NORTH LINCOLNSHIRE COUNCIL

MINUTES

Subject: Autumn Term Meeting of the Governing Body

School: Berkeley Primary School

Date and Time: Tuesday 11 October 2022 at 5.00pm

Location: Berkeley Primary School

Present:

Mr J Veall (Chair)	
Mrs E Cole (EC)	Miss W Howlett (WH)
Mrs J Cole (JC)	Mrs A Marsh (AM)
Ms A Cvijetic (Headteacher)	Mr J Mitcheson (JM)

In Attendance:

Ms A Altoft (Governor Services Officer)
Miss H Earl (Assistant Headteacher – Observer HE)
Mrs R Jones (Assistant Headteacher – Observer RJ)
Mr B Spencer (Assistant Headteacher – Observer BS)

Date and Time of Next Meeting: Thursday 2 February 2023 at 5.00pm

Min. Ref	Actions	Action By
163	all governors would complete and sign their business interests' forms sent in a link by email	All
163	all governors needed to ensure they had completed and signed the governors' code of conduct sent in a link by email confirming their agreement to the code of practice –	All
163	all governors would complete the skills audit sent in a link by email confirming their agreement to the code of practice	All
163	Headteacher would update GIAS with AT's resignation	Head
164	the Headteacher would carry out a parent governor election	Head
164	Clerk to add diversity and inclusion to the resources committee terms of reference under safeguarding	Clerk
164	Headteacher to send list of leader's names for responsibility links to governors	Head
167	Clerk to send NGA Learning Links access information to all	Clerk
167	Clerk to school safeguarding training attended by Emma Cole, Jocelyn Cole and Jamie Mitcheson to the governor training record	Clerk
167	the signature of risk completion be deferred to the next meeting	Clerk
168	the Clerk would inform sean.kendrew@northlincs.gov.uk of the agreed admission number	Clerk
168	the Headteacher would add the agreed 2024/25 admissions policy to the school website	Head
168	the Headteacher would communicate policy changes to all staff at the earliest opportunity	Head
171	governors needed to email the Headteacher/admin their comments on impact for the SDP to be updated when required	All

Chair 's signature ....JBVeall..

171	Headteacher to send governors dates to join for a school lunch; WH to send the dates of school council meetings and parent’s evenings that governors were invited to attend	Head/WH
175	Clerk to add vision as an agenda item on the next full governor agenda	Clerk
175	Clerk to send governor’s role in monitoring the SCR from The Key to governors	Clerk

Chair ’s signature ....JBNeall....................................

Minute No.		Action By
161	**<u>Election of Chair</u>** Consideration was given to the length of the term of office for the position of Chair. **RESOLVED:** it was agreed that the Chair would be elected to the date of the autumn term meeting 2024. Nominations and/or self-nominations were sought for the position of Chair. A self-nomination was received, and governors were asked if they wished to accept the self-nomination. **RESOLVED:** it was agreed that Mr Veall be elected Chair to the date of the autumn term meeting 2024.	
162	**<u>Election of Vice Chair</u>** Consideration was given to the length of the term of office for the position of Vice Chair. **RESOLVED:** it was agreed that the Vice Chair would be elected to the date of the autumn term meeting 2024. Nominations and/or self-nominations were sought for the position of Vice Chair. A self-nomination was received, and governors were asked if they wished to accept the self-nominations. **RESOLVED:** it was agreed that Mrs J Cole be elected Vice Chair to the date of the autumn term meeting 2024.	
163	**<u>Welcome, Apologies, Declaration of Interests and Chair ’s Comments</u>** <u>Welcome</u> The Chair welcomed governors to the meeting.	
	<u>Apologies</u> It was reported that apologies had been received from Mr Dalgleish and Mrs Hazelden. It was reported that apologies had not been received from Ms Lally. **RESOLVED:** consent be given to the afore-mentioned absences.	
	<u>Declaration of Interest / Governors’ Code of Conduct</u> Governors were requested to give consideration to any pecuniary or non-pecuniary interests they may have with regard to the agenda items. Governors were also asked to complete and sign the business interests form sent in a link by email. No declarations were made with regard to items on the agenda.	
	The following governor interests were declared: • JV was on another governing body EC/SH/ML/JM were still to complete the declaration of interest form. **ACTION:** all governors would complete and sign their business interests’ forms sent in a link by email.	All

Chair ’s signature ....JBVeall....................................

