

## GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

### MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 6.15PM ON 27 JANUARY 2020

#### Barns Green Primary School

Our Values are:

- Respect
- Responsibility
- Perseverance
- Compassion
- Community
- Inclusion

Our Vision is:

Promoting independent thought and learning

Providing a broad-based education

Respecting individuality and difference

Emphasising the importance of team work

Nurturing physical health, emotional security and spiritual richness

Our pupils will learn to become self-confident, enthusiastic, resilient and tolerant.

#### Table of Actions

Item	Action	By
02 (C/F)	Attend SEND meeting with AB.  Update 2.12.19 - C/F - workloads have not allowed this to happen. There will be a meeting on 4th December which will be the only meeting this term.  <b>Update 27.01.20</b> - C/F - The next meeting is on 5 February.	PB/RH
02 (C/F)	Write article for Big Mag and BBH Magazine to include: - a copy of Jeremy Quin's letter - photographs of sports events where the school has done well (photographs of art) - PB - We cannot have a pull-out section but can have an editorial piece. PB to write and send round for comments. - School results - a request for governors to come forward  Update 2.12.19 - The Jeremy Quin letter is now old news so we will not include it now. C/F.  <b>Update 27.01.20</b> - PB has written a piece asking for a governor. VB will work on a further version for the future.	PB/VB
02 (C/F)	Review the accessibility plan with a view to adding a new column to the document for actions complete. Ensure section 3 on page 6 is clarified - (C/F from last meeting and owner changed from CM to AN)  Update 2.12.19 - The columns have not yet been added but AN is meeting with the school premises manager in January and will address the health and safety inspection and accessibility plan – C/F.  <b>Update 27.01.20</b> - Complete - the appendix has been updated. JSH	JSH

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	to send round with the minutes for comments by 2 weeks from the date it is sent round then if there are no comments it will be considered approved.	
02 (C/F)	<p>Add succession planning to the FGB agenda for July - (C/F from last meeting) - JSH</p> <p>Update 2.12.19 - C/F - put on January agenda instead.</p> <p><b>Update 27.01.20</b> - Complete</p>	Closed
02 (C/F)	<p>Update 2.12.19 - SS has considered this and the staff are in favour of it too. AN suggested we do it straight after school on the next FGB date. AN will arrange.</p> <p><b>Update 27.01.20</b> - The next FGB is on the final week of the term - should we do it then? TN suggested that we do it in the summer instead. The last FGB is on 13 July it was agreed to hold it then. VB offered to assist arranging this.</p>	AN/VB
02 (C/F)	<p>Go on Head Teacher Performance Management course – PB – C/F. PB will arrange via the portal. We also need an additional governor to go on this course.</p> <p><b>Update 27.01.20</b> - PB hasn't done this as there are none available in the spring or the summer. C/F</p>	PB
02 (C/F)	<p>Complete Safer Recruitment (online) training – TN</p> <p>Update 2.12.19 - C/F.</p> <p><b>Update 27.01.20</b> - C/F.</p>	TN
02 (C/F)	<p>Find out cost of online course, 'Safer Recruiting' - JSH</p> <p>Update 2.12.19 - The online course costs £35. JSH has asked RC to buy the training for PB, RH and AN.</p> <p><b>Update 27.01.20</b> PB has completed - AN is part way through RH has yet to start. C/F</p>	AN/RH
02 (C/F)	<p>Start the process for recruiting a new LA governor and to tell the LA what skills we are looking for (from the skills matrix) - JSH</p> <p>Update 2.12.19 - JSH e-mailed Governor Services in September but has received no response. She chased on 1 December and confirmed we have a candidate in mind – C/F.</p> <p><b>Update 27.01.20</b> - RM is here today after completing the appropriate form. AN asked VB if her father would also complete the form. RM has project management experience in various areas. AN to send form to VB'S father.</p>	AN

