



# Governor Meeting

Reason for Meeting: Full Governing Body Meeting	Start: 10/12/2018 13:00:00	End: 10/12/2018 15:00:00
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**Governing Body:** Sean Pond (Chair), Sarah Edwards (Headteacher), Andrew Sudron, Paul Lewendon, Glenis Redhead (GR), Sophie Hartley, Jill Shaw, Peter Manning, Michelle Farr

*Our mission is "to strive to create an exciting and challenging curriculum tailored to each pupil in a safe learning environment with the use of specialised facilities. Where teaching and learning focuses on gaining key academic and life skills and our expert staff work in close partnership with pupils and their families to help pupils achieve their greatest potential".*

## **Core Functions of the Governing Body:**

**Ensuring clarity of vision, ethos and strategic direction**

**Holding the Headteacher to account for the educational performance of the school and its pupils**

**Overseeing the financial performance of the school and making sure its money is well spent**

## **Agenda**

<b>Item</b>	<b>Description</b>	<b>Led by</b>
	<b>PROCEDURAL</b>	
	Welcome	Chair
FGB.63.18	To receive apologies and record acceptance of apologies	Clerk
FGB.64.18	To remind governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.65.18	To remind governors of the need for confidentiality and to determine if any part of the minutes needs to be a confidential item and excluded from the minutes to be made available for public inspection	Clerk
FGB.66.18	To declare the notification of any other business to be discussed later in the meeting	Chair
FGB.67.18	To Elect new Co-opted Governors	Chair
FGB.68.18	To approve and sign the minutes of the meeting held on 12 <sup>th</sup> November 2018	Chair
FGB.69.18	To discuss any matters arising from the minutes:-	

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	<ul style="list-style-type: none"> <li>• Confirmation of the following:-             <ul style="list-style-type: none"> <li>➢ LMS abbreviation has been added to the glossary</li> <li>➢ testing of Skype business link has taken place</li> <li>➢ meetings and dates for the Spring term have been sent out - <b>DONE</b></li> <li>➢ the Pupil Premium planning document has been loaded onto Springpoint Governors area</li> <li>➢ the Bursars report has been loaded onto Springpoint Governors area - <b>DONE</b></li> <li>➢ Accreditations and Transitions document has been loaded onto Springpoint Governors area</li> <li>➢ the Safeguarding Policy has been renamed</li> <li>➢ guidance on websites has been sent out- <b>DONE</b></li> <li>➢ Confirmation screen shot of parental responses has been sent to Link Governor</li> </ul> </li> <li>• Update on new governor recruitment (including advert for Parish magazine)</li> </ul>	<p style="text-align: center;">Headteacher</p> <p style="text-align: center;">Chair/Headteacher</p> <p style="text-align: center;">Headteacher</p> <p style="text-align: center;">Headteacher</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Headteacher</p> <p style="text-align: center;">Chair/GR</p>
	<b>BUSINESS</b>	
FGB.70.18	To discuss the School Budget <ul style="list-style-type: none"> <li>• 2018-19 budget monitoring &amp; revised budget</li> <li>• Individual budget headings               <ul style="list-style-type: none"> <li>➢ Training budget – approval of additional funding</li> <li>➢ Transport</li> </ul> </li> <li>• Free school meals and catering analysis</li> <li>• Funding consultation – impact of banding analysis</li> </ul>	Bursar/ Headteacher
FGB.71.18	Review of the SIP progress <ul style="list-style-type: none"> <li>• Action Plan update</li> </ul>	All Headteacher/GR/MF
FGB.72.18	Agree changes to School Fund arrangements	Chair/ Headteacher
FGB.73.18	Approve the following policies <ul style="list-style-type: none"> <li>• Admissions</li> <li>• Appraisal &amp; Capability</li> <li>• Whistleblowing</li> <li>• Manual Handling</li> <li>• Curriculum</li> <li>• Assessment</li> </ul>	Headteacher
FGB.74.18	Governor Training update <ul style="list-style-type: none"> <li>• Agree the Governor Training plan</li> <li>• Feedback from training undertaken since the last meeting</li> </ul>	GR All
FGB.75.18	Governor visits update <ul style="list-style-type: none"> <li>• Feedback on visits undertaken since last meeting</li> </ul>	All
FGB.76.18	AOB	
FGB.77.18	Feedback on setting new objectives for the Head	Chair



