

**Meeting Minutes for the Board of Governors Meeting
Swanmore College 2023/24
20th May 2024**

Present	In attendance	Apologies
Jez Bird (JB)	Sam Baker (SB) – Senior Finance Manager	Dennis Gamblin (DG)(Chair)
Kyle Evans (KE)	Amanda Griffiths (GRS)	Dave Mason (DM)
Nicola Fisher (NF)	Mandy Sadler (MS) – Clerk	Matthew Moore (MM)
Phil Harris-Bridge (PHB)		Bex Perryman (BP)
Helen Horn (HH)		Tessa Philpott (TP)
Jane Hulme (JH)		
Justin Jamieson (JJ)		
Kyle Jonathan (HDT) (Head Teacher)		
Ian Mills (IM) (Acting Chair)		Absent
Tina Paskins (TPa)		Simon Firth (SF)
Jon Phillips (JP)		

Meeting Started at 5.30pm

Item	Subject	Action									
1	Welcome and Apologies										
	The chair welcomed the Governors to the meeting. Apologies were received and accepted from SF, MM, DG, TPh, and PB. As DG and BP were unable to attend, IM Chaired the meeting. The meeting was quorate throughout.										
2	Presentation by Rebecca Garaty SENDCo – due to a miscommunication this is deferred until the next BoG meeting on 7 th July 2024 ACTION: Clerk to add presentation from Rebecca Garaty to BoG agenda for 7th July 2024	Clerk									
3	Register of Pecuniary Interests There were no pecuniary interests declared.										
4	Minutes of the meeting held on 11th March 2024 a) Approval – following the questions below the minutes were approved and electronically signed. Q: Has the HDT meeting regarding the issues of low attendance taken place yet? A: Yes, this is on-going there is a meeting on the 21 st May 2024. Q: How are Swanfest ticket sales going? A: Approximately 470 are sold so far. Some of these are family tickets so there are more people than that. b) Matters arising and actions carried forward.										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #4F81BD; color: white;">Reference</th> <th style="background-color: #4F81BD; color: white;">Action</th> <th style="background-color: #4F81BD; color: white;">Who</th> </tr> </thead> <tbody> <tr> <td>13/09/23 item 3b</td> <td>Safeguarding training- JH to ask BRN to send JJ update of which Governors have completed safeguarding training.</td> <td style="text-align: center;">JH Complete</td> </tr> <tr> <td>13/11/23 item 7</td> <td>Risks & opportunities document. SB to update document. (HCC have no guidance still under review.)</td> <td style="text-align: center;">SB</td> </tr> </tbody> </table>	Reference	Action	Who	13/09/23 item 3b	Safeguarding training- JH to ask BRN to send JJ update of which Governors have completed safeguarding training.	JH Complete	13/11/23 item 7	Risks & opportunities document. SB to update document. (HCC have no guidance still under review.)	SB	
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	20/5/24 Update on agenda today		
11/03/24 Item 6iii	GRS to make amendments to Code of Conduct update names and amend date in footer. 20/5/24 – update on today’s agenda	GRS	
11/03/24 Item 8	Clerk to add Presentation from SENDCo to the next BoG meeting agenda in May. This will be the first item. Complete	Clerk	
11/03/24 item 10	IM to look at the use of educational/ technical language in the Vision and Strategies documents before sharing with parents to make sure the measure is readily understandable. 20/5/24 – Yes, complete the document is now worded more simply.	IM	
11/03/24 item 10	GRS to consult with other staff and governors to further develop the system and create useful data sets. 20/5/24 – discussion has taken place (HDT, GRS, SPT, IM,DG) now working on creating the dashboard	GRS	
11/03/24 item 10	Chair to identify governors to work with GRS on developing KPIs and parameters for governor analysis. 20/5/24 – as above complete	DG	
11/03/24 Item12	HDT to amend report and to remove the sentence containing the phrase ‘small group’. 20/5/24 - complete	HDT	
11/03/24 Item13 ii	IM, DG & BP to look at Governor link roles as a priority. 20/5/24 – initial mtg has happened. DG has been away so this to to be followed up as a matter of urgency (see also item 10c on this agenda and minutes). KE has a meeting arranged with SENDCo next week.	IM /DG/BP	
11/03/24 Item13 iii	Clerk to add WGBT (communication) Action Plan to Link Governor list. Complete	Clerk	
11/03/24 item 13 v	JJ to send out Governor skills matrix by the end of March and All Governors to complete and return by the end of April. 20/5/24 - complete	JJ All Govs	
11/03/24 item 13 v	Clerk to add Skills Survey outcome to BoG agenda in May 20/5/24 - Complete	Clerk	
11/03/24 item 13x	SB to contact Governor Hub to arrange to pay for the contract for one year. 20/5/24 - complete	SB	

