



LOCAL GOVERNING COMMITTEE

Minutes of the meeting held on Wednesday, 18th July 2018 at 3.45pm

PRESENT: Kelsey Clark-Davies (Interim Headteacher) Nick O’Keeffe
 Steve Cooke (Chair) Jennifer Carter-Shaw
 Lisa Summerscales Tom Button (from 3.53pm)
 Joan Lock Ruth Poyser (from 4.26pm)

IN ATTENDANCE: Charlotte Smith-Lynch (Deputy Headteacher)
 Sarah Brownhill (Office Manager)
 Liz Andrews-Wilson (Clerk - Governance Support Officer)

| | | ACTION | | | | | | | | | | | | |
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| 1. | <p>Welcome, apologies for absence, consent and declarations of interest Apologies for absence were received with consent from Elaine Boyes. There were no declarations of interest.</p> <p>The Chair began the meeting with a heartfelt message of thanks to Kelsey Clark-Davies (Interim Headteacher), as she would be leaving the school at the end of term; she had led the school for a full year. The Chair and the governors handed Kelsey a token of their appreciation. The Chair stated that Kelsey had bravely taken on the Headship in August of last year, knowing that there would be a lot of challenges to face and that the school needed to be turned around. He stated that Kelsey had made a very positive impact on the school and thanks to her hard work and determination she was handing the school over to the new Headteacher in a much stronger position.</p> <p><i>3.53pm - Tom Button entered the meeting</i></p> | | | | | | | | | | | | | |
| 2. | <p>Minutes of the meeting held on 12th June 2018 - Previously distributed. The minutes were agreed to be a true and accurate record of the meeting and were signed by the Chair.</p> <p>Confidential Minutes of the meeting held on 12th June 2018 - Previously distributed. The confidential minutes were agreed to be a true and accurate record of the meeting and were signed by the Chair.</p> | | | | | | | | | | | | | |
| 3. | <p>Action Points and matters arising</p> <table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>Item</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Governors were to delete any governance paperwork, electronic files and emails from their personal PCs, devices and email accounts. Paper copies could be returned to either the school or the Clerk for secure disposal</td> <td>2</td> <td>Governors noted this and agreed to carry out the task</td> </tr> <tr> <td>2.</td> <td>WM to develop a Trust-wide a ‘How to check what should be in place’ - GDPR guidance sheet</td> <td>2</td> <td>On going</td> </tr> </tbody> </table> | | Action | Item | Status | 1. | Governors were to delete any governance paperwork, electronic files and emails from their personal PCs, devices and email accounts. Paper copies could be returned to either the school or the Clerk for secure disposal | 2 | Governors noted this and agreed to carry out the task | 2. | WM to develop a Trust-wide a ‘How to check what should be in place’ - GDPR guidance sheet | 2 | On going | Trust Board |
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| 2. | WM to develop a Trust-wide a ‘How to check what should be in place’ - GDPR guidance sheet | 2 | On going | | | | | | | | | | | |

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| 3. | Interim Headteacher to run a Staff Governor Election as soon as possible | 3 | Lisa Summerscales was elected on 16.07.18 |
| 4. | SLT to include more detail about governance in the SEF | 4 | Carried forward |
| 5. | Shân Brough-Jones was to circulate the latest Teaching School Alliance progress report on BGPS | 7 | Completed |
| 6. | Ruth Poyser to liaise with SC about whole school EHCP resources and other SEND matters | 7 | Completed |

SLT

Matters Arising

Governors noted that they were awaiting a response from the Trust Board about the salary of the CEO role. The Interim Headteacher advised that the current CEO of HLTY was putting his retirement plans in place.

The Interim Headteacher advised that a consultation paper had been issued to parents about the improvements to the After School Club provision and the new charging structure that would be in place following the consultation period.

