

THE QUEEN'S SCHOOL BOARD OF GOVERNORS

THE QUEEN'S C OF E SCHOOL CUMBERLAND ROAD KEW, SURREY, TW9 4HJ

Minutes of the Meeting of the Governors of The Queen's School v3 Held by Google Meet on Thursday 7 October 2021 at 7pm

Present: *Foundation Governors (7)*
(IH) Inga Hall (Chair) (HC) Harry Charrington
(JF) Janine Farrance (Co-Vice Chair) (MM) Marian Mollett
(MI) Mark Ivory (Co-Vice Chair) (ER) Emma Roberts
(VP) Vas Polydorou

Non-Foundation Governors (3)
(BD) Voulla Demetriou (Co-Headteacher) (CC) Cathy Christmas
(JM) Jason Moore

LA Governor (1)
(MO) Mark Ollard

Other (1)
(MJ) Michelle Jones (Clerk)

Opening Prayer (led by Janine Farrance at 19.12pm)

1. APOLOGIES AND WELCOME

The Clerk chaired the meeting up to item 4. IH chaired the meeting from item 4 onwards. Apologies were received from SK and BR. CC gave apologies for needing to leave the meeting at 8pm.

2. DECLARATION OF FINANCIAL AND OTHER MATERIAL INTERESTS

All Governors were reminded of the need for confidentiality and to declare any direct or indirect pecuniary interest which might relate to any matter under discussion.

3. TO REAPPOINT INGA HALL AS CHAIR OF GOVERNORS AND TO APPOINT JANINE FARRANCE AND MARK IVORY AS CO-VICE CHAIRS

The Governing Board voted unanimously to reappoint Inga Hall as Chair of Governors. The Governing Board also voted unanimously to appoint Janine Farrance and Mark Ivory as Co-Vice Chairs and thanked them both for putting themselves forward to take on the role.

4. APPROVAL OF THE MINUTES OF THE FGB MEETING OF 24th JUNE 2021 AND THE CONFIDENTIAL MINUTES OF THE EXTRAORDINARY MEETING OF 5th JULY 2021

The minutes of the FGB meeting of 24th June 2021 and the Confidential minutes of the extraordinary meeting of 5th July 2021 were agreed as an accurate reflection of meetings and were both approved.

5. TO NOTE AND ADOPT THE CODE OF CONDUCT 2021 AND REVIEW THE STANDING ORDERS

- AFC have sent through the updated Code of Conduct for 2021, the main change is the inclusion of virtual meeting protocols and email protocols for the approval of documents post meeting and in between meetings.
- There is a requirement to review the Standing Orders annually, however following the update to the Code of Conduct these two documents no longer fit together.
- The Governing Board agreed to maintain the Standing Orders in the current state, with a view to carrying out a more substantive review at the next FGB

ACTION: IH to carry out a detailed review of Standing Orders & Code of Conduct. To bring back for discussion at next FGB.

ACTION: Clerk to add Receive an update on Standing Orders and Code of Conduct to next FGB

6. ALL GOVERNORS TO UNDERTAKE TO READ THE STATEMENT OF COMMITMENT AND TO COMPLETE THE CONFIRMATION ON GOVERNORHUB

- All Governors to read the Statement of Commitment and complete the confirmation on GovernorHub by 15th October 2021.

ACTION: All Governors – to make their Statement of Commitment on GovernorHub by 15th October

7. ALL GOVERNORS TO UNDERTAKE TO UPDATE/COMPLETE DECLARATIONS OF INTERESTS FORM FOR ON GOVERNORHUB

- All Governors to complete the Declaration of Interest form on GovernorHub by 15th October 2021.

