

Minutes of the meeting of the Full Governing Body of Shirley Community Nursery and Primary School held at school on Thursday 23 March 2017 at 6.30pm

Governor membership at 23 March 2017:

Mark Abbas
 Reverend Ruth Adams
 Angela Mason-Bell
 Martin Campbell
 Heather Cook
 Karl Grenz (GB Vice Chair)
 Philip Henderson
 Sarah Joomun
 Angela Leach (Head)
 Mark Lewis
 Louisa Meynell
 Libby Saunders
 Iain Smith (GB Chair)
 Jennifer Thomas
 Nicole Went

Present: Dr Abbas, Reverend Adams, Mr Campbell, Mrs Cook, Mr Grenz, Miss Joomun, Mrs Leach (Head), Mr Lewis, Ms Meynell, Mr Smith, Mrs Thomas, Mrs Went.

Visiting (non voting): Deputy Heads: Mrs Marsters:

Mrs Kidney (Deputy Head: non-voting visitor to the meetings) is on maternity leave.

In attendance: Miss Owen (Clerk).

The Clerk advised the meeting was quorate, as more than 50% of the current membership was present.

*The Chair welcomed Dr Mark Abbas (new Parent Governor) to the meeting. Introductions were made.

1. Standing items

1.1 Apologies for absence

Mr Henderson, Mrs Mason-Bell, Mr Saunders (work commitments); Mrs Wernham (non-voting visitor: illness).

Mr Grenz proposed, Mrs Cook seconded the apologies should be accepted. Agreed by all.

The meeting noted Mrs Kidney (Deputy Head: non-voting visitor to the meetings) is on maternity leave.

1.2 Declaration of interests

Items 17 and 18: visitors will leave for this item.

1.3 Register of Pecuniary Interests 2016-2017

Presented for signing and updating if applicable.

2. Minutes of the last meeting (9 February 2017)

Mr Grenz proposed, Mrs Thomas seconded that the minutes be accepted as a true record. Agreed by all.

The Chair noted a minor correction, requested by the Clerk, to a sentence in the minutes of 8 December 2016.

2.1 Matters Arising

The Chair noted any matters arising would be covered at later points in the meeting.

2.2 Headlines

The Chair reported Mr Henderson has contributed headlines and thanked him in absentia. The Head will check for contextual accuracy before placing on the website. Suggested headlines from the meeting of the 9 February include pre-school provision and improving attendance.

3. Head's Report

The Head noted her report focuses on updates to the two recent Committee reports. The Head discussed the roll, noting that a small Year 6 cohort will leave in July but the school expects a full intake into Reception (September 2017). The Chair queried if changes to the roll impact on funding. The Head said funding is based on the roll as at the October census. However, if a child with a EHCP leaves the school, as the funding is attached it leaves with them. However, if a pupil joins the school with an EHCP, SEND funding increases. This is a budget area that is constantly monitored. Four children are due to join the Nursery at the start

of the summer term. As this additional number of children will exceed the existing ratio, another member of staff will work in the Nursery. The Head has sent a formal request to the LA, seeking approval for the school to change its name and age range. Once the LA has responded, the school will publish details in a consultation. The meeting agreed further consideration would need to be given to offering 30 hours childcare, depending on the flexibility offered by the school's future provision.

The Head discussed changes to the staffing profile, including the arrangements for teachers who are returning from maternity leave next term. Staff changes will be communicated to parents in the summer term. A Year 3 teacher leaves the school at Easter to take up a post at another school; a supply teacher will cover the class until Mrs Carter returns from maternity leave at the end of June. An advert, for a teaching vacancy in KS2 for September, has been placed and applications will be shortlisted before the end of term. An Acting Deputy Head post is to be advertised internally. This is a one-year fixed term post from September 2017.

The School's Business Manager, has resigned. Mrs Bingham has stepped into an acting SBM role and is being supported by a finance assistant who has joined the school on a temporary basis. The Head and Mrs Bingham are currently building the new budget. Ray Byford is supporting the process and will give a budget presentation at the next meeting of the Resources Committee, to which all Governors are invited to attend. Mrs Warringder leaves the school at the end of this term. A special lunch is being held to recognise the years of service she has given to the school, to which Governors are invited.

