



**Minutes of Business Meeting**  
**Held on Tuesday 11<sup>th</sup> October 2022 at 6.00pm**  
(Held virtually via Zoom)

<b>Governors Present on Call</b>	Christopher Shea (Co-Chair), Jessica Webb (Co-Chair); Sarah Stant (SS), Sue Read (SR), Hilary Sanderson (HS), Kim Fleming (KF), Rebecca Ayres (RA), Ruth Garbutt (DHT- RG), Mike Harrison (Headteacher - HT), Jonathon Cooper (JC), Peter Townrow (PT).
<b>Apologies</b>	Chris Sanderson (CS), Pheobe Greenwood (PG);
<b>Visitors</b>	Amy Lorimer (CamClerk)

**Actions:**

Item	Action	Respons- ibility	Deadline
<b>Actions from this meeting</b>			
001	Clerk to finalise standing orders	Clerk	Half term
002	Clerk to finalise Code of Conduct.	Clerk	Half term
003	Clerk to finalise governor visits protocol.	Clerk	Half term
004	Clerk to finalise Committee Terms of Reference.	Clerk	Half term
005	All governors to complete pecuniary interests form via GovernorHub	All	Half term
006	All governors to email KCSiE confirmations to Emma Wilkinson in the school office.	All	End of this week
007	Clerk to liaise with school office regarding use of GovernorHub for KCSiE confirmations in future	Clerk	Half term
008	CS to create document on GovernorHub to collate information about volunteers for each panel.	CS / all	Half term
009	Clerk to update Governor Responsibilities document.	Clerk	Half term
010	HT to upload policy review schedule to GovernorHub.	HT	Half term
011	HT to revise Attendance Policy and bring to next FGB for approval.	HT	Next FGB
012	HT/RG to ensure new governors are provided details for Belinda Harvey's visit and possible in-school training	HT/RG	Next FGB
013	RG to circulate proposed dates for T&L Committee meetings	RG	End of this week
<b>Actions from the meeting of 22<sup>nd</sup> July 2022</b>			
4	HT to organise a parent election at the start of SPRING term.	HT	Autumn term
10	HS to circulate an amended skills audit removing resigned governors. This has been completed and HS will now circulate the amended skills audit for all to check and update as appropriate.	HS	Autumn term



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**Minutes:**

Item	Issue Raised	Actions
Opening Prayer		
1. Welcome & apologies for absence / note of absenteeism	The Chair welcomed all to the meeting and introduced the new Camclerk. Apologies were accepted from PG and CS. The meeting was quorate.	
2. Declaration of Interests	The following interests were declared: <ul style="list-style-type: none"> <li>CS is working in Ely for an alternative provision tutoring company.</li> <li>HS has become a governor of a school in London.</li> <li>MH is in the process of becoming a governor at Witchford Village College.</li> </ul> The Clerk advised these interests should be recorded via annual pecuniary interest forms (see agenda item 3).	
3. Governing Body business	<p><u>a) Appoint Vice-Chair</u> The Clerk confirmed that a Vice-Chair is required despite the co-chairing arrangement currently in place. <b>DECISION: SS was unanimously elected Vice-Chair of the governing body for 2022-23.</b></p> <p><u>b) Consider appointment of co-opted governor Jonathon Cooper</u> CS introduced JC to the meeting, explaining that he was 'headhunted' for his financial skillset, as well as potential to look at things from a non-teaching perspective. JC provided a brief overview of relevant work as an accountant and his interest in the position of co-opted governor. <b>DECISION: JC was appointed Co-Opted governor.</b></p> <p><u>c) Approve Standing Orders*</u> The updated model standing orders document from Cambridgeshire County Council (CCC) had been circulated prior to the meeting. Governors asked the Clerk to make minor modifications to match to last year's Sutton standing orders. <b>DECISION: Standing orders were approved subject to minor edits.</b> <b>Action 001 – Clerk to finalise standing orders.</b></p> <p><u>d) Approve Governor Code of Conduct*</u> The updated model governor code of conduct document from Cambridgeshire County Council (CCC) had been circulated prior to the meeting. <b>DECISION: Code of Conduct was approved subject to minor edits.</b> <b>Action 002 – Clerk to finalise Code of Conduct.</b></p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>



