

Matters Arising Report

Item Topic and Description

Item 2

Minutes of LGC Meeting – Stogursey CoE Primary School

Date/time:	Thursday 7 th October 2021 6.00 pm	
Location:	School	
Chairperson:	Anna Hammond Timest •	
Minute taker:	LGC Safeguarding Responsibilities forms to be sent to(NA) equipment	
Present:	Anna Hammond (AH) Co-Chair/Elected Parent Governor	
ASAP	Teresa Miller (TM) Co-Chair/MAT-appointed Governor and a serie Maskell (BM) Vice-Chair/Parent Governor and a serie Maskell (BM)	8
ASAP	Louise Day (LD) Gary Tucker (GT) Stephen Campbell (SC) Caroline Hawkes (CH) Stephen Campbell (SC) Foundation Governor Foundation Governor Foundation Governor	12
	Jackie Stone (JS) Foundation Governor	1.0
Apologies:	Advance written apologies from Anthony Chetland and not been to notice and Advance written apologies from Chris Moorsom and been apologies from Ch	
Attachments:	Trust Terms of Reference for LGCs Trust Scheme of Delegation at the Governors to be delegated Unit Governors to be delegated	15
ASAP	Safeguarding Written Update Wraparound Care WP Report adult on adult and Description of the State of Curriculation of	
9424	Wellbeing WP Report Pupil Premium Governor Visit Report Pupil Premium Governor Visit Report	17

Record of Actions:

By when?

ASAP

Person(s)

responsibl

Item	Topic and Description	Person(s) responsible	By when?
5	Trust Scheme of Delegation Points raised at Meeting concerning lack of current financial information plus status of Scheme on Trust website to be taken to the Trust	АН	ASAP
6	Minutes of Meeting 16 th September Approved and signed Minutes to be added to School website and emailed to KC	PK	ASAP
	Confidential Minutes of Meeting 16 th September Approved and signed Confidential Minutes to be placed in addressed, sealed envelope and passed to GT for secure keeping	PK	ASAP

complete Gov Services training booking or not

Item	Topic and Description	Person(s) responsible	By when?
7	Matters Arising Report Item 2 chase up status of required information with MT	PK	ASAP
	Item 6 IT training request made on 22 nd September to be chased up	Thursday HA School	Date/time:A ARA Location:
	Item 7 LGC Safeguarding Responsibilities forms to be sent to AC and CM for completion and return (14) booms (14) booms (15)		Chairperson: Minute 9A2A : Present:
8	Smart School Presentation logge-TAM\nishO-oO (MT) relief (Property of the PowerPoint presentation to be emailed to PK for circulation askell (Binother).	Teresa M	ASAP
12	Safeguarding Written Update LGC Updates to be sent to CMc Ionation Department (SC) Independent (SC) Independ	Louise Da GaryMT Stephen Stephen	ASAP
14	PR, Marketing & Wraparound Care Update Reiteration of need for financial information in order for Finance WP to meet – Tracy Lee and Jenny Ashworth to be contacted	Jackie St Advance	:zeigoloqA AAP
15	i. Curriculum WP Report Updated list of paired Link Governors to be emailed to PK for circulation i. Curriculum WP Report Updated list of paired Link Governors to be emailed to PK for circulation	Draft Ma	Attachments: PACA
	ii. Wellbeing WP Report To be re-written so that no child or adult is identifiable and emailed to PK for circulation	Safeguar V X4\HO	ASAP
17	Governor Training Liaison with the other Clerks needed to see if they are able to complete Gov Services training booking or not	Pupil Pupil	ASAP

