



# QUANTOCK EDUCATION TRUST

## Minutes of Virtual LGC Meeting – Stogursey CoE Primary School

|                       |  |                   |                                  |                    |                                 |                 |                |                  |                |                       |                     |                    |                     |                      |                     |                   |                     |
|-----------------------|--|-------------------|----------------------------------|--------------------|---------------------------------|-----------------|----------------|------------------|----------------|-----------------------|---------------------|--------------------|---------------------|----------------------|---------------------|-------------------|---------------------|
| <b>Date/time:</b>     | Thursday 17 <sup>th</sup> June 2021 6.00 pm  |                   |                                  |                    |                                 |                 |                |                  |                |                       |                     |                    |                     |                      |                     |                   |                     |
| <b>Location:</b>      | Held by Zoom   |                   |                                  |                    |                                 |                 |                |                  |                |                       |                     |                    |                     |                      |                     |                   |                     |
| <b>Chairperson:</b>   | Anna Hammond   |                   |                                  |                    |                                 |                 |                |                  |                |                       |                     |                    |                     |                      |                     |                   |                     |
| <b>Minute taker:</b>  | Pauline Kaye (PK)  |                   |                                  |                    |                                 |                 |                |                  |                |                       |                     |                    |                     |                      |                     |                   |                     |
| <b>Present:</b>       | <table border="0"> <tr> <td>Anna Hammond (AH)</td> <td>Co-Chair/Elected Parent Governor</td> </tr> <tr> <td>Teresa Miller (TM)</td> <td>Co-Chair/MAT-appointed Governor</td> </tr> <tr> <td>Louise Day (LD)</td> <td>Staff Governor</td> </tr> <tr> <td>Gary Tucker (GT)</td> <td>Head of School</td> </tr> <tr> <td>Stephen Campbell (SC)</td> <td>Foundation Governor</td> </tr> <tr> <td>Chris Moorsom (CM)</td> <td>Foundation Governor</td> </tr> <tr> <td>Caroline Hawkes (CH)</td> <td>Foundation Governor</td> </tr> <tr> <td>Jackie Stone (JS)</td> <td>Foundation Governor</td> </tr> </table> | Anna Hammond (AH) | Co-Chair/Elected Parent Governor | Teresa Miller (TM) | Co-Chair/MAT-appointed Governor | Louise Day (LD) | Staff Governor | Gary Tucker (GT) | Head of School | Stephen Campbell (SC) | Foundation Governor | Chris Moorsom (CM) | Foundation Governor | Caroline Hawkes (CH) | Foundation Governor | Jackie Stone (JS) | Foundation Governor |
| Anna Hammond (AH)     | Co-Chair/Elected Parent Governor   |                   |                                  |                    |                                 |                 |                |                  |                |                       |                     |                    |                     |                      |                     |                   |                     |
| Teresa Miller (TM)    | Co-Chair/MAT-appointed Governor  |                   |                                  |                    |                                 |                 |                |                  |                |                       |                     |                    |                     |                      |                     |                   |                     |
| Louise Day (LD)       | Staff Governor   |                   |                                  |                    |                                 |                 |                |                  |                |                       |                     |                    |                     |                      |                     |                   |                     |
| Gary Tucker (GT)      | Head of School   |                   |                                  |                    |                                 |                 |                |                  |                |                       |                     |                    |                     |                      |                     |                   |                     |
| Stephen Campbell (SC) | Foundation Governor  |                   |                                  |                    |                                 |                 |                |                  |                |                       |                     |                    |                     |                      |                     |                   |                     |
| Chris Moorsom (CM)    | Foundation Governor  |                   |                                  |                    |                                 |                 |                |                  |                |                       |                     |                    |                     |                      |                     |                   |                     |
| Caroline Hawkes (CH)  | Foundation Governor  |                   |                                  |                    |                                 |                 |                |                  |                |                       |                     |                    |                     |                      |                     |                   |                     |
| Jackie Stone (JS)     | Foundation Governor  |                   |                                  |                    |                                 |                 |                |                  |                |                       |                     |                    |                     |                      |                     |                   |                     |
| <b>Apologies:</b>     | Anthony Chetland<br>Bernie Maskell<br>Jackie Stone   |                   |                                  |                    |                                 |                 |                |                  |                |                       |                     |                    |                     |                      |                     |                   |                     |
| <b>Attachments:</b>   | Email from Karen Canham<br>Draft Matters Arising Report<br>HoS Report<br>Finance SC Draft Budget 21/22<br>Draft Governor Visits Policy<br>SEN Information Report<br>Children with Health Needs who cannot attend School Policy<br>External Review of Governance – Final Report (abbreviated)<br>Governor Visits Reports  |                   |                                  |                    |                                 |                 |                |                  |                |                       |                     |                    |                     |                      |                     |                   |                     |

