

**MIDDLEWICH HIGH SCHOOL
RESOURCES COMMITTEE MEETING
PART 1 MINUTES**

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| Date: | Monday 13th June 2022 at 4:00 pm | |
| Venue: | School | |
| Present: | Colin Price (CPR) Heidi Thurland (HTD) Alan Dixon (ADI) Angela Deakin (ADE) Natalie Edwards-Clark (NED) Peter Taylor (PTA) Siobhan Tarbuck (STA) Julie Brandreth (JBR) | Parent Governor-Chair Head Teacher Co-opted Governor Co-opted Governor – joined at 5.40pm Staff Governor-left at the end of part 1 Parent Governor Staff Governor-left at the end of part 1 Co-opted Governor |
| Apologies: | Catherine Broadhurst (CBR) | Co-opted Governor |
| Absence: | None | |
| In attendance: | Cheryl Jackson (CJA) Debbie Carter (DCA) Athene Atkinson (AAT) Katy Cottrell (KCO) Emma Brown (EBR) Victoria Christmas (VCH) Sian Armstrong (SAR) | Clerk Business Manager – left at 6.40pm Finance Officer – left at 6.40pm Asst. Headteacher-Pupil Premium -left at 6.15pm SENDCO – left at 5.00pm Designated Safeguard Lead (item 8 only) Trust Governance Lead |

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| AGENDA ITEM 1 | WELCOME & APOLOGIES |
| Discussion: | The Chair opened the meeting and confirmed it was quorate. VCH & SAR were welcomed to the meeting. Governors received and accepted apologies from CBR. |

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| AGENDA ITEM 2 | CONFLICTS OF INTEREST (PECUNIARY OR OTHERWISE) |
| Discussion: | There were no declarations of interest declared with the business of the meeting. |

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| AGENDA ITEM 3 | ANY OTHER BUSINESS |
| Discussion: | Governors agreed to discuss the following items of any other business: <ul style="list-style-type: none"> • School Residential Visits |

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| AGENDA ITEM 4 | APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING |
| Discussion: | Governors agreed that the minutes of the previous meeting held on 07-03.22 were an accurate record. The Chair will sign a copy and provide to the school for retention. |

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| Decision: | Governors resolved to approve the minutes of the above meeting. |
| Action: | The Chair to sign a copy of the minutes. |

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| AGENDA ITEM 5 | MATTERS ARISING FROM THE PREVIOUS MEETING |
| Discussion: | Governors reviewed the action log from the previous meeting and confirmed that any outstanding actions are covered by agenda items for this meeting. It was confirmed that all other actions were met and closed as appropriate. |

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| AGENDA ITEM 6 | GOVERNOR VISITS/REPORTS |
| Discussion: | <p>There were five Governor visit reports circulated prior to the meeting via Governor Hub. Each Governor gave a brief summary of their visit and highlighted key points:</p> <p>Finance – CBR 27.05.22 (CPR gave the update)</p> <ul style="list-style-type: none"> • All reporting deadlines have been met. • The biggest issue we face this year is the increasing costs in all areas from energy to supplies and transport. • Teacher starting salaries are set to move to £30K over the next two years. • The Trusts management charge which is increasing from 2.5% this year to 3.5% next year and 5% in the following years. <p>SEND - CPR & STA-06.06.22</p> <ul style="list-style-type: none"> • STA is the new SEND Link Governor. • To establish the terms of reference for the Link Governor meetings moving forward. • Discussion about the new SEND provision build. <p>Safeguarding – CPR 25.06.22</p> <ul style="list-style-type: none"> • An introduction meeting with new Designated Safeguard Lead (DSL) – VCH • A review the Trust’s Safeguarding Action Plan • Discussion about the changes to ‘Keeping Children Safe In Education’ (KCSIE) 2022 • The Government’s Green Paper • The new appointment of a Deputy Head Teacher – Pastoral <p>Health & Safety – CPR 06.06.22</p> <ul style="list-style-type: none"> • There has recently been an audit by the Trust, so the validity of the annual tests/checks were checked– they are all up to date. • The CIF Bid for the roof repairs has been successful • New CIF bids submitted by the Trust for Fire Safety work required. • Discussion about the policies and the new risk report that form part of our H&S report in the future – covering GDPR, CCTV and Cyber Security. <p>Staff & Student Wellbeing – NED 08.06.22</p> <ul style="list-style-type: none"> • The focus was on student wellbeing and the support available. • There was discussion about the NHS Project information. • Wellbeing Wednesday & Year 7 Wellbeing Ambassador initiatives will start again in September. |

