

# Oswald Road Primary School Governing Body Meeting Minutes

**Quorum: 5 - met at this meeting**

**Approved as a true and accurate record.**

**Chair: Richard Price**

**Name.....**

**Date of meeting: 21 June 2017**

**Date.....**

**Venue: Oswald Road Primary School**

**Chair of Committee / Governing Body**

## Attendees

Name	Governor Designation	Term of Office End Date	Present – P Apologies – Ap Absent – A
Richard Price (RP)	Co-Opted (Chair)	31/03/18	P
Tom Grimshaw (TG)	Co-Opted	14/07/19	P
Joanna Dennis (JD)	Co-Opted	14/07/19	P
Richard Fletcher	Co-Opted	13/12/19	
Ellie Russell (ER)	Co-Opted	31/03/18	P
Ali Ayub (AA)	Parent	05/01/20	P
Sheila Newman (SN)	LA	31/08/18	P
Ann Kerrigan (AK)	Co-Opted	8/11/19	P
Deborah Howard	Staff (HT)	N/A	P
Liam Trippier (LT)	Associate Member	23/11/20	P
Lisa Cameron	Staff	20/09/20	Ap
Simon Bentall	Parent	23/09/18	Ap
Thomas Lassey	Co-Opted	20/06/21	Ap

Also Present	Role
Gerard McCoy	Clerk - AGM Clerking and Administration Service

## Agenda Items

Item	Apologies
<b>1</b>	Apologies were received from Simon Bentall, Thomas Lassey and Lisa Cameron.  There were no issues raised with the above apologies and these were accepted by the Governing Body.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – accept submitted apologies.</li> </ul>	Governing Body	

<b>Item 2</b>	<b>Declaration of Pecuniary Interests</b>		
There were no declarations of pecuniary interest submitted by any of the Governors present.			
<b>Resolutions / Agreed Actions</b>		<b>Owner</b>	<b>Date</b>

Item 3	Minutes of the Previous Meeting (27.03.17) and Matters Arising													
<p>Minutes of the Meeting – 27.03.17</p> <p>Governors reviewed the minutes of the previous Governing Body meeting which had been circulated in advance.</p> <p>The following amendments / corrections and clarifications were noted in discussion: Page 6: Item 4 - Appointment of Assistant headteacher. Governors noted that Claire Myers had not yet commenced her appointment; this was due in September 2017.</p> <p>Page 13: Item 11 – Governance Matters. Liam Trippier confirmed he would not be liaising in relation to Governor training, but would be involved in discussions with the Chair and Ellie Russell (ER) to determine if there was any training he could facilitate in support of the Governing Body.</p> <p>There were no further amendments, corrections or clarifications noted and Governors approved the minutes as a true record of events taking into account the above points.</p> <p>A signed copy of the minutes was retained on record.</p> <p>Matters Arising. Page 13: Item 11 – Governance Matters. The Chair confirmed he would carry forward the action relating to the circulation of the updated Governance Action Plan.</p> <p>Governors noted there were no further matters arising from the previous meeting that were not included as part of the current agenda.</p>														
<table><tr><th>Resolutions / Agreed Actions</th><th>Owner</th><th>Date</th></tr><tr><td><ul style="list-style-type: none"><li>Approved – minutes of the previous meeting (27.03.17) as a true record.</li></ul></td><td>Governing Body</td><td></td></tr><tr><td><ul style="list-style-type: none"><li>Action – discuss options to facilitate Governor training.</li></ul></td><td>Chair / ER / LT</td><td></td></tr><tr><td><ul style="list-style-type: none"><li>Action – re-circulate Governance Action Plan.</li></ul></td><td>Chair.</td><td></td></tr></table>			Resolutions / Agreed Actions	Owner	Date	<ul style="list-style-type: none"><li>Approved – minutes of the previous meeting (27.03.17) as a true record.</li></ul>	Governing Body		<ul style="list-style-type: none"><li>Action – discuss options to facilitate Governor training.</li></ul>	Chair / ER / LT		<ul style="list-style-type: none"><li>Action – re-circulate Governance Action Plan.</li></ul>	Chair.	
Resolutions / Agreed Actions	Owner	Date												
<ul style="list-style-type: none"><li>Approved – minutes of the previous meeting (27.03.17) as a true record.</li></ul>	Governing Body													
<ul style="list-style-type: none"><li>Action – discuss options to facilitate Governor training.</li></ul>	Chair / ER / LT													
<ul style="list-style-type: none"><li>Action – re-circulate Governance Action Plan.</li></ul>	Chair.													