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02 (C/F)	<p>Regarding the Co -opted governors: PB will write a big mag advert (to be circulated before publication). JSH will ask the PTA committee if anybody with the right skills would consider a governor position.JSH to run a targeted Facebook advertisement. Budget is £50 and SS needs to add JSH as an admin on the school's page first. JSH and VB to pick up on the FB advert side of things.</p> <p>Update 2.12.19 AN will ask locality chairs what they say in their adverts that has been successful.</p> <p>AN said that he was concerned at the loss of our excellent education knowledge next year when PP and AH cease being governors. PP and AH said that they do have people in mind to approach. TN has somebody (Ben) in mind too.</p> <p>Q: Did you ask Anita Bullock? Yes, she has been approached. Q: Is it worth contacting the University of Brighton? Q: Is there anybody at Muntham House?</p> <p>VB will ask her father (ex Tanbridge governor) if he might be interested. - Complete.Q: Do we haven any ex teachers who have retired and would be prepared to return as governors? No, we do not. There were also a couple of other ideas and AN and SS will be speaking to two people.</p> <p><b>Update 27.01.20</b> PB has written a piece for the Big Mag and this has been approved by the governors.</p> <p>JSH has raised governorship with the PTA committee and Sue Whittle (a former head teacher and link advisor) has expressed an interest. AN asked if the governors were happy for him to move forward to investigate this with her. This was agreed. AN would like to invite her along to the next meeting.</p> <p>VB has asked her father about governorship and he is interested. We have received his CV.</p> <p><b>Q: How recent is Sue Whittle's educational experience?</b> RH said 18 months in Surrey and consulting as Link Advisor in West Sussex.</p>	JSH/AN
02 (C/F)	<p>Sign governor code of conduct before the next FGB – All – Signed at this meeting.</p> <p>Update 27.01.20 - JSH has sent the document to VB. VB now needs to read, sign a copy and leave that copy with RC.</p> <p>Update 2.12.19 - All governors except VB signed it at this meeting. JSH to send to VB so she can read it and sign at a later date.</p> <p><b>Update 27.01.20</b> - JSH has sent the document to VB to read and sign.</p>	VB
02 (C/F)	<p>Put model complaints policy in our brand and publish it – JSH</p> <p>Update 2.12.19 - JSH has put the policy into our template and sent it to SS for some personalisation prior to publishing but the previous version still shows on the website. SS confirmed that this is in hand with himself and RC</p> <p><b>Update 27.01.20</b> - C/F.</p>	SS

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02 (C/F)	<p>RC will update the pen portraits area on the website – SS</p> <p>Update 2.12.19 - C/F.</p> <p><b>Update 27.01.20</b> - Complete but the governor attendance record is still out of date so the action will be left open to ensure this document is updated.</p>	SS
02 (C/F)	<p>Write formal thank you to JC and JB and CM – AN</p> <p>Update 2.12.19 - AN would like some specific information about what each of these governors did and will call around other governors for information before putting letters together. C/F.</p> <p><b>Update 27.01.20</b> - Complete.</p>	Closed
191202 01	<p>Ask our independent advisor to deliver training to governors on the Ofsted framework and likely visit experiences in the Summer term.</p> <p><b>Update 27.01.20</b> - C/F - SS is agreeing dates.</p>	SS
191202 02	<p>Arrange a meeting with SS to discuss the use of the One Drive and how to use it more effectively.</p> <p><b>Update 27.01.20</b> - A meeting was held regarding how to evidence actions on the SDP and AN showed the meeting how links to documentation containing evidence actions is included in the SDP document itself.</p> <p><b>Q - Are teachers who are responsible for different areas going to update this or update our own documents?</b> The teachers will report to governors and governors will update this central document. TN said that we need to make sure we only have one document at the end of the year rather than a governor one and a staff one. TN said that in a previous role she held, the Head Teacher annotated the document for everybody. SS explained that this version came about because governors wanted evidence of the plan being completed. SS suggested that this version would be separate. AN said that it would be too complicated if the teachers updated it as well as the governors. The teachers have their own word document to annotate. It is kept on the teachers' drive. AN said that we should get into a habit of updating the governor document every time they come in on a visit but asked if we could have a copy of the staff one at the end of each term. It was decided to keep this version as the governor evidenced review and receive the school one termly. JSH to add to the relevant agendas.</p>	JSH
191202 03	<p>To update and publish the following approved policies:</p> <p>Positive Handling Policy Scheme of Delegation for Finance Behaviour Policy English Curriculum Policy</p> <p><b>Update 27.01.20</b> - These have now been published - complete.</p>	Closed
191202 04	<p>Remove the Admissions Policy from the website and put a link to the West Sussex one on the website instead.</p> <p><b>Update 27.01.20</b> - Complete.</p>	Closed