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| | <ul style="list-style-type: none"> • ‘Time to Talk’ sessions have been opened up to year 10’s. • Displays have been updated and sources of support have been placed on the student voice board. • JS has completed Place2Be Mental Health Champion Foundation training online. <p>Q – Can the School access individuals data from the NHS Project? R – The School only has access to an overview of the data and recommendations on what support is required within the School to support students.</p> <p>The HT noted that the report received had validated the actions and interventions already taken by the School.</p> <p>Q – What is the role of the Inclusion Manager? R – The Inclusion Manager will do bespoke work with individual students. Inclusion is about avoiding exclusion. There is a need to re-engage students and break a cycle of behaviour. The new approach has already shown to be effective as a school-refuser has now re-engaged with the School.</p> |
| Decision: | Governors resolved to accept the above reports. |

JBR joined the meeting.

| AGENDA ITEM 7 | SEND RESOURCE REPORT |
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| Discussion: | <p>SEND Reports were circulated prior to the meeting on Governor Hub.</p> <p>EBR summarised her report and highlighted the following points:</p> <ul style="list-style-type: none"> • There are 122 SEND students and 29 EHCP students. • The School have received 60 applications for the placement of students with an EHCP with 34 of those applications requesting a Resource Provision place. <p>Achievements</p> <ul style="list-style-type: none"> • The build for the new Resource Provision has started. • The Sensory Room is being set up. • New recruitment has been successful. The team now has 10 LP’s with specialist skills 3 Welfare Assistants • The SEND leavers are all engaging in education post 16 so the figures are 0% for NEET • An Enhanced Mainstream Provision (EMP) Review took place on 16th May. Boxall assessments completed for all EMP students. • Forest School is developing all the time, both in the grounds being used, and the number of pupils that are accessing it. This term 35 pupils have attended regular weekly sessions. • Year 11 exams are going well. • All Year 9 students have chosen their options. • All student profiles have been updated ready for September. • There is a review process in place to transition students on and off the SEND Register. <p>Challenges</p> <ul style="list-style-type: none"> • High staff absence. • The disruption from the building work. • Supporting students in exams has reduced capacity to support in lessons. • High requirement for EHCPs – 12 are currently outstanding. |

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| | <p>The Chair commented on the positive progress in SEND since EBR started.</p> <p>Q – Does the team have enough administration support? R – The braille takes a lot of time and unfortunately there were no applicants for a recently advertised post.</p> <p>Q -Does the team have any pupils accessing Alternative Provision? R – One student, who has never attended school. The School have daily calls with the provider and are satisfied with the quality of education the student is receiving.</p> <p>The HT stated that there are currently 12 places available in the Resource Provision and the plan is to increase this to 20 places in September (15 Autism and 5 Hearing Impaired). The proposal to increase places will be presented at the FGB on 27.06.22.</p> <p>EBR noted that applications for places need to have a response within 15 days and because the applications are not received all together, some recent applications from feeder schools have been refused.</p> <p>The HT noted that due to the changes detailed in the White and Green Paper, the number of EHCP students in school going forward may be a challenge.</p> <p>Q – What is a Boxall Assessment? R – The assessment gives a very detailed profile of student’s areas of need for further development. It helps the School determine what personalised interventions are needed to support the students and gives the School some clear strategies to pass on to their teachers.</p> <p>The Chair requested that an example of a Boxall Assessment is presented at the next meeting.</p> <p>Q – What is the EMP second plan? R – This is the review cycle that takes place in the Spring which determines whether changes need to be made to the plan.</p> <p>The Chair commented on the Lunchtime Sessions that are being provided. EBR said they had been extremely successful in encouraging interaction between some students who struggle socially.</p> <p>EBR informed Governors that she had visited Fallibroome High School to discuss best practice and share ideas.</p> <p>The Chair requested that all Governors read and become familiar with the SEND Code of Practice – Chapter 6.</p> <p>EBR stated that she was looking to improve the SEND Report to Governors by incorporating a dashboard.</p> <p>The HT informed Governors that a SEND SLE had reviewed the Resource Provision and that School were awaiting the report. Initial feedback had been very positive. There are plans to appoint a Deputy SENCOs for KS3 and KS4.</p> |
| Decision: | Governors resolved to accept the SEND report. |
| Action: | <ul style="list-style-type: none"> • EBR to present an example of a Boxall Assessment at the next Resources meeting • All Governors to read the SEND Code of Practice – Chapter 6 |

