

Stocks Green Primary School

Non-confidential Full Governing Body (FGB)

Minutes

From meeting held in the Year 6 Classroom on

Tuesday 4th November 2025 at 7.00 pm



2025-2026

The meeting started at 19.02pm.

Item	Minute
1.	Attendance: Di Ayling (DA), Rob Chewter (RC) (Chair), Ruth Dixon (RD), Joe Endersby (JE) (Deputy Headteacher), Peter Hipkiss (PH) (Headteacher), Rebecca Mackay (RM), Alan McClean (AM), William Moore (WM), Bridget Salmon (BS), Dave Wallace (DW), Andrea Woollett (Vice-Chair) (AW), Alice Plane (Clerk) (AP) The Chair welcomed everyone to the meeting. Apologies for Absence: None.
2.	Declaration of business interests There were no new declarations and no declarations against any agenda item. There are some outstanding business declaration details for 2025/26 to be recorded by Governors in Governor Hub. Once this is completed the Clerk will add the updated information to the school website.
3.	Membership <u>Update on Staff Governor vacancy</u> Emily Scott has now returned from maternity leave but will not be resuming her role as Staff Governor. During her absence, Ursula Saganowska provided temporary cover for the position; however, she will also not be continuing in the role. PH will begin the process of recruiting a new Staff Governor to fill the vacancy. <u>Parent Governor Recruitment</u> PH is going to advertise the parent Governor roles in the next couple of weeks. There has already been interest from one person. Action: PH to carry out Parent Governor and Staff Governor elections. <u>Code of Conduct</u> Governors approved the new version of the code of conduct, pending a change to the review date, which will be updated to Term 1 2026. All Governors to confirm agreement with the Code of Conduct on Governor Hub if they have not already done so. <u>Instrument of Government (IoG)</u> The Governing Board reviewed the current IoG, which currently has thirteen Governors in total, including eight Co-opted Governors. It was noted that while the constitution sets this number, it is permissible to operate with vacancies. If the board functions effectively with fewer members over an extended period it may then be worth considering reconstitution. Governors approved the current IoG.

4.	Committee Formation and Terms of Reference <u>Sub Committee chairs</u> These were confirmed as follows: Standards and curriculum: Ruth Dixon Finance and premises: Alan McClean Pay and Performance: Rob Chewter <u>Terms of Reference (ToR)</u> The Terms of Reference for: Headteacher; Full Governing Body; Finance and Premises; Pay and Performance, Standards and Curriculum; Headteacher Performance Management; Pay Committee; Clerk; Panel Hearings; Delegated Governors were agreed, pending addition of the following discussion points: • It was agreed that DW will take over the role of Attendance Governor. • It was agreed that there would be one health and safety monitoring session per year. • It was agreed that Governors need to read all of KCSIE, which is covered by the safeguarding training and staff must read only part 1 of KCSIE. • It was agreed to continue with the current Governors for the Headteacher performance management panel and pay panel, and continue with the current wording in the ToR that it is best practice, rather than a mandatory requirement, that these two panels comprise different Governors. • It was noted that the safeguarding review toolkit is the safeguarding audit, which is carried out twice per year. The wording in the ToR will be changed to clarify this. Action: Clerk to update the ToR with the changes as above and then upload to the school website. <u>Standing orders</u> The Standing Orders for election of Chair and Vice-chair to FGB; Associate Members; Co-opted Governors and meetings were approved by the Governors.
5.	Confidential and Non-confidential Minutes of the meeting of 8th July 2024 Both sets of minutes were agreed as correct, with the addition of Rebecca Mackay to the meeting attendance list and signed by the Chair.
6.	Action Points See Appendices for the outcomes of actions from previous meetings.
7.	Matters Arising and A.O.B. Policies, IT and a visit to the Launchpad were agreed as AOB.
8.	Headteacher Update (PH) PH gave a summary of the Headteacher's report, focusing on key successes, challenges and the school improvement priorities. • The Launchpad project was highlighted with site works complete, funding secured and an imminent opening. • Attendance for the year was strong at 96.3% and persistent absence low at 5.3%, while Reception is fully subscribed this year, supporting the school's budget position. • A new digital server is installed and proving beneficial to staff. • The school has implemented a revised SEN structure, with Sarah Tracy in the Inclusion Manager role and Gilly Francis as Family Liaison Officer. Passport plans have also begun rolling out. • A recent health and safety compliance check was very positive. • Mr Till, who had been absent, has returned and is reported to be doing well. Despite some personal difficulties for PH the team have maintained momentum. • There was recognition that the computing and document access systems have been particularly challenging for Governors and this is addressed in Item 20 of this meeting.

