

**MINUTES OF THE MEETING OF THE GOVERNING BOARD
OF
THE LANGLEY FITZURSE STANTON ST QUINTIN FEDERATION
(‘Federation’)**

Executive Head Teacher: Mrs Karen Winterburn

Thursday 28th November 2024

Present:

Karen Winterburn (Executive Headteacher) (**KW**), Kyle Hutchings (**KH**), Amber Batson (**AB**), Victoria Purton (**VP**), Luke Facey (**LFa**), James Osler (Head of School, Langley Fitzurse (**LF**)) (**JO**), (from 6.18pm) Adrian Cole (**AC**) and (from 6.23pm) Georgina Adams (**GA**)

In Attendance: Nick Webb (Associate) (**NW**) and Michelle Hocking (**Clerk**)

Apologies: Sarah Matthews (Head of School, Stanton St Quintin (**SSQ**)) (**SM**), Richard Priest (**RP**), Fiona Farquhar (**FF**), Tom Stables (**TS**), and Despoina Chatzikyriazi (Associate) (**DC**)

KEY: **Decisions: in bold** **Challenges: in red** **ACTIONS: underlined**

| | Item | Action |
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| OPEN | | |
| | Opening Prayer Led by JO. | |
| 1. | <p>Attendance and Apologies Apologies: Noted and accepted from SM, RP, FF, TS and DC. Quorum present.¹ VP and NW were warmly welcomed and it was noted that:</p> <ul style="list-style-type: none"> • VP’s appointment formalities (including DBS checks) were complete VP’s appointment as Local Authority (LA) governor was unanimously approved with immediate effect ACTION: <u>Clerk to update the records (LA, Get Information About Schools (GIAS) and schools’ websites) to reflect VP’s appointment as LA governor with effect from 28th November 2024.</u> • NW’s appointment formalities were largely complete – although DBS checks were pending. Subject to completion of clear DBS checks, NW’s appointment as an associate governor was unanimously approved ACTIONS: <u>(i) Admin team to confirm satisfactory completion of NW’s DBS checks and then (ii) Clerk to update records (LA, GIAS and websites) to reflect his appointment as an associate governor with effect from completion of satisfactory DBS checks.</u> <p>It was unanimously agreed that VP sit on Teaching Learning & Development Committee (TLD) and NW sit on Finance &</p> | <p>Clerk</p> <p>Admin team Clerk</p> |

¹ Total 11 governors, 6 in attendance from the beginning of the meeting = more than 50%

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| | <p>Resources Committee (F&R) ACTIONS: Clerk to (i) Add VP to TLD Team and meetings' invitations and (ii) add NW to F&R Team and meetings' invitations.</p> | Clerk |
| 2. | <p>Declaration of Pecuniary Interests It was noted that the annual declarations of interest forms had been completed. LFa declared an update to his interests, having recently become a charity trustee and KW and JO declared an interest in approval of the Pay Policy and Pay Panel recommendations as members of staff. ACTIONS: (i) Clerk to re-send Interests Form to LFa via online forms and (ii) LFa to complete new Interest Form to include declaration of his new trusteeship. No interests declared in this evening's agenda.</p> | Clerk LFa |
| 3. | <p>Appointment of Chair of Governors Process acknowledged for appointment of both chair and vice chair, all: (i) aware of the need to elect chair and vice-chair in the first meeting of the academic year, each for a term of office of one year. (ii) given the opportunity to nominate themselves for either of these roles. (iii) able to request nominees leave to facilitate secret ballot if wish.</p> <p>The Clerk asked if anyone wished to nominate themselves for either of these roles. AB confirmed that she would stand as chair (although noted that this would leave a vacancy for the role of vice-chair – which she took on at the last meeting – which was a mandatory position). No one wished AB to leave the room for confidential discussions to take place about her proposed appointment. It was unanimously agreed that AB is appointed Chair of Governors with immediate effect and for a term of one year (until the first FGB meeting of the academic year 2025/26). ACTION: Clerk to update the records (LA, GIAS and website) to reflect AB's appointment as chair of governors with effect from 28th November 2024.</p> <p>AB said: <i>Thank you for electing me. I would like to extend huge thanks to Ed for all his previous work. I'd like to ensure we say a proper thanks and hope we can organize a social event for the GB in the new year to which he will be invited. Huw Solly also stepped down at the end of the last academic year, so I feel it would be nice to extend an invitation to him as well following many years of his service to our governing body. Whilst I do have some trepidation about the road ahead with being chair, we have a strong governing body, supporting an excellent SLT and school staff (both LF and SSQ) Both schools have undergone some quite significant recent change in staff but I know there is a lot of positivity in both schools about how things are moving forwards both within the school and in collaboration as part of the federation.</i></p> <p><i>I have already attended a number of educations to help with the role of chair, and joined a number of networks and support groups. I have to be confident I fully understand my role as chair works with the headteacher to promote and maintain high standards of educational</i></p> | Clerk |