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| | <ul style="list-style-type: none"> • EBR to present the report from the SEND Review |
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EBR left the meeting

| AGENDA ITEM 8 | SAFEGUARDING REPORT |
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| Discussion: | <p>The Safeguarding Report 13.06.22 was circulated prior to the meeting on Governor Hub.</p> <p>VCH gave a brief summary and highlighted the following points:</p> <ul style="list-style-type: none"> • The number of vulnerable children in School has increased by 38 to 100, due to a new category (Previously Known To Social Care) being added. • Sourcing external support has been difficult as Visyon, CAMHS & CLASP are all very busy. • The CPOMS incidents are high, averaging 136 incidents per week, of which 50-60 are for known students. • The-SCiES Team came into School to help support Ofsted preparation work. • A Safeguarding SLE from the Trust came to School and provided some extra support and guidance. They were very positive about the visit. • SWaNS is an excellent tool and had provided counselling sessions for many students. • Following the safeguarding incident in School earlier this year, the final review meeting with the Trust is scheduled for 10.07.22. <p>Q – Do the School need parental consent for students accessing SWaNS? R – SWaNS is a confidential service; parental consent is only required for students below age 13, however, the School will always try and work in collaboration with parents.</p> <p>Q – Do SWaNS feedback on safeguarding concerns? R – The School would be alerted immediately. There is also a summary of each session provided to School.</p> <p>Q – Are staff having any difficulty teaching some subjects covered by the RSE curriculum? R – All resources are provided. Specific areas such as contraception are covered by Science Department.</p> <p>The Safeguarding Link Governor Report was discussed in item 6.</p> |
| Decision: | Governors resolved to accept the Safeguarding Report. |

| AGENDA ITEM 9 | PUPIL PREMIUM SPEND REPORT |
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| Discussion: | <p>The Pupil Premium Report was circulated on Governor Hub prior to the meeting.</p> <p><u>Details of grants received 2021/22</u> Pupil Premium £176,285 Recovery Premium £25,501 National Tutoring Programme £21,836</p> <p>KCO reminded Governors that the Pupil Premium Strategy is a 3-year plan and full details of the intended outcomes, success criteria and current progress is detailed in the Pupil Premium Report.</p> <p>The Pupil Premium Report is structured in line with the tiers of spend allocation, KCO gave a brief overview, highlighting key points in each tier:</p> |

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| | <p>Tier 1 – Teaching (Budget £93,525)</p> <ul style="list-style-type: none"> • All staff have received CPD throughout the year on the key areas identified. • Achievement Leads and Pastoral Leads are working with PP students to improve attendance and attitude to learning. <p>Tier 2 – Targeted Academic Support (Budget £57,846)</p> <ul style="list-style-type: none"> • The majority of this budget has been used for recruitment • 73 students have been identified for Tier 2 intervention. • Intervention session took place in the school half term prior to the exams. • Inclusion Centre established to support the School’s inclusive ethos. • New Librarian appointed to promote the engagement and enjoyment of reading. <p>Tier 3 – Wider Strategies (Budget £50,415)</p> <ul style="list-style-type: none"> • Tier 3 is used to support wider strategies such as incentives, purchase uniform, provision of Revision Guides, students with situational poverty and transport costs to support enrichment. • The County Attendance Team (ACOOS) have provided excellent support and have helped establish a new Attendances Process in school. • The SWaNS online counselling service and Enterprise Day are also included in this Tier. <p>KCO informed Governors that the School Led Tutoring Fund of £21,836 had not yet been fully spent due to the tight ring-fencing of the use of the fund-</p> <p>Chair thanked KCO & DCA for the work they have done.</p> |
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ADA joined the meeting

