

St Mary & St John CE Primary School

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Headteacher: Elizabeth Burton



Minutes of St Mary & St John CE Primary School Full Governing Body Virtual Meeting Thursday, 21 May 2020 (Term 5), 7.00 pm, via Zoom

Governors present:

Elizabeth Burton (LB), Headteacher
Sarah Franklin (SF), Foundation Governor – *Chair*
Robin Morris (RMO), Foundation Governor – *Vice-Chair*
Anna Ballance (AB), Foundation Governor
Julia Bell (JB), Foundation Governor
Tim Foster (TF), Parent Governor
Beth Gibson (BG), Staff Governor
Emily Kerr (EK), Foundation Governor
Philip Ritchie (PR), 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
Alana J. Jackman (AJJ), Clerk, Oxfordshire County Council (OCC) Governor Services

Apologies:

Sarah Blackwell (SB), Associate Member
Mary-Anne Sinclair (MAS), Foundation Governor
Richard Tarver (RT), LA (Local Authority) Governor
Chris Warner (CW), Associate Member

The meeting opened at 7.05 pm.

1. Welcome, apologies, quorum

The Chair welcomed everyone to the meeting and introduced the two new governors: Julia Bell and Anna Ballance. Apologies were received and accepted from Richard Tarver and Mary-Anne Sinclair.

The meeting was quorate.

2. Declarations of any other urgent business

It was noted that Anna Ballance had agreed to take over the role of safeguarding governor and Julia Bell was happy to serve on the Curriculum Committee. It was also noted that the Parish had appointed RMO to serve as a Foundation Governor. RMO had reached the end of his term of office as a parent governor but had agreed to continue to serve as a governor to support the school in these exceptional times, including continuing his role as Chair of the Finance, Premises & Staffing Committee. SF thanked AB, JB and RMO and governors agreed to appoint them to these roles.

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

It was noted that RG has an association with a specialist external teacher, employed part-time by the school; and that PR and MAS are members of the Parochial Church Council (PCC). No new declarations were made. All governors have now completed their annual return.

4. Minutes of Full Governing Body meeting, 10 December 2019 (Term 2)

Governors agreed that the minutes were an accurate record of the meeting and approved them, to be signed by the Chair and filed at the school. The notes of the governor conference call on 26 March 2020 (operational update, in lieu of Term 4 Full GB meeting) were also approved, to be filed in the governor dropbox.

5. Matters arising from the minutes

The following actions had been reported. Governors agreed that there would not be further discussion of these actions at this meeting, except as noted below.

	Action (by Term 4 GB meeting, unless stated otherwise)	Who	Outcome
Action 1	Actions from website compliance review – LB & JG to update data and items identified. <i>In progress. It was reported that the network compliance including swimming stats were as far ahead as they can be. Complaints procedure will be updated later. The matter is ongoing. JW & RMo to confirm when current update completed.</i>	LB, JG JW, RMo	In progress Action 1
Action 2	Actions from website compliance review – Clerk & RMo to review governor record gaps. <i>It was reported that governor information had been updated but does not show end date. Governor attendance at meetings to be updated. In progress. RMo to confirm completed.</i>	Clerk, RMo	In progress Action 2
Action 3	SF and MAS to organise GB training on the new Ofsted framework (Spring 2020).	SF	Completed
Action 4	BG to present at an INSET or staff meeting and clarify to teachers and teaching assistants her role as staff governor and the role of other staff who attend GB as associate members.	BG	In progress Action 3
Action 5	LB to hold a parent workshop (Spring 2020) on school's approach to managing behaviour.	LB	In progress Action 4
Action 6	RMo to draft an updated statement of Freedom of Information Publication Scheme, for discussion by GB. <i>SF has taken over responsibility for this.</i>	SF	In progress Action 5
Action 7	All governors and associates to complete their annual return for the register of business/pecuniary interests.	All Govs, all Associates	In progress Action 6
Action 8	All governors and associates to read Keeping Children Safe in Education (September 2019), Parts 1 and 2, if they have not already done so, and confirm that they have read both parts by signing the KCSIE register sheet.	All Govs, all Associates	In progress Action 7
Action 9	Governors to review revised Attendance policy. <i>A number of additional amendments were discussed during the last meeting and accepted and the revised policy was approved for use. SF to amend policy accordingly; LB to ensure amended policy is published on website.</i>	All Govs SF, LB	Completed Completed
Action 10	MAS to confirm Comper safeguarding training and DBS checks, for the record. <i>Temporarily, AB has taken over from MAS as safeguarding governor.</i>	AB	In progress Action 8
Action 11	MAS to confirm safeguarding arrangements for child of Year 1 age at Comper	LB	Completed
Action 12	LB to ensure updated PE/Sports Premium statement is published on the school website.	LB	Completed
Action 13	LB to present Schools Annual Safeguarding Report (2018/19) to next GB meeting after online form is made available by the LA. <i>Audit form has been received and completed. As newly appointed safeguarding governor, AB will review this document with LB.</i>	LB, AB	In progress (see item 9) Action 9
Action 14	LB and Behaviour Working Group to review Complaints procedure guidance for parents.	LB, BWG	In progress Action 10
Action 15	RMo to review governor file-sharing procedures	RMo	In progress Action 11

