

Woodfield Primary School Local Governing Body

Meeting Minutes 18 June 2019

**Woodfield Primary School Local Governing Body Meeting
Summer Term: June 2019**

Date and time: Tuesday 18 June at 8.00am	Location: Woodfield Primary School
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Present

Chair: Peter Steadman (PST)
Vice Chair: Nigel Simpson (NSI)
Governors: Julie Clift (JCL)
Rosie Baldock (RBA)
David Longley (DLO)
Nicola Harding (NHA)

Head Teacher: Helen Harrison (HHA)
Acting Head
Teacher: Kate Hope (KHO)
Deputy Head
Teacher: Nicky Fallon (NFA)

In Attendance

Business Manager: Jayne Miller (JMI)
Clerk: Jo Harris (AMF Projects) (JHA)

**** Denotes challenge raised by governor/s**

Agenda Item	Minutes
1.	<u>Apologies for Absence</u>
1.1	To accept apologies for absence The following apologies for absence from the meeting were accepted: John Davis
1.2	To receive, but not accept, apologies for absence There were none.

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2. Declaration of Interests

2.1 Individual board members to declare any personal, business or other governance interests on any item on the agenda.

There were none.

3. Items of Urgent Business

3.1 Chair to determine any items of urgent business to be considered under item 8.

There were none.

4. Local Governing Board Minutes

4.1 To agree the minutes of the meetings

(a) Approval of the Minutes of the Local Governing Body meeting held on 4 March 2019.

The minutes were approved and signed off by the Chair.

(b) Approval of the minutes from the Local Governing Body Special meeting held on 18 March 18 March 2019.

The minutes were approved and signed off by the Chair.

4.2 Matters arising from the minutes from 4 March 2019.

The Business Manager (JMI) asked for action point 7.5 to be discussed at today's meeting.

5. Executive Leader's Termly Written Report

(a) Head's one-page summary

The Acting Head Teacher (KHO) shared the one-page update with Governors highlighting the following points:

Teaching, Learning and Assessment Update

- The school is continuing to work collaboratively within the Trust, taking part in Pupil Progress Reviews, Appreciative Enquiries and Instructional Rounds on Maths Mastery, supporting Trust schools and sharing good practice.

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- Review of in-year progress – pupils in all year groups have been assessed by teachers and feedback given to pupils, parents, colleagues and the Trust. Data Dashboard to be shared at this meeting.
- Y2 and Y6 have undertaken their SATs. The LA Officer monitored the Maths Paper 3 and observed all practice. Excellent feedback was received and there were no recommendations. The LA will moderate KS1 outcomes.
- Learning walks and Trust reviews have taken place with a focus on Maths Mastery and the teaching of reading.
- The two NQTs continue to make good progress towards meeting the Teacher Standards and are on track to pass their NQT year.

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Q. How have the SATs gone?

Y6 had a successful week and coped very well. Y2 are behind where the school want them to be. The LA moderation upheld all the school's judgements. There has been a big change in this cohort due to new arrivals throughout the year where English is their additional language. Y1 and Y2 phonics checks have taken place and awaiting thresholds. Y4 have been trialling multiplication which has gone well.

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Q. How do you support children with their mental well-being during testing?

We ensure children are in a familiar environment with familiar adults and that they feel comfortable. Our children in need of support are identified early on so there are already strategies in place.

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Q. What support do NQTs get in school to help with identifying mental health issues in children?

The school has a Well-being policy and well-being meetings are held, open forum and problem solving. Support is in place for NQTs and they meet with the designated mental health lead. Supervision is available if needed and 1 to 1 support.

The Chair thanked JCL for undertaking an independent SATs check.

Personal Development, Behaviour and Welfare

- Attendance overview - overall attendance is improving. Attendance figures for September 2017 to May 2018 were compared to September 2018 to May 2019 and show a marked improvement.

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Q. What are the factors leading to the improvement in attendance?

Rigour. The Attendance Manager works very well and is raising the attendance profile.

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Q. Why is there a difference between persistent absence of disadvantaged children and non-disadvantaged?

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This is a focus for the Attendance Manager's work. Home visits and engagement with parents are key.

