

Meeting Minutes for the Board of Governors Meeting Swanmore College 2023/24 8th July 2024

Present	In attendance	Apologies
Jez Bird (JB)	Sam Baker (SB) – Senior Finance Manager	Jane Hulme (JH)
Kyle Evans (KE)	Gill Brown (BRN) (to 6.00pm)	Tessa Philpott (TPh)
Nicola Fisher (NF)	Rebecca Garaty (GRY) (to 6.00 pm)	
Dennis Gamblin (DG)(Chair)	Amanda Griffiths (GRS)	
Phil Harris-Bridge (PHB)	Tracey Harris (TH)	
Helen Horn (HH)	Danya Ragab (DR)	
Kyle Jonathan (HDT) (Head Teacher)	Mandy Sadler (MS) – Clerk	
Dave Mason (DM)		
Ian Mills (IM)		Absent
Matthew Moore (MM)		Simon Firth (SF)
Tina Paskins (TPa)		Justin Jamieson (JJ)
Bex Perryman (BP)		
Jon Phillips (JP)		

Prior to the meeting, there was a presentation by the Headteacher for governors to attend on behaviour and the issues this presented in schools. This was to provide an insight into the difficulties and challenges in schools and how behaviour policies can be used to address these. The following governors attended DG, PHB, HH, DM, IM, MM, TPa, and PB.

Meeting Started at 5.40pm

Item	Subject	Action
1	Welcome and Apologies	
	The chair welcomed the Governors to the meeting. Apologies were received and accepted from TPh, and JH. JJ and SF were absent. The meeting was quorate throughout. (JJ sent apologies after the meeting.)	
	<p>Q: Is there any evidence to support the ‘cause and effect’ links for this situation? A: It is just coming to the fore as a major issue so professionals are now trying to unpick what the causes might be. There has been little research on this until now.</p> <p>GTY explained that staff have worked hard to upskill and to use their CPD time effectively for this and she is proud of her team for what they have achieved and their continuing efforts on this. She hopes to continue to build on this in September so the team can start to become more proactive rather than “fire-fighting”. At the moment, we can only surmise it is the impact of Covid. The HIAS (Hampshire Inspection and Advisory Service) Team are gathering evidence to try to understand this.</p> <p>Q: Has collaboration and communication with parents improved over the past 18 months? A: We do have more face-to-face meetings and parents’ forums have been held. A lot of the issues arising from this, involved pupils with neurodiverse needs and EBSA. These will continue on a carousel basis.</p>	

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	<p>A governor observed that there is less 'noise' now on Facebook about the support pupils receive. GTY was pleased to hear this.</p> <p>Q: What does the 'N' code refer to on the SEN status report. A: Those are pupils who have been on the 'K' register with SEN needs but are no longer. It is useful to have that record in case issues start to become noticed again.</p> <p>Q: Do pupils stop being on the 'K' register? A: That varies at Swanmore we put pupils on if they have a specific or mild learning need or neurodiversity (ASD). Primaries often do not put these pupils on their 'K' register. These needs can become more apparent on transition to Year 7 or they may transition very well and manage well without additional support.</p> <p>Q: How many do you think fly below our radar? A: We are trying to get better at identifying these pupils. Our 'Graduated Approach' helps to identify needs and then for this to be communicated to the SEN team through fortnightly HOD meetings. We are quite reliant on the teachers especially those in English and Science to identify needs in areas such as handwriting and spelling. The SEN Team then have specialist assessments that pupils can do to evaluate their needs more fully.</p> <p>Q: Do you get a chance to share your experiences with Year 7 pupils with the primary schools? A: We do have transition meetings in the autumn term and for some pupils meetings take place in the summer before starting. Often it is parents who approach us while their pupil is in Year 5. We are looking into the possibility of inviting parents to our area SENDCo circles to help share information.</p> <p>GTY was thanked for her presentation which was very informative.</p> <p>GTY and BRN left the meeting at 6.00pm.</p> <p>Following this it was noted that the Governors would like to pass on their congratulations to GTY for such a confident presentation to the Board of Governors.</p> <p>ACTION: HDT to pass on the Governors feedback to GTY.</p>	HDT
3	<p>Register of Pecuniary Interests There were no pecuniary interests declared.</p> <p>Governors were reminded that, at the beginning of next academic year, they need to make their annual declaration on Governor Hub to record any pecuniary interests.</p> <p>ACTION: All governors to make their annual declarations on Gov Hub for reading KCSiE (Keeping Children Safe in Education) and pecuniary interests. (For information: 'Compliance' located in Governors individual profile under the 'members' tab.)</p>	ALL
4	<p>To Co-opt two new Governors</p> <ul style="list-style-type: none"> • Danya Ragab (DR) • Tracey Harris (TH) <p>The new Governors were introduced to the meeting, and everyone present introduced themselves. The prospective governors were invited to give the meeting a brief summary of their skills and interests and what attracted them to becoming a governor. Following this, they were invited to step outside whilst a vote was taken.</p> <p>DR and TH stepped outside for a few minutes (6.15pm).</p>	