At the suggestion of the Chair, governors agreed that Items 9 to 13 would be considered next as these would not require lengthy discussion. The rest of the time of the meeting would then be focused mainly on Item 6, responses to the COVID-19 emergency.

9. Child Protection & Safeguarding

• COVID-19 Arrangements for Safeguarding & Child Protection policy – approval

The policy had been circulated to all governors on 1 April 2020. It is an addendum to the school's general Child Protection & Safeguarding policy and is based on a local authority model policy template. Governors noted that the document included the standard clarification that safeguarding of children on the roll of Mary & John but in their Reception Year at Comper is the responsibility of Comper staff and governors. SF reported that she had had confirmation from CW (Comper Head) that Comper governors have adopted the same policy on COVID-19

Arrangements for Safeguarding & Child Protection, including the same clarification regarding safeguarding of the Reception children. Governors approved the policy, which will be published on the school website.

LB noted that an update had been received that day from Alison Beasley (LA Designated Officer and Manager of Education Safeguarding Team) and this had just been added to the governor dropbox.

Governors noted it was important that the name of the Designated Safeguarding Lead is prominent; noted also that mental health of children will be even more of priority and staff will be expected to ask proactively about this. The importance of online safety will also be emphasised, especially for children not in school. LB confirmed that all recommendations are being or have been addressed.

- **Schools Annual Safeguarding Report, 2019 – approval**

SF and AB reported on this item. The online audit document had been received from the LA and LB had completed it. AB is in the process of reviewing this document with LB and will report at the next GB meeting (see item 5 above).

10. Policies, procedures

- **Admissions for 2021/22, policy and procedures – update**

EK reported that the consultation process had been completed and no changes had been needed. The approved policy and procedure documents have been published and are available to view on the school website.

- **Virtual Attendance at Governor Meetings policy**

Notice only – approved by email, 26 March 2020.

11. Visits to school by governors *(since Term 2 meeting, 10 December 2019)*

It was noted that 17 governor visits had been logged since the previous GB meeting, up until the point when the school had been closed to all but specified groups of pupils. SF thanked governors for their visits and confirmed that all future governor visits to school are suspended, until further notice.

12. Training undertaken by governors *(since Term 2 meeting, 10 December 2019)*

Governors reported training as follows:

- *Ofsted EIF training* – on the new Education Inspection Framework. Attended by 12 Mary & John governors and associates, 5 February 2020. (Attended also by two other members of staff and four governors from other schools.)
- *SIAMS training* – on preparing for SIAMS inspections (Statutory Inspection of Anglican and Methodist Schools), by the Oxford Diocesan Board of Education. Attended by LB, SF and AB, 25 February 2020.
- *SIAMS training* – Additional SIAMS training. Attended by LB and PR, 23 January 2020.
- *Finance training* – on constructing school budgets. Attended by RMo and Kristy Bailey (Bursar), February 2020.
- *OCC Education Briefing*. Attended by LB and SF, 11 March 2020.

13. Governing Body development

- **Governor training – update**

It was mentioned that OCC's revised training schedule had been filed in the dropbox and new governors were invited to contact SF after the meeting about signing up for the next suitable governor induction training course.

TF reported that he will be attending finance training, 25 June 2020.

