

**Howe Dell School and Day Care
Business meeting
Meeting of the Full Governing Board
Thursday 18th May 6.15pm**

Present:

Julia Ellis-Hall (JEH)	Co-chair / Co-opted Governor
Katie Fox (KF)	Co-chair / Parent Governor
Rick Xu (RX)	Vice-chair / Co-opted Governor
Tracy Prickett (TP)	Executive Headteacher
Samantha Brown (SB)	LA Governor
Nicola Winch (NW)	Co-opted Governor
Hajre Hyseni (HH)	Parent Governor

In attendance:

Pete Mason (PM)	Deputy Headteacher / Associate member
Alison Reck (AR)	Day Care Manager / Associate member
Sarah Jackson (SJ)	Deputy Day Care Manager
Mel Allgood (MA)	Clerk
Sharon Hill (SH)	Facilities Manager

Apologies:

Nissan Rutnah (NR)	Parent Governor
Amy Jefferies (AJ)	Parent Governor
Kashifa Saley (KS)	Co-opted Governor
Mel Chandaria (MC)	Co-opted Governor

Non attendance

Hajre Hyseni (HH)	Parent Governor
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	Item	Action
6.15pm		
1.	To welcome all Governors. RX welcomed staff and governors.	

Signed as a true and accurate record

Chair:

Date:

Prepared by Mel Allgood (Clerk) on 18th May 2023

	<p>To receive apologies and approve absences.</p> <p>MC & AJ notified he would not be able to attend – agreed. NR has work commitments. He requested a sabbatical and said he may need to miss the June meeting. - agreed KS has had a bereavement and cannot attend – agreed. NW will join the meeting later. HH did not attend the meeting – no apologies. RS has resigned from the FGB with immediate effect.</p>	
<p>2.</p>	<p>To declare any conflict of interest that may arise during the meeting.</p> <p><i>Governors are reminded they must declare a particular interest, financial or other, in any item on the agenda and withdraw from the meeting for that item.</i></p> <p><i>Also, Governors are reminded that should their circumstances change, their declaration of interests form needs to be updated on GovernorHub.</i></p> <p>None declared.</p>	
<p>3.</p>	<p>To receive notification of any other business agreed by the Chair</p> <ul style="list-style-type: none"> • To discuss staff engagement and retention – item 7. • Governor staffing – covered under governor section. 	
<p>4.</p>	<p>To receive and approve the minutes of the</p> <ul style="list-style-type: none"> • FGB Business meeting on 16/03/2023 – RX chaired. All agreed notes. <p>Minutes to be signed by chair.</p> <p>To go through rolling log:</p> <p>AR to amend date on Day Care minutes. Completed.</p> <p>To email TP and circulate visit report . Completed.</p> <p>NW joined the meeting.</p> <p>Back-up frequency to be discussed with Intern. Completed. It is now backed up offsite at 12pm and 6pm daily. Cloud based systems discussed. The minimum amount of data held on site the better. Less paper is held on site.</p> <p>To edit attendance policy to include new registration time. Still awaiting further information. CST are looking into this. Survey has already been sent out to parents and FGB have agreed to changes if they happen and we are waiting from further guidance from CST. ECHP's will also need to be amended if school day increases.</p> <p>Q: Will you start earlier or finish later?</p>	<p>TP</p>

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in the day.