### Record of Actions:

| Item | Topic and Description   | Person(s) responsible | By when?                      |
|------|---|-----------------------|-------------------------------|
| 3    | Register of Business and Personal Interests to be updated and added to the School website   | PK                    | ASAP                          |
| 4    | Approved Minutes from 25 <sup>th</sup> March 2021 to be put on the school website and emailed to KC   | PK                    | ASAP                          |
|      | Approved confidential Minutes from 25 <sup>th</sup> March 2021 to be placed in sealed envelope and retained by PK until able to hand over to School | PK                    | When possible                 |
| 5    | SMART School presentation to be added to the Agenda of the 7 <sup>th</sup> October 2021   | PK<br>AH              | 30 <sup>th</sup> Sept<br>ASAP |

| Item | Topic and Description  | Person(s) responsible | By when?                            |
|------|--|-----------------------|-------------------------------------|
|      | In-person training session on SharePoint to be arranged for LGC next term<br>Governor Training to be added as a standing Agenda Item for future Meetings<br>Outstanding Governor Responsibilities forms to be chased up  | PK<br>AH              | 16 <sup>th</sup> Sept<br>ASAP       |
| 6    | PR, marketing and wraparound care to be a standing Agenda Item on future LGC Agendas<br><br>Clarity from Trust to be requested at the next Chairs' Meeting regarding available options for children displaying challenging behaviour<br><br>Appointing a Link Governor for the School's Trauma-Informed Lead to be added to Agenda for 16 <sup>th</sup> September 2021 | PK<br>AH<br>PK        | From Sept 2021<br>ASAP<br>From Sept |
| 9    | Rev Nicky to be contacted regarding potential clash over Holiday Club dates  | CH                    | ASAP                                |
| 12   | Date for un-minuted Meeting to be arranged for Governors to prepare for returning to going into School   | AH/TM                 | ASAP                                |
| 13   | Questions/feedback on the QET notes to be emailed to AH for forwarding to the Trust  | All Gobs<br>AH        | ASAP                                |
| 14   | 'Doodle Poll' to be circulated to all Governors Re: in-person meeting before the end of this term  | AH                    | ASAP                                |
| 2    | Group to meet to consider implications of new Planning Application before deadline of 21/06/21   | TM/SC/CH              | ASAP                                |

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| 5    | SMART School presentation to be added to the Agenda of the 7 <sup>th</sup> October 2021   | PK                    | 30 <sup>th</sup> Sept |
|      |   | AH                    | ASAP                  |



**Record of Meeting:**

Meeting started at 6.02 pm with prayer, led by SC

| Item | Topic and Description   |
|------|---|
| 1    | <p><b><u>Apologies and Confirmation of Quorum</u></b></p> <ul style="list-style-type: none"><li>• Written apologies received from AC: working until 7.00 pm - accepted</li><li>• Written apologies received from BM: unforeseen circumstances – accepted</li><li>• JS noted that she would need to leave the Meeting at 7.30pm if still in progress - accepted</li><li>• Meeting quorate</li></ul>  |
| 2    | <p><b><u>Matters of Urgency not on the Agenda</u></b></p> <ul style="list-style-type: none"><li>• New proposed planning application for 5 dwellings on Glebe land<br/>Agreed to discuss at end of Meeting</li></ul>   |
| 3    | <p><b><u>Declaration of Interest</u></b></p> <ul style="list-style-type: none"><li>• <b>Caroline Hawkes</b> – now working for the School on a temporary basis, under the National Tutor Scheme. CH has stepped down from the Finance SC for now and the situation has been referred to the Trust for approval because her Governor status has effectively changed making her a 3<sup>rd</sup> staff member on the LGC. AH read out an email from Karen Canham (attached) confirming that the Trust were happy with the situation</li><li>• <b>Pauline Kaye</b> – noted she had changed the Personal Interest section of her form as her husband (Tim Kaye) is also currently being employed as a Tutor under the same Scheme and is therefore a member of the School staff</li><li>• Register for Business and Personal Interests to be updated and signed by PK on behalf of the LGC and added to the School website</li></ul> |
| 4    | <p><b><u>Draft Minutes of Meeting 6<sup>th</sup> May 2021 for Approval:</u></b><br/><i>(Circulated prior to the Meeting)</i></p> <p>No questions/issues/amendments raised<br/>GT proposed acceptance of Minutes<br/>CH seconded<br/>All Agreed</p> <p><i>It was agreed to adopt and sign the Minutes as a true record – PK signed on behalf of the LGC due to the Meeting being held by Zoom<br/>Copy to be sent to KC and put on School website</i></p> <p><b><u>Draft Confidential Minutes of Meeting 6<sup>th</sup> May 2021 for Approval</u></b><br/><i>(Screen-shared by AH at Meeting)</i></p> <p>No questions/issues/amendments raised<br/>JS proposed acceptance of Minutes<br/>TM seconded<br/>All Agreed</p> <p><i>It was agreed that the Minutes be signed by PK, placed in an addressed, sealed envelope and retained by PK until able to hand over for secure filing by GT</i></p>                                 |