	• A school improvement adviser visit is scheduled and a note of that visit will be brought to the next FGB meeting. • Monitoring will continue via surveys, committee scrutiny, and the planned full day monitoring visit. <u>Assessment Results</u> • 100% of disadvantaged Year 6 pupils met the expected standard across all subjects. • Phonics outcomes were in line with national averages but slightly down on previous years. • Good Level of Development remained significantly above national levels despite a small dip. • The Year 4 multiplication times table screening was a notable strength (mean score at the 64th percentile and 82% achieved 25/25). • Year 6 overall showed an anticipated dip, which was below national levels in expected reading and maths and in some combined reading, writing and maths expected measures although the school was above national levels in writing at expected and greater depth levels. Reasons for these results have been discussed at the S&C committee. School improvement priorities include embedding behaviour policy changes, strengthening assessment systems to ensure robust tracking, and driving attainment back above national averages after the recent dip in results. A Governor asked about the £18,000 spent on the Launchpad. PH noted that the £18,000 was funded externally by Barrett Homes and did not come from the school budget with additional furnishing supported by donations. The leadership team was commended by Governors for maintaining provision through a challenging period.
9.	School Improvement Plan (PH) i. <u>Sign off 2024-25 SIP</u> Governors agreed the clearer, outcome focused format pulling out end of term 6 success criteria made review of the 2024-25 SIP more accessible. Governors discussed findings from last year's surveys. Parent responses on cultural capital scored below the target (69.6% against a target of 80%), and a Governor suggested the question wording may have affected responses, which PH will look into. A Governor questioned why many staff felt they were not getting really good CPD. PH noted the many existing CPD activities e.g. weekly staff/TA meetings, termly play team meetings, Inset days and coaching-based appraisals. There was discussion around the lack of perception of these activities as CPD and that the survey respondent profile may attribute to the low result for this question rather than an absence of provision. It was suggested that the survey questions and respondents should be reviewed before drawing firm conclusions. Perceived shortfalls may reflect communication or definition issues rather than lack of provision. Governors noted the usual pattern that dissatisfied respondents are more likely to reply to surveys and recognised the need to consider who completed the survey when interpreting results. Action: RM to ask the SBM about attending an OPAL play team meeting once per year as Governor monitoring. ii. <u>Receive new SIP 2025-26</u> PH listed the priorities for each committee as follows: <u>S&C</u> • Develop identified subject curriculums using latest research into cognitive science.

	• Run parent workshops and 'Open Lessons' to show parents how the school teaches specific subjects. • Unify adaptive teaching strategies to support learners in all subjects. • Develop assessment practises using National Benchmarks. • Embed and further effective writing, reading and phonics implementation strategies to raise attainment in both school and National Assessments. • Develop SEN interventions and support for all learners. A Governor asked if Governors can attend the parent workshops. Governors are welcome to attend but there is a limit of about ten parents per class due to space restraints in the classrooms with the aim of the workshops designed to show teaching approaches, particularly for reading. Action: JE to let RD know if there are any available spaces. Governors noted that their attendance at the OPAL picnic and EYFS workshop was valuable. <u>P&P</u> • Develop a teaching and learning school approach through high quality PPD, CPD and coaching • Improve communication around pupil achievement. • Share how specific needs are supported within the school's daily practice. • Embed and further develop a clear behaviour curriculum to further enhance positive attitudes to learning and others. <u>F&P</u> • Further review staff structure to ensure long term financial stability of the school. • Develop the Launchpad as a hub for supporting emotional literacy and the neurodiverse community. • Embed and further develop regulation strategies across the school. The FGB approved the SIP priorities against the committees. iv. <u>Review SEF</u> The SEF was delayed due to the publication of the Ofsted framework in mid-September and will be brought to the next FGB meeting. v. <u>Agree Governor monitoring in line with SIP</u> Committees have already agreed monitoring approaches and timings. Monitoring will continue via committee work, surveys and planned visits. The FGB formally signed off the 2024–25 SIP and approved the 2025–26 SIP.
10.	Preschool This Item is recorded in the confidential minutes of this meeting.
11.	School inspection data summary report (IDSR) PH shared the new IDSR with the Governors during the meeting and highlighted the following: • Free school meal (FSM) percentage is well below average. It was noted that the small cohort size means one pupil can materially change the percentage. • SEN figures are below average but this is predicted to increase following reassessment. • EHCPs, EAL and child in need figures are below average • School stability (pupil movement) is close to average. • Attendance has been well above average over the last three years, with FSM attendance below average. SEN attendance is close to average but skewed by one pupil.