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	Topic and Description and the both that and had been added to the state that the	
1	Apologies and Confirmation of Quorum	
	Advance written apologies received from AC to say unable to attend as having to accepted Advance written apologies received from AC to say unable to attend as having to accepted	to work –
	 Advance written apologies received from CM to say unable to attend due 	to prior
rough	Some updates had been received by PK after the draft h.betqessaltnemegagned read ti	
	 Meeting quorate (not a majority of Foundation Governors 3:5, but also not a m Staff Governors 2:6) 	ajority of
2	Agenda Report for 17th Japanese no ton the Agenda Report for 17th Japanese no ton ton ton MA Report for 17th Japanese no ton ton ton ton ton ton ton ton ton	
	 Staffing Update – to be discussed under Agenda Item 9 in stead of School Vis Values; this to be postponed to first Meeting in the Spring term 	sions and
E Trust w	Declaration of Interest None for this Meeting None for this Meeting	
4	Trust Terms of Reference for LGCs	
-	(circulated with Agenda) £ meil sbregA	
	Received by all present and read	
5	Trust Scheme of Delegation (from September Meeting)	
	(circulated with Agenda) a ment sheep A	
	Training request made 22nd September to be chaer basing request made 22nd September to be chaer basing and september to be chaer bas	
enite	Clarification of options for children displaying challenging behaviour take:basis straios	
0,,,,,	When will the financial information be received? Month 12 Financial Report	t for last
	academic year not received yet?	
	 Scheme downloaded from Trust website, but appears to be a draft (reviewed July 2 	2021) and
eted th		
	All Governors present had read Part 2 of Kee bebulani seton nigram san tamrohid comp	2021) ana
	All Governors present had read Part 2 of Kee behaldni seton nigram san tamrohid completering. Forms to be sent to AC a taurif of strilog evoda eat to HA	1021) dila
6	AH to take above points to Trust a DA of these ed of amount and and after a mooth braft Minutes of Meeting 16th September 2021 for Approval:	ozi, una
	forms at the Meeting. Forms to be sent to AC a truing of string avode shart of HA	ozi, una
	AH to take above points to Trust Draft Minutes of Meeting 16 th September 2021 for Approval: (Circulated prior to the Meeting) PK noted that she had already amending the wording on pages 1 and 3 to state and Vice-Chair had been appointed (not elected) subject to Trust approval TM noted that the Safeguarding Policies had been amended by GT and	Co-Chairs
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Topic and Description

Item	Topic and Description : Record of Meeting:
	Meeting started at 6.00 pm with prayer, led by SC Page IIA
	It was agreed that the Minutes be signed by AH, placed in an addressed, sealed envelope and handed over for secure filing by GT – Signed but not handed over PK to action
7 0W 0	Draft Matters Arising Report 2010A most bevieses resigning and analysis of Circulated with the Agenda)
to pri ajority	Some updates had been received by PK after the draft had been circulated, so AH read through all the Action Points and a couple of outstanding issues were highlighted:
	Staff Governors 2:6) 2 Watters of Urgency not on the 1202 anul 4th 17th 17th 17th 17th 17th 17th 17th 17
sions ar	Staffing Update — to be discussed under Agenda Item 9 in stead of Schenod in Values; this to be postponed to first Meeting in the Spring term
	Agenda Item 2 PK still waiting for clarification as to whether information requested on the form from the Trust will be for public or just Trust use – concern regarding required contact number for GT; PK to chase
	(circulated with Agenda) Received by all present and read beandage
	Trust Scheme of Delegation (from September Meeting) (circulated with Agenda) Received by all present Agenda do a d
si not J	Clarification of options for children displaying challenging behaviour taken to Chairs' Meeting on 20th September; issue noted but no solution offered in Islandia and Illiw nardw
:021) ar	Agenda Item 7 that is a dot are equal to the state of the
	Oraft Minutes of Meeting 15 th September 2021 for Approval: (Circulated prior to the Meeting) Done – see Agenda Item 5 of Meeting 7 th October 2021
Co-Chai not he	No further questions/issues/amendments raised GT proposed the Report be approved, subject to the above amendments
77 7011	BM seconded Agreed It was agreed that, subject to the above updates, the Report be signed by AH and attached to the
	Minutes of this Meeting, when approved Minutes of this Meeting, when approved Minutes of this Meeting, when approved
8	 Smart School Presentation by GT PowerPoint presentation given by GT to explain how it works – to be sent to PK for circulation – and resources provided for all to look at, after the presentation, in a 5-minute break
4	Draft Confidential Minutes of Meeting 16th September 202:swollof as basis ranoitsauQ (Copies handed out at Meeting and then returned to PK for destroying)
	Q. This is funded using Pupil Premium (PP) money, but benefits all children not just PP ones; is