<p>New attendance policy will be updated with updates following inform from HCC Attendance Improvement Officer.</p>	
<p>Applecroft / HD CUSP cluster to be arranged. No response from Applecroft. KF & TP (via Head) has chased them. To be chased until next meeting. Date to be arranged in the Autumn Term.</p>	<p>KF TP</p>
<p>TP said that CUSP Cluster for Head's after half term and will ask again then.</p>	<p>SLT</p>
<p>Vision / values / aims stakeholders voice work to continue. Governors and parents is completed. In progress. To be a focus after half term.</p>	
<p>Governor Visit report to be completed. Completed.</p>	
<p>Governor visits to be booked. Completed</p>	<p>Governors</p>
<p>No governors have attended Day Care – to be organised. AR said a Stay and Play happening on Friday 23rd June at 4.30 – 5.30pm. All governors welcome. Other visits to be booked by governors.</p>	
<p>Q: Is there a Book Study calendar? A: There will be, this will be prepared for next Academic Year.</p>	<p>JEH</p>
<p>KS to book safeguarding meeting with MA. MA & NinaW have followed up after KS. Hopefully this will happen during the Summer Term. JEH to contact KS regarding a visit.</p>	<p>RX</p>
<p>Lead govs to write role descriptors (Chairs, Vice-Chair, KS for Safeguarding, NW for SEND. Completed. RX to complete one for HSP /RX</p>	
<p>PM to pass thanks on to LMQ from the governors for the behaviour report and it's content. Completed.</p>	
<p>Behaviour Learning Walk date to be agreed. Completed.</p>	
<p>Interm IT to be contacted re two step authentication for Arbor. To be implemented in September. Completed.</p>	
<p>Vulnerable children report to be completed. Completed.</p>	
<p>Day Care Ofsted report to be shared with staff and parents. Completed.</p>	
<p>Comments from parent to Ofsted to be shared once anonymised. Completed.</p>	<p>AR</p>
<p>Day Care case studies to be shared with governors once complete.</p>	
<p>Term dates for 2024-25 to be circulated to parents and put on to website. Completed.</p>	

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	<p>Behaviour section to be inserted on the governor visit report. Complete</p> <p>Contact SN re AWPU for over PAN requests. Email sent to Simon Newland confirming how many children we have taken over PAN. Completed.</p> <p>Date to be agreed for TP's mid-year appraisal. Completed.</p> <p>Neurodiversity document to be looked at and feedback. Completed.</p> <p>SFVS to be updated and put on Governor Hub. Completed.</p> <p>SFVS to be agreed and sent. Completed.</p> <p>Email to be sent to TP/AR if governor's can attend Day Care meeting on 24/03/2023. Completed.</p> <p>Policy schedule to be updated and amended to reflect updated and new Policies. Completed.</p> <p>Policies to be shared and put on website. Completed.</p>	
<p>5.</p>	<p>Health & Safety</p> <ul style="list-style-type: none"> • Facilities - Condition of premises and grounds report Report on Governor Hub prior to meeting. <p>RX and SH completed a site walk. Only one leak since the last meeting. Short term fix completed so that school could remain fully functional. Facilities concentrating on outside area for Sports Day etc.</p> <p>Fire Drill – one class was on another part of the field with adults which is why the teacher did not 'put their hand up' as she didn't have sight of the child.</p> <p>Q: How do we ensure this does not happen in future.</p> <p>A: The child had a PEEP, this will be annotated/amended confirming that the child must go straight to the rest of the class.</p> <p>Day Care and Early Years exceeded expectations – exceptionally managed by staff.</p> <p>Fire drill to be booked for after half term.</p> <p>No update on the floor hall. Arthur Lewis came in and took photos of the hall floor and will be liaising with HCC.</p> <ul style="list-style-type: none"> • Health and Safety Report – report circulated prior to meeting. 	<p>SH</p>

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	<p>ment Management Plan - Report on Governor Hub meeting. Spending on plumbing has been lower than expected. SS comes into school often over the weekend. SS to claim o if he comes in over the weekend.</p> <p>Container has been fitted with shelving donated by Wickes.</p> <p>Q: Is your budget enough to cover what you need? A: TP said yes, budget agreed following what SH has asked for.</p> <p>Q: So have we got the money for the side path? A: Yes, quotes to be sourced.</p>	SH/Facilitie s
6.	<p>Safeguarding:</p> <ul style="list-style-type: none"> • Suspensions/Exclusion Report (Summer 1) <p>Report on Governor Hub.</p> <p>Q: Is this report relating to two children? A: They are different children and two children linked to the first incident.</p> <p>Q: Is the most recent incident the second incident for one child? A: Yes.</p> <p>Q: How many incidents can the child have? A: If the child is suspended we must adapt the provision that is in place and this is discussed at the re-integration meeting</p> <p>Q: Does one have social, emotional and mental health? A: One does not have SEMH? Discussion around the social, emotional and mental health and SEND children.</p> <p>Q: Is the one with the repeat suspension have a Risk Management Plan? A: We need to clarify this with the Inclusion Lead. No not yet. We have a process which we use but on his return he will have a current plan. (We do have one, it was written in March.</p> <p>Q: If there is a chance of permanent exclusion, a governor panel should be set up so they can meet with parents and look through what is in place to see and check the school are supporting. A: Yes that sounds like a solution for all parents.</p> <p>One of the families is refusing to work with the Inclusion Team and has Head as a contact but she needs to be making use of the expertise of the Inclusion Team. TP has contacted the secondary school of the Year 6 child to support his transition.</p> <p>Q: Have the children been supported that have been assaulted?</p>	