ACTION: All Governors – to complete their Declarations of Interests form on GovernorHub by 15th October

(JF joined the meeting at 19.12pm)

STRATEGIC – LINKED TO VISION

8. TO RECEIVE UPDATE ON RETURN TO SCHOOL AND COVID-19 RELATED MATTERS INCLUDING STAFF AND CHILDREN'S WELLBEING AND RISK ASSESSMENT MATTERS

- An update was given on COVID matters within the Co-Headteachers report.
- The year group bubbles have been removed.
- Everything pretty much as normal with the exception of shared gatherings which operate separately on a Key Stage (KS1 & KS2) basis.
- The playground is back to being shared across the school
- COVID cases in England are currently very small but are rising in our school.
- We have had a positive COVID case in school as well as notification of two parents receiving positive PCR's in the last few days.
- As of Monday, protective measures will be increased and staff will be asked to wear masks in shared spaces. There is a pregnant member of staff on site, as well as other members of staff with vulnerabilities.
- Headteachers nationally are asking the Government to reflect the requirement for the increase of protective measures in their guidance.
- Parents will not be asked to wear mask outside.
- It is anticipated that the number of cases will increase because restrictions are dropping. It is impressive the school has had so few cases to date.
- It is important to remember guidelines are just that and can be adapted to our particular school
- Important to continue communicating the basic messages i.e., symptoms to look out for, when to use lateral flows and when to go for a PCR test.
- Need to continue monitoring the Risk Assessment and adjust as required. The RA Working Group remains constituted to address this as required.

Governors asked:

Q: Does each year group receive a communication from the school if there is a positive case in the year?

A: A general communication is sent to the year group if a child were to test positive and we have advised close contacts. We haven't advised the year group where parents have tested positive, as they are not direct contacts to the children.

Q: Is the School asking parents to tell you when they have received a positive COVID test result?

A: No, we are not, but it is worth considering as the numbers start to rise.

Q: When we talk about a positive test are we talking about a PCR test?

A: Yes, but it could also be a positive lateral flow test as this would lead to a PCR test being carried out. We are not responsible for testing and tracing in school, although we do try to identify close contacts to enable the protection of vulnerable members of our community inside and outside of school.

Q: Do you have to isolate while you wait for your PCR result?

A: Current government guidance is that you don't have to isolate if you are having a PCR test because you have been a close contact and don't have symptoms. You are recommended to have a PCR test within 2 days of notification of being a close contact. If you are asymptomatic, you are not required to stay at home while you wait for your result. The safest approach which is consistently being taken within secondary schools is that you should stay away from school until you have received your PCR result.

Q: What is currently on our Risk Assessment?

A: This would need to be checked and any revision made through the Risk Assessment working group.

ACTION: ER will check school risk assessment regarding the protocol for waiting for a PCR test result i.e., should a person stay at home whilst waiting for result

9. TO RECEIVE AN UPDATE FROM THE VISION WORKING GROUP

- The Vision proposal document was taken from FGB at the end of last term and turned into a working proposal. An example action plan for illustrative purposes has been included in the papers. This is not a finalised version but gives a sense of the layers of development work that sit under the Vision.
- Reverend Melanie has picked up the perspectives and the input that we would have received from Father Nigel had he stayed at the school.
- Rosemary Hafeez, our School Improvement Partner at AfC has reviewed the proposal and has confirmed it covers everything she would expect it to and there aren't any gaps.
- This was also sent to Hilary Granger at the Diocese for input, although it may not necessarily be Hilary who comment on it. We have not received comment yet.
- Within the Vision there is a mission statement, vision statement, vision priorities and action plans.
- The mission statement is the idea of the Christian community that lives and learns by values of love, compassion, and respect.
- The long form version of the mission statement, which details what we at The Queen's school do – we encourage our children to flourish in certain ways to live by certain values and for our pupils to leave with certain skills to get them to wherever they go.
- The priority areas are learning and teaching, community and sustainability and each priority area has objectives and outcomes.
- The basic topics that came as a result of the pupil voice and staff feedback have not changed but the content has been refined.
- The working group discussed whether anti-racism should be included with Inclusion, Diversity and Equality at this level of the Vision or if it should be included further down in the detail. The working group decided that it would be better placed in the detail and anti-racism could then be used as an action point and objective into how this could be specifically achieved within the school.
- Reverend Melanie has really helped to think through the question of SIAMS and whether the Vision reflects our Christian Distinctiveness sufficiently. The working group incorporated the idea of empowering the children effectively into the Vision, an example of this is under the community, local and global statement which states 'our children to be empowered through their experience of school life to become transformational agents of change in their local, national global community'. This language came from the Church of England and SIAMS guidance.
- There will be a further discussion with the working group to take into consideration any refinements raised by the Governing Board.

