

# 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 Meeting Tuesday, 30 June 2020 (Term 6), 7.00 pm, Meadow Lane

*Meeting held in person at school (in the large hall, with 2 m social distancing).  
Some attended remotely 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  
Rob Green (RG), Parent Governor  
Emily Kerr (EK), Foundation Governor  
Philip Ritchie (PR), Foundation Governor  
Richard Tarver (RT), LA (Local Authority) Governor  
Jenny Worroll (JW), Foundation Governor

### **In attendance:**

Chris Chamier-Williams (CCW), Associate Member  
Beth Gibson (BG), previously Staff Governor

### **Apologies:**

Sarah Blackwell (SB), Associate Member  
Sam Coleman (SC), Associate Member  
Jane Godby (JG), Associate Member  
Mary-Anne Sinclair (MAS), Foundation Governor  
Chris Warner (CW), Associate Member  
Alana J. Jackman (AJJ), Clerk, Oxfordshire County Council (OCC) Governor Services

*The meeting opened at 7.12 pm.*

### **1. Welcome, apologies, quorum**

The Chair welcomed everyone to the meeting. Apologies were received as noted above, and accepted.  
All present, including those connecting via Zoom, consented to the proceedings being recorded (audio only). It was confirmed that the recording was being made only for the purpose of supporting writing of the minutes of the meeting, as the Clerk was not able to be present to take notes, after which all copies would be deleted.  
The meeting was quorate.

### **2. Declarations of any other urgent business**

None declared.

Signed

Date

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### 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.

### 4. Minutes of Full Governing Body meeting, 21 May 2020 (Term 5)

Governors noted that FPS Committee had not met in April (decision had been made to drop this meeting). With this noted it was agreed that the minutes were an accurate record and they were approved, to be signed by the Chair and filed at the school.

### 5. Matters arising from the minutes

Actions had been completed as noted below. Governors agreed that discussion of other matters arising from previous meetings should be deferred, to allow more time for immediate business.

	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 &amp; RMo to confirm when current update completed.</i>	LB, JG JW, RMo	In progress <b>Action 1</b>
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. Ongoing. RMo to confirm completed.</i>	Clerk, RMo	In progress <b>Action 2</b>
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	Completed
Action 4	LB to hold a parent workshop (Spring 2020) on school's approach to managing behaviour.	LB	On hold <b>Action 3</b>
Action 5	SF to draft an updated statement of Freedom of Information Publication Scheme.	SF	In progress <b>Action 4</b>
Action 6	All governors and associates to complete their annual return for the register of business/pecuniary interests. <i>All governors have completed their returns.</i>	All governors, all associates	Completed
Action 7	All governors and associates to read Keeping Children Safe in Education (Sept 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. <i>All governors have read KCSIE and signed the register.</i>	All governors, all associates	Completed
Action 8	AB to confirm Comper safeguarding training and DBS checks, for the record.	AB	In progress <b>Action 5</b>
Action 9	LB to present Schools Annual Safeguarding Report (2018/19) to next GB meeting. <i>Audit form completed. As new safeguarding governor, AB will review this with LB.</i>	LB, AB	In progress <b>Action 6</b>
Action 10	LB and Behaviour Working Group to review Complaints procedure guidance for parents.	LB, BWG	In progress <b>Action 7</b>
Action 11	RMo to review governor file-sharing procedures.	RMo	In progress <b>Action 8</b>
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, & follow up if necessary.	LB	Completed