# Governor Meeting

	Date of next meeting – Friday 25 <sup>th</sup> January 2019 at 1pm	
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## Minutes of the FGB meeting held on the 10<sup>th</sup> December 2018

**Present:** Sean Pond (Chair), Sarah Edwards (Headteacher), Paul Lewendon, Glenis Redhead, Peter Manning, Andrew Sudron, Salli Midgley

Also present: Sandra Searle (NYCC Clerk), Louisa Hopwood (Bursar)

### Minutes

Item		Actions
	The Clerk welcomed everyone to the meeting and introduced potential Co-opted governor Salli Midgley. The governors briefly introduced themselves.	
FGB.63.18	<b><u>To receive apologies and record acceptance of apologies</u></b>  Apologies had been received from Jill Shaw, Michelle Farr and Sophie Hartley and these were consented to.	
FGB.64.18	<b><u>To remind governors to declare any pecuniary or non-pecuniary interests</u></b>  None were declared	
FGB.65.18	<b><u>To remind governors of the need for confidentiality and to determine if any part of the minutes needs to be a confidential item and excluded from the minutes to be made available for public inspection</u></b>  The Clerk reminded the meeting of the need for confidentiality, items requiring confidential minutes would be agreed during the meeting	
FGB.66.18	<b><u>To declare the notification of any other business to be discussed later in the meeting</u></b>  There were none	
FGB.67.18	<b><u>To Elect a new Co-opted Governor</u></b>  Salli Midgley’s CV had previously been sent out to all the governors prior to the meeting. She gave a brief synopsis of her background and experience.	

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	<p>She then left the room.</p> <p>Proposed by Sean Pond she was unanimously elected onto the FGB as a Co-opted Governor for a period of 4 years. Salli then re-joined the meeting</p>	
<p>FGB.68.18</p>	<p><b><u>To approve and sign the minutes of the meeting held on 12<sup>th</sup> November 2018</u></b></p> <p>A Governor reported that an action from the previous meeting to draw up an action plan for the SIP had been deferred to the new year.</p> <p>The minutes were approved without amendment and signed off by the Chair.</p>	
<p>FGB.69.18</p>	<p><b><u>To discuss any matters arising from the minutes:-</u></b></p> <ul style="list-style-type: none"> <li>• Confirmation of the following:- <ul style="list-style-type: none"> <li>➤ <u>LMS abbreviation has been added to the glossary</u> The Headteacher reported that the glossary had previously been given out in paper form, a new electronic version would be set up in the governors area of Springpoint with this term added.</li> <li>➤ <u>testing of Skype business link has taken place</u> There are still some work to be done to finalise the link, instructions will be sent out when completed</li> <li>➤ <u>the Pupil Premium planning document has been loaded onto Springpoint Governors area</u> The Headteacher confirmed this is now available on Springpoint</li> <li>➤ <u>Accreditations and Transitions document has been loaded onto Springpoint Governors area</u> The Headteacher said this had not been uploaded but would form part of the Data Dashboard in future</li> </ul> </li> </ul> <p>Question: Would it be better there or on the last page of the Annual Review as it would not change during the year? Answer: What would governors prefer? Question: What are Transitions? Answer: They are where our students go when they leave school, Post 19</p> <p>It was agreed to show this information on the Annual review report at the end of the year.</p> <ul style="list-style-type: none"> <li>➤ <u>the Safeguarding Policy has been renamed</u> It has been renamed in the Policy area but the website version still need amending</li> </ul>	<p>Headteacher/ Clerk</p> <p>Chair/ Headteacher</p> <p>Clerk</p>