- The Governing Board agreed subject to the points raised, the proposed New Vision document should be circulated to the wider community for comment, with the consultation to be launched at half term.
- Draft communications have been drawn up; these will fully explain the Vision in its entirety. Stakeholders will be asked to complete a questionnaire consisting of 3 questions to ensure they have understood.
- The working group will update via GovernorHub before the Vision document is circulated to stakeholders.

Governors asked:

Q: The language 'transformational agents of change' used in the above statement is very strong and really powerful. In comparison the wording used under the Environmental section refers to 'guardians' this doesn't seem strong enough, could we consider using similar language without repetition?

A: This would be fed back to the working group for consideration.

Q: Every single vision statement is centred on the children, except for Finance. Staff are not included in the vision statements at all which seems at odds with a vision about the school community? It appears there is a missing limb around staff, empowering staff ensuring they are able, engaged so they can deliver

A: The Vision reflects the outcomes for the children and within that the detail will reflect the direction we go with the staff development. One consideration is if the outcomes that come out of that limb are the same as those coming out of other limbs, it would become very difficult to track.

ACTION: MM to reflect on the potential drafting for the vision around inclusion of staff and send to IH for discussion with the working group

ACTION: Vision working group to take proposed New Vision to stakeholders for comment

Q: A Governor asked how do the Year 1, Year 2 and Year 3 statements tie in with the school development plan?

A: They will be the headlines of the school development plan, then there will be the details within it, so for example in year 1 some of these headlines will be included, some of the objectives will be included, as well as further detail, along with milestones and finances.

Q: Would we not send the completed Vision document to nurseries, as opposed to the draft Vision when we will not be consulting with them on the draft?

A: The idea is that we send this to nurseries explain we are developing our Vision, nurseries are important we'd like you to note this is going on and ask them to share their views if they wish. It maybe we consider sending a communication instead informing them we are updating our Vision.

HC left the meeting at 19.52 pm

CC left the meeting at 19.56 pm

10.i. TO RECEIVE ACTUAL ADMISSIONS STARTER NUMBERS FOR RECEPTION, SEPTEMBER 2021 IN CRITERIA ORDER AND FINAL DESTINATIONS OF YEAR 6 LEAVERS

Final Offers by Criteria (60 places)

2021

Number of applications	145
Places allocated to:	
Looked after children or previously looked after children	0
Exceptional medical or social need	1
Eligible for Pupil Premium Grant (PPG)	0
Staff	2
Sibling at time of admission	25
Foundation places as below:	
a) Key parishes Church of England	12

b) Key parishes Christian	3
Proximity to school	17
Home to school distance of last child offered under this criterion	1.133km
Number of appeals heard	1
Number of successful appeals	0
There is a waiting list	Yes

- Number on Roll as of today = 372, compared to 378 at the end of July
- To note the appeal although unsuccessful has now been admitted in to Reception due to a withdrawal.