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	<p>DG and IM explained that they had met the proposed governors prior to the meeting and felt that they could contribute to the Governing Board as such they recommended the Board co-opt them as Governors.</p> <p>DECISION: A vote was taken, and it was agreed unanimously to co-opt Tracey Harris and Danya Ragab to the Governing Board.</p> <p>DR and TH were invited back in and informed of the decision and welcomed as new members of the Governing Board. They both stayed for the remainder of the meeting.</p>																																	
5	<p>Minutes of the meeting held on 20th May 2024</p> <p>a) Approval – following the questions below the minutes were approved and electronically signed.</p> <p>b) Matter arising and Actions carried forward</p> <table border="1" data-bbox="300 712 1343 1886"> <thead> <tr> <th data-bbox="300 712 475 779">Reference</th> <th data-bbox="475 712 1046 779">Action</th> <th data-bbox="1046 712 1206 779">When</th> <th data-bbox="1206 712 1343 779">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 779 475 913">20/5/24 item 2</td> <td data-bbox="475 779 1046 913">Clerk to add presentation from Rebecca Garaty to BoG agenda for 7th July 2024 Complete</td> <td data-bbox="1046 779 1206 913">BoG 7/7/24</td> <td data-bbox="1206 779 1343 913">Clerk</td> </tr> <tr> <td data-bbox="300 913 475 1133">20/5/24 Item 5b</td> <td data-bbox="475 913 1046 1133">HH to compose a sentence to reword the section which deals with an adult being present in the Supporting Pupils with Medical Needs policy. Complete</td> <td data-bbox="1046 913 1206 1133">asap</td> <td data-bbox="1206 913 1343 1133">HH</td> </tr> <tr> <td data-bbox="300 1133 475 1285">20/5/24 Item 5g</td> <td data-bbox="475 1133 1046 1285">Clerk to add GDPR Policy to July BoG agenda. Complete</td> <td data-bbox="1046 1133 1206 1285">BoG 7/7/24</td> <td data-bbox="1206 1133 1343 1285">Clerk</td> </tr> <tr> <td data-bbox="300 1285 475 1420">20/5/24 Item 10a</td> <td data-bbox="475 1285 1046 1420">DG to identify gaps in Chair Vice Chair roles and address on return. Roles to be confirmed at July BoG. Complete</td> <td data-bbox="1046 1285 1206 1420">BoG 7/7/24</td> <td data-bbox="1206 1285 1343 1420">DG</td> </tr> <tr> <td data-bbox="300 1420 475 1563">20/5/24 Item 10b</td> <td data-bbox="475 1420 1046 1563">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</td> <td data-bbox="1046 1420 1206 1563">Complete by end June</td> <td data-bbox="1206 1420 1343 1563">DG IM BP</td> </tr> <tr> <td data-bbox="300 1563 475 1697">20/5/24 Item 10d</td> <td data-bbox="475 1563 1046 1697">PHB and HDT to meet to discuss a possible WGBT session on Behaviour. Complete</td> <td data-bbox="1046 1563 1206 1697">?</td> <td data-bbox="1206 1563 1343 1697">PHB HDT</td> </tr> <tr> <td data-bbox="300 1697 475 1886">20/5/24 item 10e</td> <td data-bbox="475 1697 1046 1886">IM and HDT to organise feedback to parents and staff on progress so far on the vision and strategy and next steps. Complete</td> <td data-bbox="1046 1697 1206 1886">Feedback by next BoG 7/7/24</td> <td data-bbox="1206 1697 1343 1886">IM, HDT</td> </tr> </tbody> </table>	Reference	Action	When	Who	20/5/24 item 2	Clerk to add presentation from Rebecca Garaty to BoG agenda for 7 th July 2024 Complete	BoG 7/7/24	Clerk	20/5/24 Item 5b	HH to compose a sentence to reword the section which deals with an adult being present in the Supporting Pupils with Medical Needs policy. Complete	asap	HH	20/5/24 Item 5g	Clerk to add GDPR Policy to July BoG agenda. Complete	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. Complete	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	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. Complete	?	PHB HDT	20/5/24 item 10e	IM and HDT to organise feedback to parents and staff on progress so far on the vision and strategy and next steps. Complete	Feedback by next BoG 7/7/24	IM, HDT	
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6	<p>Approve Policies & Procedures (shared in advance of the meeting)</p> <p>a) Complaints Policy - An addendum had been drawn up to show the flow of actions following a complaint which will be added to the Complaints Policy. Within this DofE needs to be amended to DfE. Within the policy itself the work email needs to be added consistently as to a way in which complaints can be made. To the box on page 2 / 3 there needs to be a note added that complaints about the following matters can be initiated through this policy but will then be dealt with under separate policies or regulations.</p> <p>DECISION: Subject to the above amendments the Complaints Policy was APPROVED</p> <p>ACTION: HT to arrange for the amendments noted above to be made to the Complaints Policy.</p> <p>b) Behaviour Policy</p> <p>The Behaviour Policy had undergone a complete revision by college and the draft policy had been discussion fully at S&W Committee the week before. Amendments were made following this and the revised draft was considered by BoG in this meeting. BRN was thanked for making these revisions so promptly. It is recognised that behaviour is a significant area as had been explained to governors in the Governor presentation session on the current issues with behaviour in schools given by the HT immediately before this meeting. Governors were invited to make comments and observations about the current draft policy, and these were discussed at some length. The policy needs to fulfil the requirement to be simple to understand and apply and to be fair to all pupils.</p> <p>Q: What are we doing about pupils who repeatedly find themselves in the Hub for an infringement of the behaviour policy? It is important to make it clear to parents that there is a toolkit used by staff to address this. This was discussed at S&W. It was agreed that there should be an appendix listing the possible actions / support that would be given to pupils which is referenced within the policy. Also, the DfE Guidance to schools on managing behaviour says pupils should only be removed from the classroom for serious acts of misconduct. The policy needs to make clear that repeated lesser incidents may be classed as 'serious misconduct'. This will make sure there is clarity in the event of a complaint.</p> <p>A: Amendments can be made to make sure this is clear.</p> <p>Q: What are we doing to make sure data is collected and monitored for Governor scrutiny in accordance with DfE Advice and Guidance.</p> <p>(Wording added post meeting)</p> <p>(Schools should..) <i>'The college will collect, monitor and analyse removal data internally in order to interrogate repeat patterns and the effectiveness of the use of removal.</i> (Schools should) <i>This will enable the college to make data-based decisions to consider whether frequently removed pupils may benefit from ...'</i> (this to be personalised to the college strategies and policies for supporting pupils).</p> <p>The following points were made for amendments to the policy;</p> <p>i) Section 6.i – Use of mobile phones – add a note to make it clear that there are arrangements for individual pupils with medical needs – eg diabetic monitoring.</p> <p>ii) Section 7.6 – Page 11 There is a duplicated paragraph starting <i>'If the pupil refuses to agree to a search ...'</i>. Remove the first paragraph near the top</p>	<p>HDT, IM, BP, MM</p> <p>PHB</p>