### 6. Headteacher's reports

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

LB gave a verbal report. Governors noted that the recent meeting of the Curriculum Committee (16 June 2020) had included a comprehensive operational update on school actions and planning since the school had had to close on 20 March. SF noted that the minutes of this meeting gave a good account of this. LB's report could therefore pick up from that point. LB highlighted that from that point the school had opened more widely to allow all children from Years 2 to 5 in to school, alongside the Year 1 and Year 6 children and other specified groups (who were already attending 4.5 days per week. Years 2 to 5 have been invited to attend one day per week for the last four weeks of the year. This will give these children, who had not been able to be in school since the start of lockdown, some connection with their class teacher and some closure on the year. All children are in socially distanced classes of 15 or fewer; to accommodate this all spaces of the school are being utilised and all staff are involved, including teaching assistants taking classes and the leadership team taking on extensive cover duties. So far the arrangements are going smoothly

and have been well received by children and families. Demands on the staff are significant but all have been willing and very adaptable. Breakfast and after-school clubs and care cannot be provided. The school is at full stretch. Governors commented that it was a testament to LB and the leadership team and the motivation of the staff group generally that this was being achieved. LB confirmed that the school is at the top end of provision in terms of numbers of children in school and hours of school time. LB praised the superb staff team, and CCW in particular for his extra work planning and organising; thanked SF and governors also for their support.

*Review of attendance.* Governors had received CCW's report 'Attendance during Covid-19 Pandemic'. Take-up of provision the school has been offering is generally quite high and has been increasing. Key worker groups are at maximum capacity and a booking system has had to be introduced. Governors noted attendance for other groups: Year 6 (90%), Year 1 (92%); in the first week following wider reopening, overall attendance (86%), children eligible for PP (Pupil Premium) funding (74%), children who identify as Pakistani (51%). In response to this, at the end of the first week of wider reopening the school commissioned a previous Year 6 teacher with good connections with the Pakistani community to come in to school and phone families individually about bringing their children in to school. More children in this group have since begun to attend. LB and CCW commented that reassurance about safe arrangements and about the numbers of children already attending had helped. Some parents are still refusing. Governor noted the importance of parents consenting. Some children with underlying medical issues or with shielding family members have begun to attend, though not all are taking up their full entitlement of days. *A governor asked about PP children not currently attending. Could the school contact those families again?* CCW agreed that this would be the next step.

**Action 9. CCW to identify children eligible for Pupil Premium who are not attending school on days when they might, and contact families to follow up if necessary.**

Regarding children with SEND (Special Educational Needs/Disability), governors noted from CCW's report that eight out of the nine children with an EHCP (Education, Health and Care Plan, i.e. children with highest level of need) have been attending regularly. BG reported that the remaining child will now be attending for one day per week.

LB reported that three staff have had to isolate and have tests because of contacts with possible positive cases. In each case parents are informed promptly. The aim is as much transparency as is reasonable. A governor noted there had been positive comments in the parent survey about clear communication.

*Annual review of exclusions.* LB reported that to March there had been only 1.5 days of exclusion, which represents a very significant reduction on the previous year, even proportionally (taking into account the period of school closure). Governors congratulated staff on this low level of exclusion, which had been a stated objective for the year.

• **COVID-19 partial school closure – review of home-learning provision to date**

LB reported on this. Home-learning is continuing to be provided, via the school website and now increasingly via Class Dojo, for the children in Years 2 to 5 who are only able to attend one day per week, and for Years 1 and 6 children who are not able to attend. After a less interactive start the home-learning provision has now become more interactive as teachers develop it. Following discussion at CC (Curriculum Committee), Class Dojo has now been rolled out to all year groups, making it easier for teachers to respond to children individually. CCW recapped from his report to CC that the three aims identified for the home-learning – interactivity, cover of core subjects, broad curriculum – are being met. One teacher not in school for medical reasons is working from home to support home-learning.

*A governor asked about parents' and children's engagement with the home-learning.* LB reported that this is variable across a broad range, from some families who are very involved to some who report that their children are not engaging with it at all. The school's approach is to avoid putting families under additional strain. Many parents are appreciative of the content and the suggested routine.

CCW reported that for the future, in case home-learning is still needed from September, the school will probably look for a better platform than the website. For now however the website has the advantage that it is accessible to all. Printed work packs have also been delivered to some children at home.

*A governor asked if children who have not attended because shielding have taken up the offer of visiting school at the end of the school day to meet their teacher?* LB reported that all these children have been in to school at least twice.

