A Governor asked whether staff were being given additional training to manage children with these issues.** The HT

advised that the School had been given a number of leaflets from agencies who they could contact. **In response to a further question she advised that there would be a cost to the School in terms of staff time.** She also advised that one child was currently attending on a reduced timetable, and that the LA was aware of this.

- Staff absence – The HT reported that one teacher was still on long-term sick leave.
- Staff appointment – The HT reported that a PPA cover teacher had now been appointed.
- 2019 Admissions – The HT advised that the school tours for prospective Year R parents had been busy, and that feedback was very positive. **A Governor asked if parents had indicated why they wanted their children to come to Sussex Road.** The HT advised that parents had been impressed by the School's ethos, the emphasis on the whole child and the curriculum, and the focus on addressing challenges, including SEN and the resources available to support SEND children.

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With regard to complaints the Chair reported that a complaint about a Governor (not involving any safeguarding concerns) had been investigated by the Vice Chair and herself and had been closed, as there had not been sufficient evidence to uphold it. She confirmed that both parties had been advised of this decision **and that she would send the Clerk a note detailing the basis for this decision.**

LA Note of Visit

Governors reviewed the Note of Visit from the School Improvement Advisor (SIA) who had come into school at the end of Term 6. **A Governor remarked that in addition to the recommendation regarding six outcome milestones, which had already been discussed, there were a number of comments and recommendations relating to EYFS.** The HT reported that the discussion she had with the SIA during the visit had not suggested that EYFS was an area of concern. **In response to a question, she explained that she did not believe that the comment that further improvement was needed was an indication that the SIA had judged EYFS provision as RI.** She pointed out that students' progress and attainment in EYFS was good and above the National Average. The Chair confirmed that the issues raised by the SIA would be picked up during the next EYFS monitoring visit. The HT commented that there had been a consistent turnover within the EYFS team and that she believed that the School needed to consolidate and develop a clearer vision for EYFS at Sussex Road. She advised that the School now had a new experienced EYFS teacher working alongside a teacher who, though experienced, was new to EYFS. She confirmed that the team had been to Early Excellence to review guidance on best practice, but felt that she would prefer the new team to become established and confident about the provision they were delivering before visiting other schools. **A Governor noted that the SIA would be returning for a further visit and asked if the HT believed that this would focus on EYFS, as this had been the area where most recommendations had been made.** The HT commented that EYFS had been the area most discussed at the Term 6 visit, which might account for the focus on this area of the School's provision in the Note of Visit.

Monitoring Reports

The PDBW monitoring Governors reported that they had not been able to discuss the Behaviour Policy at their visit, as it was being rewritten, but that the meeting with children who were taking part in the resilience-building intervention had been very positive. They also noted that the School had now appointed someone to lead this group, rather than the HT. **In response to a question the HT confirmed that the group met for one afternoon a week, and that six children were taking part (two having been assessed as no longer needing the intervention).** She noted that all six children were boys and that, although the SLT had discussed whether there should

	<p>be a gender balance, it had been felt that there were currently no girls displaying the same level of need.</p> <p>A Governor reported a comment from the HT of Hayesbrook, who had remarked on how well former Sussex Road children had settled into Year 7, compared to students from other schools. The HT remarked on the efforts made by staff as part of the transition process and added that Hayesbrook were one of the few local secondary schools to actively engage in the transition process.</p> <p>The Chair urged Governors to arrange Term 2 monitoring visits if they had not already done so.</p> <p>Other issues arising from the Strategic Plan No other issues were identified.</p>	All
5.	<p>FINANCE</p> <p>Six Month Financial Monitoring Statement The Chair confirmed that the Finance Monitoring group had discussed the Monitoring Statement with the SBM and that a note of this visit had been circulated with the meeting papers, together with the SBM's own explanatory notes. She advised that issues raised during the monitoring meeting had included the strain caused by High Needs Funding allocations, and the impact of the long term absence of a key member of the maintenance team for the SLT and Admin staff. In this connection she confirmed that the SBM had been asked to let Governors know if any action needed to be taken, especially as it appeared that this absence was likely to continue.</p> <p>With regard to High Needs Funding, the HT explained that the School was increasingly having to provide high-needs support from its own budget, using existing support staff. She advised that schools were moving towards a point where TAs would all be deployed to provide high needs support, losing class TAs as a consequence. She commented that Sussex Road was fortunate in currently being able to afford class and support TAs but questioned how long this would be financially sustainable in the light of other financial pressures. The SBM added that there was currently a lack of consistency in HNF funding assessments, in that the amount the School received could fluctuate widely, and commented on the amount of the SENCO's time that was taken up in preparing HNF applications. She advised that currently the funding the School was receiving did not correlate with EHCPs, and that the LA was pushing for 'shared' rather than 1:1 support.</p> <p>Governors noted that the forecast revenue year end rollover was £109,024, against a budget estimate of £102,953, and that the Capital rollover would be £0 as the devolved formula allocation had been spent.</p> <p>Finance Monitoring Report In addition to the discussion of the six month financial monitoring statement reported above, the Chair advised that the monitoring group had also reviewed benchmarking information, and that the relevant benchmarking schedule had been circulated with the meeting papers. The Governor Note of Visit in the FGB papers contains a commentary on this benchmarking analysis.</p> <p>Pay Committee The Chair advised that the Pay Committee would be meeting on 30/10/18.</p>	
6.	<p>PREMISES The SBM reported on a number of premises issues</p>	

