



<b>MINUTES OF THE FULL GOVERNING BODY MEETING MICKLE TRAFFORD PRIMARY SCHOOL</b>		
<b>Date</b>	<b>16.03.23 at 4.30pm</b>	
<b>Venue</b>	<b>Mickle Trafford Primary School</b>	
<b>Present:</b>	Mat Hutchinson (MH) Leslie Smith (LS) Simon Kawycz (SK) Anouska Youds (AY) Sara Hayes (Sha) Jill Cutler (JCu) Yvette Brindle (YB) Julie Cox (JC)  Sara Hayes (Sha)	Co-opted Governor Co-opted Governor Co-opted Governor Parent Governor Staff Governor LA Governor Co-opted Governor Deputy Headteacher / Acting Headteacher Staff Governor
<b>In attendance:</b>	Annette Jones (AJ) Nicole McNally (NMc)	Clerk Observer
<b>Apologies:</b>	Clare Arnold (CA) Linda Peate (LP) Sean Herbert (SH) Wendy Lyon (WL)	Co-opted Governor Co-opted Governor Parent Governor Headteacher

*For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage will therefore be limited to: • **accuracy** • **action points** • **challenge***

**Documents sent ahead of the meeting or tabled:**

Minutes of the previous meeting.

Documents in the meeting folder on Governor Hub.

**The meeting was quorate.**

**The meeting started at 4.31pm**

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	In the absence of a Chair the Clerk led the first part of the meeting, welcomed the governors and presented the apologies of WL, CA, LP and SH. In the absence of the Headteacher the Deputy Headteacher / Acting Headteacher would be a full governor. The Clerk invited the governors to elect a member to lead the meeting up until a Chair was appointed. It was agreed that Agenda Item 6 would be brought forward to the next item and the Clerk should continue until a Chair was elected.
<b>Resolved :</b>	To accept the apologies from WL, CA, LP and SH.

<b>AGENDA ITEM 6</b>	<b>GOVERNING BODY MEMBERSHIP &amp; DIVERSITY</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• To address any vacancies, forthcoming ends of terms of office and appointments/elections:               <ul style="list-style-type: none"> <li>○ <b>To receive the formal resignation of the Chair</b> – CA</li> </ul> </li> </ul> <p>The Clerk advised that she had received an email from CA confirming that she would no longer stand as Co-Chair from the 16<sup>th</sup> March 2023. The Clerk will request a formal letter of resignation.</p>
<b>Action: 6.1</b>	Clerk to request a formal letter of resignation from the Co-Chair role from CA.



	<ul style="list-style-type: none"> <li>○ <b>To elect a Chair</b> The Clerk advised that she had received one nomination for Chair. The nominee left the meeting.</li> </ul>
<b>LS left the meeting at 4.40pm</b>	
	Governors discussed the nomination for Chair and length of term.
<b>Resolved:</b>	To agree to appoint LS as Chair until September 2023 with one abstention.
<b>LS returned to the meeting at 4.50pm</b>	
	The Clerk informed LS that he had been elected Chair until the end of the academic year. The Chair continued the meeting. <ul style="list-style-type: none"> <li>● <b>To elect a Vice Chair</b> The Chair invited nominations for Vice Chair. JCu nominated herself for Vice Chair.</li> </ul>
<b>Resolved:</b>	To agree to appoint JCu as Vice Chair until September 2023.
	<ul style="list-style-type: none"> <li>● <b>To receive a proposal to re-appointment of LP as a co-opted governor</b> The Chair informed governors that LP is willing to stand for re-appointment and proposed that governors approved her re-appointment.</li> </ul>
<b>Resolved:</b>	To agree to re-appoint LP for another Term of Office.
	<ul style="list-style-type: none"> <li>● <b>To receive a proposal to appoint to the co-opted governor vacancy</b> Governors discussed the vacancy of one Co-opted Governor. The Chair proposed a person who may be interested in applying.</li> <li>● <b>To agree the procedure for appointing a co-opted governor</b> It was agreed that the vacancy would be advertised on the school website, in local papers, on social media, on the Mickle Trafford village website, within Chester, the Parish Council and Cheshire Live. AY proposed that interested parties have a meet the team at the next SCS on 24/05/23.</li> </ul>
<b>Action: 6.2</b>	AJ to create a recruitment folder on GH.
<b>Action: 6.3</b>	SK to complete the recruitment information and advert, include that SEN experience is desirable but not essential. Then share with governors and once agreed publish locally and on wider media on the 21st April 23 with the 9 <sup>th</sup> of June as the closing date.
<b>Action: 6.4</b>	LS to invite interested applicants to the 24 <sup>th</sup> May SCS committee meeting to meet the team.
	<ul style="list-style-type: none"> <li>● <b>To receive an analysis of the Skills Audit</b></li> </ul>
<b>Action: 6.5</b>	AY and MH to complete a Skills Audit analysis by the 31st March and share the results with the FGB and SK in readiness for the advertisement for a co-opted Governor.
	<ul style="list-style-type: none"> <li>● <b>To agree a succession plan</b> Governors discussed a succession plan and how a rolling programme of Chair, Vice Chair and Chairs of committees could be created.</li> </ul>
<b>Action: 6.6</b>	To hold a meeting to discuss the succession plan and bring proposals to FGB. JCu to lead, JC to support.
	<ul style="list-style-type: none"> <li>● <b>To appoint an SEN lead governor</b></li> </ul>
<b>Resolved:</b>	To approve the appointment of YB as the Lead Governor for SEND with MH supporting the role.
	<ul style="list-style-type: none"> <li>● <b>Diversity of the FGB</b> Governors discussed the diversity of the governing board and agreed that it's best to get the right people for the role. The vacancy is being advertising to a wider group to attract from a diverse community.</li> </ul>
<b>AGENDA ITEM 2</b>	<b>DECLARATIONS OF INTEREST</b>
	There were no new declarations of pecuniary, personal and educational interests. Governors were reminded to complete the confirmations and declarations on GH.
<b>Action: 2.1</b>	To complete the confirmations and declarations on GH.