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| <p><i>achievement</i></p> <ul style="list-style-type: none"> • <i>ensures that the governing body sets a clear vision, ethos and strategic direction for the school</i> • <i>with the governing body holds the headteacher to account for the educational performance of the school and its pupils, and for the performance management of staff</i> • <i>ensures oversight of the financial performance of the school and effective use of the schools' resources</i> <p><i>Karen and I have already met on a couple of occasions and I very much look forward to furthering my relationship with her as executive head teacher of the federation, along with developing relationships with both heads of schools, and with our clerk.</i></p> <p><i>We have become overall a newer governing body, with the recent additions of Tori and Nick, who I hope to have induction meetings with very soon, and several of the governing body having been in post for under 2 years.</i></p> <p><i>We are really lucky to have some long-standing members still with us, providing invaluable experience.</i></p> <p><i>The federation has been in its early stages and now it is better embedded this feels like a great time to reconsider optimizing the governing body. For me, having been in post as a parent governor for around 2 years, I do feel that it would be really helpful to improve clarity on everyone's personal contribution through the skill sets we all have outside of the GB. The recommendation now is that a governing body carries out a skills audit on an annual basis, so I hope you will all be able to offer me some extra time in completing that (there is a template provided by the National Governance Association which I have used but also edited to best fit us a federation) by email.</i></p> <p><i>I would like to extend my thanks to Georgie for agreeing to step into the role of vice chair.</i></p> <p><i>Karen, James and Sarah have already started working on a really useful document to outline the academic year at each school so that we can really appreciate the pinch points / specific in school commitments / points of stakeholder engagement and more which we feel will be useful in planning governor monitoring and learning visits / meetings.</i></p> <p><i>I am really grateful for everyone's support going forwards in my new role and in our new structure as a governing body. I really look forward to hearing some of your thoughts via the email audit and hope we can agree a date for a governing body social in the early new year.</i></p> <p><i>AC joined the meeting at 6.18pm</i></p> <p>AB suggested that she would circulate a personalised version of the National Governance association's (NGAs) Skills Audit for all governors to complete – to ensure appropriate reflection on skills and maximisation of them across the board was undertaken at this stage – both for immediate implementation and succession planning purposes.</p> <p><u>ACTIONS:</u> (i) AB to circulate skills audit (ii) all governors to complete and return skills audit and (ii) Clerk to add review of skills audits to the next agenda.</p> <p><i>GA joined the meeting at 6.23pm</i></p> | <p>AB All Clerk</p> |
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| | <p>GA and AC confirmed their approval of AB's appointment as chair of governors and both confirmed no update to their declarations of interests forms or specific interests to declare in items on this meeting's agenda.</p> <p>As part of further proposed changes, AB noted:</p> <ul style="list-style-type: none"> • Online support resources for governors (e.g. The Key): <ul style="list-style-type: none"> ○ costs/benefits analysis to be undertaken ○ AB currently benefitting from free trial period <u>ACTION: (i) AB/Clerk to investigate costs of online governor support available and (ii) Clerk to add Review of Online Support Resources to the next agenda</u> • Code of Conduct: To ensure appropriate focus on and accountability under the governors' code of conduct: <ul style="list-style-type: none"> ○ To be uploaded to schoolaspects for all governors to review/remind themselves of and confirm read <u>ACTIONS: (i) KW to upload up-to-date Governors' Code of Conduct to schoolaspects and (ii) all governors to review and confirm review of Code of Conduct via schoolaspects</u> ○ To be linked to visit report template by way of aide memoire <u>ACTION: Clerk to add Code of Conduct to visit report template.</u> • Generic email: In order to preserve records centrally, AB's email account (and also the previous chair of governors' email account) is being merged into a generic 'chair@' email account moving forwards <p>GA confirmed that she would stand as vice-chair.</p> <p>Noone wished GA to leave the room for confidential discussions to take place about her proposed appointment. It was unanimously agreed that GA is appointed Vice Chair with immediate effect and for a term of one year (until the first FGB meeting of the academic year 2025/26). <u>ACTION: Clerk to update the records (LA, GIAS and website) to reflect GA's appointment as vice chair with effect from 28th November 2024.</u></p> | <p>AB/Clerk Clerk</p> <p>KW All Clerk</p> <p>Clerk</p> |
| STANDING ADMINISTRATIVE/COMPLIANCE ITEMS | | |
| <p>4.</p> | <p>Approval of last minutes (19th September) and matters arising (not covered elsewhere)</p> <p>The minutes had been circulated and it was presumed that all present had reviewed them. The minutes of 19th September were unanimously approved as a true and accurate record of that meeting and, in the absence of the previous chair (who chaired that meeting) AB was authorised to sign the minutes as vice-chair at the time of the meeting (and present at the meeting).</p> <p>Accordingly, AB authorised the Clerk to affix her electronic signature to the last minutes. <u>ACTIONS: Clerk to affix AB's electronic signature and publish/file the last minutes as appropriate.</u></p> <p><i>Matters Arising</i> LFSSQ FGB ACTIONS LOG 2024 2025</p> | <p>Clerk</p> |