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	<p>of the page. Within that paragraph Amend the first word 'police' to 'parent' and at the end amend to Police <u>may</u> be called.</p> <p>iii) Section 7.11 – amalgamate the first two paragraphs by adding '<i>against another pupil or a member of staff...</i>' and add in '<i>including sexual violence and sexual harassment</i>'.</p> <p>iv) Preparing Pupils for transition section 11.2 – Take the word '<i>outgoing</i>' out of the title and remove the first paragraph.</p> <p>v) The Red Box in the flowchart on page 27 is very blurred. Replace with a clearer version.</p> <p>vi) In the Table of Disruptive free learning (p 20) – remove the reference to uniform here as this is misleading. Also correct the title to '<i>Disruption</i>' free learning</p> <p>vii) On appendix 4 (pg21) Three ticks on the 'Proud' card – make it clear that this applies to uniform infringements. Other parts of this appendix could be clarified.</p> <p>viii) Section 13.1 Monitoring behaviour - at the end of the sentence 'The data will be analysed at regular intervals', add, '<i>and reported to the Board of Governors for scrutiny</i>'.</p> <p>DECISION: The Behaviour Policy is agreed in principle subject to the amendments listed above. The final approval is delegated by the Board to IM, BP and MM who should inform the board once this is complete.</p> <p>ACTION: The HDT to arrange for the amendments listed above to be completed and the policy then shared with IM, BP and MM for final approval.</p> <p>c) GDPR / Up-date on external audit</p> <p>This is on hold for now following the change of government as it is anticipated that things may change. The meeting was advised that Resources agreed to move the review date until late in the autumn term to allow for the necessary up-dates following the external audit.</p> <p>d) Early Careers Teacher (ECT) Policy</p> <p>This had been shared in advance and had been reviewed by Resources in June.</p> <p>Q: On page 9 it says that Governors are responsible for the progress of ECTs. How do we do that? Do we need a Link Governor for ECTs?</p> <p>A: It could be added to the TOR for Resources Committee and monitored by that committee.</p> <p>ACTION: PHB to add this to the TOR for Resources to be agreed in September.</p>	
7	<p>Head Teacher's Report</p> <p>The headteacher's written report had been shared in advance of the meeting. The governors were taken through the main headings and given the opportunity to ask questions.</p> <p>Clarification as given about the 'LLP'. This is the representative from HCC HIAS Team who works with schools to determine what level of support might be needed and to evaluate the standards in the school. At Swanmore this happens on an annual basis as we are classed as a school which is 'low priority'.</p> <p>Attendance is lower than pre-covid levels when it had averaged around 95%, now it is 91.5%. The chart shared showed that boy's attendance is better than girl's and that Pupil Premium (PP) children have significantly lower attendance although some</p>	