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	<p><u>e) Approve Governor Visits Protocol*</u></p> <p>The governor visits protocol was last updated in Spring 2021 to include reference to virtual visits. The Clerk suggested that governors might like to review this protocol at the start of this academic year, although it is not due for revision until summer 2023.</p> <p>Governors noted that the current draft is not clear regarding staff points of contact for governors arranging visits. Visits relating to teaching and learning should be scheduled via RG; visits relating to other matter should be scheduled via the HT (with info copied to RG).</p> <p>Governors discussed keeping a central record of all governor visits. RG currently maintains a central monitoring document in which details of teaching and learning-related governor visits can be recorded. This document is held on the school's GoogleDrive and a link will be provided on GovernorHub. RG will add details for other governor visits to this monitoring document going forwards.</p> <p>The Clerk was asked to ensure that the flowchart within this protocol is brought to the front, and that governor visit report pro formas are readily available within the protocol and on GovernorHub.</p> <p>Decision – Governor Visits Protocol approved subject to edits as detailed above.</p> <p><b>Action 003 – Clerk to finalise governor visits protocol.</b></p>	Clerk
	<p><u>f) Approve Terms of Reference (Committees)*</u></p> <p>Draft terms of reference for the Finance and Premises Committee and the Teaching and Learning Committee had been circulated prior to the meeting.</p> <p>Governors noted that the list of governors on page 4 needs updating, and that references to the Chair of the FGB needs amending to say Co-Chairs.</p> <p><b>DECISION: Committee Terms of Reference were approved subject to minor edits.</b></p> <p><b>Action 004 – Clerk to finalise Committee Terms of Reference.</b></p>	Clerk
	<p><u>g) Register of Pecuniary Interests</u></p> <p>The Clerk reported that only one governor has completed the declaration of pecuniary interests for 2022-23 via GovernorHub.</p> <p><b>Action 005 – all governors to complete pecuniary interests form via GovernorHub.</b></p>	All
	<p><u>h) Keeping Children Safe in Education (KCSiE) 2022</u></p> <p>The HT referenced changes in the KCSiE guidance for 2022-23.</p>	



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	<p>The Clerk reported that only one governor has completed the KCSiE confirmations for 2022-23 via GovernorHub. The HT explained that governors are instead required to email the school office with this information.</p> <p><b>Action 006 – all governors to email KCSiE confirmations to Emma Wilkinson in the school office.</b></p> <p><b>Action 007 – Clerk to liaise with school office regarding use of GovernorHub for this information in future.</b></p> <p><u>i) Agree required panels for the coming academic year: HT appraisal, pay, complaints, staff grievance, disciplinary appeals, and exclusions</u></p> <p><b>DECISION: The head teacher appraisal panel comprises HS, SS and SR.</b></p> <p>Governors discussed the nature of the panels required and agreed to liaise outside of this meeting to identify volunteers for each panel. Panels to be confirmed at next FGB.</p> <p><b>Action 008 – CS to create document on GovernorHub to collate information about volunteers for each panel.</b></p> <p><u>Governor Responsibilities</u></p> <p>A governor noted that the current document detailing governor responsibilities (link roles etc.) is out of date. Governors reviewed link roles and the following vacancies were filled:</p> <p>Safeguarding Governor: HS Pupil Premium Governor: JC</p> <p><b>Action 009 – Clerk to update Governor Responsibilities document.</b></p>	<p><b>All</b></p> <p><b>Clerk</b></p> <p><b>Agenda</b></p> <p><b>CS</b></p> <p><b>Clerk</b></p>
4. Minutes of last FGB meeting, matters arising & actions including Chair's action since last meeting – FGB 12 <sup>th</sup> July 2022*	<p>There were no matters arising to discuss from the last meeting. The Co-Chair went through the actions in the minutes of the last meeting.</p> <p><b>Item 4: HT to organise a parent election at the start of autumn term. Ongoing – discussed under agenda item 11.</b></p> <p>Item 9: HT to circulate 2022-23 School Prospectus following minor amendments before it goes on website. COMPLETE.</p> <p>Item 9: Clerk to add SEND and Inclusion policy to next T&amp;L agenda. COMPLETE.</p> <p>Item 10: Co chairs to go back to Tina Hubbard to notify of decision not to change to circular approach to meetings. COMPLETE.</p>	