Q: Where do we get the information to compare Gov Hub with the new HCC platform for governors?

A: There is an item on the agenda today about this. DG, IM, PB have had training on the new system. (Item 10i)

5 Approve Policies & Procedures (shared in advance of the meeting)

a) Admissions Policy

PHB advised that this did cover all the relevant legislation. *Policy approved.*

b) Supporting Pupils with medical needs Policy

	<p>A Governor observed that the policy states medication is administered with an adult present. This is unlikely to always be the case – eg diabetic insulin pumps and as pupils get older, they are encouraged to manage their medication themselves.</p> <p>Q: Does anyone monitor the process flowcharts in this policy? A: Governors to seek this information from school.</p> <p>ACTION: HH to compose a sentence to reword this section of the Supporting Pupils with Medical Needs policy.</p> <p><i>Policy approved subject to this amendment.</i></p> <p>c) SEN information report (This is part of the SEN Policy – it does not need to be separately listed)</p> <p>d)</p> <p>e) SEN Policy</p> <p>There was a discussion about the naming policy as there was reference to Year Leaders and HOY. Other policies use HOY. The terminology needs to be consistent so should be amended. There is also an incomplete sentence at the bottom of Pg 7 which may need removing / amending. This was discussed at Resources on 13/5/24 and it was identified that the structure needs improving with the addition of a contents page. <i>SEN Policy approved subject to these amendments.</i></p> <p>f) Health and Safety Policy</p> <p>There was a very full review of this policy last year. It was picked up at Resources (13/5/24) that the policy needed to cover arrangements for Out of Hours safety – eg signage.</p> <p>There is already an action in the Resources minutes for PHB to work with the Operations Manager to address this.</p> <p>Q: Do the pupils get a Health and Safety Induction? A: Not in a formal way but keeping themselves safe – eg phone use near the road, internet safety – is covered in PSHE and assemblies.</p> <p>A note to be added to the policy to clarify this.</p> <p>Q: Is Health and Safety Information given to visitors? A: That came up at Resources and is being actioned through the committee.</p> <p><i>The Health and Safety Policy was approved subject to the amendments listed above.</i></p> <p>g) Governor Expenses Policy - Policy Approved</p> <p>h) Data Protection/GDPR</p> <p>This policy is currently subject to an external review to ensure college is compliant and correct processes in place. The report has just been received so the Operation Manager will now be going through all the points raised. It is a lengthy report so this is quite a big job. <i>Policy to be brought back to BoG in July for approval.</i></p> <p>ACTION: Clerk to add GDPR Policy to July BoG agenda.</p> <p>i) Charging & Remissions Policy – Policy Approved</p> <p>j) Induction of Early Career Teachers – Policy not approved a review is needed by Resources.</p>	<p>HH</p> <p>Clerk</p>
6	<p>Head Teacher’s verbal report</p> <p>The Headteacher started his report by giving governors an up-date on current predictions for Yr 11. Yr 11 pupils are all now looking forward to their last official day which is Friday 24th May 2024. After this, they will only need to attend for exams although some revision sessions will still be offered over half term and at the start of next half term. College aim to make the last day special although there are some ‘rules’ the pupils are expected to follow including arrangements for signing shirts.</p>	

There is a leavers assembly which teachers work hard to make a positive experience. It will be filmed – it is considered as a ‘right of passage’ and is a very relaxed day.

