



St John's Church of England VA Primary School

Minutes of the Full Governing Board Meeting Held in St John's Primary School

on
Tuesday 15th July 2025
at
4:15pm

Present: Jo Leigh – Foundation Governor	Chair Safeguarding, Equality Duty, SDP -Curriculum, Finance
Olly Priestley – Ex Officio	Headteacher
Sarah Brown – Staff Governor	EYFS, SDP – Curriculum
Luke Merchant – Foundation Governor	Health & Safety, GDPR, Cybersecurity, SDP – SIAMS
Ruth Knowlman – Foundation Governor	Collective Worship, SDP- Writing
Rachael Horan – Parent Governor	SEND, Pupil Premium, Children Looked After
Claire Harding – Parent Governor	SDP - Writing
Colin Simpson – Ex Officio	RE, SIAMS, Church School Distinctiveness, SDP – SIAMS

Apologies: None received

Clerk: Angela Morley

In attendance: Vicki Mead, School Business Manager
Councillor Ross Henley
Tayo Oladipo, possible Governor

Item	Details
1.	<p>WELCOME & OPENING REFLECTION The Chair welcomed everybody present and introduced Councillor Henley and the potential new Governor, Tayo Oladipo.</p> <p>The Rector led Governors in prayer.</p> <p>PRIORY ROAD CROSSING A Governor explained that he had been in conversation with local stakeholders regarding a potential crossing patrol service on the Priory Road side of the school. He explained that he had invited Councillor Ross to provide an overview of the necessary process.</p> <p>Cllr Henley shared that he had been in communication with the Local Authority and that they had offered to send a specialised team to conduct a 5-day survey to establish whether there is a need for a Crossing Patrol Officer. This survey would be free of charge.</p> <p>He further explained that, if a Crossing Patrol Officer were to be recommended, there would be a cost to the school. The School Business Manager (SBM) stated that this would be in the region of £3,000, with a subsidy of £276 per year from the Local Authority and Wellington Town Council.</p> <p>Councillor Henley offered to explore whether there may be any further funding available. He asked if Governors would like him to take this project further and engage the services of the Local Authority.</p> <p>Governors agreed to take this matter further. Action Councillor Ross</p> <p>The Headteacher (HT) asked for it to be noted that St John's is the only school in Wellington that does not have a 20 mile an hour speed limit.</p> <p>Councillor Ross left the meeting at 16:30.</p>
2.	<p>APOLOGIES None received.</p>
3.	<p>DECLARATION OF BUSINESS INTERESTS There were no matters to declare.</p>
4.	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 13th May 2025 The minutes were approved as a true and correct record of the meeting.</p>
5.	<p>MATTERS ARISING</p> <p>Q: The minutes state that five people had expressed an interest in becoming Volunteers. Had the applications come to fruition?</p> <p>HT: Stated that three of the five had been appointed. In addition, a retiring member of staff had agreed to return as a volunteer. One further applicant would commence in the Autumn. This person spoke Cantonese, so would be of great benefit to Cantonese speaking children.</p> <p>Q How are the skill sets of volunteers assessed and how are they distributed across the school?</p> <p>HT: Assured Governors that he personally assesses the skill sets and then to matches to classes accordingly.</p>

	<p>Outstanding Actions:</p> <ul style="list-style-type: none"> The SBM reported that the new internet connection will be installed in August. Assurances had been gained to assure significant improvements. <p>Q: Will there be an opportunity to trial the effectiveness of this provision prior to term commencing?</p> <p>SBM: stated that tests would take place during the summer holidays.</p> <p>HT: Expressed his thanks to the Business and Premises Managers for the hours that they have devoted to this project. This was seconded by Governors.</p> <ul style="list-style-type: none"> The replacement laptops will be discussed at item 14. The Priory Crossing had been discussed (see above) The Clerk reported that the Self Evaluation Form (SEF) had been recirculated and will be discussed at item 12. The Clerk reported that the Complaints Procedure had been updated and will be discussed at item 16. All Governor Skills Audit information had been collated and was due to be discussed at item 17. The Clerk reported that the Public Sector Equality Duty update was due for review in January 2026. Therefore, this item would be discussed during the Autumn term of 2025. <p style="text-align: right;">Action Clerk</p>
6.	<p>HEADTEACHER FULL SUMMER WRITTEN REPORT</p> <p>A report had been circulated prior to the meeting. Governors noted that the report covered the following areas:</p> <ol style="list-style-type: none"> 1. School Characteristics 2. Attendance 3. Attainment and Achievement 4. Teaching 5. Staff CPD 6. Pupil Premium 7. Sports Premium 8. Educational Enrichment 9. Exclusions during Summer Term 2025 10. Child Protection/Safeguarding <p>Q: Had there been any problems for Y6 children securing places in Courfields School?</p> <p>HT: Commented that one separated parent had mistakenly applied from their Devon, rather than Somerset address. Some parents had submitted very late applications - these had subsequently been referred to appeal. Courfields had stated that, this year, they had increased their tutor groups from seven to nine due to increasing numbers.</p> <p>Q: A Governor noted that Summer food vouchers had been distributed. Does this scheme allow for meals to be provided direct, rather than via vouchers?</p>

