

**Minutes of St Mary & St John CE Primary School Full Governing Body Meeting
Monday, 13 May 2019 (Term 5), 7.30 pm, Meadow Lane**

Governors present:

Elizabeth Burton (LB), Headteacher
Sarah Franklin (SF), Foundation Governor – *Chair*
Robin Morris (RMO), Parent Governor – *Vice-Chair*
Chimene Bateman (CB), Foundation Governor
Tim Foster (TF), Parent Governor
Robert Green (RG), Parent Governor
Emily Kerr (EK), Foundation Governor
Philip Ritchie (PR), Foundation Governor
Mary-Anne Sinclair (MAS), Foundation Governor
Jenny Worroll (JW), Foundation Governor

In attendance:

Chris Chamier-Williams (CCW), Associate Member
Sam Coleman (SC), Associate Member
Jane Godby (JG), Associate Member
Jonathan Smith (JS), Clerk, Oxfordshire County Council (OCC) Governor Services

Apologies:

Bilqees Akhtar (BA), Associate Member
Sarah Blackwell (SB), Associate Member
Beth Gibson (BG), Staff Governor
Chris Warner (CW), Associate Member

The meeting opened at 7.33 pm.

1. Welcome, apologies, quorum

The Chair welcomed everyone to the meeting, including Tim Foster, newly elected Parent Governor.
The meeting was quorate. Apologies were received as listed above. All were accepted.
Tim Foster was appointed to the GB.

2. Declarations of any other urgent business

Governors noted that the policy on governors' expenses had recently been reviewed by FPS Committee and agreed to add discussion of this to the agenda.

3. Declarations of business/pecuniary/other personal interest in any agenda item

RG declared his connection with Kate Green, currently employed by the school as a specialist external teacher (part-time); PR and MAS reminded governors that they are members of the Parochial Church Council (PCC).

4. Minutes of Full Governing Body meeting, 25 March 2019 (Term 4)

Document circulated via dropbox: interim minutes.

Governors agreed one amendment to the minutes: correction of date of Comper/M&J Partnership Group meeting to 'Thursday, 16 May 2019' (p. 7).

Governors agreed that with this amendment the minutes were an accurate record of the meeting and approved them, to be signed by the Chair and filed at the school.

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5. Matters arising from the minutes

The following actions were reported.

	Action (by Term 5 GB meeting, unless stated otherwise)	Who	Outcome
Action 1	LB to confirm requirements of Public Sector Equality Duty Statement and discuss Equality Objectives with the Leadership Team, and report at GB meeting. <i>Requirements were discussed at recent meeting of FPS Committee and a number of equality objectives agreed. LB will report at next GB meeting (Term 6).</i>	LB	In progress Action 1
Action 2	EK to work with LB on examples of short questionnaires on staff views and well-being.	EK, LB	In progress Action 2
Action 3	All governors to review governor training programme brochures and identify relevant training opportunities (OPL/Oxfordshire County Council and EIG/Oxford Diocese – see dropbox). Chairs of Committees to prompt members of their committees on this.	All governors & Chairs of Committees	Completed (see item 12)
–	SC to report on impact of school development plan measures to improve outcomes in English (Curriculum Committee).	SC	CC agenda item (Term 6)
–	CCW to report on results of school survey of views of pupils eligible for Pupil Premium funding (Term 6 GB).	CCW	GB agenda item (Term 6)
Action 4	Spring 2019 parent consultation (post-its) – SF to circulate timetable and sign-up sheet; all (non-staff) governors to sign up.	SF & all (non-staff) governors	Completed (see item 8)
Action 5	Pending response to email enquiry confirming budget requirements, Comper/M&J Working Group governors to meet again with Comper governors; report to M&J GB.	C/M&J WG governors	Closed (see item 9)
Action 6	Comper/M&J Working Group governors to confirm terms of reference for the group with Comper governors.	C/M&J WG governors	Closed (see item 9)
Action 7	Attendance of pupils eligible for Pupil Premium – LB to add this as separate figure on pro forma for termly HT report to GB.	LB, CCW	Completed (see item 6)
Action 8	Behaviour Working Group to meet in Term 5. <i>The group expect to meet next term (Term 6).</i>	CB, JW, CCW, JG	In progress Action 3
Action 9	Actions arising from Pupil Voice sessions – JG to contact suppliers for Key Stage 2 Friendship Bench; RG to liaise with PTA to request funding. <i>Bench has been commissioned.</i>	JG & RG	In progress Action 4
Action 10	Actions arising from Pupil Voice sessions – LB to consider any other actions arising.	LB	Completed
Action 11	Actions from website compliance review – LB & JG to update data and items identified. <i>In progress. Longer-term plans require formatting. Next year the school will take a different approach. JW and RMo to confirm all completed.</i>	LB, JG JW, RMo	In progress Action 5
Action 12	Actions from website compliance review – JS & RMo to review governor record gaps. <i>In progress. JS and RMo to continue evaluation of effectiveness of GovernorHub in this context. JW and RMo to confirm action completed.</i>	JS, RMo JW, RMo	In progress Action 6
Action 13	SF to liaise with Comper Head and governors; LB and SF to attend meeting with Comper Head and governors to discuss framework for partnership working.	SF LB, SF	Completed (see item 9)
Action 14	Admissions for 2020/21, policy and procedures – LB to confirm website text amended.	LB	Completed
Action 15	Governor skills audit – all governors to complete and return to RMo; RMo to report.	All gov's, RMo	Completed (see item 12)