A governor asked if any actions had been taken following the discussions at the last meeting about staff using their own electronic devices to take photographs of the children, in lieu of school devices. She asked if the staff would be getting staff devices and if so did the school have the budget to pay for them? The Interim Headteacher summarised that this issue had been raised because of a potential safeguarding concern and because of the need to tighten up on where data is stored and used under the new GDPR regulations. The SLT noted that the school had received mixed messages from the Trust about the use of personal devices, as they had been issued with the *Bring Your Own Device Policy*, but they acknowledged that the GDPR regulations had superseded the requirements of this policy. The LGC would like to seek clarity from the Trust Board about the Trust’s policy on staff working on their own devices for school purposes.

Trust Board

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| 4. | <p>KS2 Results</p> <p>The Interim Headteacher reported that the KS2 results had been fantastic and were something to be celebrated. She acknowledged the hard work that had been put in by the staff, the pupils and the SLT.</p> <p>KS2 Data Overview</p> <p>The Interim Headteacher reported the following headlines:</p> <ul style="list-style-type: none"> • Reading and Maths were the ‘most improved’ results in York, according to CYC • One Maths paper was going back for a re-mark • BGPS had performed significantly better than local schools and the schools in the City which are considered ‘similar’ • A special acknowledgement went to the Year 6 teacher, who had worked with a very challenging cohort, but had managed to deliver outstanding teaching and learning • BGPSs’ Writing results were moderated • The Local Authority conducted spot checks on the school’s exam procedures during the test period <p>KS1 Data Overview</p> <p>The Interim Headteacher reported the following headlines:</p> <ul style="list-style-type: none"> • The outcomes for Reading and Maths were very similar to last year’s • The difference was that 30% of children reached greater depth in Reading • Writing had showed a massive improvement, rising from 56% up to 71%, with 15% of children reaching greater depth • BGPSs’ Reading, Writing and Maths judgements were all moderated by the LA |
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Areas of concern

The Interim Headteacher advised that the current Year 5 and Year 1 were a concern, but it was noted that the current Year 5s were further on than where the exiting Year 6 cohort was at this time last year. She added that both years would benefit from having a stable team from September.

Governors were informed that the Interim Headteacher and the Deputy Headteacher had met with the new Headteacher (Ash Atherton) to plan for next year. They were advised that a lot of interventions had been planned in and it was likely that the new Headteacher would run these sessions. The SLT were aiming to have the data where it should be, as soon as possible into the new year, in order to encourage the whole school to take responsibility for improving standards. The Interim Headteacher advised that the data should be fit for purpose from September and will help to provide the new SLT with a much better picture going forwards.

EYFS headlines:

- 54% of Reception children were reaching a Good Level of Development (GLD). This was below the outcomes from the last two years, as previous Reception children had been achieving outcomes of 60% +
- The LGC acknowledged that the staffing arrangements in the EYFS had been unstable, as supply staff had to be used. EYFS was in a much more stable position from September - with the permanent member of staff in post and the Deputy Headteacher providing leadership for EYFS and KS1

A governor asked if the SLT had tried to use long term supply staff to provide consistency. The Interim Headteacher advised that wherever possible this had been attempted and the school had tried to use regular supply teachers so that they are familiar with the school and the children know who they are. She noted that all schools face this challenge.

Year 1 headlines:

- 77% of pupils had reached the expected standard in Reading
- In Writing and Maths 46% had reached the expected standard; both areas needed to see an improvement
- 77% of children passed the Year 1 Phonics Screening Check - a drop from last year (89%) but governors noted the high levels of SEND in the class

KS2 initial analysis

- KS2 had performed really well in Reading, Writing and Maths
- The Grammar, Punctuation and Spelling test had been the first test in the SATs test period. A lot of the pupils had struggled and suffered with 'test anxiety' and while they hit their target, as a whole the pupils did not perform as well in this area. The Interim Headteacher advised that GPS and test practice would be a priority for next year

The Interim Headteacher referred to the paper on flightpaths which had been circulated with the agenda. She explained that going forwards the SLT want to see the flightpaths in place for each year group, so that the Team do not have to rely on a big push at the end of each academic year. The LGC agreed with this statement, acknowledging the need to continue to increase staff morale and staff well-being.