- **Parent governor election – update**

RMo confirmed that the scheduled parent governor election had relied on the school being open, and had therefore had to be postponed. It was noted that this was currently the only vacancy on the GB.

6. Headteacher's reports

• COVID-19 school closure – review of home-schooling provision to date

LB gave a verbal report. The school's support for home-learning for children not able to come in to school had developed rapidly from the early start and seems to be working remarkably well given that this is a new area for all staff. The provision is under constant review and is continuing to evolve. Work to be done is posted online, in some cases weekly and in some cases day by day. Some groups are using Class Dojo; for other groups work is posted on the school website. Each week the proposed learning covers maths and English and some kind of topic work, with links to additional educational resources online. SC (English Lead) is also sending out a weekly newsletter to all families, including suggestions for extra reading and writing activities. LB confirmed that the school's provision for home-learning is more than in line with government expectations. The approach being taken does vary to some extent between classes, partly depending on the personality and individual approach of each teacher.

Governors with children in the school reported that input from school has been very welcome. Teachers reading stories for their classes has been popular, as have SC's English newsletters, ideas for reading, etc. Maths activities had been OK but had involved less connection with the teacher. The more personal and interactive the provision has been the more children and families have been helped to feel they still have a connection with the school. The video made by staff had been fantastic, cheerful and also very moving.

Governors and staff discussed ways in which provision could be made more consistent and more interactive.

• COVID-19 school closure – review of provision in school to date

Provision in school to date for vulnerable children, children of key workers, etc. LB reported that provision in school for key workers' children had continued through the Easter holiday and over the early May bank holiday. There had been a significant increase since Easter of invited children in school. Not all the children are in every day but the overall numbers have gradually increased, from around 10 per day to now around 30 per day. More staff and TAs have returned to assist. The children are a diverse group, including in age. As numbers increased the children were split into smaller groups in line with guidance on having groups no larger than 15. Years 1, 2 and 3 form one group, Years 4, 5 and 6 are another and the groups are separate, including at break times. The staff rota system has been working well. The days are running smoothly and the children are getting on. In the morning the children follow the home-learning work set for their year group for that day and in the afternoon there is time for creative projects, reading in the library or extra play-time, time in the wildlife area, etc. Hot meals are being provided by the kitchen and one child has been helping to plan menus. Overall LB confirmed that despite the short notice for each change the system was working well. JG reported that in the Year 1–3 group the English is going OK, the maths is going better; overall, enough is getting done. LB and CCW are spending a lot of time doing supervision duties and covering groups for breaks. SC reported that in the Year 4–6 group the children are calm, seem to have bonded well and are getting on with their work in the structured sessions for English and maths, and enjoying the more creative focus in the afternoon and the outdoor time. Some children are in every day. BG commented on the good fortune of having space in school and outdoors for the children to expand into in this time and use their imaginations.

Governors asked about attendance of children in vulnerable groups. LB confirmed that government guidance had changed and schools had been asked to work harder to encourage more vulnerable children to attend. CCW reported that all children with a social worker are attending regularly. The number of children with other elements of vulnerability attending has increased. Staff have been proactive on this. One child with an EHCP (Education, Health and Care Plan) is attending. *A governor asked, are there any children not attending school about whom staff are particularly concerned?* CCW reported that staff are prioritising making welfare and check-in phone-calls for all families with children not in school where some current level of concern has been identified, and for all families where there is a record of historic safeguarding or attendance concern despite no current cause for concern. BG reported that she is in close contact with one family where there is a significant current safeguarding vulnerability for various reasons and has personally dropped off printed material with this family to support home-learning. *A governor asked, how many more children in vulnerable groups would there be space for if needed?* CCW reported that at the moment there was staffing and space available to take more children in these groups. Obviously there will be less capacity when Years 1 and 6 children return to school from 1 June so further arrangements may have to be made.

• COVID-19 school closure – keeping in touch with families

LB reported that she and other staff are in contact with many families via emails and phone calls, including some on a daily basis. This includes some parents who simply want to chat, some who are worried about juggling home-learning and work, some having difficulties for other reasons, some needing to talk about balancing risk, continuing with home-learning vs. children attending school, etc. Staff have had many open discussions with parents, with positive responses from families.