<b>Item</b>	<b>Headteacher's Update.</b>
4	<p>The following information was provided by the Headteacher's Report, which had been reviewed and agreed by the Governors at the previous meeting.</p> <p>The Headteacher's Report was presented by the Headteacher, Mr. Liam Trippier.</p>

The Governors reviewed the report and the following points were noted in discussion.

Governors noted the current trend in relation to persistent absence (PA) over the previous three years, and especially in Summer Term 1 for the current academic year. It was recognised there was a 'dip' traditionally in many schools during this term, with families going on holiday prior to the end of the Summer Term; despite the time not being authorised by the school.

The Headteacher confirmed that the school does not authorise any absences unless they were for exceptional circumstances and currently several families were being pursued with fixed penalty notices and potentially fines. However, Governors appreciated the fines were less of an expense than the increasing cost of holidays. Therefore, it represented a cost saving overall to take children out of school during term time and pay the fine.

The Headteacher confirmed the main issue was that the school was on track for the PA target. It was recognised that the data from Manchester City Council (MCC) and attendance meetings indicated the school was ensuring the processes and protocols were being followed robustly. There was evidence the school was adopting a rigorous stance in relation to non-attendance. The school was ensuring there would be a consistent approach taken with all families in addressing the issue of absence.

Q. What was the attendance data for disadvantaged / Pupil Premium Grant (PPG) eligible pupils?

A. Attendance for this cohort was 95%; for the special education needs and disability (SEND) cohort attendance was 92%.

Q. Was there a link with disadvantaged pupils and SEND pupils?

A. Yes, several pupils were represented in both groups; although specifically with the SEND pupils the challenge was generally a matter of medical appointments.

The Headteacher advised Governors the school also recorded data with the disaggregation of pupils attending medical appointments or absence due to medical conditions. The school could demonstrate the impact of the SEND cohort on the overall attendance data.

The Governors recognised the overall picture in relation to attendance and PA was good and in line with the national data. However, it was confirmed that close monitoring of PA pupils would continue.

In addition, Governors reviewed the behaviour data in relation to incidents taking place across the school.

Q. The average represents 18% of the pupils on the school roll?

A. The school records events on the child protection on-line management system (CPOMS) and currently the Headteacher considers that there is some over reporting; although recognised it was a matter of working towards getting the right balance. She explained though that these low level incidents really don't need to be included in figures shared with the Governing Body.

Q. How was the school intending to address the situation?

A. The school would focus on the medium / high level behavioural issues; and it was worth noting the actual number of pupils involved in incidents was reducing.

The Headteacher confirmed she had met with representative from EQE who provide a range of services to support behaviour in the school. In consultation with the TAs, the feedback was that staff feel they need a better understanding of certain specific behaviours. Therefore, the intention was to source a form of continual personal development (CPD) to support staff understanding and learning.

Q. Were there any significant behavioural issues following the recent bombing in Manchester?

A. One concerning a particular boy, but the issues raised were being addressed.

The school had recognised there were links with some families, who were involved, and the school had provided a targeted support approach. This had proven effective and MCC had recognised the quality of the work involved. MCC had requested the school develop a series of case studies that could be reviewed.

There was support offered to pupils and staff of the school and tailored training for four who were directly involved in the situation (and their families)

Ann Kerrigan (AK) highlighted the training opportunities available through Unison and establishment of development training representatives in the school.

Q. Were there any issues involving Pupil Premium Grant (PPG) /disadvantaged pupils?

A. The school was conscious of the PPG cohort across the school in relation to behaviour and attainment. As such, the school was developing case studies to demonstrate the impact and improvement, especially in subjects such as music and art. However, the school does need to look at those incidents where the targeted support was not working and source alternative approaches that could be attempted or utilised.