The Interim Headteacher advised that she had conducted some initial analysis on the gap between disadvantaged and non-disadvantaged pupils. She explained that the children at BGPS and therefore the school's statistics were not really helped by this 'either/or' definition. She went on to explain that the financial position that a family needs to be in, in order to qualify for Pupil Premium was so low that most of the children in the school should be considered 'disadvantaged', but only

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| | <p>some qualify for Pupil Premium. She advised that BGPS buck the national trend because the children who are attaining better at BGPS are the 'disadvantaged' pupils. A governor commented that this might be because of the additional support that Pupil Premium children receive, which is not helpful to their classroom counterparts whose families have only a fractionally higher income.</p> <p>Attendance and exclusions</p> <p>A governor referred to the paper that was circulated for the last meeting, which advised on the number of exclusions that the school had implemented. She asked the SLT if the number of exclusions had affected any of the results. The Interim Headteacher advised that no pupils were excluded during the statutory assessment period weeks.</p> <p>Governors were informed that the attendance figures for 2017-18 had increased to 94.3%, 2016-17's attendance figure had been 93.8%.Governors were advised that 11 penalty notices had been issued and this seemed to have had a positive effect. There was notably an improvement in the rate of persistent absenteeism. In response to a question, governors were informed that of the 20 Persistently Absent pupils six were in the exiting Year 6. Governors acknowledged that the school had suffered from a higher than normal illness rate in 2017-18 because of flu, sickness and chicken pox.</p> <p>Progress measures</p> <p>The Interim Headteacher advised that the Local Authority would be providing some progress measures for Year 6 in due course. Early indications suggest that progress in Reading and Writing was 3.3 and progress in Maths was 0.3. As Progress measures were not in place for Year 2, the SLT had compared what the pupils had achieved in Year 2 against where they were at in Reception. 83% of pupils had made the expected progress or better. A few pupils were making less than the expected progress, but when this had been identified a case study had been prepared to explain the outcome.</p> <p><i>4.26pm - Ruth Poyser entered the meeting</i></p> <p>The Interim Headteacher advised that the school and the LGC would need to review the validated data, once the data becomes available. The new School Improvement working group would be tasked with looking at the results / data in more depth and would report back to the full LGC in due course.</p> | Agenda |
| 5. | <p>Resources (Overseeing Financial Performance)</p> <p>Budget Monitoring Report 9</p> <p>The Chair summarised the Budget Monitoring Report, noting that the school was ending the year with a £57,000 deficit. He advised that he and the Interim Headteacher had submitted a letter to the Trust Board to acknowledge the deficit, following their budget presentation to the Board. He noted the need to further unpick the budget early in the new year to gain a clearer understanding of the school's finance position.</p> <p>The Chair reported that the Office Manager had submitted a bid to the Clifton Residents Association, following on from some conversations held between the CRA and Jennifer Carter-Shaw. As a result the school had received £1,100 for the Library. A further £400 had been secured to help pay for the coach to take the children to the residential trip in October. Jennifer Carter-Shaw reported that the Youth and Communities Involvement Officer was pleased that BGPS was accessing this support, and that CRA had indicated that they would welcome more bids from the school. The SLT were asked to consider how the school could spend some bid monies and to provide information on what the money would be spent on. Jennifer advised that work on 'the project' (i.e.: the Library) has to be started within three months of the receipt of the money.</p> | |