*A governor who is also a parent commented that Class Dojo made it much easier for parents to keep in touch with school; what was the impact on workload for teachers?* Governors discussed need for parents to be supported in how to use it, how to help their children use it. LB and CCW have done some monitoring and so far staff are not reporting feeling overburdened by it. It is more direct, and generally they are keen. Teachers have been training other teachers.

*Safeguarding.* CCW reported that for safeguarding purposes, Designated or Deputy Designated Safeguarding Leads are attached to the Dojo for each year group and are able to monitor messages.

- **COVID-19 partial school closure – keeping in touch with families**

Governors noted that the school's 'systematic and layered' approach to keeping in touch is minuted elsewhere. CCW confirmed that children currently not attending are in contact with their teachers or have had phone calls from staff; office staff also check on cases of children not attending.

BG reported on keeping in touch with families of SEND children, and provision for these children in school. From the start of lockdown all EHCP children were invited to attend, in line with government priorities. Initially no EHCP children attended. Some did then begin to attend but not all. (Some children with communication/interaction difficulties were reported to be doing well at home in the absence of the extra sensory stimulation of school.) After Easter, all parents were contacted again; then again ahead of the current wider reopening of school, because there is now no one-to-one support available for EHCP children. In some cases parent support is needed, including capacity to collect a child partway through the day if needed, and this involves a lot of careful communication with parents. *A governor asked if this had been needed yet?* BG reported that it had not yet been needed. *A governor asked about the current stipulation for schools to make 'reasonable endeavour' in supporting SEND children.* BG confirmed that this means schools must try as hard as possible to meet all aspects of their statutory provision. But for EHCP children one of the key elements of this is having a key worker with them much of the time (e.g. for one-to-one support in class/playground), and this is not currently possible. BG commented that because of children being in smaller groups, however, this has not so far been needed. *A governor asked, was this having an impact on staff energy and well-being?* BG agreed that there was anxiety last week (first week of wider re-opening) for the children who can present with heightened challenging behaviour. But with smaller groups children who struggle to regulate their behaviour because of sensory overload seem to be finding demands on them reduced. *A governor asked about children who are on the SEND register but with lower levels of need – to what extent is the school keeping in touch with these children if not in school?* BG confirmed that the first line of support is the class teacher. For some children BG is providing extra support materials and specialist information, on request. In some cases external advisers have also been put in touch.

- **COVID-19 – staff well-being**

LB re-capped that it is important to be very mindful of this. Clear communication is positive for staff well-being. Meeting times have been reduced and staff are being given as much notice as possible of changes as they arise. Leadership are covering many duty periods in the day to ensure staff get all their breaks. Generally the staff are in good form, considering the uncertainty everyone is working under. CCW added that there is a feeling of purpose among the staff, and staff attendance is excellent which is an indicator of well-being. Stress and tiredness may manifest at the end of term. Governors noted that it is helpful in this regard that some of the usual quite tiring end-of-term activities are not happening this year (assessment data, moderation days, school production, etc.). Staff are able to focus on the children in their smaller groups and enjoy time with them reading, doing science and art projects off timetable, etc. LB commented that there have also been fewer behavioural issues and playground incidents than normal for the time of year. *A governor asked, would there be time off in lieu for staff who came in to school through the Easter holiday?* LB confirmed that there would be no time off in lieu. CCW added that the leadership team had volunteered to cover the majority of shifts. Other staff had also volunteered and so many had participated (95% of teachers) that most had only had to come in for one day of holiday. Governors thanked LB and all staff for this extra effort. LB confirmed that it had recently been announced that staff would not be expected to work over the summer.