Item	Topic and Description moltquared bas algorithms.
eeting	A. CH responded as PP Link Governor – yes, well spent as it helps to give all the children experience
r yd an	of real life/understanding of the world (arranging Meetings/ discussions/hearing other's points of
et out	HoS/Headteacher. It was confirmed that GT had done this – within the HoS Re(atatweiv:
etings	the Trust. TM will also now circulate all the written Safeguarding Updates from LGC Me
	Q. Pre-School is not involved yet?
	A. No, but it could be extended to cover Pre-School if done in a slightly different way and help
ernors	demonstrate that the Pre-School ethos is complimentary to that of the Smart School
ing of t	undertake Prevent training, it is best practice for them to have a good understand
8	school's responsibilities and what is involved svits and state and what is involved svits and state and what is involved sometimes.
mailed	A. LD gave her perspective – she really wants to be involved in the decision-making but has to hold
	back and let the children run the session themselves; particularly difficult to do when they are trying
not be	to reach a decision! However, it would be acceptable to give little prompts to assist direction, if
	necessary. GT expects future help/guidance next year in the Oracy aspect of English in the
	curriculum, which will encompass debating/discussion/disagreement
in en	
HD 18	TM confirmed that there had not yet been a Meeting, but that she had been dialogue with the SENCo (Lisa Dunwood LAD) Sbabiab squora and are woll as Dunwood LAD.
0000	A. Purely geographical – where the children sit in class
soon	
ala medal	Q. Have they ever not been able to reach a decision?
the th	A. Depends on the group, but in most cases a decision is reached
	phase of Oracy this year and into next
update	* The date for the next SEN Meeting is the same as the next LGC Meeting, so the * Ship date for the avertal one. * Selection of the selec
	A. Half-termly
chool	GF confirmed that the children on the Register are reasonably spread across the second spre
	Q. Is there any likelihood of a trip to Westminster? 162 baugus and a railed Marketine A. 1
	A. GT confirmed this is definitely possible – school receives annual invitation basely and a school school school and a school scho
ageme	
additi	Q. Are you (the staff) ever surprised by decisions made? be (asthernocological)
	A. Yes, definitely by some choices of actions, but this is all part of the learning curve and if the
	children find they have made a decision that is particularly onerous to fulfil, then they should
ext ter	
	with a monitoring focus to continue
meet	Q. Can the Smart School Council demonstrate the School's Core Values?
	A. If the voting is based on thinking of the whole school and not just a single group or class, then
	15 Committee/Working Party Reports os ob ylatinifeb bluow tant
1	i. Curriculum WP Report
	AH thanked GT for the presentation (Circulated with Agenda)
rolee	Toology and Anthony
3 210 13	Staffing Update (instead of Vision & Values) roger and riguoral traw M8 See separate Confidential Minutes 1
onica	
Pai 01 ere fill	
pdates	*(Circulated prior to Meeting) Curric (gnitsed or voir a possible) Vears 5 Curric (gnitsed or voir a possible)
COIDDO	Received by all present and read blow M8 tank beengs saw it bns
11	Approval of Pay Recommendations
	See separate Confidential Minutes 2 – (LD left the room for this Item)
12	Cofe and the Without He day
bluoo	(Circulated prior to Meeting) It was agreed that CH would re-write the Report in (gnitses of order order).
טוטטז	identified and email it to PK for circulation gniteMeeting LD re-joined the Meeting ld re-joined
	identitied and einan e to FK for circulation
	Q. Has the End of Year Report been done?
1	a. The time of the tropolity been worth