Governors returned to discussion of contact with families of potentially more vulnerable children. LB confirmed that all children staff were concerned about had been contacted. *A governor asked, have any other children effectively 'disappeared'?* LB reported that she and CCW had asked teachers to check their class lists and identify any families 'silent', in terms of not having been in touch themselves or having responded to contact from staff. Staff had then made extra efforts to contact these families. LB agreed to ask class teachers to repeat this process and identify whether there were any families from whom still nothing had been seen or heard.

See also notes above on keeping in touch with children in vulnerable groups.

In summary, LB reported that staff are following a 'systematic and layered approach' to keeping in touch with families.

Action 12. LB to ask staff to re-check class lists to identify whether there are any families with whom staff have had no contact since school was closed to most pupils, and follow up if necessary.

- **COVID-19 school closure – plans for re-opening school**

LB, CCW and SF had circulated guidance documents from the local authority and the Diocese and documents outlining the school's planning and risk assessment. Local authority guidance confirms that wider re-opening is an operational decision to be taken by LB and the school leadership team but governors have a role in interrogating the school on this decision to ensure that risk assessments are robust and arrangements are based on practices that are safe for pupils and staff and appropriate for the school.

LB reported that she and the staff had been shocked to learn that plans would need to be put in place to open the school to Year 1 and Year 6 children by 1 June. This had felt to all the staff like an extraordinary ask and was proving to be the most stressful of all the phases the school had been through during this time. Official guidance had gone through several versions with rapid changes. Decisions had had to be made quickly but also carefully. Staff had constructed a manageable plan to offer Year 1 and Year 6 children the option to attend school every day, from 1 June. All government guidelines would be followed to make the school as COVID-19 safe as possible, as an environment into which to invite more children to return and as a place of work for greater numbers of staff. CCW had overseen the detail of this process and put in extraordinary effort. Preparation had already involved a lot of work stripping classrooms of furnishings and resources to make space and spreading out tables to required distances. The Site Manager had been involved in planning to ensure best possible hygiene and cleaning practices; also measures to allow children and adults to move safely round school keeping all groups separate. No parents will be allowed on to the school site and numbers of other visitors will be strictly limited. There will be no peripatetic teachers in school to teach music, for example, and no breakfast club or after-school provision.

A governor asked LB to confirm whether it would be possible to accommodate full attendance of all Year 1 and Year 6 children, if this was the wish of their families. LB confirmed that this would be possible. The Year 1 and Year 6 children will be in 8 groups in total, with up to 15 children in each, alongside the two groups already in school, of key workers' children and children in other invited groups. Almost every teacher and TA will be in school.

Governors discussed children with EHCPs in Year 1 and Year 6. BG confirmed that she is expecting five children with EHCPs to be in school from 1 June. Government guidance specifies that the school must make 'reasonable endeavour' to accommodate children with high levels of special need and plans are in place to manage this.

A governor asked about social distancing – how do staff expect this will work in practice? LB confirmed that the government's guidance is that it is not realistic to expect that strict distancing can be observed in primary schools, especially with younger children. The guidance focuses on restricting the size of groups to no more than 15 and ensuring no contact between groups. Staff are following all these guidelines. They are also explaining and reinforcing messages on the importance of social distancing, including the 2 m rule, along with frequent hand-washing, etc. From 1 June this will continue and it is hoped that the whole-school approach to messaging on this will help to re-set expectations of any children not currently being guided along these lines.

A governor asked about provision for the Years 2 to 5 children not able to come in to school – what reassurance could the school give families of these children? LB replied that it was not possible to make firm promises about home-learning provision at the start of this new stage, but no groups of children will be neglected. She is protective of staff well-being and it is important to be careful about their workload. Staff are also aware of children in other years who cannot come into school because they are clinically vulnerable or have a family member who is shielding. It was unfortunate that the FAQ communication sent to parents had led to extra anxiety. LB will send out another communication tomorrow to clarify the situation and hoped this would be reassuring to parents.

A governor who is also a parent of the school commented that it would be important to address the divide that could be felt for children not being able to attend school. In their experience families are largely appreciative and aware of the demands on the school. It would be good if particular attention could be given to connection to school for these children. *Another governor with children on roll commented that it had been very helpful for children to see and hear staff in communications from school, in videos and audio recordings.* Seeing their teachers' faces and hearing their voices felt personal and this seemed especially important for children not able to come in to school.