| AGENDA ITEM 10. | ATTENDANCE UPDATE |
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| Discussion: | <p>Attendance Reports were circulated on Governor Hub prior to the meeting.</p> <p>KCO provided the update and highlighted the following key points:</p> <ul style="list-style-type: none"> • Attendance rate for the year to date is 89.36% • Unauthorised absence rate is 1.29% - these are mainly absences for family holidays. • Authorised absence rate is 9.36% - these are due to illness. • There are 245 students with >= 10% absence. • Following the Attendance Deep Dive carried out by County Attendances Team, 70 letters have been sent out and 25 students are being monitored. • Attendance for disadvantaged students is approximately 6% lower than whole school – interventions are in place to address this. • The current focus is to reduce to amount of authorised absence that is illness related. • 49 students have improved their attendance by 10% or more. <p>Q – Are parents aware of the new Attendance Process? R – The process is clearly defined in the letters that are sent out.</p> <p>Q – Should the Attendance Process Flow Chart be included in the Attendance Policy? R – HT will review and report back to Governors.</p> <p>Q – Is the School Attendance Officer assertive enough? R – The Attendance Officer is doing a good job and has support from all staff.</p> |

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| | <p>A Governor commented that non-attendance can become a safeguarding concern. KCO said that a Welfare Call is always scheduled on day 3 of an absence if no contact has been made with the family.</p> <p>The Chair noted that KCO is leaving the School and that this is the last Governors meeting she will be attending and thanked her for her work in the school.</p> |
| Decision: | Governors resolved to accept the Attendance Report. |
| Actions: | HT to update Attendance Policy to include Attendance Flow Chart. |

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| AGENDA ITEM 11 | ATTITUDE TO LEARNING (A2L) REPORT |
| Discussion: | <p>The A2L Report was circulated on Governor Hub prior to the meeting:</p> <p>The HT gave the update and highlighted the following key points:</p> <ul style="list-style-type: none"> • There has been a push on standards in school and an evaluation of how the teachers implement this within lessons. • Observations show that some teachers and students are focused on the numbers rather than the actual behaviours themselves. • In the final half term the School have focused staff and students on the 'language of the values' to encourage interaction with students that explicitly outline if they are meeting or not meeting expectations in relation to being - Ready Respectful Safe Resilient. • The 'On Call' numbers have reduced significantly. • The number of Restorative Meetings has reduced. • The new system is more manageable and early results are positive. • The staff must have a consistent approach and the training at the start of term will be focused on: <ul style="list-style-type: none"> ○ Habits and routines that set their classes up for success every day. ○ Ownership of repair and refocus discussions with students. ○ Clarity on how to implement effective repair sessions with students as part of our restorative practice. ○ Language of school values in relation to expectations rather than a focus on numbers. ○ Removing the 'ego & emotion' from behaviour management. <p>Q – Why have On Call numbers reduced by so much? R – A change in the SLT approach and staff have been strongly encouraged to manage behaviour within the classroom or department, unless very urgent.</p> <p>Q – What is the school stance on student's going to the toilet in lesson time? R – Students have 9 opportunities outside of lessons to go to the toilet.</p> |
| Action: | The HT to provide 'School Values' posters to all classrooms. |