Data based on the most recent predictions shows the overall P8 score as 0.3, this compares with 0.39 in 2023 (actual) and 0.6 in 2022 (actual). This looks promising but at this time in 2023 the predicted score was 0.24 and the actual was not as good. The P8 score for disadvantaged pupils (Pupil Premium) is almost a grade lower (-0.83) than non-disadvantaged however this is an improvement on disadvantaged score in 2022 and 2023. Actual data may give a different picture but at the moment we hope the gap will have closed.

Q: How many pupils does this include?

A: 40 disadvantaged pupils (Pupil Premium and Looked after (LAC) pupils and 25 SEND pupils this includes those with EHCPs and on the SEND K register.

There has been a review of the school day. ‘Enrichment’ has been shortened and an extra 30 mins added to ‘connect’. This gives more time for the SMSC (Spiritual, Moral, Social and Cultural) development. Time is also spent learning about the United Nations Rights of the Child. College are hoping to gain the Rights Respecting School Gold Award this term.

Enrichment remains popular with most staff and pupils but not all. Behaviour and uniform on that day (Wednesday) are not as good as on other days however attendance is slightly better on Wednesdays. The ‘walking/taking’ sessions to help pupils revise has been a success although pupils have become less keen to take part now the GCSEs have started.

Attendance remains slightly above National. 91.5% cumulative over the year compared to 91.15 Nationally. This is also 1% above schools in the South East. Attendance continues to be a concern in schools, especially rural schools, and there are on-going discussions as to how best to improve this.

An external audit of the GDPR Policy and procedures has been undertaken. Their report has just come through it is quite long and will take some time to work through. The Operations Manager is looking at this and the policy and procedures will then be updated to make sure we are compliant.

We are moving forward with the possible installation of solar panels on the sports hall and S Block roofs. The cost is around £80 which will be paid from with a Salix bid. The repayments for this will have no interest. The savings each year should balance out the annual repayments at £21.5K (twenty-one and a half thousand).

Q Why is this worthwhile if we are only going to break even?

A: After four years it won't cost us anything in the meantime the savings pay the loan. Environmentally it is the right thing to do. They have a 25 year life so after four years college should see a positive financial benefit. HCC will produce a viability report which will go to Resources.

There are no big summer works planned although it is expected that some decorating will happen. Governors commented that work on site over the summer holiday does deter uninvited visitors. The headteacher said there would be staff here and there would also be summer clubs running.

Staffing – after the 31st May teachers cannot leave to go to another school for September. There have been a number of resignations so it is hoped there will not be anymore. An RE teacher has been appointed from the RSA (Rural School Alliance) trainee teachers showing that having trainee teachers on site is beneficial to college. Two science teachers and a PE teacher have also been appointed. A Geography teacher (also from the RSA) and maths teacher. In addition, the Performing Arts Department will have all new teachers after the Head of Dept and two teachers left. Teachers are leaving for a variety of reasons, but a number are going out of teaching which is a concern for the profession. Others are moving for