6. Headteacher's reports

• Headteacher's report – short-form report

LB presented her report and highlighted the following:

- *Number on roll.* There are 410 children on roll (ten spaces in total, across Reception to Year 6). Many primary schools will have surplus places next year but LB is confident that all 60 spaces in Reception will be filled.
- *Attendance.* Attendance was at 96.2% (the same as last year at this point). Governors thanked LB for including as requested a separate figure for attendance of children eligible for Pupil Premium funding, which this term was 95.2%. *A governor asked staff for their view on this lower attendance figure for PP children.* LB and CCW

Signed

Date

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commented that staff and members of the leadership team are monitoring this closely and taking action as appropriate. CCW, for example, makes contact with families individually to discuss negative impact of poor attendance on children's learning. *A governor asked about warning letters issued to families regarding taking holidays in term time.* CCW reported that the school has sent 25 such letters so far, to 15 families. The letters follow local authority guidelines, instructing parents who have taken unauthorised absence that they will be fined should the child be absent from school for another term-time holiday within the following 12 months. Thus far, only one family has been fined.

- *Provision for children with special educational needs.* A governor commented that it was her understanding that it was currently less likely than previously that the local authority would approve applications for Education, Health & Care Plans (EHCPs), and *asked whether the school had had success with recent applications?* LB replied that applications were in process and she would report on this when there was news.
- *Refurbishment work.* LB reported on work in progress. Long-awaited work including development of the library, extension of Plus Base and refurbishment of toilets for the Key Stage 2 children will begin soon, with a planned completion date of 30 August. Work on the staff room and food tech room is nearing completion.
- *New Ofsted framework.* Governors discussed the new Ofsted framework (effective from this September, with 2019/20 being a year of transition). Following a recent meeting with a lead inspector, LB reported that it is likely there will not be many changes to the framework as a result of the consultation process. The new framework will be significantly different to the current one, with more of a focus on the breadth and balance of the curriculum. Governors discussed plans for training next year.
- *Staff retention.* LB reported that she is not aware of any staff planning to leave the school at the end of this academic year. The formal 'deadline day' for notification of this is 31 May.

SATS week. A governor asked how the first day of SATS (starting today) had been for children and staff. LB reported that the atmosphere in school had been calm and the Key Stage 2 tests had been well organised by the Year 6 teaching team. In the run-up the school had kept the mood relaxed though with regard for children's need for suitable preparation. For the Key Stage 1 children the SATS tests are framed as 'quizzes' and JG reported that the children had taken them in their stride and some had said they enjoyed them.

OCC Education Quality Guarantee visit, March 2019

OCC System Leader David Lewin (Head of Wood Farm School) had made this annual monitoring visit, on 27 March 2019. Governors noted his report, which had been circulated prior to the meeting. Monitoring was according to the current Ofsted criteria. DL's conclusion was that judgements of 'good' in all areas were supported by data and observation and the school had a confident and purposeful culture of school improvement.