	<p>HT: Explained that this is a local Somerset scheme whereby £15 per week is allocated per child in receipt of free school meals. The school acts as agents to distribute the funds on behalf of the Council.</p> <p>Governors agreed to monitor the situation and ensure that families receive good support during the Summer holidays.</p> <p>Q: The SATS results had been excellent. How was this achieved?</p> <p>HT: The staff and children worked very hard. This had built upon the excellent focussed work upon learning behaviours of individual children whilst they were in Year 5. This group had included many children with individual needs. The outcomes had been excellent.</p> <p>Q: There appear to have been positive improvements across the groups. To what do you attribute these?</p> <p>HT: The culture of writing had massively changed in the school in much the same way as it had previously changed in reading. The progress in all age groups had been extremely encouraging.</p> <p>A Governor commented that she had monitored writing, and it had been of particular note that, across the whole school, the children appeared to experience a palpable joy in writing.</p> <p>Q: The Pupil Premium attendance figures appear to have improved. Are there still families that the school are in communication with regarding poor attendance? Have the fines had an impact?</p> <p>HT: Explained that the fines so minimal and had not been a disincentive. The School Administrator had worked upon contacting families and communicating with the HT regarding absence. This focussed work had been extremely effective.</p> <p>HT suggested that the Annual Year Planner be amended in order for the Summer HT report to be presented to Governors in the following September to allow more time to collate the data.</p> <p>Governors agreed. Action Clerk</p>
7.	<p>STAFF WELLBEING SURVEY</p> <p>A summary of the survey had been circulated prior to the meeting. Governors thanked the HT for the report.</p> <p>Q: Had the summary been shared with staff?</p> <p>HT: Informed Governors that this will be shared at INSET. Action HT</p> <p>The Chair stressed how amazing the staff had been during this academic year. All Governors had remarked upon the high standards that had been observed whilst undertaking monitoring. It had been noteworthy how passionate the staff had been. Governors asked for their thanks to be conveyed to everyone for making the school such a wonderful place for the children.</p> <p>Governors approved the Wellbeing Report.</p>

8.	<p>PARENT AND PUPIL SURVEY A summary of the surveys had been circulated prior to the meeting.</p> <p>Q: Noted that communication had once again been raised as a concern. Previously, the provision of a noticeboard was agreed. Will this be actioned? HT: Stated that in response to the survey, the Administrative Team had been working upon ways in which communications were shared. A digital board on the website had been proposed, along with a calendar of events for the year to be shared at the beginning of the academic year. There were still plans to create a physical board.</p> <p>Q: Why are there comments that a few complaints regarding lack of response in respect of bullying complaints? HT: Stated that sometimes it had been a question of perception and reality or families not always receiving their preferred response. The school approach had been proactive and the concerns raised by parents had always been addressed in accordance with school policy and values.</p> <p>Governors said that they felt reassured and stated that they were confident that concerns had been investigated thoroughly.</p>
9.	<p>ANNUAL SEND REPORT A report had been circulated prior to the meeting. Governors thanked the Special Educational Needs coordinator (SENDCO) for the report. Governors noted that the report covered the following areas:</p> <ul style="list-style-type: none"> • School Information • SEND Profile • Key Points • Provision, Access and Support • Attendance Data • Achievement Data • SEND Improvement Priorities <p>Questions arising from SEND Report:</p> <p>Q: Across the country, there appears to be insufficient specialist provision. How do we support children who would otherwise be unable to attend school? HT: Explained that work had been developed via the use of the Nurture room and in the provision of specialist tailored care. The varied nature of needs in the school had been challenging. The SENDCo had worked hard with school staff to support every child appropriately. The constant challenge had been in trying to deliver support to children with increasing needs with limited resources.</p> <p>Governors approved the Annual SEND Report.</p>
10.	<p>ANNUAL SAFEGUARDING REPORT A report had been circulated prior to the meeting.</p> <p>Questions arising from Safeguarding Report:</p> <p>Q: To what does the 'in line with the national incentives' refer? HT: It refers to national guidelines for staff regarding Safeguarding information. The Deputy Headteacher circulates this and other safeguarding information to staff on a regular basis.</p>