A governor asked for confirmation that there are no specific curriculum requirements being put on schools by the DfE during this period. CCW confirmed that this was the case.

A governor asked whether there would be scope to manage PSHE sessions for the Year 6 children on relationships and on transition to secondary school, as would normally happen during the summer term. SC confirmed that he and SB (both Year 6 teachers) were planning for this.

A governor asked about the government's ambition to have all children back in school before the summer holiday, including Years 2 to 5 – how could this work? LB replied that so far the school had only been told to plan for the return of Years 1 to 6. CCW commented that opening to more children than this would have to involve either a rota for children, which the government had ruled against, or abandonment of social distancing measures.

Governors returned to the main question: can the school open and can it be safe? SF: Our role as governors is not to be concerned with all the operational detail but to interrogate the risk assessment (RA) process. Can you say that you and the staff have followed the guidelines in putting together the RA and done everything you can in doing so? Is there a process you would like governors to engage with in terms of the detail of the RA? LB confirmed that in terms of the operational details, in order to have confidence in decisions made she and CCW had been through the plan for re-opening and the government guidelines line by line, systematically. The plan will also be reviewed every week as government guidelines may change.

A governor asked about union advice. LB confirmed that this had been taken into account.

SF: In terms of our duty of care we need to be clear that the process followed has been robust and systematic. We also need to know that there has been staff consultation and that this has been thorough. This is a question for staff, around consent. Have the staff been fully informed and have they consented to return? Are staff satisfied that the RA is robust and have they had an opportunity to question any element on which they are not certain? LB confirmed that all staff had been consulted about returning to work, via personal phone calls with LB or CCW, with opportunities to raise any concerns and have their questions answered. LB: If we cannot answer a question we take notes, then discuss it and return to it. CCW reported that staff are anxious but very committed and want to make the wider re-opening work. Teachers and TAs are on board. Risk assessments and FAQ documents have been shared and updated as necessary. Staff present indicated their agreement on this. A member of staff commented that the risk assessment communicated to staff had been thought through and very clear.

SF asked governors whether on this basis there was agreement that the plans for re-opening were robust and appropriate. All agreed.

A governor asked about leadership team well-being – in particular, would it be possible for LB and CCW to have some time off over the half-term break? LB reported that it would not be possible to take the week off but she and CCW would be taking some time away from school.

SF invited any further questions about opening. There were no further questions.

Governors asked all staff present please to take care of themselves.

All agreed to move to discussion of the next item, with the understanding that review of COVID-19 arrangements would be ongoing.

• **Comper – report**

COVID-19 school closure. Comper is not currently open but the staff and governors are planning for re-opening. During the closure of Comper one child from Reception has been attending Mary & John, and has settled well to this arrangement. Re-opening will involve a rota system because of the configuration of the Comper building.

Comper Headteacher appointment. It was reported that a new Headteacher had been recruited to start at Comper from September. There had been two rounds of appointment and three candidates for the second round. LB had been involved in the appointment process. The announcement had not yet been made but Comper governors and LB were pleased with the outcome.

7. School development

• **School development plan, 2019/20 – first review**

Governors thanked LB for her evaluation report and agreed that questions on it would be brought up in the next meeting of the Curriculum Committee. JW agreed to add this item to the CC agenda.

8. Headline updates from committees

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

RMO/TF and JW reported on recent work of the FPS (Finance, Premises & Staffing) and Curriculum Committees, respectively.

- *FPS Committee* – RMO had circulated a paper reviewing charges for school premises lettings, and charges for Breakfast Club and Plus Base and Plus Clubs after-school. After some discussion, including of comparison of charges levied by other local schools, governors agreed to increases in these charges. The charge for a Plus Base session will rise to £10 per session, to cover increased costs. The charge for a Breakfast Club session will rise to £5.00 per session. The charge for most Plus Clubs will rise to £6.00 per session. These rates will be charged from September this year, and will be communicated to all parents during the summer break.
- *Curriculum Committee* – Following up on work from earlier in the year, CC governors had circulated a paper regarding expression of the school's vision. The new SIAMS inspection framework (Statutory Inspection of Anglican and Methodist Schools) is focused around the effectiveness of a school's vision in enabling pupils and adults to flourish, and includes a clear expectation that schools should identify a verse of scripture that sums up that vision. In discussion with LB and PR, CC governors had agreed that rather than move away from the school's current mission statement governors and staff could look for a verse of scripture that sat well alongside it and was a good reflection of our school and local context. After much thought a verse from the New Testament had been identified (1 Corinthians 16: 14): 'Let all that you do be done in love.' CC governors proposed that this could be adopted by the school, as it fits well with the school's values and restorative approach and the meaning is inclusive, simply expressed and easily accessible to children. Governors discussed this and agreed to this proposal.