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| AGENDA ITEM 12 | EXCLUSIONS REPORT |
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| Discussion: | <p>The Exclusions Report 2021/22 was circulated on Governor Hub prior to the meeting.</p> <p>The HT gave the update and highlighted the following key points:</p> <ul style="list-style-type: none"> • There have been 45 exclusions this year with 48 students affected (6%). Of these 25% were PP and 40% SEND • There was a spike in exclusions and internal reflections in the Spring term – likely due to staffing absence • This term the School is more settled. Significant work in curriculum and staff training has been completed which is having a positive impact. • A review has been done to determine how quickly staff were referring into reflection / RM sessions after school. • The summer term is focused on school culture and the toolkit staff need to ensure a calm, focused learning environment. • The appointment of a second DHT and the investment in the pastoral team that the School have secured through working with the Foundation will give a strong platform to further improve school culture. • In September the Trauma Informed Practice will be launched to all staff • The space for reflection has been remodelled as a supervised learning centre with a view to proactive rather than reactive work. • The centralised RM system has been reviewed to ensure staff have ownership. |
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| AGENDA ITEM 13 | FINANCE UPDATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Discussion: | <p>The Management Accounts Report and the 2022/23 Budget Proposal was circulated on Governor Hub prior to the meeting.</p> <p>DCA gave a brief overview of the report and highlighted the following key points:</p> <ul style="list-style-type: none"> • The School are now producing full monthly management accounts in the new format to align with the Trust requirements. These accounts will include capital and depreciation. • The accounts presented are for April. May accounts are currently being worked on • Projected carry forward figure for the new financial year is -£149k against a forecast of -£135k. This difference is mainly due to the way the budget was originally profiled. • The Local Authority accounts are now closed, and funds have been transferred. • Agency/supply and IT are items may fluctuate before the end of the financial year. • The forecast has been challenging this year and is constantly under review. • The budget in year is positive £23K. • 80% of the budget is staffing (which is in line with other schools). <p><u>3-Year Budget forecast</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">2021/22</th> <th style="text-align: right;">2022/23</th> <th style="text-align: right;">2023/24</th> </tr> </thead> <tbody> <tr> <td>Cash balance upon conversion</td> <td style="text-align: right;">628,825</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Bfwd cash surplus / (deficit)</td> <td style="text-align: right;">-</td> <td style="text-align: right;">479,558</td> <td style="text-align: right;">355,331</td> </tr> <tr> <td>In year revenue surplus / deficit</td> <td style="text-align: right;">- 121,767</td> <td style="text-align: right;">20,773</td> <td style="text-align: right;">- 128,877</td> </tr> <tr> <td>Cfwd cash surplus / (deficit) before in year capital investment</td> <td style="text-align: right;">507,058</td> <td style="text-align: right;">500,331</td> <td style="text-align: right;">226,454</td> </tr> <tr> <td>In year capital investment</td> <td style="text-align: right;">- 27,500</td> <td style="text-align: right;">- 145,000</td> <td style="text-align: right;">- 87,500</td> </tr> <tr> <td>Cfwd cash surplus / (deficit)</td> <td style="text-align: right;">479,558</td> <td style="text-align: right;">355,331</td> <td style="text-align: right;">138,954</td> </tr> </tbody> </table> | | 2021/22 | 2022/23 | 2023/24 | Cash balance upon conversion | 628,825 | - | - | Bfwd cash surplus / (deficit) | - | 479,558 | 355,331 | In year revenue surplus / deficit | - 121,767 | 20,773 | - 128,877 | Cfwd cash surplus / (deficit) before in year capital investment | 507,058 | 500,331 | 226,454 | In year capital investment | - 27,500 | - 145,000 | - 87,500 | Cfwd cash surplus / (deficit) | 479,558 | 355,331 | 138,954 |
| | 2021/22 | 2022/23 | 2023/24 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cash balance upon conversion | 628,825 | - | - | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bfwd cash surplus / (deficit) | - | 479,558 | 355,331 | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| In year capital investment | - 27,500 | - 145,000 | - 87,500 | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | <ul style="list-style-type: none"> All Assumptions for 3-year budget forecast above are based on the Trust's forecasts <p>The Chair noted that the budget has been reviewed by the Finance Link Governor and the Trust. The Finance Link Governor's report highlighted that the Trust's management charge is increasing from 2.5% this year to 3.5% next year and 5% in the following years. It was suggested that the School find out more about what is included in this cost.</p> <p>Governors agreed to recommend the 2022/23 budget to the FGB for approval.</p> |
| Decision: | Governors recommended the 2022/23 budget to the FGB for approval. |
| Actions: | The Chair to find out more about the services provided by the Trust at the next Forum. The Clerk to add approval of 2022/23 Budget to next FGB agenda. |