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| | <p>Item 8: It was specifically noted, with regard to support for reduction of speed limit in SSQ village:</p> <ul style="list-style-type: none"> • In accordance with the board’s decision in May, the previous chair had written a supportive letter on behalf of the governors of the school and submitted this to the parish council • The school had subsequently been asked to become more involved in the campaign to reduce the speed limit in the village – including being asked to update its travel plan • Whilst the safety of children remains paramount to the school and its governors and they are happy to confirm their support for the campaign, neither school staff nor governors have capacity to re-write a travel plan at present (extensive investigatory work, surveys, etc required) or to lead on any campaign • Communication of this lack of capacity appears to have been mistranslated into refusal to support the campaign according to those who have read the most recent parish council minutes <p><u>ACTIONS:</u> (i) KW/AB to establish causes of misunderstanding and rectify and (ii) Link Governor for Stakeholder Communication (see below) to monitor parish council agendas and attend or arrange for a representative of the school/governors to attend parish council meetings where relevant.</p> | <p>KW/AB Stakeholder Comm Link Governor</p> |
| <p>5.</p> | <p>Safeguarding:</p> <p>(a) Keeping Children Safe in Education (KCSiE) 2024 Acknowledgement Noted all had completed – thanks extended.</p> <p>(b) Childcare Disqualification Declaration Forms Noted all had completed – thanks extended.</p> <p>(c) Safeguarding & Child Protection Policy (new LA model) Unanimously approved at the last meeting and all confirmed via schoolaspect.</p> <p>Link Governor Report (FF) Circulated during the meeting. In FF’s absence, KW summarised:</p> <ul style="list-style-type: none"> • FF and KW met yesterday • LA audit in progress (due 10.01.25): <ul style="list-style-type: none"> ○ LF: KW completed today and sent to FF for review ○ SSQ: KW working on to complete before the end of term <p><u>ACTIONS:</u> (i) KW to complete both schools’ safeguarding audits by the end of term (ii) FF to review/comment on both schools’ safeguarding audits and (ii) KW to submit both schools’ safeguarding audits to the LA by 10.01.25.</p> <ul style="list-style-type: none"> • Single Central Record (SCR): <ul style="list-style-type: none"> ○ Admin officers at both schools have a good knowledge/training ○ Both schools’ SCR’s are up-to-date ○ FF is booked in to review SCR • FF has just completed nominated governor update training <u>ACTION:</u> All governors (including VP and NW) to complete safeguarding training for all governors as soon as feasible. | <p>KW FF KW</p> <p>All</p> |