Item	Subject	Action
	<p>improvement can be seen from last year. There is often a greater issue in rural schools due to transport. If pupils miss their bus, they have no way of getting to school.</p> <p>Behaviour continues to be a challenge that requires careful management the revised behaviour policy discussed at this meeting aims to address this more effectively. It was noted that the first table in the HT report should be headed 2022/23 for comparison to the table giving 2023/24 data for 'events' in the Hub. This should be a focus for S&W next year so the question of what needs to happen to bring these figures down can be addressed. It was noted that the increase in 'events' represented an increase in repeat offenders rather than an increase in pupils. The in-coming Yr 6 and then subsequent Yr 5 are known to be arriving with big challenges. College needs to be pro-active in dealing with this.</p> <p>ACTION: Clerk to add L Hub 'events' update and monitoring to the S&W agenda for autumn 2024.</p> <p>The suspension data was discussed. Data had been provided in the report which shows comparisons of NOR against suspensions for a number of schools that are similar in profile to Swanmore. Our data falls in the middle of the group with some schools on 20% + suspensions which is very high. It should be noted that data is not always comparable across schools as the criteria varies across schools. For some it is seen as negative data to have suspensions.</p> <p>There were a number of staff changes summarised in the report. Recruitment had taken place and new staff are due to join in September.</p> <p>Q: There are three English teachers leaving but only one appointed why? A: English had been overstaffed from Easter to front load the department. We are also adjusting our time tabling to combine some English teaching with history. There are teachers returning from maternity leave in the autumn. Q: Is there still a new Head of IT? A: Yes, but this is a move from the maths department so is not shown as a new member of staff. Q: (To DG) do you still invite staff to exit interviews? A: Yes, although not everyone takes up the offer but we do aim to gather feedback from leavers.</p> <p>The HDT report also celebrated the many successes from the different year groups and departments over the year.</p>	Clerk
8	<p>Sign Off the Vision, Strategy and CIP 2024/25 (IM / GRS)</p> <p>The final revision of the documents relating to this item had been shared in advance on Gov Hub. Once it is approved by BoG an Executive Summary will be drawn up.</p> <p>DG congratulated IM and GRS on an excellent piece of work and thanked them for the hard work they had put into this.</p> <p>DECISION: The Vision, Strategy and CIP for 2024/25 was unanimously approved.</p>	
9	<p>Election of the Chair and Vice-Chair for the year 2024/25</p> <p>IM had been Chair Designate since March 2024 which had been very useful to give continuity for the Board and it was also very beneficial that IM had lead on the Vision and Strategy.</p>	