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	<p><b>Item 10: HS to circulate an amended skills audit removing resigned governors. This has been completed and HS will now circulate the amended skills audit for all to check and update as appropriate. ONGOING.</b></p> <p>Item 13: All link governors to contact subject leads for their self-evaluation and action plan. RG referenced new plans for the autumn term 2022. COMPLETE.</p> <p><b><u>DECISION:</u></b> The minutes of the last meeting were approved.</p> <p><b><u>Actions since last FGB</u></b>          Governors noted the following visits and actions:</p> <ul style="list-style-type: none"> <li>• CS attended the Year 3 / Year 4 information morning.</li> <li>• Safeguarding training in school was attended by CS and HS.</li> <li>• CS attended the termly governors' briefing.</li> <li>• SS visited the school looking at English.</li> <li>• CS visited the school looking at maths,</li> <li>• CS and JW are taking a course titled 'Taking the Chair'.</li> </ul>	HS, all
5. Headteacher Report – written*	<p>A written report was circulated prior to the meeting, and the HT invited questions.</p> <p><b>Q – The parent questionnaire appears to have given very positive results – have these view been captured on the OFSTED Parent View page? It would be positive to see the questionnaire results reflected there.</b>          A – Not noticeably. We did include a link to Parent View in a recent school newsletter, and the link was also included within the parent questionnaire. We will send out again. (Noted that it can be hard to find the correct Sutton school on Parent View, so very specific details were provided in the links).</p> <p><b>Q – Of the four priority areas, is it fair to say that the quality of education is the primary focus for the HT?</b>          A - Yes.</p> <p><b>Q – How were teacher performance management targets set in relation to that priority?</b>          A – The HT noted the process followed last year with school self-evaluation feeding into last year's SDP. Staff have been aware that there is a lot of work to do. The priorities from this year's SDP have been translated into</p>	



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	<p>teachers' performance management in three themes: pupil outcomes, teacher pedagogy, and classroom environments.</p> <p><b>Q – Consistencies were noted as an issue – is this a minor issue due to new staff settling in, or more serious issue?</b>          A – Some is related to new staff. However, there remains inconsistency between staff and classes, and team planning – we placed a significant demand on staff last year and not all have progressed at the same rate or embedded all practices in their pedagogy. Tackling discrepancies remains the dominant theme for our conversations with staff.</p> <p><b>Q – Are staff buying into this approach?</b>          A – Yes. We have placed high expectations upon staff and this raises some challenges. We are trying to avoid overwhelming staff, and this is why the SDP has work aligned in three clear phases.</p> <p><b>Q – If an area for development is identified for a staff member, how quickly do you expect that to be turned around?</b>          A – That will depend upon the nature of the issue, and the number of staff involved, as well as the capacity for SLT support. When issues are around discrepancies, or unfuelled expectations, we expect these issues to be resolved very quickly.</p> <p><b>Q – Its been great to see the number and range of school trips offered, and this must be very positive after the children's experiences during COVID. How many Pupil Premium families are using school funds to access these opportunities?</b>          A - Pupil Premium families are very aware that they are only required to pay 50% of trip costs, as the rest are covered by school. This information is included in every communication regarding trips.</p> <p><b>Q – Last year, a school trip was cancelled due to costs. What is being done to prevent that happening again?</b>          A – We try to keep trip costs below £20 per pupil, and preferably below £10. Its hard to travel very far within that budget. The planned trip to Whipsnade Zoo for EYFS and KS1 was used as an example – this is a trip for four classes with a high required staff to pupil ratio. Overall, we try to map out trips as far ahead as possible, which allows parents to contribute in instalments where appropriate.</p>	



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	<p><b>Q – In looking at attendance data by class, it is apparent that Elephants class has an unusually high level of unauthorised absence. Is that reflecting multiple pupils or one child?</b></p> <p>A – That unauthorised absence relates to one child, for whom various safeguarding concerns are currently being actioned. Although unable to share further details, the HT reflected upon historic patterns in attendance of pupil premium children, and ways in which the school is trying to be proactive around this.</p> <p>The HT informed governors that he has a bi-weekly meeting with Emma Wilkinson (school Office) regarding attendance. Attendance letter progression has been continued from last year, with six or seven meetings with parents so far this term about attendance.</p> <p>The HT noted that the ‘walking bus’ started last week, and that all children included are Pupil Premium and many are also on the SEN register. The HT expressed thanks to the teaching assistants and other staff who have volunteered to make the walking bus a success so far.</p> <p><b>Q – Does the walking bus wait for a child if they are not ready?</b></p> <p>A – Yes but only for a nominal time, such as to put shoes on. If a child is, for example, still in bed, then the walking bus will not wait, but it will be made very clear that the child is expected in school on time. The route and timings for the walking bus have been made very explicit.</p> <p><b>Q – Do you anticipate expanding the walking bus to include more households?</b></p> <p>A – difficult to say at this point. It currently impacts a small but significant number of children, and could potentially make a massive difference in attendance figures. We will have to assess the impact of the scheme, and consider what is realistic and sustainable given staffing constraints.</p> <p><b>Q – Is the current walking bus scheme sustainable?</b></p> <p>A – Yes. The costs for TA time are subsidised by Pupil Premium funding. Of course, if the scheme does not have a significant impact upon attendance, then it will not be sustainable.</p>	
6. School Development Plan 22/23*	The School Development Plan 2022-23 had been circulated prior to the meeting. The Head note that as this is a new plan, there was no evaluation or RAG-rating within the circulated plan.	