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191202 05	<p>Update the website to say 'Under Review' against the following policies and place these policies on the next FGB agenda:            Data Protection Policy            Offsite Visits Policy            Health and Safety Policy            Clubs Policy            Charging Policy</p> <p><b>Update 27.01.20</b> - Complete</p>	Closed
191202 06	<p>Remove the following policies from the website:            Staff Policies (all are model policies to be adopted):            Confidential Reporting Policy            Capability Policy            Staff Code of Conduct</p> <p><b>Update 27.01.20</b> - Complete</p>	Closed
191202 07	<p>Review the Data Protection policy considering GDPR with RC</p> <p><b>Update 27.01.20</b> This is on the agenda and will be discussed under the policies item. Complete.</p>	Closed
191202 08	<p>Obtain county version of the Offsite Visits policy with a view to replacing our policy with that one.</p> <p><b>Update 27.01.20</b> - SS has looked into this but C/F as not completed investigations.</p>	SS
191202 09	<p>Place hard copies of the following model policies in a folder and arrange for staff to sign to say they have read them.            Confidential Reporting Policy, Appraisal Policy, Capability Policy, Industrial Injuries Policy, Discipline Policy, Pay Policy, Grievance Policy, Drug and Alcohol Policy, Redundancy Policy, Sickness Policy, WSCC Standards of Conduct, Procedure on managing allegations, Smoking Policy, Emergency Situations Policy</p> <p><b>Update 27.01.20</b> - C/F</p>	RC
191202 10	<p>Discuss H&amp;S with JC (Premises Manager) to see if what we need to do to prepare for the upcoming audit in March and consider whether the policy needs updating as a result of these measures.</p> <p><b>Update 27.01.20</b> - There is a H&amp;S audit being carried out in April by County. AN has undertaken his own visit and there were no matters of real concern. AN will write this up and share it with everybody.</p>	AN
191202 11	<p>Discuss Clubs policy at the next staff meeting and decide whether prices should be in the policy.</p> <p><b>Update 27.01.20</b> - C/F</p>	SS
191202 12	<p>Discuss the remissions section of the Charging policy with RC and bring back a proposal to the next FGB.</p> <p><b>Update 27.01.20</b> -Complete - to be discussed under the policies item on this agenda.</p>	Closed
191202 13	<p>Update SEND Policy in time for the next FGB.</p> <p><b>Update 27.01.20</b> - This has been updated but will need to be looked at by staff - C/F.</p>	PP
191202 14	<p>Send the 3 risks which were going to be discussed at this meeting to all governors for consideration.</p> <p><b>Update 27.01.20</b> - Complete</p>	Closed

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191202 15	Pass on the Governors' thanks to AB for a very readable SEND report.  <b>Update 27.01.20</b> - Complete	Closed
191202 16	Ensure SEND is on the next FGB agenda.  <b>Update 27.01.20</b> - Complete	Closed
191202 17	Identify who we need to ask to change the routing of the website name to the new site.  <b>Update 27.01.20</b> - Complete - JSPC will have to change the routing. RH said he will need a contact there. AN will make contact with James Stoker at JSPC regarding rerouting the website.	AN
191202 18	Send round the link to the new website  <b>Update 27.01.20</b> - Complete	Closed
191202 19	Look at the content of the new website, identify any gaps and speak to RC about procedures for updating the website and control.  <b>Update 27.01.20</b> - SS to suggest some dates for him and RC to meet with RH.	SS
191202 20	Liaise with SS and plan the launch of the new website.  <b>Update 27.01.20</b> - C/F	RH
191202 21	Review the change in the morning communication to teachers process and write a thank you to parents for their support of the current process.  <b>Update 27.01.20</b> - A thank you has been sent in the weekly e-mail. The process will be further discussed in a staff meeting.  <b>Q: Has there been any other feedback?</b> No but one person who raised it is now volunteering in the school. TN said there are breaches in protocol and it needs to be discussed at the staff meeting. Teachers need to apply the rule too.	SS
200127 01	Make the two amendments requested to the Safeguarding report and file it in the governor visits folder.	JSH
200127 02	Test the lockdown process again.	SS
200127 03	Review the health and safety policy in line with the model policy.	VB
200127 04	Review the data protection policy to understand how it covers off the requirements of GDPR	SS
200127 05	Review the offsite visit policy in line with model policies.	SS
200127 06	Publish new clubs policy (the version with the fees removed)	JSH
200127 07	Publish the new charging policy (the one with amendments to remissions)	JSH
200127 08	Give RH all the new policies adopted since RH created the new website version.	JSH
200127 09	Provide VB with dates of next visits so that she may shadow other governors.	AH/PP
200127 10	Send the questions to ask children at a visit to all governors.	SS
200127 11	Suggest some dates for a governor morning on vision and values	SS
200127 12	Invite the prospective governor with education experience to the next FGB.	AN
200127 13	Send the template we used for the last newsletter to VB.	JSH
200127 14	Look at the newsletter template with a view to producing a new one.	VB
200127 15	Circulate actions and ideas from day one of Talking the Chair course.	AN
200127 16	Governors to confirm their availability to attend the Parent/Teacher consultations on 10th and 12th March 2020 to man the book stall.	All