- **COVID-19 – plans for September**

CCW reported that government guidance on September was expected to be announced imminently. There will be ongoing uncertainty over the summer as the situation develops. But LB and CCW will make a plan, and adapt it if necessary. *A governor asked whether staff had a view on what the learning impact of the interruption to normal school working was likely to be?* CCW reported that there is likely to be an impact. Studies of PP children, for example, show that attainment slips backwards during periods of non-attendance. Children with good support from parents will fare better. Children in the most challenging circumstances are likely to have been most negatively impacted. LB confirmed that children who have fallen furthest behind through not being in school will be prioritised for one-to-one tuition. There will be some government funding to support this, though details have yet to be announced, and it seems likely that the school will have to meet one quarter of the cost of this from the regular school budget, which will be difficult for some schools. LB added that staff teaching the Year 1 children, who have been able to attend for 4.5 days a week for a few weeks now, are reporting that some of the children who had fallen behind have picked up very quickly since being back in school. *A governor asked whether there would be some form of assessment when the children return, to target help?* LB replied that the details of this remained to be worked out.

- **Comper – report**

*Comper Headteacher appointment.* LB reported that Catherine King has been appointed as new Headteacher to start at Comper from September. CK is very experienced with Early Years and primary education generally and is familiar with Comper (a former Comper governor) and with Mary & John (a former teacher and current parent of our school). LB will be working closely with CK over the coming year. Chris Warner will be leaving at the end of this term.

*Transition to Year 1 for September.* As it is not possible for the Reception children to visit Mary & John in the usual way to help prepare them for starting in Year 1, the Year 1 staff have made a video to introduce them to what to expect when they arrive. Staff are having hand-over meetings with Reception class teachers to discuss all the children individually. Meetings have also been arranged for staff to meet parents, in small groups.

## **7. Headline updates from committees and working groups**

*Standing item to improve communication and understanding by the whole GB of recent work in each of the main committees/groups. 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.*

SF thanked JW and RMo for their annual reports, circulated before the meeting. These included notes on progress towards goals identified for the year. JW and RMo highlighted various points and answered questions from governors.

- *Curriculum Committee – (JW)* Goals had included focus on maths (monitoring actions in the school development plan); on PE; on collaboration with Comper governors and staff, and developing understanding of baseline assessment; on preparation for SIAMS (Statutory Inspection of Anglican & Methodist Schools). It was disappointing that after a promising start some of this work had had to be put to one side when the school had closed in March. There had been a lot of work on maths and many interventions, including setting; frustratingly, significant impact had not been seen, other than from one-to-one tuition. Some progress had been made on SIAMS preparation, and Comper staff and governors had attended a CC meeting to discuss baseline assessment. LB reported that baseline assessment is now postponed to September 2021.
- *FPS Committee – (RMo)* As well as routine work on policy, oversight of appraisal, budget monitoring and benchmarking, there had been focus on the ongoing refurbishment programme; also initiatives on school meal provision, introducing meat-free days each week in line with the school's long-term commitment to improving sustainability and reducing carbon emissions, and responding to requests from the school council to reduce waste. LB confirmed that this would definitely continue once the school is able to open more fully. Post-March, financial and staffing implications of the partial closure of the school had also been a priority.
- *Behaviour Working Group – (JW)* It had been agreed that discussion would focus mainly on involving parents in behaviour management approaches and communication; and on developing positive class cultures. There was useful discussion of the needs of children involved when addressing behavioural issues, and also the needs of other parties involved, including staff and parents supporting the children. This fed into development of a flowchart for actions and communication between school and families during management of behavioural issues. It is hoped that this work can continue next year, 2020/21.

SF thanked all governors for their work in committees.

## **8. School development**

- **Summer 2020 parent consultation (online survey) – report**

This online survey had taken the place of governors' usual face-to-face and paper questionnaire consultations, which had had to be cancelled. A report, 'Governors' online survey for parents & carers – June 2020', had been shared shortly before the meeting (the survey had closed four days ago). Replies had been obtained in relation to about 40% of the children in school, which was a good rate of response. Aims had been to better understand the circumstances of families during this time of the school being closed to the majority of pupils, and to allow parents and children to give their views, including positive messages which could be passed on to staff. Large numbers of very warmly appreciative and supportive comments had been received, many admiring the 'can-do' attitude of the school responding to this time of crisis. Concerns had also been outlined, some very frankly expressed (understandably given the pressures families are under) and these were welcome as helping to develop a clearer picture of the situation from parents' perspectives and areas where more support may be needed.