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	<p><b>Q – Why is there no information in the 'resources/cost' column?</b></p> <p>A – Not much cost is expected, as the work is primarily internal. We will add information to the plan as needed, for example if external training is required this would have a cost implication. Its very positive and a sign of an improving school, that we have a good capacity for in-house training and support. There is a growing bank of expertise available within the school, including the Deputy HT and SENDCO.</p> <p><b>Q – Does it not seem appropriate to include teacher time as a resource needed within this column?</b></p> <p>A – Yes, this will be actioned.</p> <p><b>Q – What exactly is meant by the phrase “cultural capital”?</b></p> <p>A – This is a buzzword in the current National Curriculum and is a focus from the DfE. It includes ensuring that pupils are provided with exposure not only to culture but also to situations in which they might not have previous experiences.</p>	
7. Headteacher's Performance Review	<p>SR reported that the Headteacher's performance management (HTPM) panel has completed its work for 2021-22, and submitted its findings to the pay panel.</p> <p>Although the work of the panel is confidential, SR was able to report that the findings were very positive and that the panel is happy with the work being completed by the HT.</p> <p>HTPM has commenced for 2022-23.</p>	
8. Skills Audit Feedback	Covered under agenda item 4 above.	
9. Paintbox Update and Due Diligence	<p>The HT had circulated information from the Local Authority (LA) regarding the due diligence process for potential acquisition of Paintbox, including an example due diligence questionnaire.</p> <p><b>Q – Who is expected to complete this large amount of work? Who checks it?</b></p> <p>A – This work is to be completed by a panel of governors with support from the LA. The required information should be readily available – if it is not, that is a concern in itself.</p> <p>The HT noted that there has been a recent change in the LA tendering process for school expansion, which may impact the Paintbox acquisition. The HT is liaising with the LA in this regard.</p>	





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	<p>Q – RA and JW have previously been members of the Paintbox committee – would it be appropriate for them to be recused from the process?</p> <p>A – No, their input would be valuable and any recommendation from the panel would be taken to the FGB for discussion and ratification.</p> <p>Q – What is the format of the panel and who is it led by?</p> <p>A – HT is happy to lead and co-ordinate the panel. However, it will require delegation, rather than one person collating all information.</p> <p>Q – What is the timeframe?</p> <p>A – The due diligence must be completed by the end of the autumn term 2022 (i.e. two months).</p> <p>Q – The paperwork circulated suggests that redecoration is being planned. Although the budget is healthy, given that the building is not owned by Paintbox, would it be better to direct funds towards staffing?</p> <p>A – Paintbox staff are keen to use Paintbox funds to redecorate this term, which is in line with of their current lease agreement (noted they pay only a peppercorn rent).</p> <p>Q – If the school takes over Paintbox, do we take over the lease of the building?</p> <p>A – Yes. Governors noted that the land the building stands on used to belong to the school, and the H T flagged up the very low peppercorn rent.</p> <p>Q – Paintbox currently pay the school for electricity and gas, as their supply comes from ours. Will we be worse off without that contribution?</p> <p>A - No, they have a sustainable business model.</p> <p>The HT noted that the school's priority with Paintbox would be to repair any reputational damage, and make the setting attractive to parents. In response to a governor query, the HT confirmed that OFSTED would not include Paintbox as part of the school if they visited next term. Governors noted the potential benefits of integration into the school, including possible early intervention and work by the SENDCO with children before they reach school age.</p> <p>Governors noted that there would also be benefits to showing the school and pre-school to be integrated, in drawing children from Paintbox into the school.</p>	