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	<p>re spoken to parents and supported the child. A s member of staff spoke to the parents.</p> <p>Incidents have reduced and a therapeutic approach works.</p> <p>Q: Have the staff also been supported through the situations? A: Yes, staff are supported. Re-integration meeting happens prior to the child's return to school. Classes will be reviewed for September to re-address the balance of the classes.</p> <p>Q: Trauma and Attachment Training- staff have had this. NW said she would be happy to arrange Trauma training for staff and governors. A: TP thanked NW and agreed this could be organised.</p> <ul style="list-style-type: none"> • GDPR update Office staff and Head came in during the Easter holidays to update/ shred archived old items. No Subject Access requests or Data Breaches. • Safeguarding Audit Updated and looked at by SLT on Sharepoint. Paragraph 415 Change from green to Amber Paragraph 425 & 426 need a cross in the box. To be updated and reloaded. <p>Low level concerns in folder in Head's office.</p>	<p>NW</p> <p>NinaW</p>
<p>7.</p>	<p>Personnel: School</p> <ul style="list-style-type: none"> • Industrial action and impact on Howe Dell <p>This has been put on a table so that governors can assess the impact of potential closures. Please clarify end column on 27th April, it shows as 4 classes closed. To be amended to show 3 classes amended. To be amended and uploaded.</p> <p>All children who are PPG/vulnerable learners or have an EHCP were invited to come into school on strike days. Unions are balloting again regarding future strikes.</p> <p>Q: Is there anything to ensure children don't fall behind because of the strikes.</p>	<p>MA</p>

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the Pupil Outcome Meetings (POMs) however we are required to deliver the curriculum on those days for those classes on strike and we cannot ask striking teachers to upload work.

Q: Do we pay teachers and supply teachers get paid for the day?

A: Teacher's are not paid if they strike. Supply teachers are paid if they work.

- Staffing and recruitment update

This was discussed at PHF meeting. During COVID a lot of people stayed where they were and are now evaluating their situations.

Those living further away are changing their jobs to reduce their journey and fuel costs. People have re-evaluated what they want, particularly since COVID.

Recruited two new teachers recently for Upper Key Stage 2.

Now recruiting for TAs due to two members of staff relocating.

Two MSA interviews next week, we hope to employ both if suitable.

Assistant Head has secured a position as a Deputy Head.

Deputy Head has also handed in his resignation and may well leave education.

PPA teacher is moving on.

Q: A lot of staff are saying they want to work closer to home. Are they leaving due to their workload or is their working day longer?

A: Teachers need to meet teaching standards and expectations have risen and the child is at the centre. Some have moved closer to home due to the cost of living.

Q: We (Governors) were told on our Ofsted training that we should look at the reasons for staff leaving – exit questionnaires.

A; Nothing on the exit questionnaires, mainly travel or progression.

Q: How can we target local staff?

A: TP went to the Teach In Herts weekend event and followed up any teachers that showed interest. She had a good response and has a potential ECT applying.

Staff turnover is high, however staff are developed and well supported. The new curriculum has been implemented. School may well be restructured to help with changes happening.

Advertised for a Year 3 teacher, we are hoping to recruit an ECT, as school have the capacity to grow new teachers.