Governors noted that though progress in maths had improved the number of children achieving at 'greater depth' was still lower than national. This is a focus for the Year 6 SATs this year. *A governor asked if the school is expecting to see improvement on this 'greater depth' measure?* LB and CCW reported that the 'PARD' approach introduced last year is bedding in across the school, with good outcomes, and they are cautiously optimistic that the target will be achieved.

LB reported that she had discussed with DL the school's emphasis on the restorative approach to behaviour management, versus other approaches. LB confirmed that the school does not have plans to introduce the model of having a designated 'nurture room'. LB commented that this can be effective if well resourced but if not done well can develop into a less effective 'sin-bin' type culture. The focus at M&J will continue to be on the restorative approach across the school, proactive and with clear communication, and involving parents as necessary.

A governor asked whether LB had found this visit useful. LB responded that she had. It is effectively a peer-review process and the benefit derives from the quality of the professional discussion, about where the school is now and where it could go in terms of improvement.

A governor asked whether next year this visit could be organised to include CW (Head of Comper) in discussion of Early Years provision and outcomes. Staff and governors agreed this could be helpful to colleagues at Comper, as support to which they are entitled, and would reinforce the partnership between the two schools. This idea will be proposed to Comper colleagues at a meeting of the Comper/M&J Partnership Group. LB noted that an additional half-day of system leader input would likely be required and agreed to contact OCC to request this.

Action 7. OCC Education Quality Guarantee visit, March 2020: LB to contact OCC to request extra half-day of System Leader input, for visit to include Comper Head.

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• Comper – report

LB and JG reported that they were delighted that two of the Reception teachers from Comper had visited the school and met with the Year 1 teachers and children. They had been particularly interested in how the youngest children at M&J are assessed, how writing is taught and how books are marked. Early Years assessment has also been discussed and curriculum information has been shared, to enable staff to avoid undue repetition of material.

The 2019 transition arrangements are in place and these include three opportunities for parents of children currently in Comper to visit Meadow Lane after school for a tea stall and meet with M&J staff and current parents.

See also item 9, below.

7. Headline updates from committees

*Standing item to improve communication and understanding by the whole GB of recent work of each of the main committees.
Format: brief (two minutes) verbal report from the chair of each committee. Limited time available for questions, or reference to minutes.
Longer discussion, if required, to be scheduled for later.*

The Curriculum Committee (CC) have not met this term as the planned date for meeting was given over to allow LB and SF to meet with Comper colleagues (see item 9). CC governors will look for an alternative date.

RMO reported on recent work of the FPS (Finance, Premises & Staffing) Committee.

- The budget for the next three years was submitted to the local authority in time, before the deadline. The budget balances as required, with no deficit in the third year, though this had been difficult to achieve. Additional revenue derived from Plus Base and Plus Clubs is essential to achieving this, as is income from lettings of the school premises.
- Children eligible for Pupil Premium already receive places in Breakfast Club and Plus Base/Clubs at no charge but FPS governors had discussed extending this provision to other families in difficult financial circumstances but whose children are not eligible for PP. The expectation was that need for this would arise in only a small number of cases. LB confirmed that it would be possible for staff to identify relevant individuals and implement this strategy discreetly. Governors discussed this proposal and agreed in principle with the idea of extending the funded place scheme in this way. FPS governors will take advice from KB (M&J Business Manager) on the potential impact on the school budget, and will bring a proposal to the next GB meeting.

8. School development

• Premises development works – report

See item 6, above.

• Review of progress towards goals/priorities for the year – GB, committees, etc.

SF proposed moving this agenda item to the end of the meeting, as items yet to be discussed were relevant to this review.

• Spring 2019 parent consultation (post-it boards) – report

SF reported that about 620 post-it note comments had been received, from parents and children (around 350 from adults, 270 from children). Governors discussed the interim report, produced by SF and RMO, including transcript of comments.