	Governor approved the Annual Safeguarding Report																					
11.	<p>SCHOOL DEVELOPMENT PLAN (SDP) A copy of the plan had been circulated prior to the meeting.</p> <p>Governors thanked the HT for the work that had gone into preparing this document. They appreciated the clarity of the detail.</p>																					
12.	<p>SELF EVALUATION FORM (SEF) A report had been circulated prior to the meeting.</p> <p>Governors thanked the HT. They noted the content and approved the document.</p>																					
13.	<p>SPORTS PREMIUM EXPENDITURE RETURN A report had been circulated prior to the meeting.</p> <p>Governors approved the Sports Premium Expenditure Return.</p>																					
14.	<p>FINANCE</p> <p><u>Month 3 Report</u> A report had been circulated prior to the meeting.</p> <p>The SBM reported the following Month 3 Summary:</p> <table border="1"> <thead> <tr> <th>Cost Centre Description</th> <th>Overspend</th> <th>Notes on Difference</th> </tr> </thead> <tbody> <tr> <td>Teaching Staff</td> <td>-£6,975</td> <td>Overspend is due to the increase in pay award (2.8% budgeted - 4% awarded). Pay grant to compensate held in Staff Contingency.</td> </tr> <tr> <td>Educational Support Staff</td> <td>-£12,500</td> <td>Overspend is due to 1:1 contract due to end in August continuing – funding held in High Needs funding. Increase for the pay award from 3-3.2%. Teacher pay grant will cover cost.</td> </tr> <tr> <td>Premises Staff</td> <td>-£635</td> <td>Pay award – see above.</td> </tr> <tr> <td>Admin & Clerical Staff</td> <td>-£1,799</td> <td>Pay award – see above Additional hours to cover kitchen sickness and Clerk.</td> </tr> <tr> <td>Lettings</td> <td>-£1,000</td> <td>Reduction in income due to Tai Chi instructor sickness.</td> </tr> <tr> <td>Building Maintenance</td> <td>-£596</td> <td>Upgrade to fire alarm monitoring system.</td> </tr> </tbody> </table>	Cost Centre Description	Overspend	Notes on Difference	Teaching Staff	-£6,975	Overspend is due to the increase in pay award (2.8% budgeted - 4% awarded). Pay grant to compensate held in Staff Contingency.	Educational Support Staff	-£12,500	Overspend is due to 1:1 contract due to end in August continuing – funding held in High Needs funding. Increase for the pay award from 3-3.2%. Teacher pay grant will cover cost.	Premises Staff	-£635	Pay award – see above.	Admin & Clerical Staff	-£1,799	Pay award – see above Additional hours to cover kitchen sickness and Clerk.	Lettings	-£1,000	Reduction in income due to Tai Chi instructor sickness.	Building Maintenance	-£596	Upgrade to fire alarm monitoring system.
Cost Centre Description	Overspend	Notes on Difference																				
Teaching Staff	-£6,975	Overspend is due to the increase in pay award (2.8% budgeted - 4% awarded). Pay grant to compensate held in Staff Contingency.																				
Educational Support Staff	-£12,500	Overspend is due to 1:1 contract due to end in August continuing – funding held in High Needs funding. Increase for the pay award from 3-3.2%. Teacher pay grant will cover cost.																				
Premises Staff	-£635	Pay award – see above.																				
Admin & Clerical Staff	-£1,799	Pay award – see above Additional hours to cover kitchen sickness and Clerk.																				
Lettings	-£1,000	Reduction in income due to Tai Chi instructor sickness.																				
Building Maintenance	-£596	Upgrade to fire alarm monitoring system.																				