SF thanked all governors for their work in committees.

14. 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 – meeting 2 March 2020
 - Curriculum Committee – meetings 21 January, 10 March, 29 April 2020
 - Finance, Premises & Staffing Committee – meeting 28 January 2020
 - Behaviour Working Group – meeting 13 February 2020
 - Parent-Teacher Association – meetings 13 January, 4 March 2020
- These meetings had been attended by LB, BG, SF, EK and LB, SF, respectively.

15. Any other urgent business (ref. item 2)

No further business had been proposed.

SF expressed respect and huge admiration to LB and all the staff for their resilience and commitment in these extraordinary times. All agreed.

Dates of next meetings

Governors discussed whether additional meetings were likely to be needed over the next few weeks. It was agreed that no extra meetings would be planned at this time. Meetings would probably take place as already scheduled, and would be convened remotely unless otherwise specified.

- Curriculum Committee – Tuesday, 16 June 2020, 7.00 pm
- Finance, Premises & Staffing Committee – Tuesday, 30 June 2020, 5.30 pm
- Full Governing Body (Term 6) – Tuesday, 30 June 2020, 7.00 pm
- Budget Monitoring Group – Thursday 9 July 2020, 9.30 am

The meeting ended at 9.00 pm.

Future agenda items

- **GB** Parent consultation (Summer 2020) – report (Term 6)
- **GB** COVID-19 restrictions – planning for September (Term 6)
- **GB** Statement of Freedom of Information Publication Scheme – review, approval (Term 6/Term 1)
- **GB** Governor file-sharing – compliance with GDPR (Term 6/Term 1)
- **GB** Procedure for dealing with minor data breach – compliance with GDPR (Term 6/Term 1)
- **CC** School development plan, 2019/20 – review (Term 6)
- **CC** School's equality objectives – monitoring (Term 6/Term 1)
- See also *Year plan of key Mary & John Governing Body tasks and dates*

Actions from meeting

	Action (by Term 6 GB meeting, unless stated otherwise)	Who	Outcome
Action 1	Actions from website compliance review – LB & JG to update data and items identified. <i>In progress. It was reported that the network compliance including swimming stats were as far ahead as they can be. Complaints procedure will be updated later. The matter is ongoing. JW & RMo to confirm when current update completed.</i>	LB, JG JW, RMo	
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Action 3	BG to present at an INSET or staff meeting and clarify to teachers and teaching assistants her role as staff governor and the role of other staff who attend GB as associate members.	BG	
Action 4	LB to hold a parent workshop (Spring 2020) on school's approach to managing behaviour.	LB	
Action 5	SF to draft an updated statement of Freedom of Information Publication Scheme, for discussion by GB.	SF	
Action 6	All governors and associates to complete their annual return for the register of business/pecuniary interests.	All Govs, all Associates	
Action 7	All governors and associates to read Keeping Children Safe in Education (September 2019), Parts 1 and 2, if they have not already done so, and confirm that they have read both parts by signing the KCSIE register sheet.	All Govs, all Associates	
Action 8	AB to confirm Comper safeguarding training and DBS checks, for the record.	AB	
Action 9	LB to present Schools Annual Safeguarding Report (2018/19) to next GB meeting. <i>Audit form has been completed. As newly appointed safeguarding governor, AB will review this document with LB.</i>	LB, AB	
Action 10	LB and Behaviour Working Group to review Complaints procedure guidance for parents.	LB, BWG	
Action 11	RMo to review governor file-sharing procedures	RMo	
Action 12	LB to ask staff to re-check class lists to identify whether there are any families with whom staff have had no contact since school was closed to most pupils, and follow up if necessary.	LB	

FGB 2020.05.21 AJJ Clerk