<b>AGENDA ITEM 3</b>	<b>DECLARATION OF ANY OTHER BUSINESS</b>
	There were no declarations for any other business for Part 1 Safeguarding, Wellbeing of Staff and the Local Living Wage were declared for Part 2.

<b>AGENDA ITEM 4</b>	<b>PART ONE MINUTES OF THE LAST MEETING (01.12.2022)</b>
<b>Resolved:</b>	To accept the minutes of the FGB meeting on the 1 <sup>st</sup> December 2022 as a true and accurate record of the meeting.

<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING</b>				
<b>Raised</b>	<b>Topic</b>	<b>Action</b>	<b>By Who?</b>	<b>By When?</b>	<b>Completed/ Not Completed/ Deferred?</b>
16.3.22	5 (Debts)	To re-inform parents of the Pupil Premium application process.	JC	End of term	Completed
16.3.22	5 (Clubhouse)	NMc to check. NH to follow-up with WL for any further updates.	NMc & NH	End of term	Completed
16.3.22	5 (Parent questionnaire)	To share the results of the questionnaire with governors.	JC	End of term	Completed
16.3.22	5 (Parent questionnaire)	To send a letter to parents pre and post-Christmas to inform them about the website.	JC	End of January	Completed
16.3.22	5 (Parent questionnaire)	To teach the pupils about the website and set a homework for them to show parents.	Teachers	End of January	Completed
16.3.22	5 (Parent questionnaire)	To analyse the usage of the website pre and post setting the pupils homework.	JC	End of February	Pending. JC proposed her son to undertake as a work experience.
<b>Resolved:</b>	To agree to JC's son carrying out an analysis of website usage pre and post pupil's homework.				
01.12.22	8 (Gov visits)	To add the additional fields and do an assembly on who the governors are and explain governor's roles and why they visit.	JC	End of January	Re-scheduled to the 21 <sup>st</sup> April for Year 2 upwards
01.12.22	8 (Gov visits)	To collate the outcomes of the self-evaluation returns and create a summary in January 2023.	SH	End of January	Covered in agenda item 10
01.12.22	9 (Self-evaluation)	CA & NH to look at the vision and priorities following the collation of the skills matrix and the self-assessment by the end of next term. This will include the Impact Statement.	CA & NH	End of February	Covered in agenda item 10
01.12.22	10 (Induction)	To report back from the Cluster meeting regarding a sample induction programme.	WL / JC	End of term	Covered in agenda item 12
01.12.22	12	Governors to read and sign off	All	Ongoing	Ongoing



	(Committee meetings)	committee minutes and raise any questions in the noticeboard on GH.			
01.12.22	13 (Policies)	The Chairs are to sign off the policies on GH.	NH & CA	Ongoing	Ongoing
01.22.22	13 (Policies)	The School Fund Policy to be deferred to the next FGB.	JC	16.03.23	Covered in agenda item 20
01.22.23	14 (White Paper)	A letter is to go out to parents in January explaining the requirements of the White Paper and that the governors are discussing the impact and plans.	JC	End of January	Completed in Part
<b>Update:</b>	Nothing has gone out to parents as the plans are changing. There is an update for governors on GH. Some plans are adjourned, some are ongoing. The change to longer school hours is adjourned.				