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| | <p>The Office Manager reported that the school was awaiting a reimbursement of £1,000 from the Cluster group.</p> <p>It was noted that the school had received thanks from Messy Church, who had been allowed to use the school and its facilities for various community events. It was hoped that this relationship would continue next year.</p> <p>The Chair reported that he and the Interim Headteacher had met with a representative from TalkTalk, as the company was looking into the possibility of supporting the school by getting local businesses involved in the school. This was to be followed up in September.</p> | Head | | |
| 6. | <p>Headteacher's Update</p> <p>The Interim Headteacher reported that Shân Brough-Jones (HLTY's Primary Advisor) had submitted her Teaching and Learning review to the Trust Board. Her report highlighted that BGPS had made huge progress in Teaching and Learning, but acknowledged that there was still a lot of work to be done. It was noted that Shân Brough-Jones would be supporting the new Headteacher while she is new in post. It was reported that Ash Atherton was happy with the support she was receiving, thus far, and the support plan that was in place for her from September.</p> <p>The Interim Headteacher advised that while the school had performed much better than expected in the recent KS2 SATs, the School remained in a very fragile position. The LGC noted that the school now had a good foundation on which to build and there was an upward trajectory. A governor commented that the new Headteacher will be able to push the school forward and drive up standards. The SLT celebrated the fact that some aspects of the school were now 'Good' but a lot of work was still needed. The Interim Headteacher summarised her update stating that the school was going in the right direction, but she wished to add a note of caution so that everyone remains aware of the school's vulnerabilities.</p> | | | |
| 7. | <p>Local Governing Committee (Strategic Direction)</p> <p>Chair's update and the formation of the working parties</p> <p>The Chair summarised his thoughts about the formation of two governor working parties (having emailed the members of the LGC prior to the meeting). All governors agreed that they were in favour of the idea. After a brief discussion the LGC members agreed the following working party membership:</p> <table border="1" data-bbox="256 1473 1177 1671" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"> <p>Resources</p> <p>Steve Cooke (co-ordinator)</p> <p>Ruth Poyser</p> <p>Elaine Boyes</p> <p>New governor</p> </td> <td style="text-align: center;"> <p>School Improvement</p> <p>Nick O'Keeffe (co-ordinator)</p> <p>Jennifer Carter-Shaw</p> <p>Tom Button</p> <p>Joan Lock</p> </td> </tr> </table> <p>It was agreed that the working parties would meet once a term, a fortnight before the LGC, to review either the budget or the data in detail. The notes from the meetings would then be passed to the Clerk so that they can be included in the LGC agenda pack, in order to be accepted into the record. It was noted that working parties would not have any delegated responsibilities and any decisions would need to be made by the full LGC.</p> <p>Link Governors</p> <p>The Chair asked that governors prioritise their link visits in 2018-19. He explained that copies of the link reports are kept by the Office Manager, so that when Ofsted (or HLTY) come to inspect the school, the school has evidence that the governors have been engaging with the school and are</p> | <p>Resources</p> <p>Steve Cooke (co-ordinator)</p> <p>Ruth Poyser</p> <p>Elaine Boyes</p> <p>New governor</p> | <p>School Improvement</p> <p>Nick O'Keeffe (co-ordinator)</p> <p>Jennifer Carter-Shaw</p> <p>Tom Button</p> <p>Joan Lock</p> | |
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| | <p>actively aware of the issues that the school is facing on a daily basis. A discussion took place about what was required from the governors and what remit governors have to pass comment on any concerns. The Chair was to re-circulate the template form for governor visits alongside the guidance notes. He advised that if a governor has any concerns they should raise them with the Headteacher and ensure that the visit reports are not seen as an inspection, as their purpose was not to make judgements about the staff or the quality of teaching and learning.</p> <p>The SLT agreed to inform governors about school events such as sports day or school trips and make sure that they are invited, as a further way of providing evidence that governors are engaged with the school. The governors agreed to perform one visit per term per governor. The Chair noted that Ofsted were increasingly citing link governor reports and visit reports when they come to inspect a school.</p> <ul style="list-style-type: none"> • Steve Cooke agreed to be the link governor for GDPR and Health and Safety • It was hoped that the new governor would take on the role of Pupil Premium link governor <p>The Chair explained that a potential new governor would like to join the LGC from September. He had met with the Interim Headteacher and the Chair and had visited the school. He would be invited to attend the first LGC of 2018-19 for governors to consider his application.</p> <p>A governor commented that the Governor's section of the website could benefit from having a pen portrait and a picture of each of the governors. Ruth Poyser agreed to draft a template for the other governors to complete. All governors were asked to bring in or email the Office Manager a photo of themselves - doing something that reflects who they are. The Deputy Headteacher advised that the new Headteacher wants to develop a more personal staff board including photographs of the staff in their out-of-school life. It was suggested that governor's names and photographs could be added to this board to help to raise their profile in school.</p> <p>Parent Governor election A Parent Governor election had been held, but no parents had but themselves forward. The election process was to be run again in September.</p> <p>Staff Governor election A Staff Governor election had taken place and Lisa Summerscales was duly elected into the role on 16.07.18.</p> | <p>Chair</p> <p>RP All</p> <p>SLT</p> |
| 8. | <p>Safeguarding Lisa Summerscales (Designated Safeguarding Lead) advised that changes were being made to the DfE's guidance document <i>Keeping Children Safe in Education</i>. Once the changes were made available Lisa would circulate the details to governors for them to read.</p> <p>Lisa Summerscales reported that some members of staff had received some training from IDAS (Independent Domestic Abuse Service). In the Autumn term IDAS had arranged to come back into school to run some age-appropriate sessions with the children on safe relationships. The Interim Headteacher outlined some of the challenges faced by the school, the pupils and their families. She informed governors that the school's two Designated Safeguarding Leads (Lisa and Yvonne) were continuing to do an amazing job, in a very challenging community.</p> <p>The Interim Headteacher stated that the school had organised a really successful aspiration event. Numerous professionals had attended the day to discuss their jobs and their career paths with the children. The message from all those who attended had been 'You can be what you want to be'. The following professions were cited as examples of those who had attended: Vet, Dentist, Forensic Scientist, Doctors and men who work in child care.</p> | <p>LS</p> |