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	<ul style="list-style-type: none"> <li>➤ <u>Confirmation screen shot of parental responses has been sent to Link Governor</u> The Headteacher confirmed this had been sent.</li> </ul> <p><u>Update on new governor recruitment (including advert for Parish magazine)</u> The Chair confirmed he had used two different governor recruitment websites and had contacted eight people who fulfilled the GB requirements. SM had now been elected, another potential governor with financial experience had visited the school but chosen to take up the role within an academy trust, five had declined and there had been no response from the remaining one. A Governor said the advert in the Parish magazine would appear in the February issue and would be sent out toward the end of January, it may also be mentioned during the notices in the service.</p> <p>It was agreed that governors with premises and finance experience were needed and that in the new year a renewed drive to fill the remaining two vacancies would take place, targeting the local community</p>	
	<p><b>BUSINESS</b></p>	
<p>FGB.70.18</p>	<p>The School Bursar joined the meeting at this point.</p> <p><b><u>To discuss the School Budget</u></b></p> <ul style="list-style-type: none"> <li>• <u>2018-19 budget monitoring &amp; revised budget</u></li> </ul> <p>The Budget summary report for October, the Bursars report for December and the Risk Assessment report had all been sent out to governors prior to the meeting</p> <p>The Bursar went through her December report with the governors</p> <ul style="list-style-type: none"> <li>• The 3 year forecast is based on the October budget monitoring figures</li> <li>• Changes due to the current consultations on pupil funding and support staff salaries were unknown but the expectation is that there will be an increase in support staff costs.</li> <li>• The National pay awards for support staff have not been included in these figures but will be put into the system when they are known in January</li> <li>• Funding per pupil has been included at a standard amount of £11,800</li> <li>• There is a meeting with the LA at the end of January to discuss the impact of the changes to funding for this school</li> <li>• Consideration had been given to modelling the new banding allocations but advice from the LA had been to wait until the new bandings were adopted.</li> <li>• Over the 3 year period the £127,000 deficit becomes a</li> </ul>	