Item	Topic and Description noisginess of the same of the sa
qperien points	A. Yes, TM stated that prior to the start of this term, Cath MacAdam (CMc) had called a meeting of all Governors with Safeguarding responsibilities, regarding the Report that should be done by the HoS/Headteacher. It was confirmed that GT had done this – within the HoS Report – as set out by the Trust. TM will also now circulate all the written Safeguarding Updates from LGC Meetings to CMc
and he	A. No, but it could be extended to cover Pre-School if done in a slightly different way for all Governors to it is not a statutory requirement for all Governors to undertake Prevent training, it is best practice for them to have a good understanding of the school's responsibilities and what is involved beginning of the school is the staff's perspective?
as to no are tryii	The art M has downloaded a concise Prevent Duty set of notes from The Key—to be emailed to back and let the children run the session themselves; particular notice the children run the session themselves; particular notice the children run the session themselves; particular notice the children run the session themselves are the children run the session that the children run the session run the sessio
sh in th	• JS noted that while some Governors may have done specific training, it has not been possible to find/access training records, prior to when PK took over last year
13	 SEN Update TM confirmed that there had not yet been a Meeting, but that she had been in email dialogue with the SENCo (Lisa Dunwood LAD) Currently 14 on the Register, but LAD hoping that 2 will be able to come off it soon for various reasons There are significant speech and language difficulties which will be picked up in the third phase of Oracy this year and into next The date for the next SEN Meeting is the same as the next LGC Meeting, so the update is likely to be a verbal one
	GT confirmed that the children on the Register are reasonably spread across the school
14 Ind if the	 PR, Marketing & Wraparound Care Update (circulated prior to the Meeting) Discussion took place concerning whether there should be a Management Group/Committee; administration for the Wraparound Care is now a considerable addition to the Office Manager's role and could possibly be incorporated into a potential new Admin Support post? Finance WP to consider
ass, the	
15	i. Curriculum WP Report (Circulated with Agenda) BM went through the Report and noted that a good start to the monitoring role had been made In line with the GIP and the agreement that Link Governors would work in pairs (as far as possible) using the Early Years 5 Curriculum areas, some vacancies were filled and it was agreed that BM would cover Maths on his own — AH to email updates to PK for circulation
	See separate Confidential Minutes 2 – (LD left the room for the Mellow Circulated prior to the Meeting) 12 Safeguarding Written Update (Circulated prior to the Meeting) 13 It was agreed that CH would re-write the Report in order that no child or adult could be identified and email it to PK for circulation 14 It was the End of Year Report been done?
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Item	Topic and Description notite and Description notite and Description
16 2 19	Q. For the new pupils to the School, can noitsilits nolyweives you
	(Previously circulated) Speed? (Previously circulated)
	A. The Literacy Lead will look at this
	a. Admissions Policy 22/23
terms o	Q. Is there a difference between the PP devisor anoitsejdo oNildren in
	AH proposed ratification \$2llist gaiting-based right
	A. Not looked at yet, this will be the next focus be benoses MT
	All Agreed (already on School website)
	Q. What is the impact of this visit?
on. G	A. Ascertaining where the PP childres x saisilon gnibraugalas codupar
	confirmed that the next day he did a PP bevieser anoitsejdosoMid noted
	standard is very high for PP children, noitsoifits besogond HAdepth IV
	compares well with non-PP children . bebnoose MT
	All Agreed (already on School website)
(491)92	AH noted that all future Governor Visits will need 'atabqU announce
17/098	and the light to demonstration that Arginal and Johnson
	Still have the vacancy for a Foundation Governor – TM in contact with a potentially
	18 Quantock Education Trust & Feedback from Trustees norned betreratni
	AH noted that she had attended the recent Chairs' Meeting, with BM
this LG(Apologies had been received from the Trust that no TrugninisrTronravoD to etten
<u>.</u>	➤ JS only has a summary of training for the last academic year from PK, after PK took
	bevieses no over booking training from the then Office Manager; previous years' have not been
	15 Date of Next Meeting Date of Next Meeting
	Spreadsheet needed Ouery regarding Governor Services package the Trust has bought into for this
	academic year? PK has tried to book sessions but cannot complete the process as
	there is now a cost involved which means the process has to be completed by the
	Office Manager – difficult with current staffing issues. PK to liaise with the other
	Clerks to see if they are in a similar situation
	GT suggested that Governors focus on the new Ofsted framework for now, regarding
4	which courses to book and then SIAMS in 2 years' time
	TM recommended using The Key for reference and some (free) on-line training
	• Link Governors Reports
	Link Governors Reports None
	Print: ACIVA HIGAMADAN
	Governor Visit Reports
	I. Pupil Premium Visit Report
	(Circulated prior to Meeting)
	Very early in the academic year but helpful to see how things have
	changed/developed in line with expectations
	CT
	GT answered the 2 questions raised in the Report and then subsequent ones:
	Q. How can we improve motor skills/handwriting development for all pupils?
	A. It is a big focus in Early Years, including a variety of outdoor equipment, for
	improving motor skills. GT clarified that under the new Early Years framework,
	, -
	cursive practice is not taught until Y3/KS2, to ensure letter formation is standard at
	KS1