(b) Section 8 Ofsted Report

The Acting Head Teacher (KHO) shared the Section 8 Ofsted Report with Governors highlighting the following points:

- The Feedback from the visit was very positive with Ofsted describing the school as a 'rapidly improving school with the capacity to improve further'.
- Ofsted complimented the Governors stating 'Governors know their school well and provide strong support and challenge'.
- Ofsted took note of the school curriculum.
- Ofsted noted that safeguarding strategies are strong.
- Areas for improvement: writing and spelling. The Acting Head Teacher (KHO) confirmed to Governors that this will be in the development plan next year.

Q. Why is reading better than writing?

English is an additional language for some pupils which adds to the issue as writing will always follow reading terms of progress.

ACTION:

DLO to share presentation regarding the use of discrete vocabulary in every day lessons.

Q. What is the difference between a Section 8 Ofsted Inspection and a Section 5?

Section 8 inspections are commonly referred to as a 'short' inspection. Schools that were judged to be: 'Outstanding' in their overall effectiveness at their last section 5 inspection are exempt from inspections under section 5 – they will instead receive a section 8 inspection.

The Chair and the Governor's praised the school for their achievement.

5.1

Strategic Leadership

Review of Curriculum Intent, Implementation and Impact and Social Capital for the School 2019.

The new Ofsted Framework has now been published with a strong focus on the curriculum and welfare and looking at the three I's:

- Intent

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- Implementation
- Impact

The Ofsted framework next year is already planned with the four key areas being:

- Quality of education
- Personal development
- Behaviour and attitude
- Leadership and management

5.2 Accountability for Educational Standards

(a) Update on progress and impact of the Developing Excellence Plan

- The school is on track with the Mental Health Award.
- The school is raising attainment in English with the main focus being spelling and writing.
- CPD – staff are proactive with their own developmental needs.
- The quality of teaching remains strong.
- Maths Mastery is continuing.

(b) Reports from governors undertaking designated governance roles, including feedback on any structure enquiry visits undertaken.

JCL met with Tom Coe and (Maths Subject Leader) and KHO in order to gain an overview of the maths curriculum following the introduction of Maths Mastery in September 2018. She shared her report with Governors and highlighted the following points:

- The lesson plans were explicit and detailed.
- Staff have received Maths Mastery very well.
- Very informative visit and very positive for the school.

The Chair thanked JCL for her report.

5.3 Trust Monitoring Reports

The Acting Head Teacher KHO summarised the Data Dashboard Report.

(a) RLT Data Dashboard
(i) Academic Performance

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Combined is acknowledged as low, writing is the controlling factor, the curriculum needs to be more broad and balanced throughout the year. Transition focus on writing. Further development of staff through CPD. Focus on clear end points and what the school builds towards – developing a clear curriculum intent and progressive skills in writing.

(ii) Personal Development/Behaviour and Welfare

Behaviour is good, one pupil has displayed physical aggression to staff which is logged on the portal. One child is on a PT timetable and updated behaviour plans. The school has worked hard over the last few years to support all children.

(iii) Capacity to Improve

Safeguarding overall score as 9 acknowledges there is a higher expectation of the safeguarding review, including cyber safety. This is a Trust-wide development. The Risk Register is now graded as 9.

(iv) Resources Finance

Budget sustainability – projected surplus 18/19 has improved due to increased carry forward from previous year. Budget efficiency – metrics indicate that the school maintains high leadership/teaching numbers and costs for the size of the school. The Trust CFO, Amy Skelton, has completed these figures retrospectively.

(v) Resources staffing

There has been a change in senior leadership. HHA is to be seconded to the role of CEO of the Trust from 1 September. KHO has been seconded to the role of Acting Head Teacher.

There has been a high quality of NQT applicants this year and two have been appointed. There is a vacancy for an apprentice. Staff attendance is good. There are no grievances.

(vi) Infrastructure

Significant amount of asbestos removed last year. The CIF bid should cover electrical safety and fire safety improvements. There is no heating at the moment. There have been no RIDOR reports. GDPR training to be disseminated to staff. New computers are now in school. The school website and Twitter account is compliant.

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Q. Could Governors be given information to have a better understanding of the grading on the reports?

The Business Manager and The Head Teacher (HHA) will arrange to meet the central team to have better clarification and share this information with Governors.