| Item | Topic and Description   |
|------|---|
| 5    | <p><b>Draft Matters Arising Report</b><br/>(circulated prior to the Meeting)</p>  |
| 1    | <p>AH screen-shared the updated Report on-screen and the following updates were made:</p>   |
| •    | <p><b>o/s item 12: 12<sup>th</sup> March 2020</b><br/><b>Done - to be added to the Agenda of the 7<sup>th</sup> October 2021</b></p>  |
| •    | <p><b>o/s item 7: 21<sup>st</sup> January 2021</b><br/><b>Done – established it is the Trust’s responsibility as the ultimate employer</b></p>                                      |
| •    | <p><b>o/s item 12: 21<sup>st</sup> January 2021</b><br/><b>Done - In-person training session to be organised by AH for early next term</b></p>                                      |
| •    | <p><b>o/s item 4: 4<sup>th</sup> March 2021</b><br/><b>Done – competition being judged tomorrow</b></p>   |
| •    | <p><b>o/s items 7: 4<sup>th</sup> March 2021</b><br/><b>Done – training to be a standing Agenda item from now on</b></p>  |
| •    | <p><b>o/s item 12: 4<sup>th</sup> March 2021</b><br/><b>Done – outstanding Governor Responsibilities forms to be chased up by AH</b></p>  |
| •    | <p><b>o/s item 12: 4<sup>th</sup> March 2021</b><br/><b>Done – to be watched collectively when LGC meet for their Review of Governance</b></p>                                      |
| •    | <p><b>o/s item 5: 4<sup>th</sup> March 2021</b><br/><b>Done</b></p>   |
| •    | <p><b>o/s item 10: 25<sup>th</sup> March 2021</b><br/><b>Application unlikely to be progressed: revert back to future discussion under Business Leadership &amp; Management</b></p> |
|      | <p><b>Current MA Report</b></p>   |
| •    | <p><b>Agenda Item 5</b><br/><b>In Hand</b></p>  |
| •    | <p><b>Agenda Item 10</b><br/><b>Done</b></p>  |
| •    | <p><b>Agenda Item 12</b><br/><b>Done – both outstanding actions</b></p>   |
|      | <p>No further questions/issues/amendments raised</p>  |
|      | <p>LD proposed the Report be approved, subject to the above amendments</p>  |
|      | <p>TM seconded</p>  |
|      | <p>Agreed</p>   |
|      | <p><b>It was agreed that, subject to the above updates, the Report be signed by PK and attached to the Minutes of this Meeting, when approved</b></p>                               |