Minute No.		Action By
	Governors were reminded that all governors were required each year to review the governors' code of conduct, this had been sent in a link via email and governors were required to complete this confirming their agreement to the code. EC/SH/ML/JM/AM were still to complete the governor code of conduct. **ACTION:** all governors needed to ensure they had completed and signed the governors' code of conduct sent in a link by email confirming their agreement to the code of practice. The Clerk reminded governors of the requirement to update GIAS with governors' information and the register of interest to be included on the school website. **ACTION:** the Headteacher would update GIAS with AT's resignation. **ACTION:** all governors would complete the skills audit sent in a link by email confirming their agreement to the code of practice.	All Head All
	<u>Chair's Comments</u> The Chair reported that no urgent action had been taken and no correspondence had been received since the last meeting. The Clerk updated governors on the networking pages on MS Teams.	
164	**<u>Membership, Committee Structure and Appointment of Governors with Special Responsibilities</u>** <u>Membership</u> Governors noted the following membership changes: • the three co-opted governor vacancies • the resignation of Mrs Tuplin, parent governor, with effect from 10 October 2022 • the progress of the appointment of Mrs Rahman Consideration was given to the co-opted governor vacancies. There had been two offers to join the governing body that day. One was a nursery parent and already a governor on John Leggott; the Chair had spoken to them, and they were very keen, however could not always make day meetings. The second was a friend of his who had a child at the school and was more flexible timewise. The Headteacher clarified that the appointment of Mrs Rahman was not going ahead. The Headteacher felt that Eastern European representation would be good as would someone with an education background as the governing body had lost a few members with those skills. JC reported that there were discussions on the forums about teachers becoming governors elsewhere. The Clerk updated governors on work she was doing with Inspiring Governance (IG) and North Lincolnshire Communications Team; there would be a governor recruitment press release using IG resources and regular social media adverts. In the next week an email would be sent out to schools to set up their IG	

Chair 's signature ...JBNeall...

Minute No.		Action By
	account. The LA would also be creating a partner IG page that potential governors would be directed to. A discussion was held about teacher representation from a feeder secondary. JC also referred to the resignation email received from AT, where she had mentioned access to resources and asked if there needed to be consideration of support to access them. The Headteacher stated that support could be provided from the Clerk or school if required.	
	ACTION: the Headteacher would carry out a parent governor election.	Head
	Committee Structure **RESOLVED:** governors reviewed and approved the membership and terms of reference for the committees which included the management of the school budget. Please see revised structure appended to these minutes ***(Appendix A)*** **ACTION:** Clerk to add diversity and inclusion to the resources committee terms of reference under safeguarding.	Clerk
	Appointment of Governors with Special Responsibilities Consideration was given to reviewing the appointment of governors with special responsibilities. Governors noted that the governor linked to 'childhood resilience' to be renamed 'wellbeing' to reflect the change to the resilience of both pupils and staff. Discussion was held on current links and the curriculum links; new governors would shadow areas when appointed. **RESOLVED:** JM to replace AT on the appraisal committee. **EC Q: Are all staff leads the same as last year?** A: No, there have been changes so I will resend those to governors. **ACTION:** Headteacher to send list of leader's names for responsibility links to governors. Attendance would be included in resources and in the safeguarding role. **JC Q: Is RE covered in what was statutorily taught?** A: It is one of the main subjects this year, at the SIC meeting the lead will attend and present to governors. DT is the other area. Governors will get to know more then. **RESOLVED:** the following link areas were agreed:	Head
	appraiser behaviour Chair English mathematics PE	

appraiser	JV/JM/ML
behaviour	Jamie Mitcheson
Chair	John Veall
English	Jocelyn Cole
mathematics	Emma Cole
PE	Sam Hazelden

Chair 's signature ......J B Veall..