YEAR 6 LEAVERS AND SECONDARY SCHOOLS 2020/21

(Final)

School Name	Total
Christ's	19
Cayman Islands	1
Grey Coat Hospital	1
Heathside	1
Ibstock Place	3
Kew House	1
Kingston Grammar School	1
Lady Margaret's	1
Latymer	1
LEH	1
London Oratory	1
Notting Hill & Ealing	2
Orleans	1
Putney High	1
Richmond upon Thames	1
Rodborough	1
St Catherine's	3
St Richard Reynolds	3
Surbiton High	2
Tiffin	2
Waldegrave	1
Woldingham	1

- To note Christ's received 860 applications for 180 places this year. It looks as if for 2021/22 there will only be 150 places available
- It is becoming more competitive to be admitted into Christ's
- An email has been received from the Diocese asking for the Governing Board to complete a survey asking about the new Church of England Secondary School in Kingston opening in 2024 as per of the SDBE multi academy trust.

ACTION: MJ to update leavers destinations for 2019/20 & 2020/21 on the school website

ACTION: IH will complete the survey on behalf of the Governing Board, in regard to the new secondary school the Diocese plan to open in 2024.

HC re-joined the meeting at 20.05pm

CC re-joined the meeting at 20.09pm

10.ii. TO DISCUSS PUPIL NUMBER ON ROLL ISSUES AND CONSIDER ACTIONS INCLUDING CONSIDERATION OF DESTINATIONS OF NON-YEAR 6 LEAVERS

- A document showing the destinations of In-Year leavers was circulated prior to the meeting, at least 50% of children end up in the private schools after Queen's.
- Parents actively look to avoid the pressure of the 11+ exams by withdrawing their children earlier from Queen's to attend private schools.
- A governor expressed the view that if the parents views were sort regarding establishing an after-school 11+ tutoring group it would be over subscribed.
- There are a number of really good primary schools in the area, but not the equivalent number of good Secondary schools.
- Could we consider tapping into the potential pool of parents requiring tuition for their child and reinvest the money into the school to support those pupils who cannot afford private school education
- The Governing Board agreed this should be explored in further detail and a working party should be formed, and as part of this to consider the ramifications of teachers offering private tutoring in school.

Q: A Governor asked is the number of pupils leaving a new thing or is the number of leavers consistent with previous years?

A: There are a number of factors influencing this year's leavers BREXIT and COVID have both played a part, as well as a number of local private schools have extended their intake.

ACTION: BR, JF, MI and CHT's to form a working group to discuss pupil retention.

ACTION: All Governors to send their written comments on pupil retention to BR, JF and MI copying in IH by half term

ACTION: Clerk to add retention of pupils to next FGB agenda

JF left the meeting at 20.15pm

11. TO RECEIVE A VERBAL UPDATE ON PROGRESS WITH CUA2 AND DEFECTS

CUA2

- Community use application needs to be resubmitted. The Council have said they require a new noise survey, testing at different times of the day when we are proposing use.
- We need to find a group of children to test use next week.

Defects

- Proposing to get B&K back to replace the cladding on the outside of the building and to replace the vinyl on the staircase. They have agreed to do this under the statutory latent defects obligations.
- Fire doors are not closing properly in the school hall. The fire consultant came into school during the Summer holidays. He made a slight misdiagnosis in that he thought we had 60-minute fire doors hung into 30-minute frames. This is not the case, these are 30-minute fire doors.
- The caretaker removed the safety bellow on the side of the doors so the hinges could be examined. He disclosed that he had tightened the screws but the hinges kept slipping. It transpires that the pilot holes are too big which causes the screws to loosen overtime, the doors drop and then won't close.
- HC will go back to B&K and ask them to re cut new rebates for the hinges, this can also be done under latent defects.
- SBM suggested the first week of the Christmas holiday
- Overhead fans were placed in 2 classrooms that were overheating. They don't cool the rooms but move the air. HC/IH are in contact with Paul Forrest and will follow up.