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| AGENDA ITEM 14 | STAFFING REPORT |
| Discussion: | <p><u>Staff Structure - 2022/23</u> The Staffing Update was circulated to on Governor Hub prior to the meeting. There was no further discussion as the 2022/23 budget, which included the staffing update, was agreed by Governors in agenda item 13 - Finance Update.</p> <p><u>Staff Absence</u> Staff absence has improved since Easter. There are 2 members of staff on long term sick. The Chair asked that the School benchmark staff absence when data is available.</p> <p>Q – Has the School staff absence rate been in line with the rest of the Trust. R - Yes</p> <p><u>School Day -2022/23</u> The School Day Consultation document was circulated on Governor Hub prior to the meeting. This was discussed fully at the previous meeting on 07.03.22. Governors supported the proposal and agreed to recommend the changes to the FGB for approval.</p> |
| Decision | Governors recommended the changes to the School Day Proposal to the LGB for approval. |
| Action | The Clerk to add approval of School Day Proposal to next LGB agenda. |

AAT left the meeting

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| AGENDA ITEM 15 | HEALTH AND SAFETY REPORT |
| Discussion: | <p>A Health and Safety Report, Prime Accident Report and Risk Report were circulated prior to the meeting via Governor Hub.</p> <p>The SBM informed Governors that on recommendation from Environmental Health, the kitchen had been deep cleaned after insects had collected on the windowsill.</p> <p>The SBM also informed Governors that an improved Accident Report is currently being worked on.</p> |

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| | <p>The Chair stated that the new Risk Report will form part of the School Health & Safety Report in the future, it includes GDPR, CCTV and Cyber Security.</p> <p>The Health & Safety Link Governor Report was discussed fully in agenda item 7.</p> |
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| AGENDA ITEM 16 | GDPR REPORT |
| Discussion: | Discussed in agenda item 15. |

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| AGENDA ITEM 17 | PARTNERSHIPS & ENGAGEMENT |
| Discussion: | The Chair informed Governors that he had attended a Student Voice meeting. He encouraged all Governors to raise the profile of the governing body in School by attending events in HT6. |
| Actions: | Governors to contact CPR about attending School events in HT6. |

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| AGENDA ITEM 18 | POLICIES |
| Discussion: | There were no policies for review or approval. |

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| AGENDA ITEM 19 | AOB |
| Discussion: | <p><u>Planned Residential Visits</u></p> <p>The following visits are planned:</p> <ul style="list-style-type: none"> Conway Centre – Year 7 - Nov 2022 <p>The Chair congratulated JBR for being awarded an MBE and also STA for representing England in a 5K event.</p> |
| Decision: | Governors approved the above residential visit. |

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| AGENDA ITEM 20 | STATEMENT OF IMPACT |
| Discussion: | <p>Governors helped to move the school forward in the following ways during this meeting by:</p> <ul style="list-style-type: none"> Presenting reports on governor link visits Being informed about the new Resource Provision. Understanding intervention to support student wellbeing. Checking on new processes in place in the safeguarding team. Supporting the new inclusive approach to behaviour management. Ensuring attendance remains a high priority with new processes in place to tackle PA. Recommending the 2022/23 budget to the - FGB for approval. Understanding the new Risk Report. |

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| AGENDA ITEM 21 | DATE AND TIME OF NEXT MEETING |
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| Discussion: | SAR to confirm dates for the 2022/23 Trustee meetings for discussion with CPR & HTD at a governance meeting to be held on 17.06.22. |

**NED & STA left the meeting at the end of part one.
The meeting ended at 7:00pm and moved to the part two agenda.**

Chair.....

Date.....