Minute No.		Action By
	pupil premium — John Veall science — Michelle Lally safeguarding / wellbeing — John Veall SEND — Jocelyn Cole Vice Chair — Jocelyn Cole	
	<u>Voting Procedures for Full Governing Body and Committee Meetings</u> Governors were informed that The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Clause 14 (8) stated “Notwithstanding the requirements of paragraphs (1) to (3), the governing body may approve alternative arrangements for governors to participate or vote at meetings of the governing body including but not limited to by telephone or video conference* . Similarly The School Governance (Roles, Procedures and Allowances) (England) Amendment Regulations 2013 Clause 3 (10) (regulation 26) extended this facility to committees. Consideration was given to whether to approve a process for accepting votes from absent governors. **It was agreed** that voting would continue to be carried out by those governors physically present at the meeting and eligible to vote. **It was agreed** that voting by email for urgent action was agreed.	
165	**<u>Previous Minutes</u>** **RESOLVED:** governors approved the following minutes which had been circulated with the agenda: • full governing body – 19 May 2022 • school improvement committee – 16 September 2022	
	<u>Matters Arising from the Minutes</u> All actions were complete. The Headteacher reported that the dates on the minutes for future meetings were now out of date; all new calendar invites had been sent. **JC Q: There was a literacy festival in Hull, at the last meeting we spoke about the ‘Words Count festival’, was that Normanby hall?** A: That was a different event about authors, leaflets were sent out to all parents. The Headteacher stated that it was a trial and only a few schools were picked to attend it to showcase reading; once the impact is known we will see how it will be set up in future. JC was not sure how impactful it would be for the schools.	
166	**<u>Financial Position and Other Resources Matters</u>** <u>School Fund Account</u> An audited annual statement of account for the year ended 31 March 2022 had been circulated. The Headteacher reported that the account for the financial year ending 31 March 2022 had been audited by Katia Douglas who was a previous LA Finance Officer. The balance at the beginning of the year was £23,683.65, receipted funds throughout the year were £15,633.93 with expenditure of	

Chair 's signature ....JBVeall...

Minute No.		Action By
	£12,360.99. Giving additional funds of £3,274.94 and the current balance was now £26,958.59. Income was outlined as below: • donations of £2,000 were received from Gunness & Burringham Parish Council as some children live in that area that attend the school • breakfast club money was paid in money due to it being a cheque account; £652 had come in and gone back out • staff insurance of £8,259 had also gone in and out • Red Nose day, Red Cross and Ukraine money had also gone in and out • two lots of photograph money from tempest were received of £630 + £428 which was commission earnt • a grant of £500 was received and used for school visits • uniform funds of £234.12 was received through parent's use of *My Clothing* • Rag bag income was £47.60 for bags of clothes collected **Chair Q: Is there anything the children need, to spend it on?** A: At this time the budget is in a healthy place so we do not want to spend it, we have previously paid for books, but the carry forward can be used for that in the budget and it was better to spend out of the budget as there was now VAT to pay. We plan to leave the money there until the resources were needed. JC suggested books or something nice for the children would give better usage when needed.	
	<u>Budget Update</u> The Headteacher reported there was no huge budget update; she would be meeting with the Peri-Bursar next week. Money was being spent as planned, and nothing significant had changed since the last resources meeting. The energy hike had been included in, for approximately £60,000 for a year (schools had been told to double last years £30,000). It was worth noting that the school had spent £30,000 in the summer term alone. The Headteacher was thinking now it would be nearer to £100,000 so there was a need to find an extra £40,000 from the reserves. This meant the school would need to be cautious with expenditure. There were so many unknowns, in using and spending, teacher pay had also not yet been agreed; the planned increase was 2.9%, the government had offered 5% but there was no more money for that or the energy to support schools in paying the increases. Staff were struggling with behaviour of pupils and SLT were not appointing, only replacing who has left and no more. Governors would be updated at the next resources committee meeting. **Q: When will there be benefits of the solar panels?** A: They will be fitted in November so that will help. **JC Q: Can we monitor the school use?** A: No, we just see the use. JM added a monitor would be given when the solar panels are fitted so we will see then.	

Chair 's signature JBNeall..

Minute No.		Action By
	The Headteacher agreed the school would get a dashboard then and parents would also be able to see that. They would be installed on the infant school roof only until the junior school roof was fixed.	
167	**Governors' Monitoring** Safeguarding Training Governors were reminded that they should undertake safeguarding training annually. The school safeguarding training was attended by JM, EC and JC on 28 September 2022. **ACTION:** the Clerk to add the school safeguarding training attended by Emma Cole, Jocelyn Cole and Jamie Mitcheson to the governor training record. Governor Training Schedule Governors acknowledged receipt of the annual Governor Services' Development Programme and summary sheet and were encouraged to identify suitable training to develop their practice. **Chair Q: Has everyone got access to NGA learning links?** A: No. **ACTION:** Clerk to send NGA Learning Links access information to all.	Clerk Clerk
	Governor Training Record Governors had received the updated training record noting what training had taken place since the last meeting.	
	Reports from Visiting Governors JC talked last time about adding a tab to add monitoring impact; the Headteacher had added that now. Discussion was held regarding the question asked at the leadership and management review about 'what has happened that would not have happened had it not been for governors?'. Impact could be added ongoing to SDP on the governor impact tab. It was noted the newsletter from JC was now showing impact. JM and the Chair felt it was a great update for parents from governors and thanked JC.	
	Skills Audit Not complete.	
	Governing Body Self Review Governors received the signature of risk form for completion. The Clerk discussed the time element it would take to go through and governors agreed to defer this to the spring term meeting. **ACTION:** the signature of risk completion be deferred to the next meeting.	Clerk
168	**Reports from the Local Authority for Consideration** The following reports and policies were circulated for consideration and approval:	

