



## MEETING OF THE FULL GOVERNING BOARD ON 1<sup>ST</sup> OCTOBER 2024, AT 8.30AM IN THE SCHOOL

*“We are a community with a lifelong passion for learning.”*

**Present:** Hilary Priest (HP), Head, Ian Stewart (IS) Chair, Mike Waterson (MW), Becky Nel (BN), Richard Gibbon (RG), Jo Counter (JC), Jenny Barker (JB) Co Vice-chair, Rob Hill (RH) Co Vice-chair.

**In attendance:** Dawn Pettipiece (clerk)

Attended part of meeting: Ken Munro (KM) School Climate Change and Sustainability lead

### Minutes

I	<p><b>Climate Change Action Plan</b></p> <ul style="list-style-type: none"> <li>KM introduced himself – before he trained as a teacher he achieved a degree in wildlife management and worked in nature conversation for 10 years.</li> </ul> <p>KM read the government guidance for the action plan which has four categories. During a discussion all present agreed that children need to be taught to be positive about climate change.</p> <p>KM met with an academic from a university recently and he was very keen to be involved in research about the long-term benefits to using the school curriculum to expose the children to nature and enable them to support positive action about climate change when they are older.</p> <p>KM: The school Earth Care curriculum has three objectives:</p> <ol style="list-style-type: none"> <li>1. Nurturing children's affinity for and connection with nature.</li> <li>2. Promoting happiness and good health.</li> <li>3. Equipping children with the desire and will to actively care for the environment as adults.</li> </ol> <p>The plan would be for “Nature” to be on the curriculum and to have a dedicated nature teacher who would work with every class for approximately 0.5 days a fortnight. Children will work outside whatever the weather and it will be a child-led discovery based subject, observing the natural changes in nature. It works with other subject areas e.g. recording, analysis, research and questioning and will be very “play” based.</p> <p><b>HP: That is what we do in key stage 1 (KS1) and we are working on it for key stage 2 (KS2). There is excellent evidence that it is good for children to be outside from a social context.</b></p> <p><b>KM: I would like to be the nature teacher, working with all the children so they have continuity with a nature expert.</b></p> <p><b>BN: How is it different to Forest School teaching?</b></p> <p><b>HP: We will incorporate it into Forest School which is used across the whole curriculum, but this is specifically connecting with nature. It works well with Continuous Provision, but is difficult to get it into key stage 2.</b></p> <p><b>JB: How does it work with other areas in the curriculum?</b></p> <p><b>KM: It is a separate area that the school needs to look at with the Action Plan.</b></p> <p><b>HP: The pupils are already learning about climate change and “green careers” as we grow our own food in the gardening club and use it in cooking lessons.</b></p> <p><b>RH: Over the past few years the curriculum has been over hauled and although the intention is to fit this area into it there is already time pressure.</b></p> <p><b>HP: It is about being creative and there are no set time scales for the subjects and it is about breaking from tradition which can be quite difficult for teachers.</b></p> <p><b>RH: The logistics are the problem.</b></p> <p><b>KM: It can be done if a half day is prioritised on nature.</b></p> <p><b>HP: We have 10 sites within walking distance, depending on the childrens ages.</b></p> <p><b>KM: There is enough in the school grounds for the little ones.</b></p> <p><b>HP: If we had funding for half a day we could use the year six children as role models.</b></p> <p><b>JB: It could be linked to the with the food plan and ties in with mental health, being human and ecology.</b></p> <p><b>HP: There are so many different elements and we need to find funding so we can release KM from the classroom.</b></p>