A few points of specific concern had already been passed to LB. SF had produced a poster presenting positive comments received; LB reported that this was already on display in staff areas. SF will send to LB all personal compliments received for forwarding on to individual members of staff. A numerical analysis of responses is available in the dropbox. Governors will also undertake a qualitative analysis of comments received and report on this as soon as feasible, including themes for discussion in relevant committees/groups, to make use of valuable feedback.

**Action 10. SF to compile and pass on to LB personal positive messages from parents/children, for forwarding to individual members of staff.**

**Action 11. JW, RMo, JB to compile and analyse survey comments by theme and report to GB.**

Governors expressed gratitude to all those who had taken time to complete the survey, and especially to RMo and JW for the large amount of time they had put in to preparing it and looking at responses.

- **School development/recovery plan, 2020/21 – discussion of priorities**

In place of the usual Term 6 discussion of aims and priorities for next year's school development plan, LB gave a short verbal report on her preferred approach to development planning from September and for the medium term.

As a preface SF highlighted her report of a webinar 'Governors' role in school recovery', hosted by the Key for School Governors, attended by SF and JW, discussing how schools can go about recovering from the interruption to normal working and how that will relate to normal school development processes. SF highlighted that the speakers' answers to questions asked were mostly fairly vague, probably necessarily because of ongoing uncertainty and also because the optimal recovery strategy for one school is likely to be very different to that for another. The report's value may lie mainly in having collected into one place the questions, for consideration in light of our school's particular context.

A governor commented that staff engagement will be key to carry recovery and development forward, and Mary & John is fortunate in this. Some schools that have not been open to the same degree are having problems with staff disengagement. CCW noted also that by the end of this term about 90% of Mary & John children will have been in school in some degree during the time of closure.

LB confirmed that she would not favour having separate recovery and development plans. There will need to be work around recovery and well-being, to be put in place and evaluated quite quickly; alongside that, longer term aims and areas of action as in the school's normal SDP. Staff have begun some very good work on curriculum development, in line with the new 'quality of education' judgement in the revised Ofsted inspection framework, and it would be useful to focus on this, with the aim of establishing a good, renewed curriculum that is coherent and aspirational.

*A governor asked about maths – was the school going to effectively take time off from the focus on improving maths outcomes?* LB assured governors that alongside the main SDP there will be a specific maths action plan, formulated and overseen by the Maths Coordinator.

SF noted that the PTA have reported some funds available that would have been used to ensure disadvantaged pupils could take part in the Year 6 residential, and that money is still available to be used to help disadvantaged pupils.

## **9. Policies, procedures**

- **SEND Information Report for Parents (annual update) – review**

SF thanked BG for her annual update of the SEND Information Report for Parents, which had been circulated via the dropbox. Governors had read the report and found it to be clear and helpful. With minor amendments it will be posted on the school website.

**Action 12. SF to ensure updated SEND Information Report for Parents is published on the website.**

- **HTPA Committee – appointment of external adviser**

Advice from the local authority on teacher appraisals relating to this time of disrupted school activity is that those involved should 'use their discretion' and 'take pragmatic steps'. EK proposed re-appointing Sarah Varnom (SV Education Associates) to act as external adviser to the Headteacher's Performance Appraisal Committee again this year. SV is an experienced school improvement adviser and an Ofsted lead inspector. LB and governors agreed to this.

## **10. Training undertaken by governors** *(since Term 5 meeting, 21 May 2020)*

Governors reported training as follows:

- *Governors' role in school recovery* – webinar, hosted by the Key for School Governors. Attended by SF and JW, 25 June 2020. Report circulated via the dropbox (see also above, item 8).
- *Finance training*. Attended by TF, June 2020. TF reported that this had been helpful as far as it went but had been reduced to one session (held remotely), and had been disappointing in being related to analysing budgets generally with not much content specifically about schools. Also, though the trainer was knowledgeable, the session was missing the shared experience of being in the room and able to engage with other governors.
- *Governor induction training*. To be attended by RT, AB and JB, 11 July 2020.
- *Safeguarding training*. CCW noted that several governors are due for refresher safeguarding training. CCW agreed to liaise with AB (safeguarding governor) about this.