Chair 's signature ......JBNeall..........................

Minute No.		Action By
	<u>Admission Arrangements 2024/2025</u> A paper had been circulated to Headteachers, Chairs and Vice Chairs which informed governors of North Lincolnshire Council's statutory duty to consult with governing bodies on proposed changes to the council's admission arrangements and the proposed published admission numbers for schools where the council was the admissions authority. The council was seeking governors' views on admission arrangements at governing body meetings and consulting governing bodies on the proposed published admission number. Should the governing body wish to suggest either a change to the council's draft admission arrangements or to the proposed admission number for the school, these would need to be recorded in the minutes and forwarded to sean.kendrew@northlincs.gov.uk as soon as possible. **RESOLVED:** the draft admissions policy for 2024/2025 was considered and agreed. **RESOLVED:** the published admission number of 90 for September 2024 was approved. **ACTION**: the Clerk would inform sean.kendrew@northlincs.gov.uk of the agreed admission number. **ACTION:** the Headteacher would add the agreed 2024/25 admissions policy to the school website.	 Clerk Head
	<u>Family Friendly Policies</u> A revised suite of family friendly policies is provided as a model for schools and academies this term. • adoption • maternity • paternity and maternity support • shared parental leave • parental leave • flexible working including 'Good Action Guides' on career breaks and job share Whilst there have been no statutory changes, all of these policies have been reviewed and streamlined. Language has been simplified and the number of appendices greatly reduced to make them easier to navigate. These revisions to the family friendly suite of model policies have been fully consulted on with the recognised trade unions. **RESOLVED**: that the suite of family friendly policies were adopted.	
	<u>Overpayments Protocol</u> An overpayment occurs where an employee is paid an amount in excess of contractual entitlement and although these are rare, a clear and consistent process needs to be documented and followed where they do occur.	

Chair 's signature ....

Minute No.		Action By
	The protocol also makes it explicit that where an overpayment does occur, that the repayment will normally be the period over which the overpayment has occurred, but employees will have the option to repay in one lump sum in the next pay period. **RESOLVED:** that the overpayments protocol was adopted. **ACTION**: the Headteacher would communicate policy changes to all staff at the earliest opportunity.	Head
	<u>Trade Union Facility Time Agreement</u> In line with legislative requirements and other guidance, such as the Burgundy Book, a formal TUFT agreement has been co-produced with trade unions. The agreement provides for reasonable paid time off for trade union duties and reasonable unpaid time off for trade union activities, in line with the ACAS code of practice. **RESOLVED:** that the principles around trade union time were adopted.	
	<u>Keeping Children Safe in Education 2022</u> Governors noted the new Keeping Children Safe in Education 2022 and the implications for governors regarding the need for governor safeguarding training at induction.	
	<u>Safeguarding and Child Protection Policy</u> Consideration was given to approving the revised safeguarding and child protection policy that had been updated in response to the requirements of the Keeping Children Safe in Education Guidance 2022. **RESOLVED:** that the revised safeguarding and child protection policy had been approved at the school improvement committee meeting in September 2022.	
169	**<u>Policies</u>** Governors were asked to consider reviewing the following policies which had been circulated with the agenda:	
	<u>Annual Safeguarding Audit</u> Consideration was given to completing the new safeguarding audit 2022. **RESOLVED:** the safeguarding audit was delegated to the resources committee for approval and return to the local authority.	
170	**<u>Dates of Future Meetings</u>** **RESOLVED:** the following dates were agreed: • full governors - Thursday 2 February 2023 at 5.00pm • school improvement - Tuesday 17 January 2023 at 1.15pm • resources - Tuesday 8 November 2022 at 5.00pm	
171	**<u>Any Other Business (with Prior Approval from the Chair)</u>** The Headteacher reported that the approval of the SDP had been missed off as an agenda item and would need to be discussed.	