	<p><b>KM:</b> There are a lot of foundations out there, with money to spend and as this is about climate change I hope someone will be able to support us.</p> <p><b>HP:</b> All teachers are trained to teach Forest School but it would be good to have one focussed on this area, for continuity and for someone who is an expert in this area.</p> <p><b>RG:</b> It will be beneficial to have a specific teacher who works with the children throughout their time at the school.</p> <p><b>KM:</b> The class teacher would come and it will be good for their mental health and we could possibly widen it to the community. We could do our own research although it would be a small sample group. Asking questions such as “what is class attendance like on a nature day” or when the weather is inclement and if they enjoy it?</p> <p><b>JB:</b> Parents are concerned about how to address this subject with their children.</p> <p><b>RH:</b> I have concerns about the funding.</p> <p><b>HP:</b> We have to be realistic and can still do things without any funding.</p> <p><b>RH:</b> What would happen when the funding ran out?</p> <p><b>HP:</b> We would have to work out how to fund it in future. Perhaps we could have Forest School in the holidays to raise some money. <b>KM</b> is committed to The Grove, but could work with other schools.</p> <p><b>JB:</b> If we can get the right people involved who can support this financially it would be helpful.</p> <p><b>KM:</b> I am going to a primary school climate action plan day soon which is run by Devon Recycling services.</p> <ul style="list-style-type: none"> <li>Ken left the meeting at 9.02 am.</li> </ul> <p>The FGB then had a discussion looking at ways to deliver the teaching and how to fund it.</p> <p><b>HP:</b> There are already sites available but we need to have a tailored down plan if we do not get the funding.</p> <p><b>RH:</b> Some parents may think other areas should be prioritised in a similar way such as music.</p> <p><b>HP:</b> The curriculum is research based and I am going to give a talk in primary schools in London about mental health and this subject is important for that.</p> <p><b>BN:</b> But do you have the research evidence and can we see it?</p> <p><b>HP:</b> Yes and I will share it with the governors. The school have prioritised mental health for many years.</p> <p><b>BN:</b> That gives an argument that you do not need to do this as the school is also doing well in that area.</p> <p><b>HP:</b> It is about looking after the planet as a priority and there is a nice link between the two.</p> <p><b>MW:</b> I am not convinced people would be worried about half a day a fortnight if it doesn't come out of the school budget.</p> <p><b>HP:</b> None of the extra-curricular activities come out of the budget. E.g. food, cooking and gardening are all funded from other areas. The school chef has started selling breakfast buns this morning and he is talking to the local market about the children selling pesto, which he will make.</p> <p><b>ACTION:</b> HP, JB AND KM WILL WORK TOGETHER ON THE CLIMATE CHANGE ACTION PLAN.</p> <p><b>ACTION:</b> HP, JB AND KM WILL MEET UP TO PLAN HOW TO ACCESS FUNDING FOR THE CLIMATE CHANGE ACTION PLAN.</p>
2	<p><b>Welcome &amp; apologies for absence*</b></p> <ul style="list-style-type: none"> <li>Review procedure for dealing with apologies and sanctioning absence.</li> </ul> <p>All members of the board were in attendance. The procedure for apologies and sanctioning absence was not discussed in the meeting.</p>
3	<p><b>Attendance &amp; declaration of Interest*</b></p> <ul style="list-style-type: none"> <li>Governors are reminded that they must declare any conflict of interest which becomes apparent during the meeting.</li> </ul> <p><b>Governors signed the attendance form and there were no declarations of interest.</b></p>
3.1	
4	<p><b>Governing Board Composition</b></p> <ul style="list-style-type: none"> <li>There is one co-opted vacancy. No governor term of office due to end this academic year.</li> </ul>
4.1	<p><b>Contact details</b></p> <ul style="list-style-type: none"> <li>Please check that your details are correct on the contact details form in the folder and inform the Clerk if they're not.</li> </ul> <p><b>All governors declared their contact details had not changed.</b></p>
5	<p><b>Election of Chair</b></p> <ul style="list-style-type: none"> <li>Please self-nominate or check before the meeting, if nominating another. The term of office is 2 years.</li> </ul> <p><b>IS:</b> My two years as Chair are up now and I am happy to continue unless anyone else wants to.</p> <p><b>The FGB approved IS's reappointment as chair for the next two years, by a show of hands.</b></p>