Pupil Hygiene	-£140	New sink and mat for hand washing to protect vulnerable child.
Extended Day	-£1,228	ASC bookings had not covered staff costs. Propose offering one session and or price increase. Governors agreed to offer one session with effect from 1st January 2026.
Curriculum Subscriptions	-£2,264	New subscriptions – NATRE & Teachmate. Unpaid SASP subscription from 24/25 – now cancelled.
I.C.T	-£3,075	New Internet provision. Website migration.
EHCP Costs	-£2,698	3 pupils attending alternative provision. Funds held in High Needs Funding.
Admin Supplies	-£585	Telephone engineer callouts x 2 following power cuts.
Kitchen	-£3,374	Sampford Arundell/ Stawley orders lower in Summer Term. Potential new contract – cost/benefit analysis to be undertaken. St Johns price due to increase to £2.90 in Autumn Term.

Estimated in year deficit: **£11,358**
 Budgeted in year deficit: **£10,507**
 Increase of: **£851**

At closing of the 24/25 financial year an end of year balance of **£28,096** had been estimated. The closing balance for 25/26 is estimated at **£12,424**. A reduction of **£15,672**.

Governors thanked the **SBM** for her thorough report and approved the Month 3 Finance Report.

Q: Will Parents/Carers views be sought on the website upgrades?

HT: Stated that he had planned to issue a survey to invite Parents/Carers to share their opinions as to where improvements could be made.

Q: When is it going to become statutory make After School Club available until 6pm?

SBM: Explained that this would not become compulsory until September 2026.

School Financial Value Standard (SFVS)

The SFVS had been circulated prior to the meeting.

Governors approved the report.

Replacement laptops

The SBM stated that she had obtained four quotations for the eleven laptops due for replacement:

- | | |
|---------------------------|--------|
| 1. ICT4 (high spec) | £8,250 |
| 2. ICT4 (medium spec) | £5,427 |
| 3. Currys (medium spec) | £5,460 |
| 4. Micro-Check (low spec) | £5,339 |

The **SBM** requested Governor approval to finance the laptops via the Devolved Formula Grant (**DFG**)

Q: What is the difference between them?

The **SBM** explained that the Dell high specification had been recommended by ICT4, but most schools locally had opted for medium specification with good results. The high specification had been the only quotation to offer a warranty. The low specification will be suitable but limited compared to alternative options.

Q: Can we buy the laptops direct from Dell?

The **SBM** stated that Dell had been approached but had declined to quote direct.

Q: If we opt for Option 2, we will not be covered by warranty. Are we prepared to take this risk?

The **SBM** stated that the £2,790 saving would be put to better use in addressing premises issues highlighted in the condition survey.

Having considered the options Governors agreed to purchase the midrange laptops from ICT4 at a cost of **£5,427** from **DFG** funds.

Action SBM

Chromebooks

The **SBM** reported that phase two of the plans to purchase Chromebooks was due at a cost of **£11,190**. She stated that this purchase would be funded by the Benefactor donation.

Governors agreed the proposal to purchase Chromebooks via the Benefactor donation.

Action SBM

Vicki Mead left the meeting at 17:30

15.

PREMISES/HEALTH AND SAFETY

- **Premises Report**

A report had been circulated prior to the meeting. Governors noted the report covered the following areas:

- Compliance
- Repair/Site Work
- Contractors on Site
- Risk Assessments
- Educational Visits
- Accident Reporting

Governors expressed their thanks and gratitude to the Premises Manager for his hard work during the academic year.

- **Premises Summer Work**

A list of proposed summer work had been circulated prior to the meeting. Governors noted the content and thanked the Premises Manager for the information.

- **Asset Management Group**

The **Clerk** explained that Voluntary Aided school Governors had significant responsibility for their estate and staff. The purpose of the Asset Management Group is to meet and discuss these responsibilities and to consider long term planning.

The clerk stated that, due diary clashes, the Asset Management Group had not been able to meet during the Summer term. Added to which, a key Governor had resigned from the Group. Therefore, it had become necessary to appoint a new member of the group and agree an Autumn Term meeting date.

Governors unanimously nominated Luke Merchant to join the group and agreed to meet on **Tuesday 2nd September at 15:30. The Clerk** was asked to make the appropriate arrangements. **Action Clerk**

- **Educational Visit Delegated Responsibility**

Clerk requested Governor approval of delegated responsibility to the Headteacher to approve Educational Visits in Category 'A' during academic year 25/26.

