

	<p>consider the role before the end of this 3 year term. The FGB voted unanimously for her to stay on as Chair for a further 3 years.</p>	
4	<p>MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING</p> <p>SEF – will be reported on later in the meeting.</p> <p>Lockdown policy – Sarah had looked into this after it was discussed at the previous meeting, and confirmed there is a procedure on the emergency plan should there be a need for an emergency lockdown if the school were threatened. (The term lockdown does not refer to a pandemic situation.) Staff training will take place in school for such an occasion.</p> <p>SDP – At the last meeting of the previous academic year, the SDP was agreed by the GB. The latest version of the SDP is available on the school website, and on display in the staff room.</p> <p>Parent Survey – the process has not started yet. Anna and Judith will consider the questions that should be included in the survey and circulate them to governors and the Senior Management Team for comment.</p> <p>Online calendar - Louise has tried to set up an online GB calendar without success. Anna did not consider this a priority at the moment but something that can be worked on for the future, should the GB wish it.</p> <p>There was a duplication of text in the minutes which needed to be removed. With this amendment the governors were happy to approve the minutes which Anna will come into school and sign.</p>	<p>Anna and Judith</p> <p>Louise, Anna</p>
5	<p>SAFEGUARDING</p> <p>The Child Protection and Safeguarding policies were included with the agenda. Changes have been noted in red which makes all new items and updates in the policy clear.</p> <p><i>Q. How are we adjusting the curriculum to cater for those having difficulties out of school?</i> <i>A. Should a lesson possibly affect a child it is adjusted accordingly.</i></p> <p>Kate has loaded new policies on My Concern and sent out email links to all governors for them to read the policies ASAP. All Governors to read and record on My Concern.</p> <p>All governors have completed the safeguarding training which needs to be updated annually,, as far as possible The governors commented on how useful the video training was, and accessible to everyone.</p> <p>The Safeguarding policy was approved unanimously and will be updated on the school website. Anna will sign a hard copy when she is next in school. Alison distributed to the FGB a Safeguarding report following a visit to the school.</p> <p>All bar 3 members of staff have completed the training now. These staff were unable to attend on the training day when it was given to staff. The report included who the DSLs in school are. The staff and governors are instructed to report any safeguarding concerns to the DSL.</p> <p>All files are saved electronically, and a process has been set up by the admin team to retrieve CP files from a child’s previous school. This is to ensure we do everything we can to ensure we are aware of any issues and not rely on the previous school to provide the information.</p>	<p>Anna</p>

	<p>When records are transferred either to or from Mayfield, a record is maintained of the date and destination.</p> <p>(Alison left the meeting.)</p>	
6	<p>GOVERNOR ISSUES</p> <p>Pecuniary interests These will be put on the agenda of the next meeting, as the paperwork was not available. No governors had any concerns or changes which needed updating before this.</p> <p>Terms of Reference Additional points had been added to the terms of reference for each of the reporting committees, regarding safeguarding. The FGB agreed to accept the updated terms.</p> <p>Link Visitors The Link Governor list was considered and subjects redistributed as necessary. Louise had updated the contacts on the list, as some subject leaders had changed from the previous years. Louise will update the document with the changed governor names and distribute it. The 'role of a link governor' handout was included with the agenda for reference.</p> <p>The Personnel Committee at their recent committee meeting, had discussed topics for link visits. It was agreed that this Committee would undertake a visit to examine the Early Career Teacher Policy and related procedures in the Spring Term. It was agreed that the GB proposal for a visit focussed on the processes to combat bullying in school should be conducted by the PVL Committee. It will be discussed at their next committee meeting on Thursday.</p> <p>Governor Expenses Policy This document was agreed. Louise will change the date to the current year.</p> <p>The Standing Orders Louise pointed out the note on attending meetings via zoom. Committee meetings will be held on Zoom but Full GB meetings will be held in person unless there are exceptional circumstances. Louise will take Surge's name off the document as an associate member, and update the end date of the Chair's term.</p> <p>Governor vacancies Some committees are requiring more governors, due to two governors retiring at the end of the Summer term.</p> <p>There are 6 vacancies for parent governors. A plan was discussed to recruit governors and get the message out to parents. Suggestions included:</p> <ul style="list-style-type: none"> • Speaking to parents on the playground at the end of the day. • Having leaflets available to hand out to parents with information on the role. • Including a notice in the Parent Newsletter. • Emphasizing the matter at the governor-parent social event which is planned to go ahead on Friday 11th November. This date will be put in the Parent Newsletter, and added to the school website. <p>The school PTA is now reduced to 2 people, and the future of the group is not certain. This matter will also be brought up at the event on the 11th November, to try to engage parents in this important support group.</p>	<p>Louise</p> <p>Louise</p> <p>Louise</p> <p>Louise</p> <p>Governors, Heads</p> <p>Louise</p> <p>Governors, Louise</p>

9	<p>SEF</p> <p>Sarah referred to the SEF which had been updated, following a visit from an English LA advisor. She feels the document is up to date and helpful in preparation for an Ofsted visit.</p> <p>The SEF has been issued to all members of staff who have been asked to read through the document and familiarise themselves with the content.</p> <p><i>Q. I feel this document is well presented and should be referred to when a link visit is completed. It is extremely useful for monitoring and identifying where progress has been made.</i></p> <p><i>A. A recommendation has been that once a term classes put their books out and let subject leaders come and see them, and the displays in the classroom.</i></p> <p><i>Q. Would this put pressure on the teachers to put on a show?</i></p> <p><i>A. No because all subject leaders will go around at the same time and the teacher would not have to be in the classroom.</i></p>	
10	<p>REPORTS FROM THE COMMITTEES</p> <p>Resources – have not met this term and have nothing to report.</p> <p>Personnel – the committee met recently. The minutes will be distributed shortly once the draft version has been approved. Note the comments above on Link Visits.</p> <p>PWL – are meeting later in the week and the minutes will be circulated to the FGB next week.</p>	
11	<p>ANY OTHER BUSINESS</p> <p>Governors were invited to attend the Governor quiz on the 11th November, and to ‘spread the word.’ Parents should not be shy to come if they feel they do not have a team to join. Teams can be grouped together on the night.</p> <p>Anna will prepare a short ‘News from the Governing Body’ to be distributed. In it she will highlight the need for new governors to join the GB.</p> <p>Ciara Murray has expressed an interest in becoming a governor. As we already have a staff governor, Ciara will be able to join as a co-opted governor. Louise will invite Ciara to the next FGB meeting to observe.</p>	Louise

The meeting closed at 7.50pm

The next meeting of the full GB will be on **Wednesday 2nd November.**