15.12.21	Budget	Contact SBM peer group to discuss any experience in contacting corporate organisations for CSR funding.	TA	Autumn 22 - <b>Deferred from the last meeting</b>	TA absent – Deferred.
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AGENDA ITEM 7	GOVERNOR TRAINING REQUIRED/ATTENDED
	The Chair proposed that training is considered following the analysis of the board's self-assessment and the analysis of the governor's skills matrix. The National College online training has a great deal of training for governors to access. Governors were reminded to post their training on their GH profiles, this could include training carried out in their professional capacity.
<b>Action: 7.1</b>	To post training completed on GH profiles.

AGENDA ITEM 8	GOVERNING BOARD VISITS/REPORTS ATTENDED SINCE LAST MEETING
<b>Discussion:</b>	<p>SK had shared a monitoring report on GH. He reported back on his monitoring visit to review sport and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Overall delivery is good,</li> <li>• The account for KOBOCA and the Chester Partnership. The system provides tracking and enables pupil's voice.</li> <li>• All pupils were surveyed, teachers need to consider developments through an analysis of the results.</li> </ul> <p>JC reported that other surveys can also be done on KOBOCA. It's useful for an Ofsted deep dive.</p> <ul style="list-style-type: none"> <li>• Good data results showing the number of pupils who have represented the school. The responsible Teacher is pushing to get 100% to represent the school at least once.</li> <li>• The competitive nature is good for sports awards but SK highlighted that care is needed when sending some pupils to events where they have no experience. They at least need to have had a session in the sport so they have some experience before they compete. Confidence is affected, pupils are nervous beforehand and anxious. Gymnastics and hockey were given as examples. The concerns were noted.</li> </ul> <p>MH explained a 2 year rolling programme with 1 or 2 opportunities for pupils to gain the</p>



	<p>basics.</p> <p>Discussion took place regarding how PE is delivered. A parent is happy to come in to do some coaching.</p> <p>The cost of the sports coaches was discussed and governors considered they weren't value for money. It was proposed to use the funding for after school sports clubs and subsidise. There was concern that that would impact on the club house. MH proposed that sports coaches deliver the coaching.</p> <p>SHa highlighted that provision at lunchtimes is demanding for staff and is not sustainable.</p>
<b>Action: 8.1</b>	NMc to receive a list of pupils due to compete to pass to the sports coaches to ensure they prepare the pupils.
<b>Action: 8.2</b>	To discuss within the FRH&S committee lunchtime provision as it is not an effective use of the Sports Premium Grant.
	JCu reported that she had also completed a Geography monitoring visit in January 23, the report is available on GH.

<b>AGENDA ITEM 9</b>	<b>CHAIR'S ACTION - CA</b>
	The Chair had acted to support the acting Headteacher with a safeguarding matter.

## SCHOOL STRATEGY

<b>AGENDA ITEM 10</b>	<b>GOVERNOR SELF EVALUATION &amp; ACTION PLANNING 2022-23</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>To receive an analysis of the governing board self-evaluation</li> </ul> <p>SH had shared an analysis of the self-evaluation of the Board on GH. The top priorities identified by the analysis were:</p> <ul style="list-style-type: none"> <li>Evaluation of the Board's practice</li> <li>Evaluation of individual contributions</li> <li>Induction and CPD</li> <li>Managing Risk</li> </ul> <p>The Chair informed governors that he has some ideas and will bring proposals to the next meeting. Governors discussed the evaluation of individual contributions, The Clerk proposed impact statements, where relevant.</p> <p>In considering the Managing Risk priority it was agreed to defer the discussion until to SH can input at next FGB.</p> <ul style="list-style-type: none"> <li>To receive the vision and priorities following the collation of the skills matrix and the self-assessment. This will include the Impact Statement.</li> </ul> <p>it was agreed to defer the discussion until after the analysis.</p>
<b>Action: 10.1</b>	LS to present proposals for addressing the Board's priorities at the next FGB.
<b>Action: 10.2</b>	AJ to put the self-evaluation and action planning on the next FGB agenda.