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	<p>IM agreed to be nominated as Chair and BP (current vice Chair) agreed to continue if elected.</p> <p>IM and BP were invited to step out for a few minutes while a vote was held. (7.20pm)</p> <p>DECISION: All Governors voted unanimously to elect IM as Chair and BP as Vice Chair for the academic year 2024/25.</p> <p>IM and BP returned to the meeting and were informed of the decision. (7.25pm)</p>	
10	<p>Governing Board 2024/25</p> <p>a) Committee and panel membership – a list had been shared in advance which shows the new committee membership. <u>Community Committee</u> - TPa (Chair), IM, PHB, BP, DG (to 12/14), and one vacancy <u>HT Performance Management Panel</u> BP (Chair), KE, NF – joining and needs a copy of the TOR ACTION: DG to send a copy of the HT PMR panel to NF. <u>Pay Committee</u> – JJ (Chair), HH (Vice Chair), MM, 1 vacancy. <u>Resources Committee</u> - PHB (Chair), TPa (Vice Chair), JJ, HH, NF, DG (to 12/24), Bp, IM, JB <u>Standards and Well-being</u>- MM (Chair), BP (Vice Chair), JH, DG (to 12/24), IM, KE, DM, JP <u>Complaints Committee (to be made up of 3 governors)</u> – PHB, IM, BP and then any other non-staff governor. <u>Panels: Appeals and Disciplinary</u> (to be made up of 3 governors) – IM, BP, JH and any other non-staff governor.</p> <p>IM will talk to TH and DR (new governors) in the autumn regarding committee membership, in the meantime there is an open invitation to attend any committee to find out what would be a good fit for them.</p> <p>b) – covered above</p> <p>c) Link Governors – DG informed the meeting that it was recommended to have a PP (Pupil Premium) link governor but not statutory. The role involves 2, or more if time avails, visits to college to meet with relevant staff across the year. For some areas there are specific times when a governor visit is needed. For statutory link roles, there should be 3 visits a year, one per term.</p> <p>There followed a discussion about merging some areas to ensure there were governors to take them on. It was agreed that JB and KE will work together on Teaching Learning and the Curriculum. NF has a wider remit to include AI with GDPR. TH to take on PSHE and SEND; TPa will cover Support Staff; HH and BP will work together on PP/ EAL and Equalities; MM – Behaviour; PHB – H&S; DR – literacy, DM - ECT</p>	DG
11	<p>Review Terms of Reference for Committees and panels Chairs were reminded that TORs need to be reviewed at the start of the new academic year.</p> <p>ACTION: Chairs and Clerk to make sure TORs are on the first Committee agenda in the autumn.</p>	PHB, TPa, BP, MM, JJ Clerk
12	<p>Review of the Progress of the last Staff Survey and timing for next year. (PHB)</p>	