Q. Has the school completed a review of the PPG expenditure?

A. This has not yet been completed, as the data has only just been received following the national tests (SATs). However, the school fully appreciated the review would support and provide an insight into identifying areas to be targeted going forward into the new academic year.

Governors were aware the school would be judged on the impact of the PPG expenditure, and the Headteacher confirmed she would report back with updates on what had been identified.

Governors reviewed the projected outcomes from the recent SATs across the Early Years, (EY) Key Stage 1(KS1) and Key Stage 2 (KS2).

The Headteacher confirmed the outcomes were being viewed as having a 'cautiously good' profile, although they were still determined as 'spikey'. However, progress over the year was viewed as being more consistent than in the previous academic year.

It was recognised the school would provide a full range of feedback once the complete data was available. As discussed earlier, the school recognised the gap between disadvantaged pupils and their peers and the gap in relation to the English as an additional language (EAL) cohort and peers. This was especially evident with the Pakistani cohort. The school had traditionally managed to diminish the difference as the pupils had progressed through KS1 and KS2.

MLT. It was hoped the school could continue to upskill the MLT within the limits of the existing budget restrictions.

ER considered specific visits and noted the school focus on approaches was making a difference to the outcomes for pupils. In addition, ER carried out an extensive review of work books. It was appreciated the impact on the school 'SEND offer' and the need to ensure the message circulated to parents was that the school would meet the SEND requirements within the limits of the budget.

Q. Was the focus on 'teaching and learning' and 'leadership and management' part of the School Development Plan (SDP)?

A. Yes, but it was recognised there were other aspects of the SDP which were ongoing. There were plans for amendments to the SDP which would make it more effective and focused, but above all the main approach would be a focus on 'quality first teaching'.

Governors discussed the overall challenge in relation to school funding, especially in respect of SEND funding and it was agreed Governors should draft a letter highlighting the challenge and the corresponding impact on pupils; especially the most vulnerable pupils. It was agreed the letter should be forwarded to the Secretary of State for Education and the local member of Parliament (MP). In the process of the discussion it was also agreed to inform parents of the Governing Body's actions in this matter.

Cllr. Sheila Newman confirmed she would draft the letter and forward it to the Chair who would then organise circulation of the letter.

There were no additional points raised or noted in discussion and Governors agreed to accept the T&L Committee minutes and report into the record of the meeting.

Resources Committee - 22.05.17

Richard Fletcher and Richard Price presented an overview of the recent resources Committee meeting and minutes. The document had been circulated previously and the following matters were raised in discussion.

Governors recognised the cost of supply / agency staff had resulted in a larger than originally projected in-year deficit. It was appreciated this situation had resulted in a negative impact on the carry forward (c/fwd.) figure and necessitated spending restrictions in all budget areas.

The Headteacher confirmed the school was carefully monitoring future expenditure.

Q. Was there a likelihood of redundancies?

A. There were no planned redundancies; the focus would be on 'natural wastage' for existing roles and income generation to increase revenue.

In relation to the options considered for income generation, Governors reviewed the income generation report and 'SWAT' analysis drafted by the School Business Manager (SBM). The income generation relating to catering was especially noted.

In the process of discussion Governors noted the improved capture of free school meals (FSM) data for eligible pupils. It was appreciated the number of pupils eligible for FSM would also have an impact on future funding - through the 'Ever 6' element of the Pupil Premium. However, the school had to be careful not to rely on FSM...

The Headteacher confirmed the school had completed a teaching and learning review, which had initially considered pupil voice. The outcomes had been very positive, especially in terms of pupils' understanding of people from different backgrounds.