Q: Following the recent bus crash in West Somerset, can we be assured that our Critical incident Policy up to date and shared with staff? Are all trips adequately documented and Risk Assessed appropriately?

HT: Assured Governors that the critical incident plan is reviewed annually and updated throughout the year. This had been shared with staff and will form part of the inset day Health and Safety training. He advised Governors that all educational visits are documented via EEC (the Health and Safety portal). He emphasised that, in the light of the crash, he had planned to thoroughly review the educational visit procedures and had arranged for both him and the **SBM** to attend educational visit refresher courses. He stressed that he had been determined to ensure that all is in order and to cascade best practice to staff accordingly. **Action HT**

The **HT** reported that he had sent a compassionate message of condolence to Minehead Middle school on behalf of the St John's school community. He had also led the pupils of St John's in prayer for all concerned.

Q: Are we appropriately insured?

The **Clerk** informed Governors that the school is fully insured under the Somerset Council Educational Journeys Policy.

Q: What support had been offered to staff who may have been affected?

HT explained that he had stressed to staff that they had been welcome to talk this through with him or the Deputy Headteacher. They had also been reminded that the Employee Assistance Programme, Carefirst, was available.

Governors thanked the **HT** for the assurances that procedures would be reviewed and requested a progress report to be presented as a separate agenda item at the October meeting.

Action HT/Clerk

Governors approved delegated responsibility to the Headteacher to approve Educational Visits in Category 'A' during academic year 25/26.

16.	<p>POLICY REVIEWS</p> <p>The following policies were reviewed and agreed:</p> <ul style="list-style-type: none"> • Behaviour for Learning • Staff Code of Conduct • Complaints Procedure: The Chair shared that she had thought the Complaints Policy needed changing because the timescales for the consideration of a complaint had previously been too short. She explained that the timescales had now been extended so that investigations and responses could receive due consideration. • EYFS • Governor Visits Policy. • SEN and Disability Policy. <p>Governors approved the polices.</p>
17.	<p>GOVERNOR ITEMS</p> <p>Governor Vacancies: The Clerk reported that Joe Basquill, LA Governor, had resigned on the 6th June 2025.</p> <p>The Clerk explained that she had been in communication with Governor Services who had offered to source a replacement. Governor Services had stated that, as well as their efforts to recruit, the Board can nominate a suitable volunteer.</p> <p>Governors expressed appreciation to Joe for the work that he had undertaken during his term of office and for his unwavering commitment to the school.</p> <p>The Clerk reported that 3 Foundation Governor vacancies had not yet been filled.</p> <p>A Governor shared that she has been in communication with a potential new Governor and would report progress to the next meeting. Action RK</p> <p>Election of Vice Chair JL proposed LM as Vice Chair and SB seconded. LM left the meeting. ALL AGREED</p> <p>Skills Audit and Annual Review of the Impact of the Governing Board: The Chair said that she would like Governors to attend a separate meeting to consider the skills and effectiveness of the board. She asked Governors to remain in their current link roles when elections take place in September but that these may change after the proposed meeting. The Equality Duty would also be discussed at this meeting.</p> <p>Governors agreed to remain in their current roles and to attend a separate meeting to discuss the Skills Audit and review the impact of the Governing Board. The Clerk was asked to contact all concerned to arrange a date for the meeting. Action Clerk</p> <p>Governor Training:</p> <ul style="list-style-type: none"> • A Governor indicated that she had attended the <i>Welcome to Governors</i> course and found the content to be extremely helpful.

- Another Governor reported that he had been booked on a *Cybersecurity* course. This had been cancelled and rearranged for the Autumn term.

Governor Monitoring and Feedback:

The **Clerk** reported that Governors had monitored their SDP areas this term and the impact of their monitoring had been very positive.

The **Clerk** reported that Governors had monitored Collective Worship, Cybersecurity, Health and Safety, SEND, Children Looked After and Pupil Premium.

The **Clerk** reported that the Single Central Record and Safeguarding procedures had been monitored and all had been in order.

Governors talked through the way in which Governor monitoring is undertaken and expressed concern as to whether staff fully understood the purpose of monitoring. They stressed that monitoring is intended as a supportive action and would not want it to be a negative experience for staff.

The staff Governor stated that some Teachers had been visited more regularly than others because of the priorities listed in the SDP. Consequently, the level of scrutiny had felt disproportionate.