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	<p>£38,000 balance providing the school receive the income predicted through pupil funding.</p> <p>Governor statement: We should not water down the staffing ratio and give the pupils the service they deserve. There is a limited amount we can do on the expenditure side but we need to focus our efforts on increasing the income we receive.</p> <p>Question: What assumptions have you made about pupil numbers?          Answer: We have 75 currently but by April 2019 we may have 80. That is a fairly secure assessment following a recent meeting with our Assessment &amp; Reviewing Officer (ARO), work is needed to look at where they can be integrated into the school. Five additional pupils is a significant number for the school, just under 10%</p> <ul style="list-style-type: none"> <li>• An additional GTA post has been included in the figures from January but any additional staff will have a cost implication. The teaching post included to cover maternity leave has been left in the budget figures</li> </ul> <p>The governors discussed the issues around the additional pupils and possible implications. It was agreed the Headteacher would report back to the GB if taking on pupils would require additional resources.</p> <p>The Headteacher explained to the governors the process for being allocated additional funding for pupils by the LA, through the Exceptional Needs panel. She also informed governors she had been directed by the LA to take a pupil at the lowest level of funding needed to meet their need.</p> <p>Question: Do we want the Bursar to model having an additional member of staff – a teacher?          Answer: It cannot be a teacher as we do not have room for another classroom. There is some flexibility in the three years budget</p> <p>It was agreed the Bursar would do some modelling including the circumstances that would trigger additional resources and discuss the GR.</p> <p><b>Action: The Bursar to model possible circumstances that would need additional funding</b></p> <p>The governors noted that the removal of funding in previous years has caused the deficit in the budget and not the costs of the playground work currently being undertaken.</p> <ul style="list-style-type: none"> <li>• <u>Individual budget headings</u> <ul style="list-style-type: none"> <li>➢ <u>Training budget – approval of additional funding</u>                      The Bursar reported the training budget required an additional £3,500 this year but that she had identified areas within the current budget that could be used to cover this shortfall.                      It was agreed virements would be done to transfer the £3,500 to the training budget.</li> <li>➢ <u>Transport</u></li> </ul> </li> </ul>	Bursar/GR
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	<p>The Bursar reported that the cost of minibuses and taxis for school trips is currently reported on a separate sheet but following discussions with the Chair they would in future be included in the Learning Resources budget. Information on these trips was being gathered so a tender for regular trips could be prepared.</p> <p>The Chair reported that NYCC are very behind in the invoicing for the costs of the minibuses, so far only £7,000 had been spent in 7 months so it was unclear if all the budget would be spent.</p> <p><b>Question:</b> Is the late issuing of invoices typical?</p> <p><b>Answer:</b> Yes, each trip is charged separately but the invoices are only issued periodically, this makes budget management very difficult</p> <ul style="list-style-type: none"> <li>• <u>Free school meals and catering analysis</u> The Bursar reminded the governors that FSMs are not funded separately in special schools.             <ul style="list-style-type: none"> <li>➤ Mainstream schools are given £2.10 per FSM pupil but the LA say funding is included in the High Needs budget for special schools. A request has been made to separate them.</li> <li>➤ Funding for 6<sup>th</sup> form FSMs is now being taken from Bursaries, but this impacts on money being available for school trips and the prom costs. Families are able to apply to the school fund to pay for these so no pupil is disadvantaged</li> <li>➤ A deficit of £7,700 is expected on school meals which is mainly due to FSM costs. Meals are charged to the school at £3.23 per meal but the school only charges parents £2.75 per meal, and nursery meal £1.70 which also contributes to the deficit.</li> </ul> </li> </ul> <p><b>Question:</b> A pupil brings funding with them to the school but it doesn't include the FSM costs, is that right?</p> <p><b>Answer:</b> Yes, we now have a contact and are continuing to chase this funding</p> <p><b>Governor Statement:</b> There should be transparency about how the funding is given, we need an answer from the LA by Christmas on this issue</p> <p>The governors discussed the shortfall in the costs of a meal and the price paid by parents. The last price increase was January 2018 but it was agreed the school budget should not subsidise the costs of costs of meal.</p> <p>It was agreed the cost of a school meal should be reviewed annually to avoid large increases and this would be discussed in the Spring term.</p> <p><b>Action:</b> Clerk to put on the agenda for the next meeting</p> <p><b>Action:</b> Bursar to draw up a 2 tier pricing structure</p> <p><b>Question:</b> Is the price we charge comparable with other schools?</p>	<p>Clerk Bursar</p>
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	<p>Answer: Yes, it is the type of meal we need and the smaller scale that make the costs higher. Kitchen hours have also been increased to meet the need.</p> <ul style="list-style-type: none"> <li>• <u>Funding consultation – impact of banding analysis</u> The Bursar explained the Minimum Funding Guarantee (MFG) and governors noted that this is being removed and this school will be one of the biggest losers (£100,000). The Headteacher and the Chair had both responded to the consultation on the subject saying they disagreed with the proposal</li> </ul>	
FGB.72.18	<p><b><u>Agree changes to School Fund arrangements</u></b></p> <p>The Headteacher reminded the governors the School Fund (SF) has been set up a charity and should only be used to buy items not provided by the LA, she had sent out a proposed bid form and guidance to all governors prior to the meeting.</p> <ul style="list-style-type: none"> <li>• Bids for items that the LA was unwilling to fund would need strong justification</li> <li>• A termly committee was to be set up which would consider bids up to a maximum of £3,000, bids over this amount would need to be brought to the FGB.</li> <li>• Following discussions with the LA it had been decided that bakery and other in/out transactions should be part of the curriculum and not put through the SF from April 2019.</li> <li>• Work would begin in January to transfer the money over and set up the committee, the SF would then become more focused. Balances would remain in the SF</li> </ul> <p>The Headteachers bid form and guidance were approved</p> <p>The Annual accounts for the School Fund had been looked at by the Chair and these were signed off by him.</p> <p>The Bursar left the meeting at this point</p>	
FGB.71.18	<p><b><u>Review of SIP Progress</u></b></p> <ul style="list-style-type: none"> <li>• <u>Action Plan update</u> The SIP was loaded onto the screen in the room and will be uploaded to the governors area in Springpoint. The Headteacher went through the sections with the governors</li> <li>• Leadership &amp; Management <ul style="list-style-type: none"> <li>➢ The office review is now underway and all staff have been asked to contribute.</li> <li>➢ The finance review took place last week, the LA looked at the processes in school.</li> <li>➢ Teaching – continuing to support a NQT and RQT</li> </ul> </li> </ul>	