Q. Was the school intending to maintain the nurture club going forward?

A. Yes; that was the intention should staffing permit

There were no additional points raised or noted in discussion and Governors agreed to accept the Headteachers report into the record of the meeting.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – data analysis for KS1 and KS2 to be reported back to Governors.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Action – data analysis for KS1 and KS2 to be agenda item next Governing Body meeting.</li> </ul>	HT / Chair / Clerk	
<ul style="list-style-type: none"> <li>Action - prepare report in relation to disadvantaged pupils progress form EY to KS1.</li> </ul>	HT	
<ul style="list-style-type: none"> <li>Action – forward Governor Visits Policy to Headteacher and Chair.</li> </ul>	Clerk	
<ul style="list-style-type: none"> <li>Action – forward e-mail thanking phase leaders.</li> </ul>	ER / SN	
<ul style="list-style-type: none"> <li>Agreed – accepted Headteacher's report into record of meeting.</li> </ul>	Governing Body	

<b>Item 5</b>	<b>Committee Reports</b>
	<p>Teaching and Learning (T&amp;L) Committee - 08.05.17</p> <p>Ellie Russell (ER) provided an overview of the recent T&amp;L Committee meeting and minutes. The document had been circulated previously and the following matters were raised in discussion.</p> <p>In addition, ER also provided a feedback report in relation to her recent visit to the school.</p> <p>It was noted there were no recommendations, however several points were highlighted as Governors reviewed the document. This included recognition of a notable improvement in the 'stretch' in learning during the lesson observed. In addition, ER highlighted there were also improvements in comprehension, with clear interventions, greater progress improvements and issues being identified more readily.</p> <p>Governors noted the improved tracking of SEND expenditure and the school attempts to apply different approaches to source the best practice; especially in relation to supporting SEND pupils with maths.</p> <p>The Headteacher confirmed the improved tracking meant the school was better at identifying gaps in learning and therefore aided the application of targeted support.</p>

The Headteacher confirmed the school had completed a teaching and learning review, which had initially considered pupil voice. The outcomes had been very positive, especially in terms of pupils' understanding of people from different backgrounds.

due to the availability of the universal infant free school meals (EYFSM).

Governors noted that the size of the school would lend itself to greater opportunities for income generation; placing it in a better position than smaller schools.

Governors discussed the issues raised at the recent parents' group funding meeting, which considered the generation of funds from donations made by parents; the funds would purchase resources for the school. This was similar to a process already in use with the Nursery and Reception. In the process of the discussion, there were concerns raised about the impact; it would only be appropriate if all families could afford to make such contributions without the pressure of 'expectation'. In addition, it was considered such funds would not be used to purchase resources necessary for statutory education – it would provide the 'extras'

The Headteacher confirmed she would consider how this process could be adopted by the wider school without having a negative impact. It was confirmed the Headteacher would submit an update on this matter at the Autumn Term Resources Committee meeting. As part of the wider discussions, Governors recognised it was acceptable for parents to make donations to the school at any time and this point would be clarified in future communications. The Headteacher confirmed this could be achieved through the school's SIMS payment system.

Governors noted the following matters reviewed and approved by the Resources Committee; the different issues were recommended to Governors for ratification:

- 2016-2017 Year End / Budget Closedown;
- 2016-2017 Analysis of Reserves;
- 2017-2018 budget;
- 3-5 year budget projections;
- 2017-2018 staffing structure;
- Scheme of Delegation;
- Operational Financial Procedure; and
- Statement of Internal Control.

There were no further matters noted in relation to the above issue and they were all ratified by the Governing Body.

There were no further matters raised in discussions and Governors agreed to accept the Resources Committee minutes and report into the record of the meeting.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
• Agreed – accept T&L Committee minutes and report into record of meeting.	Governing Body	
• Ratified - 2016-2017 Year End / Budget Closedown.	Governing Body	
• Ratified - 2016-2017 Analysis of Reserves.	Governing Body	
• Ratified - 2017-2018 budget.	Governing Body	
• Ratified - 3-5 year budget projections.	Governing Body	

<ul style="list-style-type: none"> <li>• Ratified - 2017-2018 staffing structure.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified - Scheme of Delegation.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified - Operational Financial Procedure.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified - Statement of Internal Control.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed - accept Resources Committee minutes and report into record of meeting.</li> </ul>	Governing Body	