confirmed that the next day he did a PP Book Look in Maths and noted that the standard is very high for PP children, particularly for greater-depth Maths and compares well with non-PP children AH noted that all future Governor Visits will need to include an Impact section – possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstration that Sexed from Trustees A H noted that she had attended the recent Chairs' Meeting, with BM A pologies had been received from the Trust that no Trustee was available to attend this LGC with Meeting possibly link and now joined the Trust had been received Date of Next Meeting In School - Thursday 4th November 2021 19 5.30 for 6.00 pm start with in the demonstration of the second possibly link and the second possibly link and the second possibly link link and the second possibly link link possibly link link possibly link link possibly link link possibly link link link link link link li	Item	Topic and Description	Item Topic and Description
A. The Literacy Lead will look at this Q. Is there a difference between the PP children and non-PP children in terms of their hand-writing skills? A. Not looked at yet, this will be the next focus. Q. What is the impact of this visit? A. Ascertaining where the PP children are now for further comparison. GT confirmed that the next day he did a PP Book Look in Maths and noted that the standard is very high for PP children, particularly for greater-depth Maths and compares well with non-PP children AH noted that all future Governor Visits will need to include an impact section – possibly link to demonstrating High Aspirations in the GIP manual. AH noted that she had attended the recent Chairs' Meeting, with BM • Apologies had been received from the Trust that no Trustee was available to attend this LGC confirmation that Sexey's School had now joined the Trust had been received 15 Date of Next Meeting Date of Next Meeting AND A confirmation that Sexey's School had now joined the Trust had been received not the standard of the second of of the seco			
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Q. Is there a difference between the PP children and non-PP children in terms of their hand-writing skills? A. Not looked at yet, this will be the next focus become MT. Q. What is the impact of this visit? A. Ascertaining where the PP children are now for further comparison. GT confirmed that the next day he did a PP Book Look in Maths and noted that the standard is very high for PP children, particularly for greater-depth Maths and compares well with non-PP children. AH noted that all future Governor Visits will need to include an impact section—possibly link to demonstrating High Aspirations in the GIP propose. AH noted that all future Governor Visits will need to include an impact section—possibly link to demonstrating High Aspirations in the GIP propose. AH noted that she had attended the recent Chairs' Meeting, with BM. A pologies had been received from the Trust that no Trustee was available to attend this LGC with the propose of the propo			a. Admissions Polic
A. Not looked at yet, this will be the next focus Success bodies to yearship beauty hard Qu What is the impact of this visit? A. Ascertaining where the PP children are now for further comparison. GT confirmed that the next day he did a PP Book Look in Maths and noted that the standard is very high for PP children, particularly for greater-depth Maths and compares well with non-PP children Ah noted that all future Governor Visits will need to include an Impact section possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstrating High Aspirations in the GIP possibly link to demonstration that the visual season of the CIP possible demonstration that Sexey's School had now joined the Trust had been received Date of Next Meeting		Q. Is there a difference between the PP children	en and non-PP children in terms of
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A If is a big focus in Early Years, including a variety of outdoor equipment, it		an we improve motor skins/handwriting bevelopment for an pur big focus in Early Years, including a variety of outdoor equipm	

improving motor skills. GT clarified that under the new Early Years framework, cursive practice is not taught until Y3/KS2, to ensure letter formation is standard at





Matters Arising Report - Stogursey CoE Primary School M bengic For LGC Meeting 7th October 2021