The Head discussed the appraisal process for all groups of staff. All teachers have had a planned mid-year appraisal in the Spring term that includes the following foci: progress on agreed appraisal objectives; discussion on lesson observation, planning and work scrutiny; discussion on progress outcomes of class or cohort; career plans and aspirations. In answer to a Governor's question, the Head said that all staff have developed professionally and this is reflected in the outcomes of sixteen lesson observations this term. The Head explained an observation, which leads to the SLT's judgement of teaching, is a triangulated process that includes evidence of progress through scrutiny of pupils' workbooks, observing the learning environment and behaviour. In answer to a Governor's question, the Head said that Ofsted do not give lessons grades but the SLT's judgements are used for internal monitoring. Observations inform the SLT if further professional development is required to support a teacher. The Chair said the outcomes of teaching observations this term demonstrate the SLT is taking the appropriate steps to ensure the best quality of teaching is achieved and he was pleased to see that the observed lessons are judged as 87.5% as good or better, with 19% judged to be outstanding. This is an increase from 81% judged as good or better in the Autumn term 2016. The Head noted safeguarding items in her report would be fully reported under item 5 in this agenda.

The meeting discussed the latest projections within the Head's report. The Head said that as children are leaving and joining the school, the results will be affected and projections are constantly being revised. A new EAL pupil has recently joined the school. The Head explained this would mean that this pupil would be included in the first set of KS2 results that will be lower than currently projected, when they are published in September. However, following the data checking exercise in September, pupils that meet certain criterion will be removed from the data set, with the true results of the KS2 cohort published in February. In answer to a Governor's question, the Head explained the criteria for removing pupils from the data set i.e. if they have joined the school after Year 5 and are EAL. A Governor asked what the expected length of time would be, from when an EAL pupil joined the school, for the pupil to be working in English. The Head said it is usually two years for a pupil to become proficient in Reading and Writing; Maths, however, is easier for many EAL pupils, as Maths language is more widely universal. The meeting discussed if any additional support was available for EAL pupils. The Head noted some support is available, as the budget has an allocation for CREDS (Cambridgeshire Racial and Equality Service). The school can apply to CREDS for twenty hours of TA support, for a new pupil, in a new pupil's first language. The Head said this support is very helpful and the school is fortunate to have an EAL TA who helps children to move on more quickly.

The meeting discussed the revised KS1 projections noting that the percentages expected to achieve the national standard have been revised to: Reading 60-62%; Writing 50-55%; Mathematics 60-65%, with 45-50% in all three aspects (Reading, Writing and Maths). The Year 1 Phonics screening projections have also been revised, following roll movement: the revised projection is 76% (80-83% originally set) expected to achieve the 32/40 'pass' standard.

The meeting discussed the revised KS2 projections noting that the percentages expected to achieve the national standard have been revised to: Reading 70-75%; Writing 65-68%; SPaG 72-75%; Mathematics 70-75%, with 60-65% in all three aspects (Reading, Writing and Maths). The meeting noted the revised projections of KS2 pupils expected to attain greater depth. **The Head noted a correction is to be made to the number given for attaining greater depth in Writing.** This will be given to the next meeting. The revised projections are 8% achieving 'greater depth' in all three aspects (an increase from 6% originally set in October 2016).

The meeting discussed support for pupils as they approach the KS assessments. The Head noted teachers have revised their provision maps following the outcomes of end of autumn assessments. The Head successfully applied to the LA for additional funding of £2,000 to support intervention work in KS2. Other additional support for Year 6 includes: Sound Training; Mrs Wernham taking a Maths group every day; Miss Fonseca will deliver six days of support and work intensively with groups, in Reading, SPaG or Maths; there will be a two-day Easter school focussing on Maths and Inference training (a reading intervention). Additional support is also being provided for Year 2. This includes: additional TA support (five afternoons) for ten children to improve their comprehension of text; the Maths TA is working with a group of children to enhance Maths skills; the Reading Recovery teacher is working with a number of children to improve their comprehension skills.

The Chair said he was pleased to hear of the range of interventions to support pupils' learning and asked the Head to update Governors with progress made by these groups in particular.

The Head discussed attendance rates with the meeting. This term's data shows an upward trend for almost all vulnerable groups. Absence in the Nursery is higher than the school would like. The gaps in rates of attendance between PP and non-PP children, without GRT, is being tracked this year. The school continues to focus on a TA buddy intervention with PP pupils. This is working well. The school is hoping to meet targets. The Head discussed anonymised exclusion, racist and homophobic incidents with the meeting. There have been 6 fixed term exclusions in the spring term (compared to 4 in the autumn term 2016; 2 racist incidents in the spring term (compared to 6 incidents in the autumn term 2016) and 2 homophobic incidents in the Spring term (compared to 2 in the autumn term 2016). In answer to a Governor's question about the reasons for fixed term exclusions, the Head said the safety of the pupil concerned, and other pupils and staff, is always a main consideration.