Item 6	Behaviour and Safety of Pupils / Safeguarding		
<p>The Headteacher presented the report in relation behaviour, safety and safeguarding and the following matters were noted in discussion.</p> <p>Governors noted the main elements of the report had been presented as part of the Headteachers report, as discussed above – see Item 4. It was appreciated the matters reviewed and raised did not require additional scrutiny.</p> <p>In addition, the Headteacher confirmed that following the recent terrorist incident in Manchester, the school had provided extra training for all staff. This had included training to ensure the building could be evacuated efficiently; even if there was not a fire. It was also noted there had been additional consideration given to the overall security of the school especially in terms of the current lockdown procedures.</p> <p>There were no additional points noted in discussion and Governors agreed to accept the behaviour, safety and safeguarding report into the record of the meeting.</p>			
Resolutions / Agreed Actions		Owner	Date
<ul style="list-style-type: none"><li>Agreed – accept behaviour, safety and safeguarding report into record of meeting.</li></ul>		Governing Body	

Item 7	Governors' Review of Website
<p>Ali Ayub (AA) presented a report in relation to the recent review of the school website and the following points were noted in discussion.</p> <p>AA confirmed he had completed the review based on the required statutory information as supplied by the Department for Education (DfE). It was confirmed all the required information was present except for the KS 2 results and an appendix linked to the Behaviour Policy.</p> <p>Governors appreciated the online registration proforma document was present for families interested in the Nursery; there was a link redirecting other families interested in the wider school's admissions information. The link directed people to the Manchester City Council (MCC) admissions department - who dealt with admissions for the school.</p>	

promotional video about the school, a list of sporting fixtures and a section for frequently asked questions (FAQ).

Ann Kerrigan (AK) also confirmed she had completed an independent review of the school website and concurred with the findings made by AA.

There were no additional points or matters raised in discussion and Governors agreed to accept the website review reports into the record of the meeting.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – accept website review reports into record of meeting.</li> </ul>	Governing Body	

<b>Item 8</b>	<b>Policies for Review and Approval / Ratification</b>
---------------	--

The Headteacher presented the following policies for review and consideration by Governors.

**Health and Safety Policy.**

The Headteacher confirmed the Health and Safety Policy contained some minor amendments which related to illness during pregnancy. It was noted such an issue had arisen recently with a pregnant member of staff and chickenpox.

Governors considered the document and agreed there were no additional points to be raised or noted. The Health and Safety Policy was approved by the Governing Body.

**Restructure and Redundancy Policy.**

The Headteacher presented the proposed Restructure and Redundancy Policy and confirmed the document represented a model policy supplied through the school's human resources (HR) contract with One Education.

In relation to the document AK highlighted the Policy represented a very basic format and proposed additional changes which could be considered by Governors. It was noted the document did not represent an equitable approach being taken towards teachers and teaching assistant (TA) staff.

In the process of the discussion, Governors were aware that the document was a One Education policy and not a policy supplied by MCC policy, the latter having been formulated with greater input from union representatives. It was proposed Governors should also consider the MCC document rather than the One Education version in isolation.

The Headteacher confirmed she would approach Sarah Nicholls, the SBM, to source the equivalent MCC policy to be submitted alongside the One Education document.

Governors agreed to defer a decision until the next scheduled meeting to allow time for the MCC document to be reviewed.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Approved – Health and Safety Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Action – source MCC Restructure and Redundancy Policy.</li> </ul>	SBM	

Approved – Health and Safety Policy. Action – source MCC Restructure and Redundancy Policy.

until next scheduled meeting.	Body	
<ul style="list-style-type: none"> <li>Action – Restructure and Redundancy Policy to be agenda item next scheduled meeting.</li> </ul>	HT / Chair / Clerk	