	<ul style="list-style-type: none"> • Leaking Flat Roof – The SBM reported that she continued to chase KCC regarding the leaking flat roof, which needed to be replaced. She confirmed that the work could be carried out during term time, as there were no classrooms below the affected area of the School, and pointed out that it was becoming increasingly urgent as the leak was now affecting internal plaster and brickwork. • Boilers in KS1 block – The SBM reported that both boilers were not working and that, as it was extremely difficult to obtain parts for them, she anticipated that they would be deemed to need replacement. In response to a question she confirmed that the LA would provide temporary heating if the boilers could not be repaired. • Tree condition survey – The SBM reported that two trees on the school site had dead branches that would need to be removed. She confirmed that the School would pay for this work to ensure it was carried out as quickly as possible. 	
7.	<p>SAFEGUARDING/HEALTH AND SAFETY</p> <p>Safeguarding The Safeguarding Governor confirmed that, as safeguarding would be the focus of the next LA visit, she would carry out a safeguarding visit during the current term and would check whether actions from the Self-Assessment review carried out during Term 6 had now been dealt with.</p> <p>Health and Safety The Chair commented that a Health and Safety visit had taken place during Term 6, although the monitoring report was not yet available, and that another visit would take place during Term 2.</p>	<p>MW/CT</p> <p>DoD</p>
8.	<p>POLICIES</p> <p>Child Protection Policy The Chair confirmed that, as agreed at the last FGB meeting, she had taken Chair's action to approve this Policy, which had been circulated with the meeting papers for information. The action taken by the Chair was ratified and the Child Protection Policy approved.</p> <p>Health and Safety Policy It was noted that this Policy had not been included with the meeting papers. The SBM advised that the School used the LA Model Policy and that, apart from updates to contact details, there had been no changes. It was agreed that the Health and Safety Governors would review the Policy at their next visit and that it would be brought back to the net meeting for approval.</p> <p>Finance Policy The SBM confirmed that this policy had been circulated to the Finance monitoring group and had been amended to take account of their comments. She explained that the only significant difference related to an increase in credit card limits. The Finance Policy was approved.</p> <p>Pay and Reward Policy The SBM confirmed that the LA Model policy had been used. The Chair drew Governors' attention to the options for the Pay Committee's responsibilities, as set out on P4 of the Policy. She advised that the two options in the Policy were either for the Pay Committee to approve the HT's pay recommendations for all staff or for the Committee to approve leadership pay only, with the decisions for other staff being delegated to the HT. She asked Governors whether they wished to adopt one of these</p>	<p>DoD/ ADA</p>