| Item | Topic and Description   | Item |
|------|---|------|
| 6    | <p><b>HoS Report</b><br/>(Circulated with the Agenda)<br/><b>In-depth discussion ensued – see separate Confidential Minutes</b></p> <p>Main general points as follows:</p> <ul style="list-style-type: none"> <li>• Format – PDF would be preferred to Excel</li> <li>• Size and content: <ul style="list-style-type: none"> <li>◊ Executive Summary for LGC and detailed sections directed to relevant WPs or Link Governors would be better</li> </ul> </li> <li>• New format on trial for a year</li> <li>• Report shared on-screen in order for the following actions to be agreed in the main Report: <ul style="list-style-type: none"> <li>◊ <b>Page 4: Priority given in next year's SIP and foundation work needed to boost pupil numbers</b><br/>Agreed the Curriculum WP will take this on</li> <li><b>PR, marketing and wraparound care to be a regular standing Agenda Item at LGC Meetings?</b><br/>Agreed – PK to add to future Agendas</li> <li>◊ <b>Page 7: Working Party to meet with GT in final half of summer term</b><br/>Done</li> <li>◊ <b>Page 12: Support next year's budget plan to ensure we have a part-time teacher rolling out trauma-informed practices across the School, demonstrating good use of Pupil Premium, Catch-up Premium (existing role-holder in School to do this)</b><br/>Done<br/><b>Consider employing a part-time Family Liaison Worker to assist with ongoing mental health challenges, increasing safeguarding demands from this and a lack of services outside the School. Also to retain families we seem to be losing due to fallings out in the village</b><br/>Finance SC to budget for this<br/><b>Clarity needed between us and the Trust on what options there are for children displaying challenging behaviour and what we can buy into (Alternative Provision, Pupil Referral Units etc) since leaving the Local Authority</b><br/>KC is currently investigating options. The LGC is behind GT's work with trauma-informed schools on this subject and AH will take this to the next Chairs' Meeting, for clarity from the Trust</li> <li>◊ <b>Page 14: Appoint a Link Governor to support/challenge our Trauma-Informed Lead for next year, so that this work is impactful</b><br/>To be done at the LGC Meeting 16<sup>th</sup> September – PK to add to Agenda</li> </ul> </li> </ul> |      |



| Item | Topic and Description  |
|------|--|
|      | <p>◇ <b>Page 17: Ensure Governors are now resuming their monitoring duties, now that we can have volunteers back in the building</b><br/>Being done</p> <p>AH thanked GT for his hard work producing this new-look Report</p> <p><b><i>It was agreed to have a 5-minute comfort break due to the length of this Meeting</i></b></p>  |
| 7    | <p><b><u>Safeguarding Written Update</u></b></p> <ul style="list-style-type: none"> <li>• TM confirmed that the Annual Safeguarding Report was contained within the HoS Report</li> </ul>  |
| 8    | <p><b><u>SEND Update</u></b></p> <ul style="list-style-type: none"> <li>• TM confirmed that this was contained within the HoS Report</li> </ul>  |
| 9    | <p><b><u>Wraparound Care – Verbal Update by CH</u></b></p> <ul style="list-style-type: none"> <li>• CH confirmed a bid had been submitted to the Fairfield Trust, to cover costs for 3 staff; awaiting decision tomorrow</li> <li>• In the hopes that some level of grant will be received, publicity will be pushed from Monday for both the Holiday Club in the summer and Wraparound Care</li> <li>• To be included in next year's SIP</li> <li>• CH will liaise with Rev Nicky to ensure the School Holiday Club does not clash with her annual Church one</li> </ul>  |
| 10   | <p><b><u>Committee/Working Party &amp; Link Governor Reports</u></b></p> <ul style="list-style-type: none"> <li>• <b>Finance SC draft Budget 21/22 for agreement and recommendation to the Trust for Approval</b><br/>(Circulated with the Agenda)</li> </ul> <p>◇ <b>AH went through the Report/Budget Summary – see separate Confidential Minutes</b><br/>Following discussion, questions and 3 updates from GT</p> <p><i>TM proposed the draft Budget 21/22 be agreed for recommendation to the Trust</i><br/><i>CH seconded</i><br/><i>Agreed</i></p> <p><b><i>It was agreed that the draft Budget 21/22 inc updates be recommended to the Trust for approval</i></b></p> <ul style="list-style-type: none"> <li>• <b>Verbal Report on Month 8 Finance Report</b><br/>AH noted that the Report had been recently received, but there was nothing of concern</li> <li>• <b>Verbal Update on Pupil Voice</b><br/>CH and SC had carried out Pupil Voice visits (SC's first one) and spoken to children across the Year Groups</li> </ul> <p>Main points:</p> <ul style="list-style-type: none"> <li>◇ Most children happy to be back in School and obeying the rules</li> <li>◇ More outdoor equipment in the playground would be appreciated</li> <li>◇ Will be glad to be back having lunch in the hall in September so they are not constantly being asked not to make a mess in their classrooms!</li> <li>◇ Assemblies generally liked – especially the Open the Book ones</li> </ul> <p>It was agreed that the new Governors will get a much better understanding of interaction and teaching when they are able to attend classes in person, next term</p> |