After further to consideration of this matter it was agreed to focus upon improving communications with staff regarding the purpose of monitoring. The Chair agreed to start by speaking to staff during the INSET days in September. **Action Chair/Clerk**

A Governor suggested the compilation of Governor pen portraits to share with staff. After discussion it was resolved that this would be an excellent action and agreed for the Governor to collate pen pictures for circulation to staff. **Action SB**

Clerks Briefing Update:

- **Sustainability strategy and Lead**

The **Clerk** explained that, in an era where environmental concerns are key, the school plays a pivotal role in fostering sustainable development. Therefore, Governing Boards must appoint a Sustainability Governor to monitor strategic planning, policy development and community engagement in this regard. The Sustainability Governor will also be a member of the Asset Management Group.

Governors elected Colin Simpson to the role of Sustainability Lead and member of Asset Management Group.

- **Teachers Pay Award**

The **Chair** reported that the Teacher pay award had been settled at 4%. The Support Staff award had not yet been agreed.

- **Change to School Meal Eligibility (September 2026)**

The **Chair** stated that the Government propose to make changes to free school meal eligibility with effect from 1st September 2026. This change will mean that all households in receipt of Universal Credit will qualify for support.

The **Clerk** stated that the financial impact may be extensive (the reimbursement of £2.60 per meal had not kept pace with rising staff, energy and food costs

	<p>which currently average around £3.18 per meal). Schools had been lobbying Government in an attempt to secure an increase.</p> <ul style="list-style-type: none"> The Clerk reported that the Employee Assistance Scheme, Carefirst, had been made available to Chairs of Governing Boards. <p>General Governor Business:</p> <p>The Rector explained that the church had been exploring ways in which it might secure funding for solar panels. He had discovered a scheme whereby the power may be shared with a nearby establishment and hoped that may be of benefit to the school. He offered to discover and share further information. Action CS</p> <p>The Clerk explained that the Diocese had also been exploring solar panel grant funding for schools and that St John's may qualify.</p> <p>The Staff Governor thanked the governors on behalf of the staff for the support given during this academic year.</p>
18.	<p>REFLECTIONS ON MEETING</p> <p>Governors discussed the meeting and reflected upon the content. Governors had been particularly impressed by the success of the staff, pupils and the whole school community. The meeting had an atmosphere of celebration and positivity.</p>
19.	<p>CORRESPONDENCE</p> <p>The Chair reported that a letter had been received from a member of staff requesting time off during term time.</p> <p>Following a discussion, it was agreed that the request for holiday during term time would be granted on this occasion as an exceptional measure, but it would be taken unpaid. Governors asked the Chair to reply to the letter accordingly. Action Chair</p> <p>Governors requested that the HT make it clear to staff that, in accordance with the Absence Policy, the booking of a term time holiday in advance was not permitted and may not be honoured. Action HT</p>
20.	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Full Governing Board will be held on Thursday 4th September 2025 in school at 4:15pm.</p>

Meeting closed at 18:50

Action points arising from meeting held 5th July 2025

Minute Ref	Action Point	Responsibility
1.	Contact Somerset Council in respect of survey for crossing patrol on Priory Rd.	Cllr Ross
5.	Public Sector Equality meeting to be discussed at extraordinary meeting. To be arranged (see 17 below)	Clerk
6.	Update the Annual Planner and present at September meeting (to include amendment to Headteacher Report timetable)	Clerk
7.	Share Staff Wellbeing Survey results with staff on INSET day.	HT

14.	Purchase Laptop computers	SBM
14.	Purchase Chromebooks	SBM
15.	Arrange meeting of Asset Management Group for Tuesday 2 nd September at 3.30pm.	Clerk
15.	Review all educational visit procedures and critical incident plan and report to the next meeting on a separate agenda item.	HT/Clerk
17.	Report on progress of conversations with potential new governor	RK
17.	Set up meeting to discuss skills audit and impact of GB	Clerk
17.	Chair to attend INSET training and explain purposes of Governor monitoring.	Clerk/Chair
17.	Compile and share with staff Governor pen portraits.	SB
17.	Update GB regarding potential solar panels in church and the sharing of resources.	CS
19.	Chair to reply to staff members regarding time off during term time.	Chair
19.	Headteacher to share details of Leave of Absence Policy with Staff and issue a reminder not to book holidays in advance of approval.	HT

Signed.....

Chair of Governors

Date.....