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	<p>colleagues, any issues identified have been dealt with within 2 weeks</p> <ul style="list-style-type: none"> <li>➤ Governance induction was found to be informative and helpful, report to be done</li> </ul> <p>Question: What did it give?          Answer: It was a confidence boost, it clarified the role and helped with seeing what the main priorities should be, it gave confidence to non-staff governors with evaluation and for staff governors helped with seeing a more strategic role.</p> <ul style="list-style-type: none"> <li>➤ Induction – there has been a revision of performance management, governor involvement in the Safeguarding report and a Single Central records check. A semi-formal curriculum review to be done by the Headteacher and Deputy</li> <li>➤ Curriculum – the policy has been reviewed and Pathway booklet revised to ensure accuracy. The Lead Improvement Advisor (LIA) has visited the school and provided feedback for SLT</li> <li>➤ Assessment – was challenged at the Peer Review, the Deputy Headteacher has reviewed the policy and produced a one page report for SLT</li> <li>➤ Pupil premium – the newly appointed Assistant Headteacher has taken on responsibility for this area</li> <li>➤ Following previous Governors comments, subject leaders have met with the Headteacher and Deputy and looked at the red areas in the data dashboard to check if it was a gender issue, as boys in the main were affected. It was found to be a reassessment issue, some boys had been placed on a higher starting point for attainment than was warranted and hence failed to achieve predicted progress.</li> <li>➤ The reward system is now embedded but the values are being revised for the new term. 10 crystals in future will earn recognition in the school assembly</li> <li>➤ Weekly activity on safety was well received, the report to be uploaded to the governors area</li> </ul> <p><b>Action: Headteacher to upload</b></p> <p>It was agreed this would be a termly agenda item  <b>Action: Clerk to add to the agenda</b></p>	<p style="text-align: center;">Headteacher</p> <p style="text-align: center;">Clerk</p>
<p>FGB.73.18</p>	<p><b><u>Approve the following policies</u></b></p> <ul style="list-style-type: none"> <li>• <u>Admissions</u> This was approved without amendment</li> <li>• <u>Appraisal &amp; Capability</u> A query was raised about the timescale for giving formal notice of review, not consistent within the policy. The policy was approved pending the notice period for all</li> </ul>	