(b) RLT Disadvantaged Review

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The report from April 2019 had been shared with Governors.

5.4 Accountability for Staffing and Financial Performance

(a) Progress report on the 2018/19 budget

(i) The Business Manager shared the report with Governors.

There were no spends requiring approval by the LGB.

(ii) Bids and Grants

The current CIF bid works remain ongoing. Unfortunately, there have been a catalogue of errors and we remain with an unsatisfactory heating system within school. Regular meetings are taking place with school, RLB and Palmers and we are assured the heating system will be rectified before the end of this academic year. The Trust CFO has held back a financial retainer of approx. £20,000 from Palmers which will not be released until the works are completed satisfactorily.

The new CIF bids for the next round were submitted and approved. As previously agreed, these will require some top up funding from budget which has been accounted for as below:

Fire	5k from this year plus £2,125 loan (payable over ten years)
Lighting	5k from this year plus £1,808 loan (payable over ten years)

We are still awaiting the outcome of the re-submitted Awards for All application.

The application submitted for SEEP funding to allow for the introduction of parental engagement classes and parental ambassadors has been approved and this will commence in September 2019.

The school has been successful in its recent bid to the Doncaster Opportunity Areas Small Grants Fund. £4,874 has been awarded to support parental engagement through family Thrive.

The application submitted for Greggs School Uniform Funding for a new to country asylum seeker family to assist with the purchase of school uniform was approved.

(iii) Funding Changes

The additional one-off DFC income as indicated by the Government has been confirmed as £13,849.80. This has so far been spent as follows:

ICT Equipment	ACS	£9,911.83
ICT Leads	ACS	£ 31.47

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ICT Installation	ACS	£ 595.00
Furniture	OSI	£1,529.00
	TOTAL	£12,067.30

This leaves £1,782.50 remaining which is being used for the CIF bids top up funding.

(iv) Contract Changes

The new finance system was put in place from 1st April 2019. All Trust schools now use Access not FMS. Currently the CFO is in the process of transferring budget information from FMS to the new system which has to be done at a central level for all Trust schools. This means that we are able to utilise the low-level financial packages e.g. purchase orders, remittances, invoices, payments etc.

We have confirmed the next year's DMBC Buy Back for Traded Services and these remain the same as this academic year.

(v) Credit Card

Currently we have two credit cards active in school. One held by Mrs Harrison and one held by Mrs Miller. We are proposing cancelling the credit card held by Mrs Harrison with immediate effect due to her secondment to the role of CEO. We would then seek permission from the LGB to activate a new credit card for the Site Supervisor, Mr Hassall.

School do not feel that the Acting Head, Mrs Kate Hope will require a credit card.

ACTION: LGB are asked to approve the cancellation of the credit card held by Mrs Harrison and the request for a new credit card to be held by the Site Supervisor Mrs Hassall.

This was approved by the LGB.

(vi) 2018/19 Budget Monitoring

Due to the change over to the new Access Finance System, the budget monitoring is only able at this point to be completed up to and including 31st March 2019.

Governor's read Appendix 1 attached to the Budget Monitoring report. This shows an end of year predicted surplus of £46,831 to be carried over into the next academic year.

With the three-year forecast attached at Appendix 2 showing the following:

Overall	In-Year
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2018/19	-46,831	+52,575
2019/20	-38,352	+8,479
2020/21	-48,988	-10,635

The CFO is aware of the current situation and the central team are working on transferring the data over to the new Access Finance System. The latest monitoring information was shared at the meeting verbally.

ACTION: LGB to note and approve Budget Revisions and 3 Year Forecast as shared verbally at the meeting.

This was approved by the LGB.

(b) **New Arrangements for related party transactions**

The Academies Financial Handbook has introduced new arrangements for dealing with related party transactions with effect from 1st April 2019. All 'local governors' are defined as 'related parties', therefore governors should be aware of these new requirements. The full documentation can be viewed by clicking on the link below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714474/Academies Financial Handbook 2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714474/Academies_Financial_Handbook_2018.pdf)

The new arrangements stipulate that that the Trust Board must report all transactions with related parties to the ESFA, and additionally obtain approval where certain financial limits apply, before any transaction has been agreed with the related party. The Trust Board has put in place procedures to ensure compliance with this new requirement.