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changed the way we pay our TAs for supporting classes. We wanted to do this last year but we were unable to due to the uplift on teaching and support staff salaries. Staff will be paid extra hours if they cover a teacher.

Colin Tapscott is booked for 1st September for staff INSET Day. This will be open for all staff to attend.

Q: How are the SEND children impacting?

A: There was a lot more availability of services years ago and this has now been passed over to school's so there is extra SEN for school's to deal with.

Q: Hertfordshire have released their SEND report for sustainability. NW said she would put Howe Dell forward to be a pilot school to see how we could support/ keep services available.

A: Thank you we look forward to the updates.

Q: Is there anything that has been released regarding recruitment rates that we can benchmarking? Can we find that out.?

A: Not sure, this will be investigated.

Q: Can governors come in and look through exit questionnaires?

A: Yes, MA happy for this to be arranged. NW to arrange time to come in.

Q: Are staff asking more to reduce their hours, is it a trend now?

A: We are flexible and have a lot of part time staff.

• Wellbeing (including staff absence report)

Report on Governor Hub.

Pizza is always popular with the staff and this is a benefit for them if they have a late night due to parent/teacher consultations.

Parents are now aware of the new curriculum and this is apparent. Parents like the assemblies for classes and the attendance of them has been high.

• Professional Development Report

Significant amount of CPD occurring over the site. It may be bespoke, for the teachers or support staff. The report does not include any PD at staff meetings. We have also shared training with other CUSP schools which has reduced the cost.

NW/MA

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	<p>...came to a staff meeting this term to undertake training which is due to come' and he is coming back next Friday to complete with non-teaching staff too.</p> <p>Q: Does the absence report separate school and Day Care? A: The absence report shows all across site and is separated between teachers and support staff includes school and Day Care.</p> <ul style="list-style-type: none"> • Review of Leadership range for Assistant Head Teachers for September 2023 TP wanted to increase the pay range following looking at Teach In Herts and what salaries are being offered at other schools for Assistant Head roles in Hertfordshire. We are currently L1 – L5 and most two form entry schools are L2-6. <p>Q: Can we increase our range to L2-6? A: All agreed to the increase in range.</p>	
<p>7a.</p>	<p>Personnel: Day Care</p> <ul style="list-style-type: none"> • Staffing Update Reduced funds in budget so we have not recruited staff (see Budget document). Adverts are on Teach In Herts. Staff are working long days and staff are working overtime to cover rooms. <p>Member of staff has returned from maternity leave and has changed her hours to fit around the need of the business.</p> <ul style="list-style-type: none"> • Well-being (including staff absence report) Staff absences under the report for school. One staff member was on long term sick leave she has now returned and is working normal hours • Professional development report – not received- to be shared at next FGB. 	<p>AR</p>
<p>8.</p>	<p>Finance: School</p> <ul style="list-style-type: none"> • Year End 2022-2023 review analysis • Pupil Premium 2022-2023 to be discussed at Q of E FGB. • Approve statement of Internal Control – discussed fully. This is very similar to SFVS. • Agree budget and submit to Local Authority by 31.05.2023 <p>TP shared budget with governors: .1st year budget includes a large supply budget because it depends on absence. TP has not looked at the Extended Services money that came through from Financial Services.</p>	

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pared the Outreach Services budget document for go
 as this was submitted late by Financial Service. Document to be con
 and uploaded to Governor Hub.

Q: If there is an in-year deficit each year – there is a minus rather than it being in brackets. Go to line 68, 69 & 70 they are the deficits. We are in surplus as we are using our carry forward.

A: TP shared the budgeting software to show the budget over time. It shows we balance for 4 years. There also items in the budget that we do not know about yet, including staffing etc. We are in a strong position and governors should note we have a deficit budget and are using the carry forward. We need to look at reducing our deficit but need to continue to pay staff competitively for retention.

Governors need to continue to with budget monitoring monthly.

Q: Is the income for the Behaviour Reach Service covering all outgoings?

A: Yes, it is covered.

Q: Is the income affected with LMQ leaving?