The Head noted other items within her report, including the focus of staff meetings; the visit from a Gold Olympian in January, Kate Richardson-Walsh; an update on the Pond Project; the annual Hilltop residential trip; the Year 2 exit point to their IPC project 'Explorers'; the Year 5 visit to NCA for a virus themed day; Diversity Week (13-17 March); a Year 6 visit to Anglia Ruskin University and the recent visits by parents for school lunches. The Head said she wished to thank the staff who had organised and accompanied the Hilltop visit: Miss Joomun, Mrs O'Sullivan, Mr Frett and Mr Finlayson. A considerable amount of preparation goes into ensuring the trip is a success. The Head also asked that thanks are given to Mrs Cook, who organises the medical needs of pupils going to Hilltop. An invitation was given to Governors to attend the end of term production by Years 3 and 4 'The Wind in the Willows'.

The Chair thanked the Head for her report and asked if the meeting had any questions. A Governor noted that parents, visiting for a school lunch with their child, provide a good opportunity to capture parents' views of the school and contribute towards a 'parent voice'. The meeting agreed with this point. A Governor noted she had informal feedback from a parent who had commented that the behaviour at lunchtime had been very good and they had enjoyed their experience of lunchtime. A Governor asked when the Head could expect to hear back from the LA about proposed changes to a pre-school provision. The Head said she would follow this up with the LA, as consultation documents must be sent out within a prescribed timeframe.

4. Updates to the SDIP

The Head said there were no updates to report but she was pleased to see the Governors monitoring groups, and named responsibility Governors, making visits to the school. The Chair reminded Governors that visits are to be written up on the agreed format and submitted in good time for FGB meetings. The Chair thanked Governors for undertaking the visits, which enables the GB to assess the success of the impact and success of school's aims through the targets within the SDIP and RAPs.

5. Safeguarding

The Head referenced her report for updates:

- Mrs Taylor has attended refresher training for CP Designated Persons on 8 February.
- A group of 13 TAs, midday TAs and MSAs attended First Aid training on 6 March – the Head thanked Mrs Cook for organising this training.
- CP refresher training is planned for the whole staff on 18 April (training day).
- Keeping Safe Week (6-10 February) had special assemblies, visitors, curriculum activities, and an afternoon presentation for parents about keeping children safe online at home. The Head said she was disappointed that, despite wide advertising, this event was attended by only 12 parents (this number included two Governors).
- On 10 February, a member of staff slipped on the stairs and fractured her ankle. In line with health and safety guidelines, this accident was reported to the LA. The school's investigations indicated this accident was very unfortunate, as no defects were found and no changes were recommended.
- An auditor from the CP Service visited on 2 March to carry out a CP Record Keeping Audit. The full report is included with the papers for this meeting. A couple of minor recommendations were made and the school has started to use the new format on which to record chronology. The Chair said he was pleased to see from the CP auditor's report that all seems to be in place. The Head said it was helpful to have the expertise of an auditor.
- A planned fire drill took place on 27 February; it went well.
- The CB4 cluster Heads group has invited a theatre group to perform an esafety play to year 4 pupils in May. This will be held at Chesterton Community College with Year 4 children from five local primary schools attending.
- Mr Grenz (a Safeguarding Governor) and the Head continue to carry out work centred on the Safer Recruitment Audit Toolkit. Mr Grenz discussed two reports he has written that have been circulated with the papers for this meeting. Mr Grenz discussed his two most recent Safeguarding monitoring reports: Analysis of staff files (25/01/2017) and Analysis of new staff files (16/11/2016). Mr Grenz noted following his original visit on 16/11/2016, he made a follow up visit on 7 December 2016 to follow up and check the completion of new staff files.

Analysis of staff files will be carried out periodically to ensure compliance on subsequent monitoring visits. Mr Grenz said that in summary, all the staff files selected for scrutiny were mainly complaint and any outstanding items were mostly reflected by changing requirements of data held in older files. Mr Grenz also visited on 31 January, focusing on Safer Assessment Recruitment

Toolkit: a follow up meeting is to be arranged. In answer to the Chair, Mr Grenz reported there are no systematic issues to report arising from his monitoring visits; no significant omissions were found and he had made a couple of suggestions to the Head to support future monitoring exercises e.g. the inclusion of a completion sheet in each staff file.