Woodfield LGB currently only has one related party transaction and that is for Advanced HR which the Trust Board and CFO are aware of.

(c) **Provisional Opening budget report for 2019/20**

Due to the change in Finance System we are currently unable to provide these. The CFO is aware of the current situation and the central team are working on transferring the data over to the new Access Finance System. The latest information was shared verbally at the meeting.

In the interim the LGB are asked to use the three-year forecast presented at Appendix 2 and approve the 2019/20 forecast as the opening budget.

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ACTION: LGB to note and approve 2019/20 section of the 3 Year Forecast as the draft opening budget.

This was approved by the LGB.

(d) Staffing Matters

The LGB are asked to consider and discuss the staffing update below and consider any implications and determine any action necessary, where appropriate.

(i) Teaching Staff
Grade Details

M4.5 Resigned with effect 28.04.19 – promotion outside of Trust

M1 Appointed with effect 25.02.19 – initially fixed term to 31.08.19 now made permanent

M4 Resigned with effect 31.08.19 – to take up a post within The Trust at Crowle

M1 Appointed with effect 01.09.19 – note this is an NQT

M1 Appointed with effect 01.09.19 – note this is an NQT

(ii) Support Staff
Grade Details

5.17 LSA resigned for early retirement with effect 28.04.19

5.17 LSA requested reduced hrs from 5 to 4 days as of 03.06.19 due to personal reasons – this is a permanent change

LW1 MSA Fixed term contract ends 31.08.19, now made permanent

App Vacancy for an LSA Apprentice to commence 01.09.19

(iii) Staffing Absence

There are no long-term absences to report.

All other short-term absences in school are logged on Sims and self certs are provided and logged for each absence.

(iv) Leave of Absence

There are no unpaid LOA to report.

(v) Maternity

There are no maternities to report.

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|----------|---|----------|--------------------------------|----------|--------------------------------|----------|--------------------------------|----------|--------------------------------|----------|--------------------------------|
| (vi) | <u>Performance Management Update</u>
Head Teacher provided verbal feedback at the meeting for both Teaching and Support Staff appraisals. | | | | | | | | | | |
| (vii) | <u>Fixed Term Contracts Ending</u>
There are no fixed term contracts ending. | | | | | | | | | | |
| (viii) | <u>Staffing Proposals</u>
There are no Staffing Proposals to report. However, the LGB are asked to note that the salary range for the post of Acting Head Teacher from September 2019 onwards is requested to be approved at the next Board of Trustees meeting. It is provisionally in the budget as L18 to L24. (7 point scale). As soon as the Board of Trust have formally agreed this range the Chair will be informed. | | | | | | | | | | |
| (viii) | <u>Vacancies</u>
There remains one vacancy out to advert for an LSA Apprentice to commence 1 st September 2019 on an 18 months fixed term contract. | | | | | | | | | | |
| (x) | <u>Staffing Structure</u>
The staffing structure for September 2019 to August 2020 was shared with the Governors. | | | | | | | | | | |
| (xi) | <u>Violence and aggression towards staff September 2018 to date</u>
<table border="0"> <tr> <td>17.05.19</td> <td>Violence & Aggression by pupil</td> </tr> <tr> <td>09.04.19</td> <td>Violence & Aggression by pupil</td> </tr> <tr> <td>28.03.19</td> <td>Violence & Aggression by pupil</td> </tr> <tr> <td>27.02.19</td> <td>Violence & Aggression by pupil</td> </tr> <tr> <td>03.12.18</td> <td>Violence & Aggression by pupil</td> </tr> </table> | 17.05.19 | Violence & Aggression by pupil | 09.04.19 | Violence & Aggression by pupil | 28.03.19 | Violence & Aggression by pupil | 27.02.19 | Violence & Aggression by pupil | 03.12.18 | Violence & Aggression by pupil |
| 17.05.19 | Violence & Aggression by pupil | | | | | | | | | | |
| 09.04.19 | Violence & Aggression by pupil | | | | | | | | | | |
| 28.03.19 | Violence & Aggression by pupil | | | | | | | | | | |
| 27.02.19 | Violence & Aggression by pupil | | | | | | | | | | |
| 03.12.18 | Violence & Aggression by pupil | | | | | | | | | | |
| ** | Q. Regarding point (xi) do the same staff work with one specific child? Why are just these staff affected? What are SLT doing about this?
Yes it is the same staff and the SLT are supporting them. The Chair asked for staff names to be removed from the report.