	<p>promotion and to take up position connected to teaching but out of school. Vacancies remain for English, MFL and Dance. Interviews are arranged for this week. The number of applicants is very low sometimes only one and that applicant may not be suitable. It does mean it is harder to manage the cost. If the best applicant is an expensive teacher, then costs will increase. Hopefully new teachers for the Performing Arts Dept have been found this is important as this Department is the heart of the school. Two teachers of dance, two music and a Head of Dept.</p> <p>The perception now is that teaching is very stressful one reason why it is so important to have strong behaviour management. There are shortages now in many subject areas which have previously always had a good supply of teachers – PE and Classics. We have four trainee teachers signed up for next year in the RSA Hub. Ideally we will recruit more.</p> <p>We have got a new LLP (Leadership Learning Partner) from HCC and we have been told College is a 'low risk'. The LLP most recent report will be shared at BoG in July. We have 270 pupils for Year 7 in September and will not be contesting appeals. So far there are 41 pupils on the waiting list.</p>	
7	<p>Budget 24/25 (SB) 7a and b)</p> <p>Details of the proposed budget shared at Resources on 13th May 2024 were shared in advance of the meeting. More money (£291K: two hundred and ninety-one thousand) had been c/f than expected at the November revision. This was due mainly to savings on salaries where staff had left during the year but not replaced in this academic year. Some will be appointed for September, but others will not. In addition, savings were made in utilities (£45K: forty- five thousand) as SB was not aware that the March bills would come from 2024/25. The costs over the year did represent a full 12 months as March 2023 was included.</p> <p>There had been some additional income from EHCPs and £51K (fifty-one thousand) from Ukraine funding. The Easter revision sessions which cost parents £25 (twenty-five) a day also brought in some revenue. These charges came in during March. Costs will go out in April.</p> <p>The Y Code (Community) includes a sinking fund which is money set aside for replacement of the STP and MUGA. This money shows as a surplus and is likely to grow until the money is needed for replacement. At the moment, we anticipate this could be in about two years to ensure the surface will be approved by the FA for matches.</p> <p>In the J Code (RSA) there is a surplus of £17K (seventeen thousand) which is set aside for second placement schools claiming expenses.</p> <p>Overall, in the draft budget for 2024/25 there is an in-year surplus of £5984 (five thousand nine hundred and eighty-four). With the c/f from 2023/24 this is a healthy picture however that picture is less positive in future years.</p> <p>Q: Why is the budget looking so good in 2024/25 and then goes into deficit? A: This is mainly due to increased salary costs. We are recruiting staff for September. There will also be increases in salary costs with pay rises. There is also an increase in non-salary costs.</p> <p>Q: Are increases in salary costs funded? A: Only in part. Often there is additional grants given at the start and then in future years these become part of the budget share, but it does not cover it all. DfE have said it is up to schools to find the money.</p> <p>Concerns were expressed by governors about this situation as 75% of the budget costs were spent on salaries and any shortfalls would impact on pupils. It is</p>	

important to make sure we are sustainable. The cushion from last year will help for now.

HH pointed out that in the benchmarking data shared with Resources showed salary costs here ranking 4th from bottom of the sample schools in the comparison which would indicate we are not overpaying salaries.

The Budget for 2024/25 as recommended by Resources on the 13th May 2024 was unanimously approved by the full Board of Governors as follows:

Income	£9,297,624 (nine million, two hundred and ninety-seven thousand, six hundred and twenty-four)
Expenditure	£9,291,640 (nine million, two hundred and ninety-one thousand, six hundred and forty)
In Year surplus	£5,984 (five thousand, nine hundred and eighty-four)
Surplus B/F	£700,657 (seven hundred thousand, six hundred and fifty seven)

In the absence of DG, it was agreed that PHB will sign the approved budget.

The long-term projection for the budget shows some very scary numbers with an in-year deficit each year from 2025/26 leading to a cumulative deficit of £2.5m (two and a half million) by the end of five years. It was noted that Resources had considered different scenarios in the 5 Year forecast which gave a higher increase in income than the 0.5% advised by HCC. A more realistic figure was felt to be a 4% increase which reflects increases seen over recent years. Depending on the actual increases received in future, the picture could look quite different and allow for on-going investment and sustainability.

Governors expressed concern that in managing this potential deficit they would not want to ask the Headteacher to remove staff costs now as these projected figures are not thought to be realistic. The budget projection will continue to be monitored.

The governing body is aware of the future year deficit as shown on the 5 Year Plan and will take action to address this.

7c Audit - The minibus audit was shared this was a HCC blanket audit not specific to the school and highlighted areas most likely to not be compliant based on findings in sample schools.

Q: Do we keep DBS pre-employment checks for more than 6 months?

A: No these are not kept at all.

Governors were informed that the new minibus ordered in 2021 is now in the country! There had been significant delays in the supply of this. It is hoped it will arrive at college soon.

SB confirmed that the recorded checks for the minibus – MIDAS, Drivers Licenses, eyesight and daily checks are all up to date.

7d. Risks and Opportunities -

This is a new item. For example, with the possibility of not getting the expected funding what actions might we need to consider to reduce the risk and what opportunities might this create.