	<p>HP: It is good practice to have a new chair every few years and IS will have been chair for 6 years next time. IS: I will no longer be a parent governor in two years' time, but could continue as a co-opted governor.</p> <ul style="list-style-type: none"> <li>Confirmation of RB and JB as co Vice-Chairs to continue term of office until September 2025.</li> </ul> <p><b>There had been some confusion about who were Co Vice-chairs, but RB and JB agreed to continue in the role for another year and the FGB approved this decision.</b></p>
6	<p><b>Approval of minutes of last FGB meeting on 16th July 2024</b></p> <p><b>Budget</b> Please read the minutes (in folder)</p> <ul style="list-style-type: none"> <li><b>The FGB approved the minutes of the last meeting and the Chair will sign them off electronically in Governorhub. This is the first meeting that this procedure will be in place.</b></li> </ul> <p><b>Matters arising from minutes of last FGB meeting including progress made on the actions raised*</b></p> <ul style="list-style-type: none"> <li>Example of a letter from another school which the governors have written regarding support from the 0-25 Team.</li> </ul> <p>JB and JC are in discussion about how to proceed with this and will update the next FGB meeting.</p> <ul style="list-style-type: none"> <li>Update on school visit re Continuous Provision.</li> </ul> <p>MW will arrange a visit sometime this term.</p> <ul style="list-style-type: none"> <li>Update on progress with putting the children's "shout out" in grid form in the school newsletter.</li> </ul> <p>IS: The "shout outs" look bigger. HP: I have stopped using green and red colours for the words.</p> <ul style="list-style-type: none"> <li>Comparison of School Behaviour Policy with other schools and how it is working to go in school newsletter.</li> </ul> <p>JB: I have not done that yet.</p> <ul style="list-style-type: none"> <li>School holiday information to go in information about school for new parents and on website.</li> </ul> <p><b>IS: Is it on the school website? Also, the end of term for this year date is not on the website.</b> <b>HP: I sent the information to the school administrator and she will put it on the website.</b></p> <ul style="list-style-type: none"> <li>Update on 5 step plan for Wraparound Care – which will be reviewed at the next FGB meeting.</li> </ul> <p>HP: The school business manager, Sandie Lovell (SL) has had meetings with other schools who deliver this already and is waiting for them to send relevant data. It would be a good idea to invite her to the next Wraparound Care meeting.</p> <p>The governors discussed this area, looking at different factors.</p> <p><b>ACTION: JB AND JC TO CONTINUE WITH THEIR PLAN OF USING ANOTHER'S SCHOOL LETTER AS A TEMPLATE FOR A LETTER TO BE WRITTEN REGARDING SUPPORT FROM THE 0-25 TEAM.</b></p> <p><b>ACTION: MW TO ARRANGE A SCHOOL VISIT LOOKING AT CONTINUOUS PROVISION AND WILL UPDATE THE FGB AT THE NEXT MEETING.</b></p> <p><b>ACTION: HP TO INVITE SL TO THE NEXT WRAPAROUND CARE MEETING WITH DATA ON COSTINGS ETC. AND WILL FEED BACK TO THE NEXT FGB MEETING.</b></p>
7	<p><b>2026-27 draft admission policies</b></p> <ul style="list-style-type: none"> <li>For review and comment.</li> </ul> <p>HP: There is no change, but we have 5 more children than the last census, which means around an extra £25,000 in the budget. I have been doing all the show a rounds for prospective parents. Although we are getting extra money for the new pupils in the next budget, we have lost £20,000 due to the staff pay rise, which we have not received funding for. We have 309 children on the roll, compared to 304 children last year. 315 is the official capacity but in special cases we do accept a few other children.</p> <p>HP then explained the funding for education is based on numbers. Meal funding is based on this terms census and the pupil premium is based on the January census.</p>
8	<p><b>Quinquennial report</b></p> <ul style="list-style-type: none"> <li>Update on meeting between SL, the outcome and the report. .</li> </ul> <p>IS: a team came and viewed the site. Nothing was in priority 1. In priority 2 there was a forecast spend of £26,000 over the next two years. The FGB discussed replacement windows in this priority. In priority 3 there was £7,500 of work required.</p> <p><b>HP: In "Mechanical Services" the boiler is still functioning but not at full capacity, so will need repair or replacement. Repairs cannot come out of "capital".</b></p> <p><b>MW: Do we have to do the repairs?</b></p> <p><b>HP: We have to look long-term. So, will it be cheaper to repair or replace something now or later when it could cost more.</b></p> <p><b>RB: Is the report binding?</b></p> <p><b>HP: No and we can choose our own contractors, so the work may be less expensive than the estimate on the report. Kier are still doing ongoing work on defects from the new build.</b></p>