	- Suspensions are low. To note: Some single pupil categories (e.g. SEN counts) distort percentages and should be interpreted cautiously. Also, this year there has been the introduction of multi-year averages (three-year metrics) as well as single year snapshots reducing the impact of a single-year atypical cohort. <u>Performance summary</u> - Reading, writing and mathematics combined: three-year average well above average. - Writing (three-year expected and greater depth) and grammar: significantly above average over three years. - Mathematics: three-year average close to average. - Multiplication times table screening: mixed multi-year picture (below in years available but strong most recent results expected to change the picture). - Disadvantaged pupils: three-year position above but not significantly so and the small cohort caveat applies. Last year's Year 6 showed a dip (below national in some measures), but the three-year averages moderate that concern and show the dip is not, on multi-year evidence, a significant gap. The new format therefore provides a more stable picture and is likely to be more favourable where cohorts vary year to year.
12.	Governor Training and Monitoring <u>Review of skills audit</u> RD circulated the skills audit results and summary, which show little change from last year. Succession planning needs to be considered as Governors leave the board. Governors need to consider how to induct and develop new Parent Governors when they are elected so they can step into key roles over time. Suggested training courses were added against gaps and comments left in the audit. These are optional suggestions to help address individual gaps rather than mandatory requirements. The revised Ofsted framework represents a substantial change with new terminology and focus. It was proposed that training on the new framework be delivered during the full Governor day in February, which Governors supported. Action: DW to contact Tel German to invite someone to talk to the Governors about the new Ofsted framework on the full Governor day in February. <u>Training opportunities</u> RD circulated opportunities include modules on cybersecurity, safeguarding, curriculum monitoring, sustainability, effective meetings, countywide Governor's and Clerk's briefings and NGA events. <u>Plan for all-day meeting on 24th February 2026</u> It was agreed that the schedule will be broadly similar to last year. A Governor raised that time with the school council was missed last year, but it was agreed that it would be more appropriate for a Governor to view the school council rather than the council presenting to the whole Governing Board. Action: AW to send the schedule to the Clerk to circulate.
13.	Finance and Premises AM highlighted to Governors the following from the F&P meeting of 7th October 2025: <u>Statutory 6 months budget monitoring (April to Sept 2025) for FGB approval</u> In the September monitoring the brought forward revenue balance is £79,407 (the brought forward capital balance is £7,959). Approximately £40,000 is planned to be spent this year. The outturn is now

	projected at £37,593, which is £3,000 less than the original budget, mainly driven by a member of staff returning from maternity leave earlier than planned. ii. <u>Review implications to 3-year budget with pupil numbers projected</u> The three-year budget projects costs exceeding revenue and is subject to significant uncertainty, particularly around high needs funding which represents a 5-6% proportion of income and currently lacks clarity. The school is therefore reviewing staffing and provision models to manage affordability. Pupil numbers are a positive factor (218 pupils). PH is exploring avenues to increase funding including letting out the new building and constantly reviewing the staffing plan with the F&P committee. iii. <u>Update on recent expenditure or projects undertaken: OPAL, Launchpad, Server migration, Cleaners</u> OPAL expenditure was externally funded, the Launchpad (£18,000) was fully paid for by Barrett Homes and associated equipment has been funded by donations, the server migration had a significantly reduced cost due to being part of the pilot scheme and the change of cleaning contractor has been very positive. iv. <u>Staffing</u> The F&P committee will continue detailed scrutiny of the staffing plan and the need to balance the right levels of staffing and affordability. A Governor asked if there is any indication from the community of schools if the school will be receiving more money. JE said that he has a community of schools meeting next week where the school have put in an application for money alongside data evidence of why it is needed. vi. <u>Policies</u> – Security; Sponsorship Corporate Statement; Business Continuity Plan; Health and Safety, Finance All statutory policies were approved by the FGB. vii. <u>Benchmarking comparison</u> Benchmarking shows staff costs are slightly above comparators, but it was acknowledged that this is due to the number of highly experienced teachers.
14.	Standards and Curriculum Committee RD highlighted to Governors the following from the S&C meeting of 1st October 2025: i. <u>Statutory Assessment of KS1 and KS2</u> This was discussed in Item 8 of this meeting. ii. <u>Assessment of other years</u> EAL students are performing better in reading than non-EAL students, but are falling behind in maths and writing. Pupil premium students are underperforming in reading and show slower progress in writing than maths compared to non-pupil premium students. SEN students are particularly struggling to make progress in writing. Maths progress is generally strong across all year groups; however, writing progress is notably slow, especially in years 2, 3 and 4. iii. <u>SEND report</u> JE provided a comprehensive explanation of the SEN process, including identification and support procedures to the committee. There is a move toward providing more in class- support for SEN students. JE is starting to share teaching strategies with parents and a detailed explanation was given of how the community of schools funding will operate.