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| <p>9.</p> | <p>LGC Training</p> <p>The LGC noted the Training Programme which was circulated with the agenda. The Chair reminded governors to send a copy of any training certificates (face to face and online) to the Office Manager. The following training sessions had been attended:</p> <p>Nick O’Keeffe had attended the Protecting Social Mobility through education Conference at CYC on 13th July 2018. He advised that the key message he came away with was the fact that York, as a Local Authority, was struggling to close the gap between disadvantaged children and non-disadvantaged children. Having identified this trend the LA were taking examples from other LAs to see how to close the gap. He highlighted that York has a relatively low number of children who qualify for Free School Meals – this statistic needed to increase in order for York to be able to access the funding that these children are entitled to, but the uptake was much lower in York than other LAs. Nick was to pass a copy of the slides to the Chair.</p> <p>Tom Button, Jennifer Carter-Shaw and Steve Cooke had all attended the HLTY Data Training session and they had all found it to be very useful, as it had helped them to understand the data that is presented by the SLT, which would in turn enable them to provide more challenge.</p> <p>Jennifer Carter-Shaw and Steve Cooke had also attended the GDPR training at CYC.</p> <p>Tom Button had attended the HLTY Safeguarding Training on 6th June 2018.</p> | <p>NO’K</p> |
| <p>10.</p> | <p>Policy Updates</p> <p>BGPS Equality Policy - APPROVED</p> <p>Lisa Summerscales advised that she wrote the policy using a template and a checklist to ensure all of the required details were included. Lisa was to check if this policy needed to be reviewed more frequently than every three years.</p> <p>In response to a governor’s question, the LGC were informed that a steady stream of Trust-wide policies were being issued to the schools by HLTY.</p> | <p>LS</p> |
| <p>11.</p> | <p>Items to Raise with the Trust Board</p> <ul style="list-style-type: none"> • The Director of Operations had agreed to develop a Trust-wide ‘How to check what should be in place’ GDPR guidance sheet. The LGC would like to know if any progress has been made. • The LGC would like to seek clarity from the Trust Board about the Trust’s policy on staff using their own devices for school purposes | |
| <p>13.</p> | <p>Any Other Business</p> <p>The governors joined the Chair in formally thanking the staff and the SLT for all of their hard work.</p> <p>Update on Butterflies</p> <p>The Office Manager gave a brief update on the Butterflies Nursery provision. She explained that the Nursery provides a setting for two, three and four year olds, which was still not yet part of the school. The SLT and the Office Manager had been working on taking on the governance of the provision under the school’s umbrella. Some frustrations were noted, as there had been some difficulties derived from the HLTY process and the finalisations of the arrangements, which was causing further delay and leaving staff in a vulnerable position.</p> <p>The Office Manager reported that she had heard that the <i>Making a significant change to an academy</i> application had gone to the RSC. She outlined that the RSC had already stated that they</p> | |