The Chair thanked Mr Grenz for his visits – and extended his thanks to the other Safeguarding Governors, Reverend Adams and Mrs Mason-Bell, noting they carry out an important responsibility on behalf of the GB.

6. Governor Monitoring Groups

The Chair asked Dr Abbas if he had any preference about which monitoring group he would like to join. The Chair noted this role could be carried out by email for Governors who are not able to attend visits. **Dr Abbas will consider which group he will join.**

SEND: Mr Campbell reported no updates. He will consider dates with Ms Meynell (member of the SEND monitoring group) for the next visit.

Curriculum: The latest curriculum report will be emailed to Governors, as it has not yet been sent to the Clerk. The report is of a meeting Mrs Went had with Miss Harris and Miss Joomun, to understand how the IPC is reflected in pupils' work. The use of differentiation, and how it advances children's learning, had been discussed.

Maths: Mrs Thomas has arranged a visit in April to look at the learning environments for Maths and how this impacts on learning.

Writing: Mrs Went discussed a visit she had with Mrs Marsters on 2 March 2017 to see how writing is taught. Their discussions included how a lesson is differentiated, a learning plan and how TAs are used in classes to support children's learning. Mrs Went visited on World Book Day and noted that the teacher and children in the class she visited had dressed up to reflect the school's WBD's themes of Harry and Beatrix Potter that had been very enjoyable. Mrs Went thanked Mrs Marsters for hosting her visit. Mrs Went also discussed a visit she had made to see the intervention 'Sound Training'. Mrs Marsters had invited Mrs Went to observe a session of this intervention, which the school buys in, to support reading skills in Year 6. Mrs Went noted it had been a very informative visit.

The Chair thanked the Governors for their time in making visits and producing reports to inform Governors' wider understanding of their monitoring role against the targets in the SDIP. In answer to a Governor's question, the Head said reports of visits are informal observations that inform Governors about the school's progress, and are not professional reflections. A Governor noted Governors must ensure monitoring of the SDIP is taking place; visits and reports are a part of this process, and enable Governors to challenge effectively. The Chair said reports of Governors' visits evidence that the SDIP is being implemented and, as such, reports Governors write are independent of any formal restrictions; however, they are not considered to be an assessment of any teaching they see during a visit. The SLT, as professionals, make these judgements under different circumstances e.g. through formal observations. The Head said that if a Governor had any concerns or questions, during or after a visit, she would expect them to contact her immediately. The meeting discussed the guidance available for Governors when they undertake a monitoring visit and, in conclusion, agreed **the current Governors Visit Policy will be sent to Mr Campbell to be reviewed (ACTION: Clerk)**

7. Report from Data Governor

The Chair reported that Mr Henderson is unable to be at the meeting tonight but has sent a message to say that he hopes to have a draft report ready for the next meeting of the Standards Committee, assuming there are no significant changes to the data format or assessment methods. The school is setting up access for all Governors to the FFT website. The Chair asked Governors to ensure their FFT access is accessible and asked for any questions to come to the next meeting.

8. Approval of the SFVS (Schools Financial Value Standard) 2016-2017

Mr Grenz, Chair of the Resources Committee, discussed this item with the meeting. It is an annual duty of the FGB to submit the SFVS to the LA. It is essentially an audit of the school's financial practices to ensure the school seeks out best value for money; has appropriate financial skills available (from both school staff and Governors); provides value for money; protects the school's money etc. All questions on this year's SFVS have been answered affirmatively.

Mr Grenz said that whilst this year's SFVS asks essentially the same questions as in previous years, next year, the Committee would like to have a more robust challenge made to the school's financial systems. The Committee will discuss the best ways to challenge the school, and Governors' knowledge, for next year. In answer to a Governor's question, Mr Grenz said the school has not had a financial audit by the LA in recent years; however, at the meeting of the Resources Committee last week, Mrs Mason-Bell has offered to come into school to undertake an informal audit. This offer was welcomed by Committee members. The Chair said it is of note that the school does not have a deficit budget and has the services of the LA's Schools Group Accountant, Ray Byford, as its financial advisor. **In response to a Governor's question, it was agreed that Mr Byford should be asked what happens to the completed SFVS that schools submit (Clerk).**

Mr Grenz proposed, Mr Smith seconded the SFVS (2016-17) should be submitted to the LA. Agreed by all.

The school will submit the SFVS by 31 March 2017.