- It was noted that many of the issues identified were already in the process of being addressed.
- *A governor asked for an explanation of a comment by a child that afternoon break had been cancelled.*
LB explained that a whole-school afternoon break had been introduced only recently and the decision not to continue with it had been partly in response to comments from children that play during this break was more vigorous than during other breaks and some children had been feeling less safe at this time. Afternoon breaks are now taken at the discretion of individual class teachers, and at staggered times.

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- RMo undertook to analyse themes from the comments received, from parents and children, for discussion at the next meeting. SF invited all governors to contribute to this process with any additional comments, questions or other thoughts, via email to RMo.

SF thanked all governors who had participated in the post-it board sessions.

Action 8. Spring 2019 parent consultation (post-it boards): RMo to analyse themes from comments received from parents and children. All governors invited to contribute via email to RMo.

• Summer 2019 parent consultation (questionnaire) – planning

SF presented a draft of this questionnaire, which is based on Ofsted's 'Parent View' survey. Governors discussed this and approved it for distribution to all parents, including parents of children at Comper, early in Term 6.

9. Comper/M&J Partnership

• Joint working group on partnership structure and funding – update

CB, EK, RMo and KB had been members of a working group with three governors from Comper and the Comper Bursar that had met to discuss [structure and] funding arrangements between M&J and Comper, current and future.

In the light of Comper governors having withdrawn from this process, and some concerns about engagement by Comper colleagues in terms of other meetings this year, M&J governors had agreed that LB and SF should approach CW and Ben Cairns, Chair of Comper GB, for a meeting to re-establish contact and agree on ways of working more effectively together and maintaining good channels of communication.

• Meeting with Comper governors, 2 May 2019 – report

LB, CW, SF and BC had met on 2 May 2019, at Comper, with two other Comper governors present. A note of the meeting had been circulated. LB and SF reported that at the start of the meeting it was quickly established that the expectations of governors from each of the two schools of what the working group was convened to achieve had been fundamentally different. It had been established in advance that the group's work would include drafting a new three-year agreement on funding for Reception provision. Comper colleagues had understood however that this would involve close focus on more immediate items of income and expenditure while M&J representatives had understood the remit to be broader, reviewing structural and funding arrangements between the two schools now and for the future, including assessment of possible risks (e.g. any implications of a change in government policy towards funding nursery education). SF commented that governors from both settings had put much time and energy into their work for the group, in good faith, and thanked all involved. After some further discussion, it was agreed that the rest of the meeting should be directed towards agreeing future ways of working, including measures to avoid misunderstandings of the kind that had frustrated the purpose of the working group.

It was agreed that communication by email had contributed to misunderstandings of detail and broader intent, and in future the emphasis should be on face-to-face communication as less likely to lead to misunderstanding.

It was agreed that meetings of the M&J/Comper Partnership Group should continue to be the main forum for communication between governors of the two schools; that Partnership Group meetings should take place according to the current schedule, agreed at the start of the academic year; that attendance of the respective GB chairs was important, although meetings should go ahead if necessary in their absence; that agendas at Partnership Group meetings could and should include discussion of financial and strategic concerns, though detailed examination of budget items would be left to the two Heads, with support from KB (M&J Business Manager) and the Comper Bursar. SF had noted that Partnership Group meetings were intended to be open, in the sense that interested governors of both schools were welcome to attend, and this had been endorsed by all present.

Continued state funding of nursery education for 2019/20 has been confirmed by central government but warnings have been issued that it may not extend beyond this period. LB and SF reported that they have been approached by senior post-holders at OCC who as a consequence of this news from government have been asked to coordinate an action plan relating to the state-funded nursery schools in the county. Meetings with the headteachers of these centres have already taken place and a full process of consultation is anticipated.

M&J governors expressed confidence that this local authority task force will explore all opportunities towards establishing a pragmatic way forward to maintain high-quality provision, and look forward to discussions on this with

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Comper colleagues. SF and LB confirmed that at the meeting on 2 May it had been agreed that this process would begin at the Term 6 meeting of the Comper/M&J Partnership Group.

SF reminded M&J governors that they are welcome to attend Comper/M&J Partnership Group meetings. The next meeting, deferred from Term 4, will be held on 16 May, at Comper, and the regular Term 6 meeting will be on 18 June, at Meadow Lane.