	<p>options, or to continue with the ‘hybrid’ arrangements that had been used previously. A Governor felt that it was appropriate for the HT to take decisions regarding pay for all except leadership staff, as Governors had no knowledge of day to day performance, although the Pay Committee needed to satisfy itself that increases arising from pay decisions were affordable and appropriate (for example, reflective of the school’s overall performance). Another Governor agreed that the Pay Committee should take a step back and focus on satisfying itself that the performance management process was robust and transparent and that the outcome was affordable. It was agreed that the School’s Policy should confirm that the Pay Committee would receive and approve the HT’s recommendations regarding leadership pay and receive information on the outcome of the process for all other staff.</p> <p>The SBM asked Governors to confirm the increases which should be applied to teachers’ pay scales. She explained that the DfE’s recommendation was that 3.5% and 2% increases should be applied only to the minimum and maximum points of the Main and Upper Pay scales respectively, whereas the Unions’ recommendation was that these increases should be applied across all points on both scales. She confirmed that the Government had confirmed that it would cover the cost of this increase (including on-costs), above the 1% which schools should have allowed for in their budgets, until March 2020. In response to a question the SBM confirmed that increases to all points on the relevant pay scales were affordable for Years 1 and 2 of the financial plan, and on current estimates, could be met within the budget in Year 3, although this would have a detrimental effect on the year end position. It was confirmed that the following increases should be applied:</p> <ul style="list-style-type: none"> • 3.5% to all points of the Main pay scale • 2% to all points of the Upper Pay scale • 1.5% for leadership pay. <p>The Chair advised that the new Policy also suggested that the School’s previous approach, in agreeing a one-off additional payment for staff who had not met all their targets but had made a significant wider contribution to the school, had been incorrect. The HT commented that these payments should not be needed, as the appraisal system was now more robust and that teachers should be clear about what was expected of them, particularly as the Policy now included an Appendix which set out the expectations of each pay grade. It was also noted that the Policy was more transparent in confirming the expectation that teachers on the Upper scale would normally only be eligible for pay progression every two years, and that progression would be dependent on the member of staff taking on additional responsibilities, across the whole school (UP2) or working with other schools (UP3). A Governor commented that historically there had been an expectation amongst teachers that they would progress up the Upper Scale automatically every two years, but that teachers on the Upper scale were now expected to produce evidence of impact to justify an incremental award. The Chair noted that a similar expectation does not apply to leadership pay.</p> <p>Following the above discussion, the Pay and Reward Policy was approved.</p>	
<p>9.</p>	<p>GOVERNANCE</p> <p>GB Constitution</p> <p>The Chair reminded Governors that this item had been added to the agenda following a discussion at the previous FGB meeting regarding the balance between parents and non-parents on the GB, and in the light of concerns that there was currently an insufficient number of ‘independent’ governors to form a Panel in certain circumstances. The Chair referred to the Instrument of Government which had been circulated with the meeting papers. She noted that there were currently five ‘independent’ governors on the GB and pointed out that the Co-opted Governors who</p>	

were also parents had been appointed because they had skills and/or experience that the GB required. She also remarked that, from discussions with governors from other schools, she believed Sussex Road was fortunate in not having outstanding Co-opted vacancies as many other GBs were finding it difficult to fill vacant governor positions. A Governor noted that the current situation had arisen due to the recruitment practices adopted by the GB previously, but felt that this could be addressed over time by ensuring 'independent' governors were appointed to Co-opted vacancies in future. He remarked that the balance between parent and non-parent governors was now more equitable than it had been when he had first joined the GB.

The HT remarked that there was a perception, amongst parents and staff, that there were a disproportionate number of parents on the GB. It was suggested that this could be addressed if non-parents were more 'visible' within the school.

Review of Skills Audit

Governors reviewed the current skills audit. The Clerk confirmed that the identification of criteria as 'Desirable' or 'Essential' had been made by the NGA and reflected the DfE's Governor Competency Framework. It was noted that the Sussex Road GB scored well against most 'Essential' criteria, although there was a weakness in respect of knowledge of the local or regional economy.

Parent Election Arrangements

The Clerk confirmed that it would be good practice to hold an election process to fill the current vacancy. She advised that when asking for nominations, schools were required to identify any specific skills or experience the GB required, based on the skills audit. Governors suggested that the letter should ask for volunteers who wanted to help the School fulfil its strategic priorities and 'add value' to the GB, and also identify a need for Governors who would be able to enhance the School's presence within the wider community. It was also suggested that potential candidates should be offered the opportunity to discuss the role with an existing Governor. A Governor noted that this process could be linked to the forthcoming parent consultation meetings. ***The Clerk agreed to send the model letter and forms to the Chair, Vice Chair and HT, with the intention that the initial letter would be sent out in advance of the consultation evenings on 13 and 14 November.***

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Governor Training

JW confirmed that she had now completed Headteacher Appraisal training.

The Training & Development Governor confirmed that she had uploaded details of forthcoming LA Governor training to Sharepoint, with links to the TEP CPDonline website to enable Governors to book onto training courses. ***The Clerk explained that Governors would now need to register on The Education People's website to gain access to CPDonline.*** The Training & Development Governor reminded Governors that it was their responsibility, under the Strategic Plan, to undertake training that was relevant to their monitoring role. The Clerk commented that Governors could do this through online training if they were not able to attend the LA's courses.

All

Parents' Consultation Evenings 13/14 November/Parent Surveys

The Chair reminded Governors that it had been agreed previously that the GB would 'meet and greet' parents on the 13 and 14 November and would also hand out survey forms.