<b>AGENDA ITEM 11</b>	<b>TERMS OF REFERENCE 2022-23</b>
<b>Discussion:</b>	<p>To agree the terms of reference for the following committees:</p> <ol style="list-style-type: none"> <li>1. Appeals committees</li> </ol> <p>JC reported that she is looking into training for governors.</p> <ol style="list-style-type: none"> <li>2. School Collaboration</li> </ol> <p>The Clerk sent an example Collaboration Policy to WL.</p>
<b>Action: 11.1</b>	AJ to send the example Collaboration Policy to JC.



<b>AGENDA ITEM 12</b>	<b>INDUCTION PROGRAMME</b>
<b>Discussion:</b>	Covered in Agenda Item 10.

<b>AGENDA ITEM 13</b>	<b>COMMITTEE MINUTES – LS &amp; CA</b>
<b>Discussion</b>	<p>Governors confirmed that they had received the minutes from the following committee meetings.</p> <ul style="list-style-type: none"> <li>• Finance, Resources, Health and Safety committee (01.03.23)</li> <li>• Staffing, Curriculum and Safeguarding committee (18.01.23)</li> </ul> <p>Governors received a recommendation to the board for approval:</p> <ul style="list-style-type: none"> <li>• LED Lighting proposal</li> </ul>
<b>Resolved:</b>	To approve the use of the DFC funding for the LED Lighting proposal.

<b>AGENDA ITEM 14</b>	<b>SFVS</b>
<b>Discussion:</b>	<p>The Chair thanked governors for their work on the SFVS. Some of the answers to the questions reference the contracts spreadsheet and the Manual of Internal Financial Procedures, these still need to be approved. It was agreed to extend the approval of the MIFP for a week for sign off of the documents.</p> <p>JC proposed extra administration time to release NMc to complete the SFVS.</p>
<b>Resolved:</b>	To agree to extra administration time to be provided until the end of the term to release NMc to complete the SFVS.
<b>Action: 14.1</b>	NMc to complete the MIFP and share with governors, governors to respond by email to NMc by Friday 24.03.23. Chair to sign off the MIFP.
<b>Resolved:</b>	To agree the SFVS being approved once the MIFP had been signed off by the Chair through Chair's action.

<b>AGENDA ITEM 15</b>	<b>HEADTEACHER'S REPORT</b>
<b>Discussion</b>	<p>The Headteacher's Report was shared in advance of the meeting via GH. JC highlighted the following:</p> <ul style="list-style-type: none"> <li>• The vision of the school</li> <li>• The Curriculum report, where staff going above and beyond.</li> <li>• The Contemporary Arts Competition and Hedgehog Watch are just some of the successes</li> <li>• Recovery sessions are going well. JC reported how pupils were identified for tutoring and information is shared at parent's evenings</li> <li>• SATs will be marked one week late which makes it slightly later for Teacher Assessments and results</li> <li>• Admissions have been discussed with Guilden Sutton and data on the demography considered</li> <li>• Destinations were share for KS2 and induction days are causing extra work</li> <li>• Staff Training on the National College is good value.</li> </ul> <p><b>Questions asked in advance of the meeting were:</b></p> <p>Q LS asked what is the definition of persistently absent? What is being done about it? A NMc replied When the absent rate drops below 90%. Half termly reports to identify individuals and unique barriers. Different actions are taken depending on barrier. IE, this</p>