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	<b>Decision: the governor panel to consider Paintbox due diligence comprises: RA, KF, SR, JW and the HT.</b>	
10. Policies*	<p><u>a) Receive the policy review cycle</u> The HT reported that Emma Wilkinson (school office) is refining the policy review schedule, incorporating elements from the two different versions used last year. <b>Action 010 – HT to upload policy review schedule to GovernorHub.</b></p> <p><u>b) Safeguarding &amp; Child Protection Policy for 22-23</u> A governor noted that on page 4, the named person needs to be changed to reflect HS's position as Safeguarding Governor. The Clerk noted that this policy may require minor wording modifications to reflect the co-chairing arrangement in place. <b>Decision: The Safeguarding &amp; Child Protection Policy for 22-23 was approved subject to minor edits above.</b></p> <p><u>c) Responding to Prejudice Related Incidents Policy</u> The HT informed the governors that he intends to insert a statement reflecting that the process detailed within the Anti-Bullying Policy would be followed (mentoring, weekly meetings, etc.). Noted significant overlap between the two policies - the way either prejudice-related incident and bullying are treated is the same. <b>Decision: The Responding to Prejudice Related Incidents Policy was approved.</b></p> <p><u>d) Data Protection Policy</u> Q – The policy states that data must not be left on desks or in the staffroom. Are there lockable drawers or other secure storage areas available to staff? A – No, because we do not expect staff to have paper copies of data. All data is held electronically, primarily in Pupil Asset and the Google Drive. Q – Is this electronic data on Google Drive protected, or accessible to all users? A – Yes, it is secure - files on the Google Drive are password-protected. Q – A governor queried the process for a subject access request, and the aspect of the child having ultimate control over their data. A – The LA provide very clear guidance on how to respond to subject access requests. We have not had any at our school recently. <b>Decision: The Data Protection Policy was approved.</b></p>	HT



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	<p><u>e) Attendance Policy</u>            Various typographical and grammatical errors were noted within the draft policy. In particular, the 'example letters' were grammatically incorrect. The HT suggested that these will be replaced with example letters that the school might actually use, although noting that each letter will be tailored to the particular circumstances of that child and family.</p> <p>The HT noted that the policy needs to be revised to reflect recent changes to the school day – in particular, the time that the morning register closes (8.55am for all classes).</p> <p>Q – The first objective listed in this policy, regarding 'meeting government attendance targets', seems less child-focused than the other objectives. Might be more appropriate to list this after the other objectives?            A – Agreed.</p> <p>Q- Regarding penalty notices, does this not need to make reference to 'six consecutive sessions' being missed?            A – No, there are other circumstances in which a fine might be issued.</p> <p>Q – in the 'parental responsibilities' section, some sentences refer to 'your child' rather than 'the child'. Please amend.            A – Agreed.</p> <p><b>Action 011 - HT to revise Attendance Policy and bring to next FGB for approval.</b></p> <p><u>Positive Behaviour Policy</u>            Although not specifically listed on the agenda for this meeting, this policy had been circulated. The HT explained the very minor edits to the policy, which primarily involve the use of the school's STRIVE motto as its foundation.  <b>Decision: The Positive Behaviour Policy was approved.</b></p>	HT Agenda
11. Governor actions	<p><u>Plan for governor monitoring visits for autumn term / academic year</u>            RG had circulated the monitoring document, which provides opportunities for governor visits to tie in with events in school, and also ensures that governor visits are reasonably distributed.</p> <p>The HT clarified that governors wishing to schedule visits around non-teaching and learning-related areas are to contact the HT to schedule, and ensure that RG is informed of visit dates for inclusion within the monitoring document.</p> <p>The HT invited the new governors to come to school for an introductory walkaround.</p>	