	<b>ACTION: HP TO ARRANGE A FACILITIES MEETING WITH HELEN FERNYHOUGH (HF), THE DEPUTY HEAD AND SL TO LOOK AT REPAIRS ETC.</b>
9	<p><b>Contracts Register</b></p> <ul style="list-style-type: none"> <li>Audit has requested this be shared on a regular basis with the FGB. Needs discussion of how often and when? (see register in meeting folder).</li> </ul> <p>IS: We have always had one.  MW: Some contracts have been signed that the governors were not aware of, so that needs pinning down so we can validate it.</p> <p><b>ACTION: THE BOARD AGREED TO REVIEW THIS REPORT AT EVERY FIRST FGB MEETING OF THE NEW SCHOOL YEAR. THE CLERK TO PUT IT IN THE BUSINESS PLAN (done).</b>  <b>ACTION: SL TO PUT AN ANNUAL COST AGAINST EACH LINE IN THE REPORT.</b></p>
10	<p><b>School Improvement Plan</b></p> <p>SIP for this term.</p> <p>HP: Continuous provision is going really well in KS1, but we are still looking at how that will work in the rest of the school. We have £10,000 from the PTA for playground development and want to make it more purposeful for neuro diverse children as we have a few. We have had lots of idea from the children and HF is dealing with that. The field cannot be repaired as we cannot find the £35,000 required.</p> <p>Strategies to Improve Assessment: We have been looking at that and HP has done a sheet, looking at making it as purposeful as possible for the next teacher. We have a dyslexia spelling programme in years 3 and 4. The children with SEND (special education needs and disabilities) struggle with that, so we are looking at ways to make a big difference for those children.</p> <p>PHSE and Earth Care food at the Grove – we have launched our cooking curriculum, but not yet involved parents. On the 10 and 11<sup>th</sup> of October, “Chefs in Schools” are coming in to demonstrate a couple of lessons with the school chef, working with years 5 and 6, to show how they teach complex recipes, e.g. vol-au-vents and savoury tarts. When the chef is confident we will invite parents to be involved.</p> <p><b>JB: How will the parents find out about this?</b>  <b>HP: We will put it in a newsletter.</b></p> <p>Parental Community Engagement: The PTA (Parent Teacher Association) have an excellent calendar of activities/events and they raised £600 from the recent quiz night.</p> <p>The Primary Partnership is doing really well, although unfortunately IS was away for the last meeting.</p> <p>IS: Would any other governor like to go to the meetings?</p> <p><b>OUTCOME: RB and IS will attend alternate meetings.</b>  <b>IS: The minutes showed the meeting seemed to go well.</b>  <b>RB: The first time I read the SIP it seemed to work and was joined up with the PTA etc. The previous SIP seemed to be about the curriculum and SEND.</b>  <b>HP: Those areas haven’t been dropped and we ensure staff have clarity regarding their roles and inclusivity in the classroom works well, although we could do with some more play based activities.</b>  <b>RB: Do the teachers read the SIP?</b>  <b>HP: Yes, the whole school does.</b>  <b>BN: This one is more focussed whereas the school she worked in covered the overall picture of the school and I don’t see this as much on ours.</b>  <b>HP: I used to do that, but people found it confusing. I do the whole year at the top and then break it down into terms and the priorities for the term and we have action plans in there.</b>  <b>BN: I would like to see the action plans.</b>  <b>HP: That goes with the curriculum leads and the relevant governors should attend them and will be updated then.</b>  <b>JC: This type of leadership style that HP does is brilliant compared to the old style.</b></p> <ul style="list-style-type: none"> <li>BN left the meeting at 9.40 am.</li> </ul> <p><b>The Governors approved the SIP.</b></p>
11	<p><b>Governors’ Strategic Plan and Governors Objectives</b></p> <p>IS we have covered this area at a previous meeting.</p> <p><b>The FGB agreed the previous plan was still working well and would continue with it.</b></p>
12	<p><b>Budget</b></p> <p>HP: We have covered some of this previously in the meeting.</p> <p>IS: SL said there is not much to report at the moment and we need to await the next Resources Meeting.</p>
13	<p><b>Annual agreements and reminders</b></p> <ul style="list-style-type: none"> <li><b>Governors’ Code of Conduct</b></li> </ul> <p>For agreement. Please read before meeting. Signature required in GovernorHub (declarations tab).</p> <p><b>The governors discussed where this was in Governorhub and all agreed they would update it.</b></p>