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| | <p>had concerns about the venture because of the fragile nature of the school. Owing to this the RSC were unlikely to be able to approve a fast track application. It was highly likely that a full business case would have to be submitted. Governors voiced their concerns about the impact that the delay might have on the staff. It was noted that if the RSC turn down the <i>Making a significant change to an academy</i> application the future of Butterflies would be uncertain. The Interim Headteacher stated that it had been difficult to plan for September, but a decision had been made to use the skills of the Deputy Headteacher in the role of Early Years Lead. It was hoped that the RSC would approve the application and the school can develop a really successful provision. Governors wished to express their disappointment about the uncertainty that the provision was facing going into a new academic year as the process had been underway for around two years.</p> <p>Staff Survey The Interim Headteacher tabled a copy of the results of the recent Staff Survey (tabled item 1). Governors were asked to read the outcomes of the survey and consider the views of the staff. In response to a question, the Interim Headteacher highlighted that 75% of those who had responded had said that staff morale was positive, but she acknowledged that there had also been some negative responses. The SLT agreed that the survey represented a good reflection of where the school was at. It was however noted that only 12 responses had been received out of a possible 28 which was a concern.</p> <p>The LGC asked for the Staff Survey to be repeated again at a different time of year, once the new Headteacher had become embedded.</p> <p>The Parent Survey was to be discussed at the September meeting.</p> | <p>Agenda</p> <p>Agenda</p> | | | | | |
| 14. | <p>Date and Times of next meeting: Monday, 17th September 2018 (5.30pm)</p> <table border="1" data-bbox="140 1131 1340 1243"> <tr> <td>Mon 17th Sept 2018 (5.30pm)</td> <td>Mon 12th Nov 2018 (3.45pm)</td> <td>Mon 21st Jan 2019 (5.30pm)</td> <td>Mon 25th March 2019 (3.45pm)</td> <td>Mon 3rd June 2019 (5.30pm)</td> </tr> </table> | Mon 17th Sept 2018 (5.30pm) | Mon 12th Nov 2018 (3.45pm) | Mon 21st Jan 2019 (5.30pm) | Mon 25th March 2019 (3.45pm) | Mon 3rd June 2019 (5.30pm) | |
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The meeting ended at 5.15pm


17/9/18

 Signature of the Chair Date

Action plan following the LGC meeting 18th July 2018

| | Action | Agenda | Person | Date |
|----|--|--------|------------------|-----------|
| 1. | SLT to include more detail about governance in the SEF (carried forward from June 2018) | 3 | SLT | Nov 2018 |
| 2. | Headteacher to follow up on the meeting with TalkTalk | 5 | Headteacher (AA) | Nov 2018 |
| 3. | The Chair was to re-circulate the template form for governor visits alongside the guidance notes | 7 | Chair | Sept 2018 |
| 4. | Ruth Poyser to draft a template pen portrait for governors | 7 | Ruth Poyser | Sept 2018 |
| 5. | All governors to bring in/email a photo of themselves to the Office Manager | 7 | All | Sept 2018 |

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| 6. | Parent Governor election to be re-run | 7 | SLT | Sept 2018 |
| 7. | Lisa Summerscales to circulate the changes to the Keeping Children Safe in Education DfE guidance document | 8 | Lisa Summerscales | Sept 2018 |
| 8. | Nick O'Keeffe to pass the Chair the slides from the Protecting Social Mobility through education Conference | 9 | Nick O'Keeffe | Sept 2018 |
| 9. | Lisa Summerscales was to check if the Equality Policy needs to be reviewed more frequently than every 3 years | 10 | Lisa Summerscales | Sept 2018 |

Future agenda items:

- Review the validated data
- Parent Governor Election
- Staff Survey to be repeated (at a different time of year)
- Parent Survey to be discussed