9. Policies to be adopted by the FGB

Schools Complaints Policy: the Chair reported the revised Policy has just been received from the LA. **The Chair will look at this for the May FGB meeting.**

Inclusion Policy: this Policy was reviewed and discussed by the Standards Committee at its most recent meeting. It has been recommended by the Standards Committee for adoption by the FGB. There being no questions from the meeting, **Ms Meynell proposed, Mrs Cook seconded that the Inclusion Policy be adopted. Agreed by all.**

10. Committee Reports

Before Committee reports were given, the membership of Committees was discussed. The times at which Committees meet was noted as a deciding factor for Governors.

Mr Smith proposed, Mr Grenz seconded that Dr Abbas should join the Resources Committee. Agreed by all.

10.1 Standards Committee

The Chair of Standards (Ms Meynell) gave an update from the meeting on 28 February 2017. The Marking Policy and the Attendance Policy had been adopted. The Inclusion Policy had been reviewed and agreed as fit to come to this GB meeting for adoption.

The meeting had discussed an Inclusion Report from Mrs Wernham (SENCO/Deputy Head) that had outlined the work of the external support services that visit the school e.g. Blue Smile, visual impairment service, the hearing services, educational psychologists etc. Ms Meynell had enjoyed attending the sharing assembly in Equality and Diversity Week, themed 'the world in your kitchen'.

10.2 Resources Committee

The Chair of Resources (Mr Grenz) gave an update from the meeting on 15 March 2017. The school is approaching the financial year-end. He noted excellent reports given by Mrs Bingham at the meeting of the Resources Committee on 15 March, and said it appears that the carry forward from this year's budget, going into next year, will be approximately £30,000. Mr Grenz said he was pleased it appeared the school could present a budget that balances, and is not in deficit, going forward into the financial year 2017-18. Mr Byford has met with the Head and Mrs Bingham to support next year's budget building process.

Mr Grenz thanked Mrs Cook for the tireless work she undertakes as Health and Safety Governor. Mrs Cook had presented a report to the most recent meeting of the Committee and the breadth of the areas she monitors is considerable. The model Health and Safety Policy, personalised by Mrs Cook, was adopted by the Resources Committee on 25 January 2017.

At the Committee meeting on 15 March 2017, the Committee had adopted:

- Cambridgeshire's Scheme for Financing Schools effective date 1 February 2017
- Cambridgeshire County Council Financial Regulations for schools 12th edition (February 2017)
- Cambridgeshire County Council Contract Regulations for schools (9th edition June 2010)

The school's internal financial regulations need to be personalised by Mrs Bingham and will come to a future meeting.

The final item at the Committee meeting was not attended by Governors who are also staff members, as the terms and conditions of certain staff had been discussed and agreed.

The Head said Mr Byford is coming in to school early next term to finalise the 2017-18 budget that will be presented to the FGB on 4 May 2017. The meeting discussed changes to the ways in which funding is allocated to schools. Governors agreed these changes present significant challenges for all schools and colleges.

Mr Grenz reminded all Governors they are welcome to attend the meeting of the Resources Committee on Tuesday 2 May at 6.00pm. Mr Byford will attend this meeting, at which the 2017-18 budget will be discussed in full, prior to coming to the FGB on Thursday 4 May for approval.

10.3 Development Group

The Chair reported this Group has not met recently; consequently, there are no updates.

11. Training and Development

The Chair asked Governors to consider what training they could undertake. CGS offers excellent training. Mrs Thomas had attended an Induction training day for new Governors. Dr Abbas is seeking a convenient date to attend this training. A Governor asked about Safeguarding training. **The Clerk will source training available for Governors.** The meeting discussed the culture of Safeguarding and agreed Governors need to be assured staff are trained to deliver it. The meeting agreed Governors should build on the Safeguarding culture through future monitoring visits. The Head noted an in-house Safeguarding training (led by a ECPS officer), and the in-house Prevent training (led by the Head) in October 2016 had been available for Governors.

12. CGS Guidance Note 23 – Questions Ofsted may ask Governors

The Chair noted that at previous meetings, Governors have discussed a specific number of questions from this CGS guidance note. The Chair said this questionnaire shows Ofsted are looking for FGBs to have confident procedures in place and can ask Governors about any aspects of the school.

Question 6: How do you monitor and evaluate the work of the school to improve children's learning? What action does this lead to? The meeting agreed reports to Committees and reports of monitoring visits, present evidence of Governors ensuring they carry out this aspect of their role. Questions asked at meetings, the effectiveness of interventions with Pupil Premium pupils, and the capability to divert resources into any areas that need support are also evidential.