A: We have had prospective candidates look around the school due to the attractiveness of the role. We have received funding for the Behaviour Outreach Service. Salaries etc are all covered within the funding so we are able to pay out for them. The budget includes salaries for staff and includes the extra Leadership point.

- Sports Premium 2022-2023 - Sports Premium spend is in the budget and is all accounted for.

Q: Are governors happy to agree to the budget?

A: Yes, all voted and agreed.

TP to contact HfL Financial Services for budget to be submitted before 31/05/2023 deadline.

TP

8a.	<p>Finance: Day Care</p> <ul style="list-style-type: none"> • Year End 2022-2023 review analysis • Financial viability – external advisor recommendation report and working party updates <p>We were given 2 options regarding Day Care. Close it or make it financially viable staff.</p> <p>We also looked at increasing the fees. Report is on Governor Hub.</p> <p>Day Care have met as a working party to increase prices.</p>	
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jh the proposed changes (all available on Governor I

Q: Please can you clarify what a retainer is?

A: We have removed it as parents were allowed to pay ½ price for 10 days.

We have also looked at what we have received from finance. Day Care were in deficit by £33k but through careful budgeting from Period 9, savings were made so there is now £145,000 carry forward.

Q: The letter will be written for Day Care parents and agreed by two governors.

A: Governors agreed.

Q: Have you had a look on the costings of other providers?

A: Yes, we have looked at other providers in the area. Some providers would not share details unless we viewed the provision.

Q: Will Day Care still be competitive?

A: Yes they are still one of the best value for money in the area.

Q: How will the numbers be affected?

A: We have worked out some costs for parents of children currently here, including twins. Their bill will increase by £600.

Q: Why are Day Care doing this?

A: Day Care have not increased fees for parents. Day Care occupancy fee has increased and will not increase much more now. Utilities will hopefully reduce. Charges will be reviewed annually.

Q: New Day Care carry forward from last year to this is £145,000 into this year?

A: Yes

Q: The deficit of £33k was the original deficit but when Year End was finalised savings increased and carry forward is 145k. £85k was the amount being brought forward at period 9 but £145k was brought forward in period 12. Due to the in-year deficit the carry forward is £111k (see above).

TP shared enlarged version of Day Care budget and AR confirmed it does not include the increased charges. TP shared the details from the budget and year on year the increases.

Step 1 of the restructure and deficit is the change in charges. Can governors agree to charge increase?

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has checked the information that Day Care review their charges' policies and can only see what notice the parents give.

A: It should be 28 days. AR to check policies and notify governors.

Day Care is not a PVI, as it is not registered on Companies House. It is a maintained provision (HCC).

NW shared that other schools in the area have the system where there is no need to reapply from Nursery application to get in Reception.
To be looked at through admissions.

MA

Ratio in baby room is 1 to 3, 2-3 year olds is 1 to 4.

Q: £163k shows 40 % additional income from parents is this correct?

A: Yes because we haven't been increasing our prices over the years but this increase is in one lump sum.

Changes will happen in the future due to the new funding which is being brought in by the government.

All governors voted and agreed to the price increase in fees.

Request from the new charges to be tracked – compared to last year to show the difference.

Day Care staff to be informed of changes and advised if they have any questions to go to AR/SJ.

Email to parents will be sent out tomorrow. To include that it has been discussed with governors including working party etc. Email/letter to be prepared by AR to go to parents. To be approved by governors in advance of circulation.

AR/
Governors

Q: Less happening within the Facilities Team following a site walk than in previous years. Not so much happens during the holidays as it has previously. Can Facilities Assistant work any extra hours in the holidays/overtime?

A: TP said she would look into this. Facilities assistant works term time only plus two weeks and cares for his child. It may be due to annual leave that SH & SS have carried over and still need to take.

TP

- Agree Day Care budget and submit to Local Authority by 31.05.2023

Day Care budget formally agreed by governors. Governors are aware in the in-year deficit and have had a full discussion on increases and changes which will give a credit balance.