	<p>could be due to long term illness, emotional school based non-attendance lateness.</p> <p>Actions-</p> <ol style="list-style-type: none"> <li>1. Registration certificates are shared with parents along with impact information,</li> <li>2. NMc talks to parents via phone or in person</li> <li>3. Support parents in getting children to school.</li> <li>4. Attendance improvement Plans for individual children where necessary.</li> </ol> <p>We hope these actions have an impact before CWaC action is needed.</p> <p><b>Q</b> LS asked Year 4 maths seems strong. Are the earlier and later years still affected by Covid disruption? <b>A</b> JC replied Infant results are expected for December. EYFS moving to National Curriculum and Yr1 moving to formal comprehension assessment in Year 2. Other data from Read Write Inc is showing promising results based on the new scheme. Once a reader is confident and fluent, results always remain higher in KS2 throughout the whole year.</p> <p><b>Q</b> LS asked about Writing - apparently the weakest area of the three but why should this be? <b>A</b> JC replied Post Covid, writing experience and the challenge of home learning has left many schools focusing on writing. (We are moderating with our cluster schools for joint assessment and sharing of good practice) Children's stamina for writing was affected with online learning. There are many strategies in place including a new assessment system, quality teaching through Pathways for Writing and a focus on SPaG in KS2. We need to see how these strategies address the Covid recovery and what is needed for next year once we have July data.</p>
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AGENDA ITEM 16	STAFFING STRUCTURE
	<p>A three year staffing summary was shared in advance of the meeting on GH. The next stage is for the plan to go to the next FRH&amp;S committee meeting. JC highlighted the following:</p> <ul style="list-style-type: none"> <li>• 1 ECT</li> <li>• Good middle management team</li> <li>• The KS2 job shares work well.</li> <li>• Full time staff in KS1.</li> <li>• 4 TAs are qualified teachers who provide a wealth of experience for cover</li> <li>• Another member of staff is doing PPA and delivering music, they're also a trained Teacher.</li> <li>• Turn-over is minimal, it's a stable staff</li> <li>• An ECT Teacher is on a one year contract for maternity leave</li> </ul> <p><b>Q</b> AY asked if the TAs feel put upon? <b>A</b> JC replied that some are willing to teach and are paid a teacher rate for the day. The TAs gain staff development.</p> <p>SHa spoke from experience of how she likes to step into teaching and be flexible as it helps her CPD.</p> <ul style="list-style-type: none"> <li>• Staffing looks secure for the future.</li> </ul>

AGENDA ITEM 17	CYBER SECURITY
<b>Action: 17.1</b>	The FRH&S Committee to review the National Cyber Security Centre questions in the following link: <a href="https://www.ncsc.gov.uk/information/school-governor-questions">https://www.ncsc.gov.uk/information/school-governor-questions</a>

AGENDA ITEM 18	SLA REVIEW/APPROVAL
	NMc presented the SLA Contracts onscreen. Governors reviewed the SLAs that were coming to an end and agreed the following changes to SLAs in readiness for April 2023-



	<p>2024:</p> <ul style="list-style-type: none"> <li>• Terminate the extra phone line in the office Reduce the sports coaches to two and replace one coach with one lunchtime supervisor</li> <li>• Discontinue the Splash Top software licence</li> </ul> <p>Governors discussed the capacity of the staffing due to long term absence and the impact on the financial management. The concern was noted.</p>
<b>Action: 18.1</b>	NMc to terminate the extra phone line in the office, reduce the sports coaches to two and replace one coach with one lunchtime supervisor and discontinue the Splash Top software licence.
<b>Action: 18.2</b>	NMc to review the SLAs, identify SLAs expiring and create a rolling programme to be presented to the FRH&S Committee.

<b>AGENDA ITEM 19</b>	<b>SCHOOL TERM DATES</b>
<b>Resolved:</b>	<p>To approve the school term dates for 2023-2024 to be inline with CWAC's dates along with Inset days on:</p> <ul style="list-style-type: none"> <li>• Monday 4<sup>th</sup> and Tuesday 5<sup>th</sup> of September 2023</li> <li>• Tuesday 2<sup>nd</sup> of January 2024</li> <li>• Monday 3<sup>rd</sup> of June 2024</li> <li>• Thursday 25<sup>th</sup> July 2024.</li> </ul>
	Governors were invited to attend a vision day on the 3rd of June 2024 and a vision day for 2023 on the 21st July 2023.

<b>AGENDA ITEM 20</b>	<b>PROCEDURES / POLICIES FOR REVIEW/APPROVAL</b>
	<ul style="list-style-type: none"> <li>• School Fund Policy</li> <li>• Complaints Policy</li> <li>• Operational financial procedures and Internal financial procedures (part of the MIFP)</li> <li>• Review of equality objectives</li> <li>• Serial and Persistent Complaints</li> <li>• Health and Safety Policy</li> </ul> <p>The following policies were shared last week:</p> <ul style="list-style-type: none"> <li>• The Governor's Allowance Policy £50.00 was agreed for a childcare allowance if a spouse/partner cannot undertake the childcare. It was agreed to add a signature of the claimant to the governor claim form for expenses.</li> <li>• Bad Debt Policy It was proposed to include a designated governor, as a welfare governor, to discuss bad debt cases with SLT and decide on behalf of the Board. The governor then reports back to the FPHS Committee.</li> </ul>
<b>Action: 20.1</b>	To include a designated governor within the Bad Debt Policy to discuss bad debt cases with SLT and decide on behalf of the Board and report back to the FPHS Committee. Approved in principle, Chair to sign off once completed.
<b>Action: 20.2</b>	To add the signature of the claimant to the governor claim for expenses. Approved in principle, Chair to sign off once completed.
<b>Resolved:</b>	To approve the policies listed above.