	The Governors recognised and acknowledged the substantial work and effort involved in reaching the current position. iii. <u>Target setting</u> RD noted the targets for the coming year are ambitious (around the 90% range). iv. <u>To approve School Improvement Plan Priorities.</u> School improvement priorities were discussed and monitoring agreed at the committee meeting. Most monitoring will be achieved via surveys, agenda items and a monitoring report during the full monitoring day in February. v. <u>Pupil Premium</u> This is discussed at the start of this item. vi. <u>PE Premium</u> Georgina Newton gave a presentation to the committee on the PE priorities for the year: Priority 1: Ensure all pupils have at least 30 minutes of regular physical activity daily. Priority 2: Raise the profile of PE and sport across the school. Priority 3: Increase staff confidence and skills in teaching PE. Priority 4: Broaden experiences for all pupils. Priority 5: Increase percentage of pupils taking part in competitive sport. vii. <u>Policies: Attendance; Assessment; Display; Feedback; Mobile and Smart Technology; Touch and the Use of Restrictive Physical Intervention.</u> Comments on the policies were sent to PH after the committee meeting and he has now actioned these. All statutory policies were approved by the FGB.
15.	Pay & Performance Committee RC highlighted to Governors the following from the P&P meeting of 30th September 2025: i. <u>Headteacher appraisal arrangements.</u> PH met his objectives for last year and new objectives for this year are embedded within the SIP. ii. <u>To approve SIP Priorities</u> This was covered in Item 9 of this meeting. iii. <u>Staffing structure – any update</u> This has been agreed for the year and covered in previous meetings. iv. <u>Policies: Allegations against staff; Appraisal Policy; Confidentiality; Early Career Teacher Policy; Pay and Reward; Capability Policy; Complaints Procedure; Child protection including online safety; Social Media; Governor Induction</u> All statutory policies were approved by the FGB. Action: RD to add the Confidentiality Policy to the Governor Induction folder on SharePoint. The Pay and Reward Policy was brought to the FGB to approve. It is a template policy with personalisation to the school. The Governors approved the policy. v. <u>Pupil survey results. Timing of staff/ parent/pupil surveys</u> Overall the pupil survey results are largely unchanged from last year. Some results are slightly more negative, which will only be a concern if the negative trend continues this year. The staff survey is scheduled for March, parent survey for before May half term and the pupil survey for the end of the school year. vi. <u>Website compliance (RD)</u>