Chair ’s signature ...JBNeall...

Minute No.		Action By
	The SDP had been shared with governors prior to the meeting. Leaders had written their sections with overview from the Headteacher, attendance needed further break down. The Chair added that the SDP was updated daily/weekly in real time. **EC Q: TA/Teacher meetings are blank, is that something that will be added over time?** A: Yes, they need booking in. The Headteacher liked the format and the use of the hyperlinks to the action plans, as it put it all in one place. **Chair Q: Who has access to edit it?** A: Governors were set as viewers only. The would need to email the Headteacher/admin if they needed to add something. **RESOLVED:** governors approved the SDP. **ACTION:** governors needed to email the Headteacher/admin their comments on impact for the SDP to be updated when required.	All
	JC Q: Can we have dates for school council and lunches? **ACTION**: Headteacher to send governors dates to join for a school lunch; WH to send the dates of school council meetings and parent's evenings that governors were invited to attend. Parent's evening was scheduled for 6 February 2022 and 8 February 2022 - 3.30-6.30pm. **JC Q: Do you have a date for the learning walk?** A: Spring term. The Headteacher reported that at the parents' evening there would be questionnaire and the board would be put up for parent feedback. JC referred to the discussion on staff wellbeing in the last SIC meeting, and the feedback from teachers about flexibility, she had asked in the Chair's development session what other schools do and there was a suggestion to offer a full afternoon per year off, one had a successful wellness lottery where they picked a member of staff out of a hat and chose a prize or time voucher for an hour. The Headteacher and WH stated that it would be hard to give time when dealing with staff absences as there was a need for teachers in front of classes and they were contracted for 195 days term time only with specific hours to work. JC commented that some gave the time to give flexibility for attending their children's school events. WH advised that if given notice, SLT always arranged for cover for key events such as leaving assemblies. PPA time was adjusted so SLT did what they could in that area.	Head/ WH

Chair 's signature ....JBNeall.......................................

Chair 's signature ......JBNeall..

Chair 's signature ......JBNeall......................................

Appendix A

COMMITTEE STRUCTURE

Berkeley Primary School

Appraisal Committee Committee

Quorum 2

Ms M R Lally
Mr J Mitcheson
Mr J B Veall

Chair - to be appointed at the meeting
Clerk - to be appointed at the meeting

Terms of reference:
- Headteacher review - the appraisal governors to meet with the external person providing support and, after listening to their advice, make decision on setting objections, reviewing performance and making any associated decisions related to pay for the Headteacher
- staff review - to review and make decision on recommendations from the Headteacher, whether staff have met their objectives and any recommended actions on pay increase

Pers/Staff Dismissal Appeals Committee

Quorum 3

nominated governors who have had no involvement in the initial hearing noting that there must be at least the same number as have heard the initial hearing

Chair: to be appointed at the meeting
Clerk: to be appointed

Terms of Reference:
to deal with any appeal on a range of issues to include:-
- pay / grading
- redeployment / redundancy
- disciplinary issues
- grievances
- collective disputes
- use of fixed term contracts
- any appeal relating to Headteacher's performance management

NB: In the event the hearing has resulted from a complaint any governor party to the original complaint must not take part in the proceedings.

NB: The Headteacher's appraisers would be ineligible to serve on this committee if the business to be considered was an appeal by the Headteacher against her objectives.

Resources Committee

Quorum 3

Ms A L Altoft
Mrs E Cole
Mrs J Cole
Ms A Cvijetic
Mr I Dalgleish
Mrs S Hazelden
Miss W Howlett
Ms M R Lally
Mrs A Marsh
Mr J Mitcheson
Mr J B Veall

all governors to be invited, appeals to be held with any absent governors.