Item	Topic, Description and Action Manager of shape and basis and basis	Person(s) responsible	By When?
Outsta	anding Items from MA Report for 17th June 2021 10 2 1169 been even of a	All Governor 2021 by the	
10 ASAP	Representatives from the V&V and T&L WPS to meet on Tuesday 25 th May 1.00 – 3.00 pm to look at draft Governor Visit Policy and feedback to next Meeting Meeting postponed to 14 th June 2021 Meeting held, Attendees AH/TM/CH/GT/BM; Feedback at Oct Mtng	AH/TM/ CH/CM G GT/BM	11
YACA	Approved School Admission Policy to be sent to trust and TM/GT tool website and unloaded to website.	added to Sci	
2 ASAP	Trust to be notified of appointment of AH & TM as Co-Chairs and BM as Vice-Chair for 2021/2022 for approval		ASAP
3 ASAP	BM to undertake HoS appraisal training ASAP – to be notified of dates of courses In hand – provisional booking made on SGS system, but 'basket' needs checking out by Office Manager as cost involved		
4AZA	Register of Business & Personal Interests to be updated, signed and added to the School Website Done – added to website 30/09/21	SharePoint a	ASAP
5 ASA	Approved and signed Minutes from 17 th June 2021 to be put on the School website and emailed to KC Done – 17 th September 2021	Skills Aud N 9s Done – 27 ^e	ASAP
	Approved and signed Confidential Minutes from 17 th June 2021 to be placed in sealed envelope and passed to GT for safe storage Done at Meeting	true records	16 th Sept
6	Trust IT Department to be contacted to arrange for in-school Governor training session on SharePoint this term In hand – training requested on 22 nd September	АН	ASAP gid
	Clarification of options for children displaying challenging behaviour to be sought from Trust at Chair's Meeting on 20 th September	АН	20 th Sept

By When?

ASAP

Person(s)

responsible

Item	Topic, Description and Action	Person(s) responsible	By When?
	Raised at Meeting, noted by group and agreed that there are limited options		
	atter bevorage and setting 7th October 2021 Sort LGC Meeting 7th October 2021	PK	ASAP
7	Updated LGC Safeguarding Responsibilities form to be brought to October	PK	7 th Oct
By.WI	Meeting for signing by all Governors Done – Updated form added to Agenda for October Meeting	Topic, Descr	item
	All Governors to have read Part 2 of Keeping Children Safe in Education 2021 by the October Meeting	All Govs	7 th Oct
	ives from the V&V and T&L WPS to meet on Tuesday 25th May AH/TM/	Representat	-0.
11	Date of review for Child Protection & Safeguarding Policy to be referred to the Trust with a recommendation of moving it to July Raised with the Trust – waiting to see if date changed. AND TO BE SEED OF THE S	Meeting	ASAP
	2021/2022 Approved School Admission Policy to be sent to Trust and added to School website Policy Approved and uploaded to website	TM/GT	ASAP
ASAP	2022/2023 School Admissions Policy to be circulated to all LGC for approval by email		ASAP
	Done – awaiting responses take HoS appraisal training ASAP – to be notified of dates of PK	BM to unde	3
	Draft Child Protection & Safeguarding Policies to be amended and circulated to the LGC by email for approval Done - Amended copies emailed to PK for circulation to LGC 20/09/21 Approved and uploaded to website		ASAP
12 ² A	Annual Review of Trust Scheme of Delegation to be downloaded from SharePoint and circulated to LGC; to be added to next Agenda In hand – added to October's Agenda	Regi Nq\HA to the School Dane – add	ASAP
14 ² A	Skills Audit Summary to be updated and re-circulated to LGC and bengis because Done – 27th September 2021		ASAP

Agreed a	s true Min	record; to be attached to	approved Minutes for 7 th October 2021
Signed:	10	promise 1	Trust IT becare learn to is stantage to arrange for in-s
			training session on SharePoint this term
Print:	A.	HAMMOR	In hand training requested on 22 nd September
20 th Sept			Clarification of options for children displaying challenging sought from Trust at Chair's Meeting on 20th September