	<p>It is part of the governing board's role and will be a standing item on the Resources agenda.</p> <p>SB was thanked for her report, it was agreed she had done a very good job. The Headteacher commented that Sam led a team of three and the other two staff were leaving. Arrangements were being made to ensure SB had support, but this may impact on capacity for a time. It will take some time to recruit suitable replacements and pre-employment checks such as DBS and then initial training will have an impact.</p>	
8	<p>Proposal from School regarding Support Staff Performance Review (GRS) GRS outlined the reasons for this restructuring. When she took on the line management of the support staff an audit was undertaken. It became clear that staff considered Performance Management optional. This has resulted in a long journey to change the perception of support staff as many did not feel support staff could be managed by a teacher. Good progress has been made over the last few months and the performance management arrangements started in March. All support staff have now been set objectives for 2024 and the process is now fully compliant. All line managers know their roles and responsibilities and the process is on track for mid-year reviews to be completed to expected time scales.</p> <p>Q: Why doesn't this process align with the academic year and College improvement priorities cycle? A: The Performance Management cycle is determined by the date the pay recommendations must be sent to HCC this falls in January. The date of the Pay Committee will be adjusted to meet these requirements.</p> <p>The summary of the re-structure, which was discussed fully at Resources in March, has arisen as the previous structure gave little opportunity for career development. There were also staff on lower grades (B Grade) undertaking work which should have attracted higher grade pay. Some admin jobs were being undertaken by SLT and admin staff tended to be doing bits of everything which led to a great deal of over-lap and was not effective. The jobs needed to be more focused.</p> <p>There will be three new roles all graded as Senior Admin Assistant (C Grade) dealing with one area Finance, RSA and HR; Communications. These roles will be covered by current members of staff, and these have been ring-fenced to specific individuals.</p> <p>The college have consulted with HCC Education Personnel Service (EPS) who have confirmed this does not need further formal review. If governors agree the jobs will be released immediately to the members of staff.</p> <p><i>The Governors approved this change to the staff structure. Three Grade B support staff roles to be re-graded as Grade C.</i></p>	
9	<p>Support Staff Re-Structure Approval</p> <p>See item 8</p>	
10	<p>Governor Matters</p> <p>10a) DG to flag up any gaps or changes on his return. ACTION: DG to identify gaps in Chair Vice Chair roles and address on return. Roles to be confirmed at July BoG.</p> <p>10b) DG, IM and BP need to meet urgently to look at roles that need filling. The urgent areas to be looked at first some governors may be asked to change link roles. DM, JB and JP to be allocated link gov roles. ACTION: DG, IM, PB to meet urgently to review unallocated link roles and discuss with governors including DM, JB, JP ahead of BoG in July.</p>	<p>DG</p> <p>DG, IM, BP</p>