ACTION:
The Business Manager (JMI) to remove staff names from the report. | | | | | | | | | | |
| (xii) | <u>NQT Progress to date in Induction Year</u>
The NQTs in Year 3 and Year 5 continue to make good progress. They have become valuable members of the school community, contributing to the wider life of the school. | | | | | | | | | | |

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They have received regular NQT support through CPD, meetings, observing others and have been observed each half term. They are both on track to pass their NQT year.

ACTION: LGB to note and approve the above staffing updates.

This was noted and approved by the LGB.

5.5 Compliance with Statutory and Other Contractual Requirements

(a) Risk Register

The Risk Register has been reviewed over the Spring and Summer term by SLT and the LGB are now asked to review the changes before submission to the central team.

ACTION: LGB to approve submission of revised Risk Register to Trust Central Team.

This was approved by the LGB.

(b) Cyber Security/GDPR (noting any SARs/DPIAs/FOI/breaches)

The Trust has bought into a Safeguarding online system called Gooseberry Planet which all teaching staff are attending training for on 3rd July 2019 – more information regarding this will follow at the next Local Governing Body meeting.

All staff have now signed up to receive electronic updates from Andrew Hall regarding Safeguarding and Secure Schools.

Governors are also requested to sign up to these two services using their new school email addresses by clicking on the links below:

<https://www.safeguardingschools.co.uk/andrew-hall/>

<https://threatbriefing.secureschools.co.uk/>

All electronic communications with Governors from this meeting forward now have to be via secure school email addresses, we are no longer allowed to send information on personal email addresses due to GDPR. As a result, all Governors have been set up with a school email address. If you are having any issues setting up your school email please see Jayne Miller, School Business Manager.

ACTION: All Governors to sign up to Andrew Hall and Secure Schools electronic update briefings.

(c) Health and Safety

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The Board of Trustees have agreed the Health and Safety manual and this has been circulated to all staff. This was also circulated to Governors. The Chair of Governors is required to sign this along with Head Teacher, Business Manager and Site Supervisor.

ACTION:

- Chair to sign Health and Safety Manual
- Head Teacher to sign Health and Safety Manual
- Business Manager to sign Health and Safety Manual and ensure Site Supervisor signs too then scan and send signed version back to central team.

The LGB agreed that outstanding queries with ProActive/Central Team need to be answered before the manual can be signed off.

All staff received annual Health and Safety training undertaken by ProActive on 21st May 2019.

All Fire Marshalls plus all of SLT received specific Fire Awareness training by ProActive on 21st May 2019.

Unfortunately no LGB members attended the Health and Safety Training so a separate session will be undertaken for them early next academic year once the diary is set.

(i)

Reportable incidents

There are no reportable incidents

Governors are asked to note that as advised at the last LGB meeting a pupil who attended Woodfield and had an accident on 27.04.16 whilst we were under the direction of DMBC has lodged a personal injury claim with a solicitor and this is going to court. DMBC solicitors are dealing with this as the claim is against DMBC and Helen Harrison, Jayne Miller and Sarah Watson have been called to give evidence. No impact on Trust WPS budget but LGB asked to note. This remains ongoing.

The school has asked for clarity from the Chief Projects Officer regarding Risk Assessments. The new Health and Safety Manual is supposed to include a bank of these but school feels they are not fit for purpose so clarity has been requested. As such this item is on the Risk Register.