	RD and PH completed a website compliance checklist, which has been uploaded to SharePoint and PH is in the process of actioning highlighted areas that need updating. vii. <u>Pay meeting recommendations for approval</u> This has been completed and was approved by the FGB.
16.	GDPR and Cyber Security WM noted no new updates and that the new cloud system is very secure. He is completing a cybersecurity course in January.
17.	Safeguarding There were no safeguarding updates. DW and PH are going to meet to discuss the safeguarding audit.
18.	Guidance Updates The Clerk noted the following items, from recent newsletters, relevant to the FGB. <u>New research: the school complaints landscape</u> 82% of governors and trustees say that complaints have increased in their setting over the past 3 to 5 years, with half reporting significant increases. This is according to latest research that explores the volume, nature and themes of complaints in schools and trusts. The school complaints landscape National Governance Association <u>Spotlight on Safer recruitment in TEP monthly bulletin</u> – saved in SharePoint folder for this meeting. <i>It was confirmed that several Governors have undertaken safer recruitment training.</i> <u>Declining pupil numbers impacting schools</u> Almost three quarters of primary school leaders anticipate setting an in-year budget deficit in 2025/26. This is according to a recent blog by NFER which analyses the impact of falling pupil numbers on school finances. In response to declining numbers, schools are reducing the number of classes and average class size by 4.8% and 2.5% respectively. The changes have also led to staffing reductions for both classroom teachers and teaching assistants. Pupil numbers and school finances: What do we know about how demographic change is impacting on schools? - NFER <u>SFVS</u> The Schools Financial Value Standard (SFVS) is a self-assessment tool that must be completed on an annual basis. The Schools Financial Services training session is designed to support schools in completing the SFVS effectively. Governors are encouraged to attend, as their role is vital in ensuring effective oversight. The session runs from 9.30am to 12.30. Price is £100.00. <i>Governors agreed this is too expensive and not worthwhile.</i> <u>New Statutory guidance on developing a school uniform policy and managing uniform suppliers to ensure the cost of uniforms is reasonable.</u> Cost of school uniforms - GOV.UK <i>PH confirmed that the uniform policy already covers the new guidance.</i> <u>Ofsted reform in focus: your questions answered</u> In this blog, explore NGA's answers to governors' and trustees' key questions about Ofsted's new inspection framework. Learn what's changing, how governance will be evaluated, and what boards and clerks should expect when inspections begin in November. Ofsted reform in focus: your questions answered National Governance Association <u>Questions to ask during monitoring visits</u> Examples of questions governors and trustees might ask in full governing board meetings, committee meetings or on school monitoring visits. Governing board questions to ask National Governance Association <i>The Clerk noted that this resource could be useful for new Governors.</i>

19.	Chair's Actions/ Correspondence There were no Chair's actions or correspondence to discuss.
20.	A.O.B <u>IT</u> The Governors discussed the ongoing problems with SharePoint access and authentication problems, which are causing problems for Governors who lack compatible school devices and smartphones making it hard in some cases to view and print meeting documents. This has caused frustration and reduced engagement among Governors. Concerns were raised about the expectations on Governors as volunteers to have the tools and time to do the role properly when facing IT obstacles to accessing the resources to fulfil their role. The Governors discussed options for sharing non-confidential governor documents (agendas, minutes). Suggestions included emailing non-confidential papers to personal addresses for printing, allowing governors to come into school to print, investigating Governor Hub (although there was reluctance to pay for another subscription when the school have recently bought a system) or the Clerk or SBM printing documents for governors. Concerns surrounding these options include that confidential items must remain secure and in school printing is disruptive, time-consuming, costly and not sustainable. The Governors agreed on the following working solution: • Email non-confidential documents as attachments to personal emails so governors can print or view them offline. • Keep confidential documents on SharePoint but upload them as Word documents (not PDFs) for easier access/editing. • Governors to email the SBM if they would like any confidential files printed. These then need to be securely disposed of after use. • Publish meeting documents with sufficient lead time (ideally a week) to allow printing/reading. • Include guidance in the Governor Code of Conduct on secure disposal/shredding of printed confidential material. It was acknowledged that there is unlikely to be a definitive technical fix short of issuing school devices to Governors, which is not affordable. A Governor highlighted one benefit of the new system is that secure SharePoint storage may remove the need for maintaining paper files. Action: Clerk to add secure disposal of printed confidential material to the Governor Code of Conduct. <u>Policies</u> The Clerk outlined a new process for Policy management, which has been inconsistent with lists differing across documents, some policies appearing in multiple committees, and review frequencies varying, causing confusion. A final policy log has been prepared and will be linked from the Terms of Reference once completed, showing which committee, term and year each policy will be reviewed in. Governors agreed that statutory policies will be reviewed annually and all other policies will be reviewed on a three-year cycle unless an update is required sooner. For the year ahead the policy log will be used to allocate policies across the 3-year cycle so fewer items come to each committee meeting, policies scheduled at more than one committee will be removed (one committee plus the linked FGB meeting should suffice) and PH will review policy relevance and update content where needed. The new process was outlined as:

	One month before a policy is due to be discussed, the Clerk will notify PH of the upcoming policies for review > updated policies will be circulated to Governors a couple of weeks before the meeting so operational corrections and typos can be resolved in advance, leaving meeting time for strategic discussion. A Governor asked why Governors have to review model policies. Some model policies are tailored to the school, they need to be manageable to implement, properly overseen and recorded by the Governing Board. The Governors approved the new structured approach, policy log, clarified review cycles and earlier circulation to enable focused, strategic policy discussions. <u>Recognition</u> A Governor congratulated the school for the new initiatives e.g. the Launchpad and OPAL, securing funding for them and for the community benefits they provide. PH thanked the new Clerk for her excellent contribution to the team. Governors were in agreement with this recognition.
21.	Date of next meeting 1. Date of next meeting – 25th February 2026 2. Next year equivalent – 3rd November 2026
22.	Confidentiality Item 10 is recorded in the confidential minutes of this meeting.