| Item | Topic and Description  | Item |
|------|--|------|
| 11   | <p><b><u>Policy Review/for Ratification</u></b></p> <p><b>i. Updated draft Governor Visits Policy</b><br/>(circulated with the Agenda)</p> <ul style="list-style-type: none"> <li>TM had not received any feedback/questions from the previous version and so she had 'tightened up' some of the highlighted sections before circulating this version</li> </ul> <p>No further questions/issues/comments raised:</p> <p><b>AH proposed ratification</b><br/><b>JS seconded</b><br/><b>All Agreed</b><br/>AH thanked TM for her hard work</p>   |      |
|      | <p><b>ii. SEN Information Report</b><br/>(circulated with the Agenda)</p> <ul style="list-style-type: none"> <li>TM highlighted that this document helps parents of SEN children understand how the School helps them and the section in red clarifies how they contact the appropriate staff</li> <li>TM noted that there were a number of typing errors etc to be corrected</li> </ul> <p>No further questions/issues/comments raised:<br/>Due to this document being tied to the Policy, subject to the above corrections:</p> <p><b>GT proposed ratification</b><br/><b>CH seconded</b><br/><b>All Agreed</b></p>            |      |
|      | <p><b>iii. Children with Health Needs who Cannot Attend School Policy</b><br/>(circulated with the Agenda)</p> <ul style="list-style-type: none"> <li>TM confirmed that this was a new Policy, agreed last year and that there had been no changes since then</li> </ul> <p>No further questions/issues/comments raised:</p> <p><b>AH proposed ratification</b><br/><b>CH seconded</b><br/><b>All Agreed</b></p>   |      |
| 12   | <p><b><u>Business, Leadership &amp; Management</u></b></p> <ul style="list-style-type: none"> <li><b>Governor Vacancy Update</b><br/>AH reported that it is unlikely to be filled in the near future</li> <li><b>Staffing Vacancies Update</b><br/><b>See separate Confidential Minutes</b></li> <li><b>External Review of Governance – Final Report</b><br/>(circulated with the Agenda)<br/>AH screen-shared a short PowerPoint presentation of Action Points – attached to Minutes</li> </ul> <p>AH/TM will arrange an un-minuted Meeting for Governors to get together to help prepare for returning to in-school visits</p> |      |

| Item | Topic and Description   |
|------|---|
|      | <p>GT highlighted that the website content issues raised by the ERG Report, related to the situation back in January/February and had now mainly been addressed</p> <p style="text-align: center;"><b>7.27 pm JS left the Meeting</b></p> <ul style="list-style-type: none"> <li>• <b>Governor Visits Reports</b><br/>(circulated with the Agenda)<br/>No questions raised</li> </ul>   |
| 13   | <p><b>QET &amp; Feedback from Trustees</b><br/>(notes circulated with the Agenda)</p> <ul style="list-style-type: none"> <li>• AH went through the notes and asked that any questions/feedback be emailed to her for forwarding to the Trust</li> </ul>   |
| 14   | <p><b>Date of Meetings for next Academic Year</b></p> <ul style="list-style-type: none"> <li>• Listed on the Agenda</li> <li>• AH to circulate a 'doodle poll' to all Governors regarding arranging an in-person Meeting before the end of this term</li> </ul>   |
| 2    | <p><b>Matters of Urgency not on the Agenda</b></p> <ul style="list-style-type: none"> <li>• <b>New Proposed Planning Application for 5 dwellings on Glebe land</b> <ul style="list-style-type: none"> <li>◊ Unclear as to whether this current application includes a footpath to the rear of the School field, as in previous applications</li> <li>◊ Proposed type of dwellings unlikely to bring additional children to the School</li> <li>◊ TM/SC/CH agreed to meet before the deadline of 21/06/21 to look in-depth at the application</li> </ul> </li> </ul> |

Meeting closed at 7.47 pm

Agreed and signed as a true record

Signed: 

Print: ANNA HAMMOND

Date: 16.9.21.