AGENDA ITEM 21	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
	<p>JC raised the matter of the WhatsApp groups used for communications for all staff and teachers. JC proposed that the Staff Absence Policy is amended to state that once a member of staff is on long term sick they're removed from the WhatsApp groups. Reasons were given regarding confidentiality and impact of constant notifications on health. JC has spoken to HR and they've agreed that Period once a member of staff is at Stage 2 absence they are removed from the WhatsApp groups.</p> <p><b>Q</b> LS asked who the administrators are for the governors WhatsApp group? <b>A</b> JC replied that WL and CA are. The role needs changing to the new Chair.</p> <p>Cost of Living: NMc advised governors that communication from Payroll was that the Local Living Wage was described as £10.90 per hour from 1st April 23.</p>
<b>Resolved:</b>	To amend the Staff Absence Policy to remove staff from the WhatsApp group once they've reached Stage 2 absence.
<b>Action: 21.1</b>	To update the administrator of the governor WhatsApp group to the new Chair.
<b>Resolved:</b>	To approve the Local Living Wage being applied from the 1 <sup>st</sup> of April 2023.

AGENDA ITEM 22	DATE OF NEXT MEETING
	22.06.23

Raised	Agenda item	Action	By Who?	By When?
16.03.23	2.1	To complete the confirmations and declarations on GH.	All	End of Term
16.03.23	6.1	To request a formal letter of resignation from the Co-Chair role from CA.	AJ	March 23
16.03.23	6.2	To create a recruitment folder on GH.	AJ	March 23
16.03.23	6.3	To complete the recruitment information and advert, include that SEN experience is desirable but not essential. Then share with governors and once agreed publish locally and on wider media on the 21st April 23 with the 9 <sup>th</sup> of June as the closing date.	SK	March 23
16.03.23	6.4	To invite interested applicants to the 24 <sup>th</sup> May SCS committee meeting to meet the team.	LS	April 23
16.03.23	6.5	To complete a Skills Audit analysis by the 31st March and share the results with the FGB and SK in readiness for the advertisement for a co-opted Governor.	AY & MH	March 23
16.03.23	6.6	To hold a meeting to discuss the succession plan and bring proposals to FGB.	JCu & JC	Summer Term
16.03.23	8.1	To receive a list of pupils due to compete to pass to the sports coaches to ensure they prepare the pupils.	NMc	Ongoing
16.03.23	8.2	To discuss within the FRH&S committee lunchtime provision as it is not an effective use of the Sports Premium Grant.	FRH&S	Summer Term
16.03.23	10.1	To present proposals for addressing the Board's priorities at the next FGB.	LS	By the next FGB
16.03.23	10.2	To put the self-evaluation and action planning on the next FGB agenda.	AJ	June 23
16.03.23	11.1	To send the example Collaboration Policy to JC.	AJ	Completed



16.03.23	14.1	To complete the MIFP and share with governors, governors to respond by email to NMc by Friday 24.03.23. Chair to sign off the MIFP.	NMc	Completed
16.03.23	17.1	To review the National Cyber Security Centre questions in the following link: <a href="https://www.ncsc.gov.uk/information/school-governor-questions">https://www.ncsc.gov.uk/information/school-governor-questions</a>	FRH&S	Summer Term
16.03.23	18.1	To terminate the extra phone line in the office, reduce the sports coaches to two and replace one coach with one lunchtime supervisor and discontinue the Splash Top software licence.	NMc	March 23
16.03.23	18.2	To review the SLAs, identify SLAs expiring and create a rolling programme to be presented to the FRH&S Committee.	NMc	Summer Term
16.03.23	20.1	To include a designated governor within the Bad Debt Policy to discuss bad debt cases with SLT and decide on behalf of the Board and report back to the FPH&S Committee. Approved in principle, Chair to sign off once completed.	NMc & LS	Completed
16.03.23	20.2	To add the signature of the claimant to the governor claim for expenses. Approved in principle, Chair to sign off once completed.	NMc & LS	March 23
16.03.23	21.1	To update the administrator of the governor WhatsApp group to the new Chair.	WL	Summer Term

**The meeting continued to Part 2  
SHa, YB, NMc and MH left the meeting.**