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	<p>The school's LA improvement advisor, Belinda Harvey, has offered to conduct some in-school training for new governors on 24<sup>th</sup> January. This will likely include a joint learning walk and a discussion around how to write up afterwards.</p> <p><b>Action 012 – HT/RGH to ensure new governors are provided details for Belinda Harvey's visit and possible in-school training</b></p> <p><u>Parent governor election</u> Governors discussed the existing parent governor vacancy, and the potential to run parent governor elections this term. The Clerk suggested that it might be appropriate to wait until spring term 2023 to allow inclusion of Paintbox parents in the process. HS noted that, based on the current skills audit, human resources is an area that could be strengthened via governor recruitment.</p> <p><b>Action 013 – HT to implement parent governor election in Spring term 2023, to include Paintbox parents if Paintbox is a part of the school at that time.</b></p> <p><u>Co-opted governor vacancy</u> The appointment of JC as a co-opted governor under agenda item 3 results in only one co-opted vacancy remaining. Governors discussed the possibility of offering this role to a staff member or committee member of Paintbox, should Paintbox become part of the school. This might provide additional curriculum knowledge around the early years, as well as allowing representation from Paintbox.</p> <p><b>Action – HT to liaise with Paintbox staff and committee regarding possible co-opted governor role, during due diligence process. Revisit at next FGB.</b></p> <p><u>Questions arising from or impact of governor visit reports</u> The Co-Chair provided an overview of some of the visit reports that had taken place since the last FGB meeting.</p> <p>Maths – CS completed a visit around maths. Consistency was identified as an issue. Written report on GovernorHub.</p> <p>English – SS completed a visit that coincided with a visit by Belinda Harvey (LA School Improvement Advisor) to look at guided reading in Key Stage 2. This included discussions around the library, which contains old books not fit for purpose. FOSS are fundraising for new books. Governors discussed the halting of the 'Accelerated Reader' program at the end of the last academic year, and return to banded reading books, noting that the reading policy on the school</p>	<p>HT/RG</p> <p>HT</p> <p>HT Agenda</p>



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	<p>website needs to be updated. Noted that the LA offer a book banding service, which might be needed. Written report on GovernorHub.</p> <p>PSHE – SS provided a verbal report on the PSHE visit she conducted today (written report to follow). This included some pupil voice work asking children about where they did and did not feel safe in school. Several children noted that the toilets did not feel particularly safe at break/lunch time, with other children banging on the doors. This will be followed up by RG. Last year there were children who did not feel safe in the playground; during this visit, only one child mentioned this as a concern, and that issue was around the behaviour of children as they went outside (running/pushing). In particular, children seemed very happy that teaching assistants are now covering the playground at lunchtime, rather than mid-day supervisors. RG noted that this means mentors are around and available to the children they work with – there is a safeguarding aspect to the presence of TAs. SS also noted that the visit showed work being conducted within the PSHE curriculum around ‘trusted adults’.</p> <p><u>Updates arising from Training and CPD</u>          CS provided a verbal overview of the termly governor briefing, including updates around safeguarding and finance.</p> <p><u>Governor Hub</u>          CS referred back to the recent termly governor briefing, suggesting that there was lots available within the GovernorHub platform for governors to explore.</p>	
12. Governor actions	See actions table.	
13. Impact of the meeting on driving the school forward	<p>Governors noted that the three phases of work within the SDP gave confidence that school improvement work was carefully planned and timed.</p> <p>Governors felt that the details provided regarding the ‘walking bus’ gave clear reassurance that pupil premium children were being proactively cared for.</p> <p>Governors noted the pupil voice captured on today’s PSHE visit regarding feeling safe in school, and how this is being followed up.</p>	-



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14. Schedule for future meetings	<p>Finance &amp; Premises Committee – 14th November 2022, 6pm - online</p> <p>Teaching &amp; Learning Committee - DATE TBD, 6pm – online</p> <p>There was a thorough discussion regarding the timing of this committee meeting, which has over the past few years been held during the school day. It was noted that this allows school staff to join the meeting to provide information to governors. However, two members of the committee are unable to make daytime meetings due to work commitments. Pros and cons of day time versus evening meetings were discussed, particularly with reference to staff wellbeing. It was agreed that the committee will meet at 6pm this year, with an expectation that individual teaching staff are asked to attend to present information only occasionally (less than once a year) and for a short time (not to exceed half an hour).</p> <p>Previously-agreed T&amp;L committee meeting dates were on Fridays; it was agreed that a different day of the week would be preferable for 6pm meetings.</p> <p><b>Action 013 – RG to circulate proposed dates for T&amp;L Committee meetings</b></p> <p>Full Governing Body – 6th December 2022, 6pm – in person, at school</p>	RG
15. AOB	<p>Governors discussed whether meetings should continue on zoom or revert to in-person. Issues discussed included health trends, childcare and travel commitments.</p> <p>Governors decided to meet in person for the next FGB on 6<sup>th</sup> December, but to hold committee meetings online for now.</p>	
16. Meeting close	8.15pm	

Signed as a true record (electronically) (Chair)

Name \_\_\_\_\_

Date \_\_\_\_\_