The HT asked whether Governors would consider asking parents to complete survey forms online, whilst at the consultation evenings. Governors discussed this suggestion. There was some concern that parents would not be prepared, or have the time to do this and that it would be more effective to hand out paper questionnaires which could be easily completed whilst waiting for an appointment. **In response to a**

	<p>question, the HT advised that 250 responses had been returned in 2017, from paper questionnaires. It was noted that this was an exceptionally high return rate for a survey of this nature. A Governor asked whether parents could also be offered the opportunity to complete and return a questionnaire by email. The HT felt that a number of parents, particularly the most 'hard to reach' families would be unable or unwilling to do this. <i>It was therefore agreed that paper copies of the questionnaire would be handed out at the meetings, and that Governors (CR, LR and AC) would collate the results.</i></p> <p>Governors discussed the nature of the survey questions. It was felt that there should be a range of open and closed questions. The HT proposed that a variation of the standard Ofsted questions should be used (Parent View) and a Governor suggested that repeating questions from the 2017 survey would be useful to enable a direct year on year comparison.</p> <p><i>The HT agreed to draft a questionnaire and upload it to Sharepoint for comments.</i></p> <p>Governors discussed attendance at each of the meetings. The following arrangements were confirmed:</p> <ul style="list-style-type: none"> • 13/11/18 (4.00pm-6.30pm): AC, NF, AP, MW • 14/11/18 (5.30pm-7.00pm): AC, NF, JT, MW (part of evening) <p><i>The Chair confirmed that she would contact Governors after the meeting to confirm arrangements for both evenings.</i></p>	<p>NF CR/LR/ AC</p> <p>SB</p> <p>NF</p>
10.	<p>ANY OTHER URGENT BUSINESS</p> <p>Monitoring Visit: Sports Premium Funding JW confirmed that she had carried out a monitoring visit. The Sports Leader had discussed the use made of the funding during 2017/18 and the proposed use of the 2018/19 allocation, which was likely to include work to create 'zones' within the playground and to provide storage space for equipment used on the MUGA. She also reported that both teaching of PE and PE provision had been assessed as Good.</p>	
11.	<p>CONFIDENTIALITY. No confidential items were identified.</p>	
12.	<p>DATE OF NEXT MEETING It was confirmed that the next meeting would be held on Thursday 6 December 2018 at 6.30pm</p> <p>The meeting closed at 8.40pm.</p>	

Signed.(Chair).....Date

ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
5.12.17 17.1.18 19.3.18 11.9.18 29.10.18	5 4 3 4 3	Further training on ASP to be arranged for the Data Group	End T3	SB	To be arranged for T1
17.1.18 19.3.18 29.10.18	9 3 3	The Electricity Testing report to be shared with Health and Safety Governors once available	End T4	ADA	To be followed up at Gov monitoring
15.5.18 29.10.18	7 7	A Health & Safety Monitoring visit to take place in June	End T6	H&S Mon Governors	Report not yet discussed by the GB
11.9.18 29.10.18	4 7	A further safeguarding visit to take place during Term 1	End T1	MW/CT	Visit has not yet taken place
11.9.18	5	Consideration to be given to entering into a joint panel arrangement with another school/schools	End T2	NF	
11.9.18	7	Certificates recording any relevant training to be sent to the T&D Governor	Ongoing	All	
29.10.18	4	The Clerk to be sent a note regarding a recent investigation carried out by the Chair and Vice Chair	End T2	NF	
29.10.18	4	Term 2 monitoring visits to be arranged	End T2	All	
29.10.18	8	The Health & Safety Policy to be reviewed at the next H&S Monitoring Visit	End T2/ 6.12.18	H&S Monitoring Governors	
29.10.18	9	Model letters and forms for the Parent Election process to be sent to the Chair/Vice Chair and HT, and the initial letter to be sent out in advance of the consultation evenings	2/11/18 13- 14/11/18	LH NF/MW/SB	
29.10.18	9	Governors to register on the TEP website to gain access to CPD online if they have not done so	End T2	All	
29.10.18	9	Paper copies of the parent questionnaires to be handed out at consultation evenings	13- 14/11/18	All	
29.10.18	9	Governors to collate the parent questionnaire results	End T2	CR/LR/AC	
29.10.18	9	A draft parent questionnaire to be uploaded to Sharepoint for comments	9/11/18	SB	
29.10.18	9	Arrangements for Governor presence at the parent consultation evenings to be confirmed	13/11/18	NF/All	