Chair: Mrs J Cole
Clerk: Governor Services

Personnel
Terms of reference:
- that the committee review and approve policies relating to personnel (able to do this via response to email)
- to agree to staffing structure and filling vacancies (able to do this via response to email), except leadership structure (full governors)
- appraisal based salary recommendations for teaching staff
- pay grading issues (with the Headteacher, in liaison with the LA, being empowered to deal with the annual incremental pay awards for all non teaching staff)
- redeployment / redundancy
- disciplinary issues
- grievances
- collective disputes
- to act as an initial hearing
- use of fixed term contracts

Appointments
Headteacher plus two governors

Chair: to be appointed at the meeting
Clerk: administration team

Terms of reference: Staff appointments to be dealt with as follows:
- that it is a statutory requirement, when appointing a Headteacher or Deputy Headteacher, for the full governing body to meet, with a quorum of 50%, for the purpose of electing the selection committee and ratification of the post
- appointments committee to deal with the appointment of all teachers
- all non teaching staff and any temporary or part-time teaching staff be appointed by the Headteacher and one other governor
- that one governor must have undertaken the safer recruitment training on this committee

Finance
Terms of reference:
- that the committee review and approve policies relating to finance (able to do this via response to email)
- the Headteacher be empowered to amend the budget during the course of the year (virements) to a limit of £10,000 for a single transaction; the finance committee above £10,000
- the Headteacher be empowered to incur expenditure within the approved budget to a limit of £10,000 for a single transaction; the finance committee above £10,000 (able to do this via response to email)
- the resources committee be empowered to monitor income and expenditure during the year against the budget and decide upon corrective action where necessary to avoid overspending and to allocate any underspend to other projects within the school
- the resources committee be empowered to establish and maintain an up to date three year financial plan and approve the budget on behalf of the board of governors
- the resources committee be empowered to buy into service level agreements

Chair 's signature ......JBVeall..........................

- the resources committee be empowered to review and respond to reports by internal audit and to monitor and ensure implementation of agreed actions
- the Headteacher be empowered to dispose of surplus equipment to a limit of £2,500
- the resources committee be empowered to dispose of surplus equipment above £2,500
- the resources committee be empowered to monitor and annually review and approve any changes to the: charging and concessions policy in relation to setting charges for community use of the school's premises to take into account inflation and other associated costs such as staffing for hiring the school premises; lettings policy outlining conditions for hiring the school premises; governors' allowances scheme and whistleblower's policy
- the resources committee carry out a benchmarking exercise at least once a year in order to compare the school's financial management performance against other similar schools
- to receive annually the audited school fund account
- to ensure compliance with financial regulations
- to meet at least once each term to discuss the school's finances and report back to the board of governors
- the resources committee be empowered to approve, monitor and review the operation of the procedures required by SFVS and to decide upon corrective action that may be deemed necessary
- to review the charge for community use of the school

Premises
Terms of Reference:
- to consider all issues relating to the fabric of the buildings and grounds including regular site inspections and security
- to ensure compliance with health and safety regulations
- to make recommendations to the Headteacher or full governing board as appropriate
- that the committee review and approve policies relating to premises (able to do this via response to email)
- to give consideration to specific building issues

Safeguarding
- to monitor and carry out an audit of the school's policies and procedures regarding safeguarding
- to annually review the safeguarding compliance audit form
- responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse against the Headteacher being made
- to monitor the health and wellbeing of staff and pupils (also part of the safeguarding governor role)
- to monitor diversity and inclusion
- that the committee review and approve policies relating to safeguarding (able to do this via response to email)

Complaints
Chair to liaise with Clerk in regard to appointing three governors to hear the complaint subject to availability and nature of the complaint

Chair: to appoint a Chair at the meeting
Clerk: Governor Services

Terms of Reference:
- to hear any complaints with the exception of curriculum issues in line with the school's complaints procedure

Pupil Discipline
Chair to liaise with Clerk in regard to appointing 3 governors to hear the issue subject to availability and nature of the complaint

Chair: to be appointed at the meeting
Clerk: Governor Services

Terms of Reference:
- to hear all pupil exclusions in accordance with legislation

Chair 's signature ......JBWoall..........................

School Improvement Committee

Quorum 3

Mrs E Cole
Mrs J Cole
Ms A Cvijetic
Mrs S Hazelden
Miss W Howlett
Ms M R Lally
Mr J B Veall

ALL Governors
plus School Improvement Team (Senior Leaders) in attendance as observers

Chair: to be appointed at the meeting
Clerk: to be appointed at the meeting

Terms of Reference:
- to monitor, evaluate and approve the school improvement plans
- to set targets and review pupil progress deciding on areas for improvement
- to monitor the curriculum and make recommendations to the board of governors
- to ensure the religious education and collective worship are provided in accordance with the requirements
- to review and approve policies relating to the curriculum (able to do this via response to email)
- to give consideration to the review of the school improvement plan before presentation to the governing board

Chair 's signature ...JBVeall...