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	<p>The staff survey will be released at the beginning of October for two weeks. These will then be processed and analysed with the intention of bringing the results to BoG at the beginning of December. An Ex-BoG has been scheduled to deal with this so that the final output report can be shared with staff at the beginning of January 2025. This will take the form of 'you said / we will/did...'. It was agreed at the last Resources meeting to keep the statements on the survey the same as this will allow comparisons and trends over time to be evaluated.</p>	
13	<p>Budget update (SB)</p> <p>a) Revenue - The most recent budget figures and summary notes had been shared with governors in advance of the meeting. It was noted that the figures currently show the budget £86K (eighty-six thousand) better off than in May. This is due to staff leaving and not being replaced immediately. Recruitment has taken place so all the vacancies are filled for September so this will balance out as the year goes on. There are spending requests coming in so the money is likely to be spent.</p> <p>b) Capital. There is only £3K (three thousand) left in the capital budget and there are no current plans to spend this. Overall, annually the capital income is in the region of £27K (twenty-seven thousand) so not a lot to maintain the site and buildings.</p>	
14	<p>Safeguarding and Safeguarding Training</p> <p>The need to identify some safeguarding training for governors was discussed at S&W. It is possible this can be sourced through Gov Hub 'The Key'. It must be completed annually by all Governors who were also reminded that they need to read the new KCSiE (Keeping Children Safe in Education) document and then to up-date their 'compliance' section on their individual profile in Gov Hub.</p> <p>ACTION: Clerk to send out a link to KCSiE 2024.</p> <p>ACTION: (From S&W Minutes 1/7/24) JH to source suitable safeguarding training for governors to complete.</p>	<p>Clerk</p> <p>JH</p>
15	<p>Governor Matters</p> <p>JJ was not at the meeting so the report on skills analysis is to come.</p> <p>A date for the AI training session for all governors in September is being organised.</p> <p>There were no other matters not already covered elsewhere in the agenda.</p>	
16	<p>Questions from Committee Minutes</p> <p>These are available on Gov Hub and there were no questions arising.</p>	
17	<p>Impact of the meeting</p> <p><u>Accountability/Compliance</u></p> <p>Governors were provided with an update of the Budgetary position for 2024/25 where savings had been identified. The need to re-new safeguarding training and to read the KCSiE 2024 was also recorded.</p> <p><u>Strategic Leadership</u></p>	

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	<p>The Vision, Strategy and CIP 2024/25 were approved. The Chair & Vice Chair of BoG for 2024/25 academic year were appointed along with two co-opted Governors, Committee membership and the allocation of Link Governors.</p> <p><u>People</u></p> <p>The timetable for the 2024 Staff survey was approved.</p> <p><u>Evaluation</u></p> <p>The presentation from the SENCo and the HT report provided analysis of data in relation to SEND provision, attendance, behaviour, complaints etc. which enabled the Governors to evaluate performance in these areas.</p> <p>The meeting closed at 7.50pm</p>	
14	<p>Date of next meeting: Steering Group (Chairs / Vice Chairs) – Monday 2nd September 2024 5.00pm BoG – Monday 16th September 2024 at 5.30pm</p>	

Signed

to be signed electronically

Dated XXX 2024

Summary of Actions Carried forward

Reference	Action	When	Who
8/7/24 Item 2	HDT to pass on the Governors feedback to GTY.	asap	HDT
8/7/24 Item 3	All governors to make their annual declarations on Gov Hub for reading KCSiE (Keeping Children Safe in Education) and pecuniary interests. (For information: 'Compliance' located in Governors individual profile under the 'members' tab.)	September 2024	All Governors
8/7/24 Item 6a	HT to arrange for the amendments noted above to be made to the Complaints Policy.	asap	HT
8/7/24 Item 6b	The HT to arrange for the amendments listed at item 6b to be completed and the Behaviour Policy then shared with IM, BP and MM for final approval.	By the end of term	HT IM/BP/MM
8/7/24 Item 6d	PHB to add 'monitor progress of ECT' to the TOR for Resources to be agreed in September.	September 2024	PHB
8/7/24 Item 7	Clerk to add L Hub 'events' update and monitoring to the S&W agenda for autumn 2024.	4/10/24	clerk
8/7/24 item 11	Chairs and Clerk to make sure TORs are on the first Committee agenda in the autumn.	Aut term 2024	PHB, BP, TPa, JJ, MM, clerk

8/7/24 Item 14	Clerk to send out a link to KCSiE 2024.	August 2024	Clerk
8/7/24 Item 14	(From S&W Minutes 1/7/24) JH to source suitable safeguarding training for governors to complete.	September 2024	JH

Signed as a true record of the meeting *I Mills*

(Ian Mills, Chair of the Board of Governors)

16th September 2024