<p>10c – none to discuss at this meeting.</p> <p>10d) – 12/14 Governors had responded to the skills audit. The outcomes were presented by JJ (DTG). Scores reflected solid governor knowledge in key areas and that enhanced confidence and expertise in financial insight was a gap. The Governing Board was seen to have strong management and a commitment to on-going training to build a full skill set. Time constraints and governors leaving had led to gaps in knowledge and skills. Targeted training and success planning were key to addressing this. There is a summary of the analysis in the meeting documents.</p> <p>Q: Behaviour is a hot topic at the moment would it be worth investigating the possibility of a WGBT session on behaviour? A: Yes, this would be worth exploring and the need for annual safeguarding training for governors.</p> <p>The Headteacher asked for clarification about the proposed training on Behaviour. Governors felt that it would be useful to have a clearer understanding of the issues facing the College and how these were managed. Governors felt to would be useful to have a greater knowledge about this and why the Behaviour Policy is as it is how this helps to create a positive learning environment.</p> <p>Q: Would this be training in house or from an external provider? A: In house would provide a specific picture.</p> <p>Various options were considered as to how this might be undertaken and this is to be discussed further.</p> <p>ACTION: PHB and HDT to meet to discuss a possible WGBT session on Behaviour.</p> <p>10e) Vision and Strategy – IM gave a recap of progress so far from Autumn 2023. The document shared at the previous BoG had been amended so that the language was simpler and it is now more 'readable'. On-going work on this is seeking to formulate strategies for the main priorities to include communications, closing the gap on disadvantaged pupils and attendance This will be the basis of action plans that will feed into the CIP (College Improvement Plan). It is expected that the strategies and the CIP will be presented at the next S&W Committee and agreed by the BoG in the July meeting.</p> <p>The Governor's Dash Board on Power Bi was a key element in this a meeting had taken place with DG, IM GRS and SPT to inform the development of the Governor data dashboard.</p> <p>Q: Has there been any feedback to parents to outline the next steps following the parents workshop? A: Not yet we need to get the timing right on that and for staff.</p> <p>ACTION: IM and HDT to organise feedback to parents and staff on progress so far and next steps. Report back to BoG 7/7/24</p> <p>10 f) g) – nothing to report</p> <p>10h) The meeting was informed that a Stage 2 Complaint had been received. The process had followed the College Complaints Policy. The parent was dissatisfied with the response they had received so this had escalated to governors. PHB, IM and PB were the Complaints Committee and the meeting had taken place on 17/5/24. The committee were in the process of formulating their response.</p> <p>10i) The Clerk explained to governors that if they had not yet registered for HCC Services for Schools that they needed to do this. A document with instructions was</p>	<p>PHB HDT</p> <p>IM HDT</p>
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	<p>available in the BoG mtg folder for today. All HCC training now needs to be booked through here. This is also where all HCC resources were located.</p> <p>JJ pointed out that on the Governor Hub menu there is a button next to Swanmore with a 'K'. This gives access to resources provided by 'The Key' which are also extremely useful.</p>	
11	<p>Safeguarding JH told the meeting she was booked to work in school to undertake the annual safeguarding audit which is due by the end of September.</p> <p>. Q: Do you have a policy on 'escapees' (pupils leaving the site). A: We phone parents. Often pupils return as there is nowhere for them to go out here. Q: Is there a process for follow up if pupils don't register? A: Yes Q: When is the vape amnesty? A: This week. So far, one vape had been put in the box.</p>	
12	<p>Any questions from the committee minutes available on Governor Hub</p>	
13	<p>Accountability/Compliance A number of statutory policies were approved following committee recommendation some following further questions to college leadership. GDPR and Data Protection is subject to a full external review to ensure compliance.</p> <p>Strategic Leadership Budget for 2024/25 and five year forecast reviewed following Resources recommendations and approved. Considering spending priorities to achieve best outcomes for pupils.</p> <p>People Governors approved the proposal to restructure admin support staff to enable improved career progression and efficiency.</p> <p>Evaluation Governors received a report from the Headteacher which included information about how GCSE exams were progressing and Year 11 pupils. This included predictions about the disadvantaged gap and that currently this looks to be improved on last year.</p> <p>The meeting closed at 7.45pm</p>	
14	<p>Date of next meeting: 7 July 2024 at 5.30pm</p>	

Signed

to be signed electronically

Dated 20 May 2024

Summary of Actions Carried forward

Reference	Action	When	Who
20/5/24 item 2	Clerk to add presentation from Rebecca Garaty to BoG agenda for 7 th July 2024	BoG 7/7/24	Clerk
20/5/24 Item 5b	HH to compose a sentence to reword this section of the Supporting Pupils with Medical Needs policy.	asap	HH

20/5/24 Item 5g	Clerk to add GDPR Policy to July BoG agenda.	BoG 7/7/24	Clerk
20/5/24 Item 10a	DG to identify gaps in Chair Vice Chair roles and address on return. Roles to be confirmed at July BoG.	BoG 7/7/24	DG
20/5/24 Item 10b	DG, IM, BP to meet urgently to review unallocated link roles and discuss with governors including DM, JB, JP ahead of BoG in July.	Complete by end June	DG IM BP
20/5/24 Item 10d	PHB and HDT to meet to discuss a possible WGBT session on Behaviour.	?	PHB HDT
20/5/24 item 10e	IM and HDT to organise feedback to parents and staff on progress so far and next steps.	Feedback by next BoG 7/7/24	IM, HDT