(ii)

Category C Visits

The LGB are asked to approve two forthcoming Category C visits in line with the Educational Visits Policy:

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(viii)	<ul style="list-style-type: none"> • Provide schools with consistent, uniform, online training across the Trust, which meets both GDPR Regulations as well as safeguarding guidelines and embed this within schools' CPD cycle through Secure Schools and Gooseberry Planet. • Support schools to prepare for the heightened expectations of the Ofsted Schedule 2019 and improve how schools are addressing GDPR/ OCR expectations • Strengthen school resilience and create a cyber aware Trust culture to mitigate risk – all schools gain Cyber Essentials Award by Jan 2020 • Strengthen whole staff skills and understanding to ensure they set positive role models as a backdrop to delivering an enhanced curriculum. • Ensure all pupils receive a broadened curriculum with regards to Safeguarding and which involves parents. <p><u>Policy update</u> Further work is being undertaken on The school's Educational Visits Policy.</p> <p>The Chair thanked Nicky for her report.</p>
6	<u>Effective Governance</u>
6.1	<u>Structures</u>
(a)	<p><u>Review arrangements for the Appraisal of the Head Teacher</u> It was confirmed that the appraisers will be the Chair and JCL.</p>
6.2	<u>Evaluation</u>
(a)	<p><u>Evaluation of the effectiveness of governance against the trust board's written Scheme of Delegation/LGB Handbook</u> The report has been sent to the chair and training is scheduled for 21 June 2019. The revised scheme of delegation and governor handbook to be reviewed in the autumn term. To be an item on the next meeting agenda.</p>
6.3	<u>People</u>
(a)	<u>Review of Local Governing Board's membership</u>
(i)	Resignation of Brian Newland – Staff Governor with effect from 28.04.19.
(ii)	NFA was nominated by the LGB to become a Staff Governor which she accepted with effect from 18.06.19.



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(b)	<u>Review of future governance training and development needs, and the impact of the any governance related training and development undertaken since the last meeting/DfE training</u>
(i)	The Business Manager (JMI) confirmed she would email the training log to Governors to update.
7.	<u>School Agenda Items</u>
7.1	To consider any other urgent business agreed by the Chair at item 3. There were none.
7.2	<u>School website Governor check</u> Governors were asked to check their details on the school website. ACTION: Governors to check their details on the school website.
7.3	<u>Policies for approval</u> There were none.
	<u>Trust Policies for the LGB to note</u> (a) The LGB noted RLT005 Discipline at Work (b) The LGB noted RLT006 Grievance Policy (c) The LGB noted RLT007 Probationary Policy (d) The LGB noted RLT008 Sickness Absence Policy
8.	<u>Confidentiality</u>
8.1	To consider the confidentiality of any items discussed during the meeting (a) The Business Manager reminded Governors that the staffing structure document is confidential. (b) The Trust is to revisit how information is sent out to Governors using encrypted emails with passwords.
9.	<u>Dates of Future Meetings</u>
9.1	<u>To be discussed</u> The LGB noted the dates for future meetings which had been supplied by the Trust and

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agreed to the following dates:

- LGB Tuesday 26 November 2019 at 8.00am
- LGB Monday 2 March 2020 at 8.00am
- Resources Committee Tuesday 28 April 2020 at 8.00am
- LGB Tuesday 23 June 2020 at 8.00am
- Resources committee Tuesday 7 July 2020 at 8.00am

Action Points – Local Governing Board Meeting

Action number	Action Required	By Whom	By When	Date Actioned
5(b)	DLO to share presentation regarding the use of discrete vocabulary in every day lessons.	DLO	asap	
5.4(a)(v)	Cancellation of the credit card held by Mrs Harrison and the request for a new credit card to be held by the Site Supervisor Mrs Hassall.	JMI	asap	
5.4(a)(iv)	LGB to note and approve Budget Revisions and 3 Year Forecast.	LGB	18.06.19	18.06.19
5.4(c)	LGB to note and approve 2019/20 section of the 3 Year Forecast as the draft opening budget.	LGB	18.06.19	18.06.19
5.4(d)(xi)	The Business Manager (JMI) to remove names from the report.	JMI	18.06.19	
5.4(d)(xii)	LGB to note and approve staffing updates.	LGB	18.06.19	18.06.18
5.5(a)	LGB to approve submission of revised Risk Register to Trust Central Team	LGB	18.06.19	18.06.19
5.5(b)	All Governors to sign up to Andrew Hall and Secure Schools electronic update briefings.	LGB	When dates circulated.	
5.5(e)	LGB asked to nominate a named LGB member to act as the Independent Member for the complaints panel.	LGB	18.06.19	18.06.19
7.2	Governors to check their details on the school website.	LGB	asap	