10. Visits to school by governors *(since Term 4 meeting, 25 March 2019)*

Governors had recorded 12 visits to school since the Term 4 GB meeting, including participation in the second of the two sessions of the Spring 2019 parent consultation (post-it boards). Other visits had also been made during this time. SF thanked governors for their visits and reminded everyone to record visits in the file at school reception.

11. Training undertaken by governors *(since Term 4 meeting, 25 March 2019)*

RG had attended an OCC Health & Safety course and reported that this had been useful.

12. Governing Body development

• Parent governor election – report

Governors congratulated TF on his success in the recent parent governor election and welcomed him to the GB. TF confirmed that he had read the governor code of conduct and agreed to abide by it. TF was then appointed to the FPS Committee.

There are currently vacancies for a local authority governor and two foundation governors.

• Governor skills audit – report

Most governors and associate members had responded to this. RMo presented a report of the findings, which will support governor recruitment and plans for training; also a summary of the qualitative comments submitted. Multiple strengths were identified, and a number of areas for development. Areas where there was least experience amongst current governors were: charity law and governance; HR policies and processes; financial risk management; recruitment and pay policy. Governors also agreed however that they were able to access good support in these areas from local authority advisers and online resources (e.g. *The Key for School Governors*).

• Review of governor training plans

RMo's skills audit report included a comprehensive review of training undertaken by governors in the last year.

For next year, 2019/20, training is likely to focus on:

- Induction for new governors
- Finance training for governors new to FPS Committee
- The new OFSTED framework
- Safeguarding – Ofsted have identified a number of Oxfordshire schools where insufficient safeguarding challenge has been provided by governing bodies

If available, advanced training on budget construction and finance monitoring would be welcomed. Skills in management of major works and consensus building were also noted.

13. Schools partnership and academy options – update

Standing item. SF had no news to report in respect of this item. LB expressed some concern that the East Oxford partnership of schools seems to have become relatively inactive over the last few years. She hopes to encourage collaboration via other forums for local heads and leaders.

14. General Data Protection Regulation – update

Standing item. Nothing to report this term.

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8. School development – *continued from above*

• Review of progress towards goals/priorities for the year – GB, committees, etc.

Governors reflected on progress to date towards goals and priorities identified at the start of the year:

- *FPS Committee.* Premises refurbishment is in progress, as planned. Funding for Reception provision has been researched and discussed with Comper colleagues; as part of this FPS governors have also improved their understanding of funding for nursery provision. Many policies have also been reviewed this year.
- *Curriculum Committee.* Training needs identified, relating to effective use of PP funding and understanding pupil progress and attainment data, have been addressed. Governors have improved their understanding of the school's approach to monitoring pupil progress; work on this is continuing. CB has met with the chair of the Comper Teaching & Learning committee to make plans for joint working and communication between their two committees.
- *Whole GB.* In line with priorities identified by Ofsted, training on analysis of pupil performance data and progress tracking has been undertaken (see above); links with Comper have also been an important focus. A new governor has been appointed to FPS. Governor skills audit and training review have been completed. Governors aspire to circulate papers in a timely fashion and aim for further improvement on this. Attendance at meetings has been good, contributing to good communication and understanding of the school and governor work, and all members of the GB have given support to the communal effort.

SF thanked all governors for their work in these areas.

15. Reports from committees/other groups

Not for further discussion at this meeting. Notice only, of minutes circulated via the dropbox, or to be circulated.

- Comper/M&J Partnership Group – Term 4 meeting (6 March) cancelled; new date 16 May 2019
- Curriculum Committee – meeting 2 May 2019 deferred; seeking alternative date
- Finance, Premises & Staffing Committee – meeting 10 May 2019

Minutes were noted without comment (except as indicated in items above).

- Parent-Teacher Association – meeting 29 April 2019
RMO had attended this meeting. Staff members present included LB, CCW and JG.

16. Any other urgent business

RMO reported that the FPS Committee had reviewed the school policy on reimbursing governor expenses, and wished this to be brought to the attention of all governors. The intention behind this policy is to remove obstacles that may prevent an individual from becoming a member of the GB or, if appointed to the GB, make it difficult for them to contribute to meetings or other relevant activities. For example, it may be possible to provide finance for specialist equipment for a colleague who has hearing issues, or fund support for a governor who does not have English as a first language. The policy was approved by the FPS Committee and will be reviewed in 2022.