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**Governors:**

Peter Bird	Apologies
Alyson Heath	Present
Penny Pavey	Present
Alex Nicholson	Present
Rob Hammond	Present
Simon Simmons	Present
Tracey Newbold	Present
Victoria Baxter	Present

**Also present:**

Jeanette Harwood (Clerk)  
Rob MacDonald

1.	<p><b>To receive and record apologies and declarations of interest</b> 6.15 - 6.20 - duration 5 minutes.</p> <p>Peter Bird sent his apologies and these were accepted.</p> <p>All present introduced themselves to Rob MacDonald who was in attendance as a prospective new school governor.</p> <p>Declaration of interest - AN's wife is the chair of the school's PTA and is working as a TA in the school on a temporary basis.</p>	
2.	<p><b>To approve the minutes of the last meeting and matters arising</b> 6.20 - 7.03 - duration 43 minutes.</p> <p>The minutes of the meeting of 2 December 2019 were approved as a true record of that meeting and signed accordingly.</p> <p><b>Matters arising:</b> Matters arising were discussed and updates are documented in the actions table above.</p>	
3.	<p><b>To review governor correspondence, including social media feedback</b> 7.03 - 7.05 - duration 2 minutes</p> <p>There was a video posted on the PTA website about bullying (a supportive one).</p> <p>SS has received an e-mail from Jeremy Quin congratulating the school on our KS2 results.</p> <p>There was a post on village FB group about the orange flashing lights outside the school which were flashing overnight and at the weekend. This has been reported by RC to the highways agency.</p>	
4.	<p><b>To receive update on training undertaken by governors</b> 7.05 - 7.10 - duration 5 minutes.</p> <p>PB has completed safer recruitment training.</p> <p>AN has done part 1 of a 3-day course called 'Taking the chair'. AN found the first day very helpful and has taken a list of action points for himself (including attending a fire drill). AN to circulate some of the actions and ideas from the first day to the governing body. SS mentioned that there has just been a fire drill while the HT was deliberately absent and it went really well.</p> <p>AN advised that one thing in particular came up that was interesting - the circle model of governance where there are no committees but everybody has specific assigned roles. There are 6 FGB meetings instead of 3 because there are no committees. This might be something to consider if we are struggling for governor numbers next year.</p>	AN