**Matters Arising Report – Stogursey CoE Primary School  
For LGC Meeting 17<sup>th</sup> June 2021**

| Item  | Topic, Description and Action   | Person(s) responsible        | By When?             |
|---|---|------------------------------|----------------------|
| <b>OUTSTANDING ITEMS FROM JANUARY 2020 – MARCH 2021</b> |   |                              |                      |
| 12  | <b>MA Report 12<sup>th</sup> March 2020</b><br>SMART School Presentation to be arranged for the summer term<br><b>To take place academic year 2020/21 – date decided yet?</b><br><b>This will have to wait until current situation changes.</b>   | GT                           | ASAP                 |
| 7   | <b>MA Report 21<sup>st</sup> January 2021</b><br>Clarification to be sought from KC regarding whether the Governor Declaration for Safeguarding is a DfE recommendation or Trust document<br><b>CMacadam contacted – awaiting Trust’s expectation that all Governors to sign self-declaration form to be written into Safeguarding Policy</b>   | Trust                        | Awaiting             |
| 12  | <b>MA Report 21<sup>st</sup> January 2021</b><br>Zoom call with Governors wanting help with email and SharePoint access to be set up next week<br><b>Still in hand but an update: the Trust is looking to move all LGC documentation to SharePoint and is organizing Trust-wide training. Gemma Williams has produced a short training video (already seen by AH/TM/PK). It will be circulated to all Governors to enable them to access and use SharePoint</b> | AH                           | ASAP                 |
| 4   | <b>MA Report 4<sup>th</sup> March 2021</b><br>The writing of the new School Prayers via remote learning to be looked into<br><b>In hand – GT in the process of setting a prayer-writing competition</b>   | GT                           | ASAP                 |
| 7   | <b>MA Report 4<sup>th</sup> March 2021</b><br>PK to be informed when training undertaken<br><b>Confirmation from AH/CH/JS</b><br><br>Governor Responsibilities form to be completed by all Governors and returned to PK<br><b>Forms so far received from: LD/CH/TM/AH/JS/CM</b>   | All Gobs<br><br><br>All Gobs | ASAP<br><br><br>ASAP |

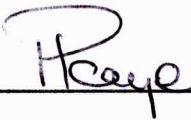


| Item | Topic, Description and Action   | Person(s) responsible    | By When?      |
|------|---|--------------------------|---------------|
| 12   | <b>MA Report 4<sup>th</sup> March 2021</b><br>Clarity of Vision/Ethos etc short videos on School website to be viewed by all Governors<br><b>So far watched by: AH/TM/BM/CH</b>   | All Govs                 | ASAP          |
| 5    | <b>MA Report 4<sup>th</sup> March 2021</b><br>Links to be circulated to Governors regarding anything they should look at on the School website ( <b>including Vision and Ethos video</b> ) until website rebuild completed in the summer<br><b>In hand – to be sent plus a further short video</b>                                      | GT                       | ASAP          |
| 10   | <b>MA Report 25<sup>th</sup> March 2021</b><br>Chair's section of Foundation application form to be completed and form passed to PK for processing<br><b>In hand Update – incomplete application form received and missing proforma pages sent to applicant by PK for return to her. No response from applicant – AH contacting her</b> | AH                       | ASAP          |
| 4    | Approved Minutes from 25 <sup>th</sup> March 2021 to be put on the School website and emailed to KC<br><b>Done</b>  | PK                       | ASAP          |
|      | Approved confidential Minutes from 25 <sup>th</sup> March 2021 to be placed in sealed envelope and retained by PK until able to hand over to School<br><b>Done</b>  | PK                       | When possible |
| 5    | Folder to be created on Trust's SharePoint for Stogursey's School-only Policies   | GT                       | ASAP          |
| 7    | Assistance to be given to SC to access required Safeguarding reading in order to complete LGC Safeguarding Responsibilities form<br><b>Done</b>   | TM                       | ASAP          |
| 10   | Representatives from the V&V and T&L WPS to meet on Tuesday 25 <sup>th</sup> May 1.00 – 3.00 pm to look at draft Governor Visit Policy and feedback to next Meeting<br><b>Meeting postponed to 14<sup>th</sup> June 2021</b>  | AH/TM/<br>CH/CM<br>GT/BM | 25/05/21      |
| 12   | Alison Pear to be emailed to make a booking for the Diocesan training course Exploring the Church School Partnership for CM<br><b>Done</b>  | PK                       | 07/05/21      |
|      | Rev Nicky to be contact to see if she would like to attend as well  | AH                       | ASAP          |



| Item | Topic, Description and Action   | Person(s) responsible | By When? |
|------|---|-----------------------|----------|
|      | Summary of Governor Training to be amended regarding TM's course date<br><b>Done</b>  | PK                    | ASAP     |
|      | Clarification from TL needed regarding date the 19/20 carry-forward sum for Pupil Premium needs to be spent – is it the end of this term? | GT                    | ASAP     |

Agreed as true record; to be attached to approved Minutes for 17<sup>TH</sup> June 2021

Signed: 

Date: 17/06/21

Print: P. KAYE

*Signed on behalf of Co Chair  
due to being a virtual meeting*