12. TO NOTE THE CO-HEADTEACHERS REPORT

- Children have returned to school
- Their learning is focussed in class

- Trips have been able to restart
- The Year 5 school journey are at High Ashurst this week, the focus is on team building and building relationships
- Clubs are up and running
- Lettings have restarted. The orchestra are coming in as well as a new Russian language school.
- Pleiades continue to use our site.
- The layout of the EYFS outdoor learning area is continuing to be worked on.
- Today is Census day, the number on roll is 372
- We will be receiving additional funding for tuition of pupils- this was the catch-up funding that has been carried forward into this year. It has been calculated differently at £140 per PPG pupil. This has been calculated on 10 pupils as opposed to the higher number we do have. We believe this is based on our July cohort, subtracting out leavers but not taking into consideration our new pupils who are PPG.
- Our Reception children from last year had high needs and we applied for vulnerable support funding which has now expired. We are now staffing the support for these children in slightly different ways, which is causing a stretch point at the moment.
- There will be a data drop just before half term. This will be provided from the assessments the children are doing and the teacher's assessments and this will be used for interventions.

Governors asked:

Q: Was there a good uptake on the Year 5 school journey?

A: A couple of children had to drop out due to illness or for other reasons, but there was a good uptake. The Year 6 school journey will be in Osmington Bay. It is anticipated there will be better uptake than on the trip to France. However, this year 6 cohort had a number of children who attended the Year 5 school journey on a day basis. Osmington Bay is too far for them to do this. Going forward we may have to consider if this is inclusive enough as a trip.

A: Was there anything in the data was unexpected?

Q: All the data was discussed in the Summer C&S meeting. We were impressed the Year 1's did well in Phonics. It was unexpected that Year 4's didn't do so well in their computer-based multiplication tests. When we analysed why that had happened it was evident that it was a technical issue, which can be remedied by purchasing USB calculator style keypads. In our Early Years outcomes, the children are slower in developing their gross motor skills, which has impacted on their fine motor skills and their listening and socialisation skills are slower to develop due to lockdown. This has been mirrored in other schools.

13. TO RECEIVE A SAFEGUARDING REPORT FROM THE CO-HEADTEACHERS

- No incidents have arisen
- New Behaviour system has been implemented, this is a system based on relationships and is more holistic. The red and yellow card system has been removed.
- The fire test has taken place, which took just over 3 minutes.
- The lockdown test has been delayed this will be carried out after half term.

14. TO RECEIVE AN UPDATE ON:

i. SIAMS preparation

- We are due a SIAMS and OFSTED inspection in the near future.
- As a board we should embrace the detailed preparation for these inspections.
- There will be training for us all to understand what these frameworks require.
- This will sit largely with Kairos, Pastoral, C&S and FGB

ii. OFSTED preparation (including survey and SEF items)

- See 14.i

ACTION: Clerk to ensure SIAMS and OFSTED preparation added to committee agendas

15. TO RECEIVE AN UPDATE ON PARENT GOVERNOR ELECTIONS

- Nominations close on 13th October
- We've received one confirmed nomination so far
- IH has spoken to several interested parties

ACTION: Clerk to send a reminder of the closing date for the parent governor elections

16. TO RECEIVE AN UPDATE ON CLERKING

- Better Governor is package AfC have bought into. It's free and forms part of our SLA, providing Governor training, updates, and podcasts. AfC are keen to receive feedback from users.
- EYFS reforms training has been heavily oversubscribed, AfC have added an additional date on 16th September 6.30 – 8pm

17. TO RECEIVE A VERBAL REPORT FROM THE COMMITTEE CHAIRS, INCLUDING ITEMS OF GENERAL SIGNIFICANCE CONSIDERED BY THEIR COMMITMENT SHOULD BE DRAWN TO THE ATTENTION OF THE BOARD AND TO NOTE THE FOLLOWING MINUTES:

17.1 STEERING

- Not met

17.2 PREMISES, HEALTH & SAFETY & LETTINGS

- Nothing further to add

17.3 PASTORAL

- Governors to inform ER of Safeguarding training undertaken. Governors are reminded that safeguarding training is a mandatory requirement and all governors should have their Level 1 & 2 training.