Item 9	Governance Matters		
<p>Governance Update.</p> <p>The Chair confirmed that Thomas Lassey (TL) had considered joining the Governing Body as an Associate Member. It was recognised TL had attended two meetings - one Governing Body meeting and a Finance Committee meeting.</p> <p>Governors discussed the proposal and considered the finance experience and skills TL possessed.</p> <p>There were no additional points raised or noted in discussions and it was agreed that TL would be appointed as an Associate Member of the Governing Body for a four-year term of office, commencing today.</p> <p>The Chair confirmed Simon Bentall had advised he was resigning as a Governor at the end of the academic year. It was appreciated there would be a vacancy and the school would instigate an election process for a new Parent Governor. Due to the time of year it was recognised the election process would commence in the new academic year – allow new parents the opportunity to join the Governing Body.</p> <p>Governors considered the current position in relation to Liam Trippier (LT) and his role as an Associate Member. Governors considered if there was merit in appointing LT as a Co-Opted Governor – in the process of the discussion it was determined to maintain LT as an Associate Member.</p> <p>Governance Action Plan and Governing Body Development.</p> <p>Governors noted this issue had been raised under 'matters arising', the Chair confirmed he would circulate the updated action plan off-meeting, prior to the first meeting of the new academic year.</p> <p>As part of the discussions, Governors noted there had been a marked improvement in governance; not least of which was the effective and consistent approach to communication across the school which had supported Governors.</p>			
Resolutions / Agreed Actions		Owner	Date
<ul style="list-style-type: none"><li>Agreed – appoint TL as Associate Member for four-year term of office.</li></ul>		Governing Body	

Item 10	AOB
<p>The following matters of AOB were raised and discussed:</p> <p>2017-2018 Governors' Meeting Schedule.</p> <p>Governors considered the proposal 2017-2018 meeting schedule and suggested that Governing Body meetings should be held on a Monday evening as a standard meeting time. This was agreed and the meeting schedule was confirmed.</p>	

The 2017-2018 Governors' meeting schedule was approved with the above amendment.

#### Car Parking.

The Chair confirmed that car parking was an ongoing challenge for the school and involved regular communication with parents; the school had to reiterate the importance of the restrictions and the safety of all children accessing the school. It was appreciated the parents group had been providing support to the school in addition to representatives from MCC.

Cllr. Sheila Newman (SN) confirmed MCC would make available the CCTV car which would be parked in the area and film people contravening the parking restrictions – parking tickets would be issued automatically. In addition, SN confirmed she had raised the issue with MCC and funding was available which would support actions to be taken around the Oswald Road, Longford Road and Manchester Road areas of the school.

The Headteacher confirmed the school would continue with attempts to educate parents and families to mitigate the risks to children and parents. It was also recognised that Governors would give their full support to the school and work with the Local Authority (LA) to encourage compliance even if this involved enforcement.

The Headteacher advised Governors that the children had been actively involved in prompting safety with 'flyers' advising parents of the restrictions and regulations. The school had also linked with local businesses in an attempt to improve the circulation of this message to as many people as possible.

The Chair thanked all Governors for their support in this matter.

#### Late Collection of Pupils.

The Headteacher confirmed some pupils being collected late by parents and this was developing into a major issue. The school had protocols in place and the school was challenging several parents who persisted in arriving very late to collect their children.

Governors recognised that in some instances the school may consider this a 'trigger' to contact social services – the late collection of pupils could be deemed a safeguarding issue.

Q. How many families were involved?

A. Several.

Q. Did these families also have other issues / challenges?

A. Yes.

Governors considered alternative actions including strengthening the current policy and also fines for late collection. However, it was considered that fines may be envisaged as a cheaper alternative to paying for childcare and therefore become an acceptable process.

Q. Are there repeat offenders?

A. Yes, it was usually the same people involved each time.

Governors proposed the school should ensure a formal and consistent approach was taking place, and parents were advised, in writing, that the school would refer any ongoing issues to social services.

Governors noted that the current Deputy Headteacher had resigned and was moving to a school as headteacher. The Chair and Governors took this opportunity to thank John Beisly for his support, hard work and dedication to the school.

There was no additional business for discussion and the meeting was closed.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>• Approved – 2017-2018 Governors' meeting schedule with above amendment.</li> <li>•</li> <li>• Action – circulate revised 2017-2018 Governors' meeting schedule.</li> <li>• Action – support school in communicating importance of parking restrictions.</li> <li>• Action – ensure consistent and robust approach to late collection of pupils.</li> </ul>	<p>Governing Body</p> <p>Clerk</p> <p>Governing Body</p> <p>HT</p>	

<b>Item 11</b>	<b>Date of Next Meeting</b>		
Governors noted that the next meeting was scheduled for Monday 25 September 2017 at 7.00pm			
<b>Resolutions / Agreed Actions</b>		<b>Owner</b>	<b>Date</b>
• Agreed – next meeting as above.		Governing Body	