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	<p>meetings to be shown as 5 days</p> <p><b>Action: Headteacher to amend</b></p> <ul style="list-style-type: none"> <li><u>Whistleblowing</u> A one page summary had been sent to the Chair who felt this should be shown on the website. The policy was approved without amendment</li> </ul> <p><b>Action: School Office to upload the summary to the website</b></p> <ul style="list-style-type: none"> <li><u>Manual Handling</u> This was approved without amendment</li> <li><u>Curriculum</u> Inconsistency with the terms SDP and SIP was noted within the policy. It was agreed to use SIP throughout. The policy was approved pending this change</li> </ul> <p><b>Action: Headteacher to amend the policy</b></p> <ul style="list-style-type: none"> <li><u>Assessment</u> A governor said they thought this was a very good, informative and well written policy. A query was raised about the acronyms used, the Headteacher reported she had changed them earlier in the day. There is a pilot from January to focus primarily on personalised plans</li> </ul> <p>Question: Are P scales definitely being phased out next year? Answer: The Deputy Headteacher explained what P scales are and how they are used. He said that in the academic year 18/19 they are to be used to report at the end of KS1 and KS2 – for pupils working between P1 – P4. In the following academic there would be no expectation to report on P-Scales.</p> <p>The governors said they thought the Curriculum and Assessment policies were very well written and praised SLT for the hard work undertaken to produce them</p>	<p>Headteacher</p> <p>Clerk</p> <p>Headteacher</p>
	<p><b><u>Governor Training update</u></b></p> <ul style="list-style-type: none"> <li><u>Agree a Governor Training Plan</u> The governor leading on the training plan said she felt a 2 hour informal meeting of all governors was required to look at training needs, as she was still waiting for information from all governors. <ul style="list-style-type: none"> <li>➢ Strengths in the GB were Prevent, Safeguarding and Complaints but there was a weakness in financial skills.</li> </ul> </li> </ul> <p><b>Action: Clerk to resend the NYCC training schedule</b></p> <ul style="list-style-type: none"> <li><u>Feedback from training undertaken</u> The following training has been undertaken <ul style="list-style-type: none"> <li>➢ Complaints – Headteacher &amp; GR</li> </ul> </li> </ul>	<p>Clerk</p>

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	<ul style="list-style-type: none"> <li>➤ Child Protection – PL has completed 4 modules</li> <li>➤ Introduction to Governance – Deputy Headteacher, staff governor, SH &amp; GR</li> <li>➤ Headteacher Performance Management – Headteacher &amp; GR</li> <li>➤ Chairing the Governing Body – SP</li> <li>➤ Safeguarding - GR</li> </ul> <p>It was agreed to arrange the meeting for a Monday or Thursday January</p> <p><b>Action: GR to arrange the meeting</b></p> <ul style="list-style-type: none"> <li>➤ The Headteacher reported that she had approached the Special Schools Improvement Group and suggested joint training on Managing a Deficit Budget. The LA had said the finances for special schools was so specialised that they were not able to provide any. The Governance Advisor has said he will approach the LMS team again</li> <li>➤ The LIA Nick Horn has said he would like to meet the governors and offered to help practise Ofsted style questions. It was agreed this would be very useful but would need a separate meeting, possibly in February.</li> </ul>	GR
FGB.75.18	<p>Governor visits update</p> <ul style="list-style-type: none"> <li>• Feedback on visits undertaken since last meeting <ul style="list-style-type: none"> <li>➤ A SCR check had been undertaken</li> <li>➤ Communication – the Safeguarding Link Governor gave very positive feedback on a behaviour focus visit with the 6<sup>th</sup> form in the community. He noted the very good behaviour of the students.</li> <li>➤ The Chair gave detailed feedback on a half day visit he had made and how truly impressed he had been. The class file documented very well &amp; thoroughly the targets set and progress made. He felt a longer visit enabled him to see all the pace changes in the class and give a fuller account of what was happening, as well as being able to challenge staff effectively.</li> <li>➤ Other visits had taken place which although were not class based had been working on Leadership &amp; Management</li> </ul> </li> </ul> <p>The Chair said he felt governors should have some knowledge of all areas and requested that governors read all the recent visit reports submitted on Springpoint</p> <p><b>Action: All governors to read the visit forms on Springpoint</b></p> <p>It was noted there had been no visits to Early Years and 6<sup>th</sup> form (other than the behaviour visit)</p>	All
FGB.76.18	<b>AOB</b>	



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	There was none	
FGB.77.18	<b><u>Feedback on setting new objectives for the Headteacher</u></b> All staff (including the Headteacher left the room) and it was agreed this item should be a confidential minute	
	Date of next meeting – Friday 25 <sup>th</sup> January 2019 at 1pm	

Signed:

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Name  
Governor