17.4 KAIROS

- Nothing further to add

17.5 FINANCE

- BR now has control of the Governors bank account
- A standing item has been added to the Finance agenda to check the balance
- A £30k donation has been received from RNST

17.6 CURRICULUM & STANDARDS

- There is a revised curriculum for Reading and Early Years
- Schools have previously used different schemes for Phonics, the Government have now said they would like schools to use one scheme for Phonics. We are using Jolly Phonics and adjusting in terms of planning throughout the school on the Phonics progression through to reading.
- The school will also ensure the reading books support Phonics and identify those children at risk of reading failure ensuring support is in place.
- The aim is that all children can read fluently in any subject with confidence and have the skills they need when they leave primary school.
- There's a focus on: Language comprehension, Word, reading and spelling, Reading fluency, Reading stamina ,and Reading for pleasure
- The Early Years framework focuses on vocabulary and the knowledge the wider a child's vocabulary the better they do.
- There are three prime areas of learning communications and language, physical development, personal social and emotional development and four specific areas of learning Literacy, Maths Understanding the World and expressive arts and design.
- The Early learning goals which children are assessed against summarise the knowledge skills children should have gained by the end of reception, have been changed to be more specific.
- The focus is less on observations but now more on how adults provide quality interactions with the children to further their learning

- Prior to the new framework children were categorised as emerging, expected, and exceeding. The exceeding grading has gone now and children are either at emerging or expected.
- The baseline assessment has been brought into Early Years. The Reception children will be having their one to ones this week.

17.7 PAY & PERSONNEL

- Nothing further to add

17.8 ADMISSIONS

- Nothing further to add

STATUTORY

18. TO NOTE THE PAY RECOMMENDATIONS FROM PAY & PERSONNEL COMMITTEE FOR THE PAY SETTLEMENT FOR SUPPORT STAFF AND TEACHERS PAY/WSPP

- Confidential item was minuted separately

19. TO NOTE THE UPDATES TO KEEPING CHILDREN SAFE IN EDUCATION (KCSIE) 2021

- It is a requirement for all Governors to read the KCSIE
- Please confirm you have read KCSIE on GovernorHub

ACTION: All Governors to have read KCSIE by half term

20. SURVEYS:

i. TO RECEIVE AN UPDATE ON THE STATUS OF ANNUAL PUPIL/PARENT SURVEYS

- The pupil/parent surveys will be conducted in Autumn 2
- Feedback will come back to FGB in Spring

ACTION: Clerk to carry forward update on pupil/parent survey to next FGB

ii. TO RECEIVE STAFF SURVEY REPORT FROM P&P

- This item is to be carried forward to next FGB
- Any points or comments on this should be emailed to MM

ACTION: Clerk to carry forward update on staff survey to next FGB

21. TO RECEIVE THE SUMMER SIP REPORT

- The SIP report was received too late to be considered at C&S

ACTION: Clerk to carry forward Review of Summer SIP report to next FGB agenda

ACTION: All Governors to send any questions on SIP report to CC/VP before November

22. FOR NOTING:

i. CHAIR'S REPORT.

- Nothing additional to note from the Chair's report

ii. FINALISED COMMITTEE AND PHASE MEMBERSHIP AND GOVERNOR RESPONSIBILITIES

- IH/Clerk are finalising this document

ACTION: IH/Clerk to send the finalised Committee Membership document

iii. FINALISED CHAIR/VICE CHAIR RESPONSIBILITIES DOCUMENT

iv. POLICY PROGRESS REPORT

- CC circulated the summarised list in advance of the meeting, the more detailed version is on GovernorHub

ACTION: All committee chairs to check the policy list and update CC with any changes

v. FINALISED ANNUAL SCHEDULE OF WORK FOR 2021/22

- The Clerk has received no further updates from Committee Chairs since discussed at Steering

ACTION: All Committee Chairs to send updates for the Annual Schedule of Work by 15th October