## **11. Governing Body development**

### • **Dates of meetings for governors, 2020/21 – discussion**

SF will circulate a timetable of proposed dates of meetings for the year, to be agreed. Chairs of committees will try to reduce as much as possible the number of meetings over the year.

### • **GB self-evaluation – agree process**

It was agreed that SF will contact governors individually for review conversations during the summer break to gather views on experience of governor work this year, views of the GB in general and ideas for next year, including any plans for additional training. Governors agreed to this.

## **12. Reports from committees/other groups**

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

- Curriculum Committee – meeting 16 June 2020
- Comper/M&J Partnership Group – Term 6 meeting deferred (new date pending Comper GB meeting)
- Parent-Teacher Association – meeting 22 June 2020  
This meeting had been attended by LB, JG and SF.

## **13. Any other urgent business**

*A governor asked about plans for school re-opening in September – when and how will governors find out about these?*

LB and CCW commented that at present there was no clear picture on what would be expected by government and what would be possible. LB confirmed that a plan would be developed as soon as possible and communicated to governors directly, possibly via email over the summer. LB is optimistic that the school will be open in September. Unless Oxford is under some form of local lockdown, the directive is expected to be to get schools back and fully open. Governors agreed to convene (remotely) for an extra GB meeting over the summer if needed.

SF concluded the meeting by expressing again, on behalf of all the governors, congratulations, respect and admiration for LB and all the staff team for having kept the school open to so many children during this time of emergency, and for their continuing efforts.

### **Date of next meeting**

To be confirmed.

*The meeting ended at 9.00 pm.*

## Future agenda items

- **GB** School development plan, 2019/20 – final review (Term 1)
- **GB** School recovery/development plan, 2020/21 – discussion, approval (Term 1)
- **GB** Child Protection & Safeguarding policy – approval (Term 1)
- **GB** Pupil Premium annual statement – update (Term 1)
- **GB** SEND annual report to GB (Term 1)
- **GB** Accessibility policy & plan – approval (Term 1)
- **GB** Statement of Freedom of Information Publication Scheme – review, approval (Term 1/Term 2)
- **GB** Governor file-sharing – compliance with GDPR (Term 1/Term 2)
- **GB** Procedure for dealing with minor data breach – compliance with GDPR (Term 1/Term 2)
- **CC** School's equality objectives – monitoring (Term 1/Term 2)
- See also *Year plan of key Mary & John Governing Body tasks and dates – to be updated*

## Actions from meeting

	Action (by Term 1 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 &amp; RMo to confirm when current update completed.</i>	LB, JG JW, RMo	
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Action 3	LB to hold a parent workshop on school's approach to managing behaviour.	LB	
Action 4	SF to draft an updated statement of Freedom of Information Publication Scheme.	SF	
Action 5	AB to confirm Comper safeguarding training and DBS checks, for the record.	AB	
Action 6	LB to present Schools Annual Safeguarding Report (2018/19) to next GB meeting. <i>Audit form completed. As new safeguarding governor, AB will review this with LB.</i>	LB, AB	
Action 7	LB and Behaviour Working Group to review Complaints procedure guidance for parents.	LB, BWG	
Action 8	RMo to review governor file-sharing procedures.	RMo	
Action 9	CCW to identify children eligible for Pupil Premium who are not attending school on days when they might (during partial reopening), and contact families to follow up if necessary.	CCW	
Action 10	Actions from Summer 2020 parent consultation – SF to compile and pass on to LB personal positive messages from parents/children, for forwarding to individual members of staff.	SF	
Action 11	Actions from Summer 2020 parent consultation – JW, RMo, JB to compile and analyse survey comments by theme and report to GB.	JW, RMo, JB	
Action 12	SF to ensure updated SEND Information Report for Parents is published on the website.	SF	