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	<p>AN is going to a locality meeting on Wednesday 29 January 2020.</p> <p>AN is also booked on the 4 governor modules we get as part of the SLA and encouraged everybody to attend. These are detailed in the updates that JSH sends round weekly.</p> <p>VB is to undertake starter training for governors in April.</p>	
5.	<p><b>To receive update on governors' visits to the school since last meeting</b> 7.10 - 7.13 - duration 3 minutes</p> <p>AH - Pav's (independent advisor) deep dive in maths, AH - Helped TN with an interview AH - Attended a book look</p> <p>PP - Children's Christmas lunch PP - Agenda discussion PP - SEND meeting PP - Staff meeting (where the independent advisor attended). PP said that the independent advisor had said that she has met few subject leads that can keep up with the grilling that Pav gives like Jo Aitkin did.</p> <p>AH - SDP meeting AH - Children's Christmas lunch AH - H&amp;S visit</p>	
6.	<p><b>Safeguarding</b> 7.13 - 7.22 - duration 9 minutes.</p> <p>PB's report was received for the records. SS commented that the LADO is there for complaints against all members of staff - not just the Headmaster and asked that this be changed before the document is filed.</p> <p>SS said that we were using the West Sussex single central record keeping system and RC took the message from the safeguarding governor at his visit that we should keep this information in a downloadable format instead. RC spent half a day putting the information in a downloadable document. It was agreed at the meeting that we would stick with the county single central record.</p> <p>TN pointed out that the Computing teacher mentioned in the report has not been here for almost a year now - we will remove that person's name from the report. JSH to do this and then file the report.</p> <p><b>Q: - has the lockdown process every been tested?</b> Yes, but all staff members were not here so we will look at doing this again.</p>	<p>JSH</p> <p>JSH</p> <p>SS</p>
7.	<p><b>To review the following policies:</b> 7.22 - 7.31 - duration 9 minutes</p> <ul style="list-style-type: none"> <li>• Health and Safety Policy AN said that it is a good opportunity to update the policy in line with the model policy. VB offered to take this on.</li> <li>• Data Protection policy AN said that he has read the existing policy and it does not feed into the GDPR regulations. AN said it does not mention GDPR but he doesn't know if it refers to the correct legislation? Does it cover us with all areas of GDPR? SS to look into. RH said there is a toolkit for schools on the government website.</li> <li>• Offsite visits policy SS will review in line with the model policies. SS has already started this piece of work.</li> </ul>	<p>VB</p> <p>SS</p> <p>SS</p>



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	<ul style="list-style-type: none"> <li>• Clubs policy AN suggested we remove the fees from the policy. The policy was then approved subject to the fees being removed. JSH to update and put on website.</li> <li>• Charging policy AN has discussed with RC and the remission section has now been changed regarding universal credits and sent round to governors. The policy was then approved - JSH to update and publish.</li> </ul> <p>JSH is also to give RH all the policies that have been updated since he drafted the new website.</p>	JSH  JSH  JSH
8.	<p><b>Risk register review</b> 7.31 - 7.46 - duration 15 minutes</p> <p>We discussed item 7 on the risk register and AN explained that the residual risk is amber after the mitigation actions are taken into account. We discussed the mitigation actions in some detail.</p> <p><b>Q - are we carrying out the right number of governor visits?</b> AH said that it is important that everybody knows a little about every aspect of the school. TN said that it is important that children are interviewed by a variety of people (including those they don't know) in order to get children used to the scrutiny that could occur during an Ofsted visit. Shadowing other governors is a good way of gaining understanding and confidence. VB said she is happy to come in for a visit. AH and PP will let VB have some dates.</p> <p>TN said that in another school she worked at they had a Governors' morning with a timetable of visits and conversations. It enabled governors who were not familiar with schools got a good feeling for the school.</p> <p><b>Q: Is it worth sending round the questions to ask of children round to all governors (from T&amp;L).</b> Yes, SS will do that.</p> <p>TN and AN pointed out that all visits are focussed - SS will send round some dates for a governor morning on vision and values. This is to be towards the end of this term.</p> <p>We also discussed the control procedures. AN explained that he is keen to get new governors with education experience in as soon as possible in order to have a hand-over period with the governors who are coming to the end of their term.</p>	AH/PP       SS  SS
9.	<p><b>Succession planning</b> 7.46 - 7.52 - duration 6 minutes.</p> <p>We have 9 governors at the moment with one possible new governor (RM). We used to have 11 which is a good number.</p> <p>We also have a possible governor with educational experience who will be invited to the next meeting.</p> <p>There is also the option of moving to the circle of governance model in the future.</p>	AN
10.	<p><b>To receive the SEND report</b> 7.52 - 8.10 - duration - 18 minutes.</p> <p>PP advised that every governing body has to have one named person for SEND but the whole governing body has responsibility for it (the same for safeguarding). The role of the GB is monitor how the school meets the requirements of the SEND code of practice. PP meets AB (the school's SEND coordinator) each term. PP, SS and AB go through AB's action plan and PP</p>	