The meeting ended at 9.02pm and the Governors went to look around the Launchpad.

Signed:

Date:

Questions/Comments

Answers

Impact

Monitoring

Action

APPENDIX 1 – Actions Completed/ Dropped

Meeting Date	Agenda Item	Action	Actioned by	Update
8/7/25		Health and safety and accessibility audit to be carried out .	RC/AM	Completed
8/7/25	4	PH to organise elections for 2 parent governors in October 2025.	PH	Discussed in Item 3 of this meeting.
8/7/25	4	AP to inform LA that JC has retired as LA governor at the end of Term 6. Organise LA election for AM.	AP	Completed and expecting to hear back from the LA this month.
8/7/25	4	Vice-Chair to be agreed for S & C committee	S&C	RM agreed as VC for S&C.
8/7/25	4	Code of Conduct – AP to check if there are any updates and inform governors before October meetings so that they can be signed.	AP	Discussed in Item 3 of this meeting.
8/7/25	6	Terms of Reference. AP to update TOR with any new updates and circulate to governors, add to	AP	Discussed in Item 4 of this meeting.

		meeting agendas and put on school website once agreed.		
8/7/25	13	Policies. AP to ensure Capability Policy and Complaints Procedure are on P & P Agenda for 30.09.25 and FGB 04.11.25.	AP	Completed.
8/7/25	14	WM to look at possibility of doing Cyber Security course .	WM	WM booked to do the cybersecurity course in January.
8/7/25	14	Safeguarding Course – PH to inform governors of INSET training day.	PH	Governors did not attend the Inset day safeguarding training. RC asked PH to send Inset day information to Governors to enable them to attend.
8/7/25	14	All governors to complete Safeguarding training in Autumn Term. RD to circulate details of online Safeguarding course to all governors.	All	All completed
8/7/25	16	AP to liaise with P & P and S & C committee chairs to consider which safeguarding policies should move to P & P committee.	AP	Completed.
8/7/25	17	A new SEN governor to be trained to replace DA.		Governors agreed to defer decisions about parent governor involvement in SEN monitoring until after the upcoming elections when the full composition of the FGB is known. There was a discussion around the suitability of Governors for different roles. While parent governors are not excluded from monitoring SEN their involvement should remain at a strategic level and avoids discussion of individual children. The FGB will assess the strengths and experience of newly elected Governors before assigning roles
8/7/25	19	JC to compose a governor newsletter to distribute at the end of term.	AW	Completed
8/7/25	23	AW to correct the meeting dates for next year and circulate to all governors. completed.		Completed

APPENDIX 2 – Actions New/Ongoing

Meeting Date	Agenda Item	Action	Actioned by	Update
8/7/2025		AM to arrange time to carry out safety walk .	AM	AM to arrange with PH.

8/7/2025		Further investigate sustainability.	AW	The school have been working through climate action plan. <i>Let's Go Zero</i> are coming into school in January to carry out a free sustainability audit. AW may attend. AW to discuss date with JS.
8/7/2025	14	AM to look at possibility of doing H & S course.	AM	AM to look into the H&S course.
8/7/2025	16	DW to liaise with PH to look at the Safeguarding Audit.	DW	To be done this term.
8/7/2025	16	All governors to read KCSIE education and record this on Governor Hub.	All	Clerk to check Governor Hub confirmations for KCSIE, code of conduct and declaration of business interests and flag anything outstanding to Governors.
4/11/25	3	PH to carry out Parent Governor and Staff Governor elections.	PH	
4/11/25	4	Clerk to update the ToR with the changes as above and then upload to the school website.	Clerk	
4/11/25	9	RM to ask the SBM about attending an OPAL play team meeting once per year as Governor monitoring.	RM	
4/11/25	9	JE to let RD know if there are any available spaces.	JE	
4/11/25	12	DW to contact Tel German to invite someone to talk to the Governors about the new Ofsted framework on the full Governor day in February.	DW	
4/11/25	12	AW to send the schedule to the Clerk to circulate.	AW	
4/11/25	15	RD to add the Confidentiality Policy to the Governor Induction folder on SharePoint.	RD	
4/11/25	20	Clerk to add secure disposal of printed confidential material to the Governor Code of Conduct.	Clerk	