Question 7: Give examples of when the GB has provided challenge and how has this brought improvements, how can you evidence this? Examples of GB challenge were discussed by the meeting. Points raised included reviewing policies. Governors discussed if monitoring visits create a level of accountability and challenge e.g. through seeing learning in classrooms and looking in workbooks. A Governor suggested the recent Safeguarding Governors monitoring audit demonstrates that actions are followed through and follow up visits are undertaken to ensure compliance. The Head said that through monitoring, Governors check that what the Head and SLT say is happening, is actually taking place. The Head's reports provide evidential opportunities for Governors to challenge. The Head said it is important that Governors monitor the SDIP and RAPs to ensure the actions the school put in place are effective. The Head said Blue Smile was introduced as a response to a challenge from Governors about ways to enhance the experience of school for some children. The Head discussed how this suggestion had been actioned by the school and noted Governors need to ensure the service Blue Smile provides is maintaining its relevance, in terms of both success criteria and funding from the budget.

The Chair said the GB has to maintain a dynamic and interactive balance with the school and he is confident this is happening. The meeting discussed the different ways of working undertaken by Governors e.g. in named roles, as members of monitoring groups, individually as Committee members, and collectively at FGB meetings. All ways of interaction are intended to give Governors a better understanding of the school; and how it impacts on the children's experience of school.

Question 8: Do the targets in the school's improvement planning reflect the targets that staff have agreed in their appraisal? The Chair suggested the wording of this question is, in his opinion, ambiguous. The meeting noted appraisals are an operational matter and Governors are not involved in teachers' appraisals. However, a number of Governors are responsible for undertaking the Headteacher's annual Performance Management. This process links to the success of the school's priorities, expectations of year groups, closing gaps etc. The Head noted that last Ofsted inspection had verified the aims in the SDIP had matched the actions taken. The Chair suggested this would be an area for challenge, if Governors could not evidence a linkage of aims and outcomes.

Question 9: How do you use Pupil Premium to support the learning of specific groups of pupils, and is it effective and how do you know? The meeting agreed this is a considerable area for consideration. Governors can evidence the efforts the school is making to close gaps but all agreed it is an ongoing area. The annual Pupil Premium report is put on the website, and following a suggestion from Governors, it is 'RAG' rated to ensure value for money is being monitored and data is analysed to monitor closing of gaps. A Governor noted the benefit of RAG rating, so Governors can check which interventions are working and consequently, ensure funding is allocated to effective interventions. The Head suggested looking at a website (Sutton Trust) that uses data to check the efficacy of interventions. The meeting noted that a significant allocation into the budget is from Pupil Premium funding and it must be demonstrated that this funding is integrated into teaching and learning plans.

The Chair thanked Governors for their contributions to this item and said the next four questions in the guidance note would be discussed at the next FGB.

13. Discussion item

Following discussion, the meeting agreed that a Governor would forward a link to the Education Endowment Foundation via the Clerk. This has now superseded the Sutton Trust and its educational research includes analysing the impact of different interventions. The meeting agreed this would make an interesting future discussion item. This Governor also offered to highlight points from the EEF, to support discussion at the next meeting.

14. Membership of the Governing Body

The GB currently has a full membership.

15. Correspondence

- The revised Complaints Policy has just been received by schools. The Chair said he would look at this for the next meeting.
- The school submitted the Professional Days for 2017-18 to the LA.

16. Any other business

The Chair asked the Clerk to prepare individual copies to Governors, as data owners, of their information that has been put on the Edubase website (a secure DfE website). Copies were distributed. The Chair said this is a statutory requirement since September 2016 and basic information has been submitted. The fields containing dates of birth and nationality have been left uncompleted as it is an individual decision for Governors if they wish this information to be put on the website. If so, please contact the Clerk.

The Head noted SRE (Sex and Relationships Education) is compulsory for Primary Schools. The school's SRE Policy is due for review and the meeting was asked for a number of Governors to join in a working party with the PSHE Leader to undertake and input into the Policy's review. The meeting agreed the Governors to join the working party. 8.40pm Mrs Marsters left the meeting.

17. **Governors' Committee outcome** – this is held as a confidential note.

18. **Staffing structure update** – this is held as a confidential note

19. **Date of the next meeting: Thursday 4 May 2017 at 6.30pm (to include ratification of the budget)**