13.1	<ul style="list-style-type: none"> <li>• <b>Meeting protocols</b></li> </ul> <p><b>The governors agreed these should continue as they are.</b></p>
13.2	<ul style="list-style-type: none"> <li>• <b>Governor meetings</b></li> </ul> <p>These meetings are still closed to the public, would the governors like this to continue?  <b>The governors agreed all governors' meetings would stay closed.</b></p>
13.3	<p><b>Skills Audit</b></p> <p>Not discussed in the meeting as had been discussed at a previous meeting.</p>
13.4	<ul style="list-style-type: none"> <li>• <b>Contact information</b></li> </ul> <p>The governors agreed to share contact information.</p>
14	<p><b>Committee structures, membership &amp; terms of reference</b></p> <ul style="list-style-type: none"> <li>• For agreement. Please read terms of reference and committee memberships and lead table.</li> </ul> <p><b>The FBG agreed to continue with their roles.</b></p> <p>Q: When is the curriculum review.  HP: Before Easter the staff make a video and have a staff meeting after Easter.  Following a discussion RG is going to attend different curriculum areas to find out which area fits best with his interests and skills and a decision about which areas he will cover will be decided around Easter.  HP: I will put some dates out for RG to join and all governors are invited to attend Continuous Provision.  IS: I will go with RG on his first class room visit.  <b>ACTION: HP TO SEND SOME RG DATES TO ATTEND DIFFERENT CURRICULUM AREAS.</b>  <b>ACTION: IS WILL SUPPORT RG ON HIS FIRST CLASSROOM VISIT.</b></p>
15	<p><b>Annual cycle of business 2024-25</b></p> <ul style="list-style-type: none"> <li>• For agreement.</li> </ul> <p>NB: This school does not follow the annual cycle of business as some areas are out of synch with how The Grove School works, but over the school year they cover all the areas.  <b>The FGB approved the annual cycle of business.</b></p>
16	<p><b>Policies*</b></p> <ul style="list-style-type: none"> <li>• Complaints Procedure.</li> </ul> <p>MW: There is always a draft one and that is a bit different to our present one with a push to mediate with a third party and that part needs updating.  <b>ACTION: HP TO UPDATE THE COMPLAINTS POLICY.</b></p> <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> </ul> <p>A hard copy which is signed by the Chair of Governors and the Head Teacher is kept in the school  <b>ACTION: HP AND IS WILL REVIEW THE HEALTH AND SAFETY POLICY AND SIGN IT BEFORE THE NEXT FACILITIES MEETING. IT THEN NEEDS TO GO TO THE NEXT FGB FOR APPROVAL.</b></p> <ul style="list-style-type: none"> <li>• Safeguarding and Child Protection Policy</li> </ul> <p>There are a few changes to make the model fit the school.  <b>ACTION: HP TO UPDATE THE POLICY AND THEN THE NEW POLICY TO GO TO FGB ON 10.12.24 FOR APPROVAL. Done. HP emailed updated copy on 1.10.24</b></p> <ul style="list-style-type: none"> <li>• SEND Policy</li> </ul> <p>MW: The one on Governorhub is last year's and the SEND structure has changed a lot and may need updating.  JC: It will be updated at the next SEND meeting and can then go to the next T&amp;L meeting.  <b>ACTION: JC WILL BRING THE UPDATED SEND POLICY TO THE NEXT T&amp;L MEETING.</b></p>
16.1	<ul style="list-style-type: none"> <li>• Virtual attendance at meetings is permissible.</li> </ul> <p><b>The FGB agreed to continue with the present procedure.</b></p> <ul style="list-style-type: none"> <li>• The Grove School Draft Audit Report – for FGB approval</li> </ul> <p>IS: We have to approve it as accurate. We only had reasonable assurance that the inventory and asset register is satisfactory and the disposable section needs doing. So we just need to check with SL that all is satisfactory.  <b>Following the above minor points being corrected the FGB approved the audit.</b>  <b>The FGB requested that a big thank to SL for doing the audit report, should be put in the minutes.</b>  <b>ACTION: CLERK WILL EMAIL SL TO CHECK THAT THE SCHOOL DRAFT AUDIT REPORT IS SATISFACTORY.</b></p>
17	<p><b>Benevolent Funding</b></p> <ul style="list-style-type: none"> <li>• Update on discussion with the Chef on how to disperse the funding.</li> </ul> <p><b>HP: We have decided to use the money for when all the children do cooking as there has not been a big take up.</b>  <b>RH: Do we need to inform parents?</b>  <b>HP: I had a discussion with the chef and he raised the money for the fund by doing a marathon, so it his choice how to use the money he wanted it to go back into the curriculum for all the children. We</b></p>