ACTION: IH/Clerk to send the finalised Annual Schedule of Work

vi. FINALISED SCHEDULE OF DATES FOR 2021/22

- Phase dates need to be added to Schedule of Dates

ACTION: Phase Leads to provide Phase dates for Schedule of Dates to Clerk

23. TO CONSIDER POSSIBLE TIMING AND COVERAGE OF SPRING 1 GOVERNORS AWAY DAY

- IH/MI will discuss possible timings for the Away Day in Spring 1 at St Anne's
- The focus will be on inspection (OFSTED and SIAMS)
- Training on Data and Curriculum issues and various other topics

24. GOVERNORS' TRAINING

- Expecting OFSTED and SIAMS in the not too distant future and they will expect to see effective governance and training is key
- AfC and SDBE training schedules have been circulated, these are also on GovernorHub
- NGA and Better Governor are also useful resources for online training, podcasts etc
- All governors should update their training records on GovernorHub as they complete training
- Governors should consider attending AfC's EIF (Education Inspection Framework) courses
- All governors should complete their Safeguarding and Level 2 Safeguarding, OFSTED will be looking to see this has been completed.

ACTION: All Governors – To update their personal training records and to ensure Safeguarding, PREVENT and Level 2 Safeguarding is completed

OTHER/AOB

25. TO NOTE ITEMS FOR/FROM OTHER COMMITTEES

- None

26. TO RECEIVE AN UPDATE ON FORTHCOMING SOCIAL EVENTS

- Staff/Governors drinks on Thursday 4th November at the Coach & Horses, 4-6pm

27. AOB:

- To note IH/Clerk have updated the Complaints and Grievance rotas. Governors are required to put together a panel to hear complaints if required. More experienced governors will be matched with newer governors to balance experience levels across the panel.

To note the date of next meeting: Thursday 10th December at 7pm via Google Meet

The meeting concluded at 9.20pm

LIST OF ACTIONS

ACTION: IH to carry out a detailed review of Standing Orders & Code of Conduct. To bring back for discussion at next FGB.

ACTION: Clerk to add Receive an update on Standing Orders and Code of Conduct to next FGB

ACTION: All Governors – to make their Statement of Commitment on GovernorHub by 15th October

ACTION: All Governors – to complete their Declarations of Interests form on GovernorHub by 15th October

ACTION: ER will check school risk assessment regarding the protocol for waiting for a PCR test result i.e., should a person stay at home whilst waiting for result

ACTION: MM to reflect on the potential drafting for the vision around inclusion of staff and send to IH for discussion with the working group

ACTION: Vision working group to take proposed New Vision to stakeholders for comment

ACTION: MJ to update leavers destinations for 2019/20 & 2020/21 on the school website

ACTION: IH will complete the survey on behalf of the Governing Board, in regard to the new secondary school the Diocese plan to open in 2024.

ACTION: BR, JF, MI and CHT's to form a working group to discuss pupil retention

ACTION: All Governors to send their written comments on pupil retention to BR, JF and MI copying in IH by half term

ACTION: Clerk to add retention of pupils to next FGB agenda

ACTION: Clerk to ensure SIAMS and OFSTED preparation added to committee agendas

ACTION: Clerk to send a reminder of the closing date for the parent governor elections

ACTION: All Governors to have read KCSIE by half term

ACTION: Clerk to carry forward update on pupil/parent survey to next FGB

ACTION: Clerk to carry forward update on staff survey to next FGB

ACTION: Clerk to carry forward Review of Summer SIP report to next FGB agenda

ACTION: All Governors to send any questions on SIP report to CC/VP before November

ACTION: IH/Clerk to send the finalised Committee Membership document

ACTION: All committee chairs to check the policy list and update CC with any changes

ACTION: All Committee Chairs to send updates for the Annual Schedule of Work by 15th October

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ACTION: Phase Leads to provide Phase dates for Schedule of Dates to Clerk

ACTION: All Governors – To update their personal training records and to ensure Safeguarding, PREVENT and Level 2 Safeguarding is completed