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	<p>said that AB does an amazing job. AB also writes a twice-yearly report about the provision in school in retrospect. We are just about to discuss the latest report now.</p> <p>The school is also required to publish the local offer on our website which AB is responsible for.</p> <p>There is also a more in-depth report which is updated annually.</p> <p>PP sent in advance the record of her last two meetings with AB and AB's report to governors. PP talked through these documents. She also said that any governor is welcome to come along to SEND meetings.</p> <p><b>Q: was there anything that PP found when talking about resource allocation where the allocated time of 3 hours a week is inadequate?</b> PP said that SS has asked AB to advise if there is more time needed this term to enable her to carry out the duties and provide the statutory care for children with EHCPs. In addition, resources have changed this term for the better.</p> <p><b>Q: how often are the EHCPs reviewed?</b> They are reviewed annually and the child's statutory care requirements may change as a result of this. SS said that sometimes children may be moved to a more specialised setting so it is difficult to manage resources longer term.</p> <p>AN said it was a very thorough report.</p> <p>SS said that another challenge for AB is identifying how much of our income is intended for SEND children. We have been working with county to understand how we can cost the provision and WS were looking at this too and piloting a funding model. PP will ask AB what the current situation on this is.</p>	
11.	<p><b>To receive School Council minutes</b></p> <p>None for this meeting.</p>	
12.	<p><b>To receive recommendations from Committees</b></p> <p>None for this meeting</p>	
13.	<p><b>To receive reports from Associate Governors</b></p> <p>None for this meeting</p>	
14.	<p><b>Governor newsletter</b> 8.11 - 8.19 - duration 8 minutes</p> <p>AN said it would be a good idea to use a newsletter to explain what we do and share information with parents in the summer term. VB agreed it would be helpful and suggested it might encourage other people to get involved. AN said that it also lets people know that we are here in case anybody feels they would like to contact a governor.</p> <p>VB talked about the annual meeting that SS has hosted for the past 2 years and said that was very useful. AH suggested that if these meetings are to continue then the newsletter could be handed out then.</p> <p>TN pointed out that the information given at the meeting would need to change substantially as the last two years had been quite similar to each other and other than new reception parents, the same parents attend. TN said we could develop the 'meet the teacher' part of it and have a short talk by SS and AN celebrating the year and serving wine.</p> <p>VB will look at the newsletter and JSH will send the template we used last time.</p> <p>SS suggested the school council might want to get involved? AH suggested we get some children's quotes.</p>	<p>VB JSH</p>

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15.	<p><b>Any other urgent business</b> (to be notified to Clerk or Chair at least 24 hours before meeting) 8.19 - 8.25 - duration 6 minutes.</p> <ul style="list-style-type: none"> <li>• Governor attendance at Parent/Teacher consultations (10<sup>th</sup> and 12<sup>th</sup> March 2020)</li> </ul> <p>VB left the meeting at 8.20pm.</p> <p>AN asked whether it would be a good idea for some governors to be in attendance at the parent teacher consultation evenings? SS said that if governors are to come there has to be a valid reason for it. AH asked if governors could come and man the book stall? AN will be there for both meetings and PP will come for the 12th. AH will confirm her availability.</p> <ul style="list-style-type: none"> <li>• Prospective new governor</li> </ul> <p>RM had attended the meeting as the last step towards understanding the role of a governor and expressed his desire to be a part of the governance team. Following a discussion about RM's credentials for the role (his application form has already been submitted) AH proposed that we accept him as a new governor. SS seconded the appointment. A vote was then held and his appointment was confirmed unanimously. A decision has yet to be made over whether RM should be co-opted or become the LA governor. AN to consider further bearing in mind the other prospective governors under consideration at the present time. AN welcomed RM on board. Rob will make appointment with RC for his enhanced DBS check. It was also agreed that RH will sit on F&amp;P committee and will come along to the T&amp;L meetings to help him understand more about the school.</p> <p>AH wanted to ensure that RM understood the confidentiality requirements of a governor. Also, that the governors' role is strategic rather than operational. RM confirmed that he did.</p>	All
16.	<p><b>To update calendar, including confirmation of date of next FGB meeting</b> 8.25 - 8.26 - duration 1 minute.</p> <p>The next meeting is 30th March 2020 at 6.15pm</p>	

Signed as being a true record of the proceedings of the meeting

Signed .....

Date .....