	<p>did not have enough money to subsidize the residential for the children whose parents say they are unable to fund it and some children have decided not to come. SL has spoken to each parent and discussed a payment plan with instalments, so some of those parents who stated they cannot afford the money may have changed their decision.</p> <p><b>IS: What happens to the year 6 children who do not attend the residential?</b></p> <p><b>HP: They will join up with year 5 children and we have planned a fun time.</b></p>
18	<p><b>Safeguarding*</b></p> <ul style="list-style-type: none"> <li>Update on level 2 safeguarding training.</li> </ul> <p>HP: All the governors and the clerk have been sent information on the training they can attend in school and if they are unable to come I have emailed them a PowerPoint presentation to watch.</p> <p>MW and RH came to the training and JC has to do level 3, so she has already done it. DP has watched the powerpoint training.</p> <p><b>ACTION: FGB TO EMAIL THE CLERK WHEN THEY HAVE WATCHED THE POWERPOINT TRAINING. RG has completed training.</b></p>
18.1	<p><b>Keeping Children Safe in Education (KCSiE) 2024</b></p> <p>Please read September 2024 KCSiE (in meeting folder)</p> <p><a href="#">Keeping Children Safe in Education</a></p> <p>Please sign that you have read and understood it in 'declarations' tab in your GovernorHub profile.</p> <p><b>ACTION: GOVERNORS TO READ KCSiE AND THEN UPDATE THEIR PROFILE IN GOVERNORHUB.</b></p>
19	<p><b>Governor visits.</b></p> <ul style="list-style-type: none"> <li>Plan for the term.</li> </ul> <p><b>The FGB discussed their plans for the term.</b></p>
20	<p><b>Governor training</b></p> <p>To identify any training needs.</p> <p>RG is booked to go on Governance understanding the Primary Curriculum online training on 16/10/24.</p>
21	<p><b>Clerk's report</b></p> <p>New guidance which affects the work of governors has been introduced in the following areas:</p> <ul style="list-style-type: none"> <li><a href="#">Suspensions and permanent exclusions</a></li> <li><a href="#">Behaviour in schools</a></li> <li><a href="#">Searching, screening and confiscation</a></li> <li><a href="#">Working together to improve attendance</a></li> </ul> <p>These fall under the remit of the T&amp;L committee</p> <ul style="list-style-type: none"> <li>Confidential minutes (read document in folder)</li> </ul> <p>Reminder that the governors' attendance register appears on the school website.</p> <p><b>Briefly discussed by governors and approved.</b></p>
22	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>None received or brought to meeting</li> </ul>
23	<p><b>Items brought forward by the Chair</b></p> <ul style="list-style-type: none"> <li>Update on meeting with PTA regarding School Finance</li> </ul> <p>HP: The PTA cannot give money towards salaries but they have a plan. E.g. They are providing £10,000 towards the school playground plans and have more ideas and events planned.</p>
24	<p><b>Date &amp; time of next meeting</b></p> <ul style="list-style-type: none"> <li>FGB meeting December 10<sup>th</sup> at 8.30am in the school</li> </ul>