Future agenda items

- **GB** March 2019 parent consultation (post-it boards) – discussion of actions arising (Term 6)
- **GB** Summer 2019 parent consultation (questionnaire) – report (Term 6)
- **GB** School development plan, 2018/19 – second review (Term 6)
- **GB** Review of statement of school's Freedom of Information Publication Scheme (Term 6)
- **GB** Schools partnership and academy options – update (standing item)
- **GB** General Data Protection Regulation – update (standing item)
- See also *Year plan of key Mary & John Governing Body tasks and dates, 2018/19*

Dates of next meetings

- PTA – Monday, 10 June 2019, 7.30 pm
- Comper/M&J Partnership Group – Thursday, 16 May 2019, 6.00 pm; Tuesday 18 June 2019, 6.00 pm

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- Curriculum Committee – Tuesday, 11 June 2019, 6.00 pm
- Finance, Premises & Staffing Committee – Thursday, 20 June 2019, 6.00 pm
- Full Governing Body (Term 6) – Wednesday, 26 June 2019, 7.00 pm – *please note, return to usual start time*

The meeting finished at 9.20 pm.

Actions from meeting

	Action (by Term 6 GB meeting, unless stated otherwise)	Who	Outcome
Action 1	LB to confirm requirements of Public Sector Equality Duty Statement and discuss Equality Objectives with the Leadership Team, and report at GB meeting. <i>Requirements were discussed at recent meeting of FPS Committee and a number of equality objectives agreed. LB will report at next GB meeting (Term 6).</i>	LB	
Action 2	EK to work with LB on examples of short questionnaires on staff views and well-being.	EK, LB	
–	SC to report on impact of school development plan measures to improve outcomes in English (Curriculum Committee).	SC	CC agenda item (Term 6)
–	CCW to report on results of school survey of views of pupils eligible for Pupil Premium funding (Term 6 GB).	CCW	GB agenda item (Term 6)
Action 3	Behaviour Working Group to meet in Term 5. <i>The group expect to meet next term (Term 6).</i>	CB, JW, CCW, JG	
Action 4	Actions arising from Pupil Voice sessions – JG to contact suppliers for Key Stage 2 Friendship Bench; RG to liaise with PTA to request funding. <i>Bench has been commissioned.</i>	JG & RG	
Action 5	Actions from website compliance review – LB & JG to update data and items identified. <i>In progress. Longer-term plans require formatting. Next year the school will take a different approach. JW and RMo to confirm all completed.</i>	LB, JG JW, RMo	
Action 6	Actions from website compliance review – JS & RMo to review governor record gaps. <i>In progress. JS and RMo to continue evaluation of effectiveness of GovernorHub in this context. JW and RMo to confirm action completed.</i>	JS, RMo JW, RMo	
Action 7	OCC Education Quality Guarantee visit, March 2020: LB to contact OCC to request extra half-day of System Leader input, for visit to include Comper Head.	LB	
Action 8	Spring 2019 parent consultation (post-it boards): RMo to analyse themes from comments received from parents and children. All governors invited to contribute via email to RMo.	RMo, All gov's	

Appendices – documents presented/discussed

Agenda, Full GB meeting, 13 May 2019 (Term 5 meeting)
Full GB meeting, 25 March 2019 (Term 4 meeting) – minutes (interim)
Headteacher's short report: school context – May 2019
OCC Education Quality Guarantee 2018–19, Note of visit for good and outstanding (GO) maintained primary schools – David Lewin, System Leader, 27 March 2019
St Mary & St John CE Primary School, Governor survey of parent views – March 2019, Interim report to Governing Body, May 2019
St Mary & St John CE Primary School, Governors' questionnaire for parents and carers, 2019 – final draft
Note of meeting at Comper, 2 May 2019
Mary & John Governing Body skills audit, April 2019 – summary of responses
Mary & John Governing Body skills audit, April 2019 – overview of written responses
St Mary & St John CE Primary School, Governors' Expenses Policy – May 2019