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9.	<p>ns</p> <ul style="list-style-type: none"> • website – compliance monitoring to be completed by Primary Site. Governor to complete due diligence. Email PM if you have any comment/queries/issues on the website and he can feed them back to Primary Site. • Items to be included in the FGB Working Party <p>What do governors think should be in the working party? CSV Questions section to be put on Governor Hub under each meeting. Training</p>	All
10.	<p>Policies – Updates/ Discussion/Approval</p> <p>None to be agreed at this FGB. All scheduled to be reviewed at next FGB meeting.</p>	
11.	<p>To Receive Any Other Business as notified in Item 3</p> <p>Governor staffing – JEH is stepping down in July as Co-Chair. She will continue with Day Care working party and may be an associate governor for a while. KF will need someone to chair with her – governors to consider this and JEH will be able to discuss any queries with governors.</p> <p>Staff member requested a week off in June. She has not seen her son for 4 years. TP has agreed for 5 days leave including the wedding. Staff member has requested another 3 days leave.</p> <p>Governors discussed this in detail. Governors asked for details of the booking confirming when and who it was booked by. Terms and condition associated with the booking.</p>	TP
12.	<p>To agree/confirm date(s) of future meeting(s): Thursday 15th June 2023 at 6.15pm at Howe Dell (onsite). This is a working party</p> <p>Agreed.</p>	
	End of meeting 10.35pm	

FGB Rolling Log

Date	Item	Action	By whom	By when	Update
December 2022					
14.12.2022	6	To edit attendance policy to include new registration time.	TP	Summer 2 2023	

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14.12.202		lecroft / HD CUSP cluster to be arranged.	JEH/KF		
January 2023					
19.01.2023	6	Vision / values / aims stakeholders voice work to continue.(Parents and Governors complete).	SLT	July 2023	
March 2023					
16.03.2023	4	KS to book safeguarding meeting with MA.	KS	April 2023	
16.03.2023	4	Role descriptor to be completed by HS & P chair	RX	June 2023	
16.03.2023	7	Day Care case studies to be shared with governors once complete.	AR	July 2023	
May 2023					
18.05.2023	4	Governors to visit Day Care. Stay and Play happening on Friday 23rd June at 4.30 – 5.30pm. All governors welcome.	All Governors	July 2023	
18.05.2023	5	Fire drill to be booked for Summer 2	SH	June 2023	
18.05.2023	5	Side path renovation quotes to be sought and work undertaken.	SH	Summer 2023	
18.05.2023	6	Trauma and attachment training for Governors to be arranged.	NW	Autumn 2023	
18.05.2023	6	Safeguarding Audit to be updated by NinaW	NinaW	May 2023	
18.05.2023	7	Union table to be updated and uploaded to Governor Hub.	MA	May 2023	
18.05.2023	7	Exit questionnaires to be evaluated.	MA/NW	Summer 2023	
18.05.2023	7	Investigate benchmarking/recruitment rates information.	MA	July 2023	
18.05.2023	7a	Professional development report to be shared at next FGB for Day Care.	AR	Summer 2023	

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18.05.2023		il Premium 2022-23 document to be circulated.	TP		
18.05.2023	8	Outreach 2023-2024 budget to be circulated to governors.	TP	JUNE 2023	
18.05.2023	8	Financial Services to be contacted to submit Day Care and School budgets to HCC.	TP	31/05/2023	
18.05.2023	8a	Day Care charging policy to be checked for detail of when fees can be increased.	AR	May 2023	
18.05.2023	8a	Governors to review and amend letter to go to Day Care parents.	Governors	May 2023	
18.05.2023	8a	Email/letter to be sent from Day Care regarding price increase.	AR	May 2023	
18.05.2023	8a	Contact for HCC for advice regarding children in Nursery not re-applying for Reception.	MA	May 2023	
18.05.2023	8a	Facilities team completed work to be reviewed.	TP	July 2023	
18.05.2023	9	Website compliance monitoring to be reviewed since the update. JEH to contact KS.	JEH/KS	Summer 2023	
18.05.2023	9	Any website queries to be emailed to PM to chase up with Primary Site.	All Governors/PM	June 2023	
18.05.2023	11	Details of booking for teacher absence to be requested.	TP	May 2023	

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