MEETING FINISHED AT 10 AM\* = standing items

	Action	By who m	By when
1	<b>TEAM TO WORK TOGETHER ON THE CLIMATE CHANGE ACTION PLAN.</b>	HP, JB, KM	Next FGB meeting.
1	<b>MEETING TO PLAN HOW TO ACCESS FUNDING FOR THE CLIMATE CHANGE ACTION PLAN.</b>	HP, JB, KM	Next FGB meeting.
6	<b>CONTINUE WITH PLAN OF USING ANOTHER'S SCHOOL LETTER AS A TEMPLATE FOR A LETTER TO BE WRITTEN REGARDING SUPPORT FROM THE 0-25 TEAM.</b>	JB, JC	Next FGB meeting.



6	<b>SCHOOL VISIT LOOKING AT CONTINUOUS PROVISION AND THEN TO UPDATE THE FGB AT THE NEXT MEETING.</b>	MW	Next FGB meeting.
8	<b>ARRANGE A FACILITIES MEETING TO LOOK REPAIRS ETC.</b>	HP, SL, Head	Next FGB meeting.
9	<b>THE BOARD AGREED TO REVIEW THIS REPORT (CONTRACTS REGISTER) AT EVERY FIRST FGB MEETING OF THE NEW SCHOOL YEAR. THE CLERK TO PUT IT IN THE BUSINESS PLAN (done).</b>	CoG, clerk	Next FGB meeting.
9	<b>AN ANNUAL COST TO GO AGAINST EACH LINE IN THE REPORT(CONTRACTS REGISTER).</b>	SL	By next FGB Housekeeping visit.
14	<b>DATES TO BE SENT TO RG TO ATTEND DIFFERENT CURRICULUM AREAS LESSONS IN SCHOOL.</b>	HP	By half term.
14	<b>IS WILL SUPPORT RG ON HIS FIRST CLASSROOM VISIT.</b>	IS	By half term.
16	<b>UPDATE THE COMPLAINTS POLICY.</b>	HP	By half term.
16	<b>REVIEW THE HEALTH AND SAFETY POLICY AND SIGN IT BEFORE THE NEXT FACILITIES MEETING.</b>	HP, IS	By half term.
16	<b>UPDATE THE SAFEGUARDING AND CHILD PROTECTION POLICY AND THEN THE NEW POLICY TO GO TO FGB ON 10.12.24 FOR APPROVAL. Done.</b>	HP	Within two weeks.
16	<b>ACTION: JC WILL BRING THE UPDATED SEND POLICY TO THE NEXT T&amp;L MEETING.</b>	JC	By next T&L meeting
16.1	<b>EMAIL TO BE SENT TO SL TO CHECK THAT THE SCHOOL DRAFT AUDIT REPORT IS SATISFACTORY. Done.</b>	Clerk	Within two weeks.
18	<b>FGB TO EMAIL THE CLERK WHEN THEY HAVE WATCHED THE POWERPOINT TRAINING.</b>	CoG	By half term.
18.1	<b>GOVERNORS TO READ KCSiE AND THEN UPDATE THEIR PROFILE IN GOVERNORHUB.</b>	CoG	By half term.