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| | <ul style="list-style-type: none"> • KW is booked to attend Integrated Front Door (IFD)² session • Incidents to report: <ul style="list-style-type: none"> ○ No significant incidents to report although the electronic safeguarding and records management system used by the schools (CPOMS) is continuing to be utilised regularly for some children ○ Staff are using CPOMS well/as required ○ The number of welfare concerns recorded was c.300 last year <p><u>Questions</u></p> <p>Q1: Is it feasible for anonymized data to be easily extracted (without undue additional workload burden on staff) for the governing body as a whole to be able to monitor trends (e.g. whether the number of recorded concerns has declined or risen since last year, the previous year, etc.)?</p> <p>A: KW will check practicalities ACTION: KW to produce anonymized data to illustrate safeguarding trends over a number of years if this is easily extracted from CPOMS.</p> <p>KW further summarised:</p> <ul style="list-style-type: none"> • Next visit scheduled for 06.01.25 • Next steps: <ul style="list-style-type: none"> ○ FF to check SCR ○ Governors (particular new governors) to complete training ○ Safeguarding audits to be completed, submitted and used as an internal audit process to form action plan/checklist to present to the next FGB <p>ACTIONS: (i) KW and FF to produce checklist of actions arising from safeguarding audit and (ii) Clerk to add safeguarding audit next steps checklist to the next agenda.</p> | <p>KW</p> <p>KW/FF Clerk</p> |
| <p>6.</p> | <p>Policies and Published Documents Log On (schoolaspect.com)</p> <p>Including:</p> <p>(a) Code of Conduct As noted above.</p> <p>(b) Pupil Premium Report KW highlighted:</p> <ul style="list-style-type: none"> • The documents circulated are reports on the 23/24 spend by each school • Pupil Premium eligibility includes Free School Meals (FSM) and Services children • The Pupil Premium strategic plan is a three years' plan – the previous plan ended last year and a new one has been written for this year (hence not Rag-RATED YET) • Key Challenges: assessments and social and emotional barriers and their effect on intended outcomes • Lots is spent on adults supporting high quality teaching and learning, training, etc • Service children funding is separately reported and subject to different criteria: <ul style="list-style-type: none"> ○ Pupil Premium = focus on closing attainment gap ○ Service Premium = supporting emotional wellbeing to mitigate mobility's effect on learning | |

² [Contact children's services - Wiltshire Council](http://www.wiltshire.gov.uk/contact-childrens-services)

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| | <ul style="list-style-type: none"> Staff are confident that the schools are spending in the right areas and, for the sake of transparency (and in compliance with DfE obligations), the reports are published on the relevant school's website <p><u>Questions</u> Q2: Have you had queries on this from parents? A: Previously, yes – and we signpost to the documents published on the school website. The board unanimously approved the Pupil Premium Reports for both schools. ACTIONS: (i) JO to publish the LF Pupil Premium Report on the LF website and (ii) SM/Clerk to publish the SSQ Pupil Premium Report on the SSQ website. (c) Sports Premium Report KW confirmed that both schools' Sports Premium reports had been completed and published by the deadline of 31st July. (d) SEND Report Documents circulated via schoolaspect. No comments in the meeting, although it was noted (i) there were some highlighted sections in the LF SEND Report which needed to be finalised and (ii) AB had submitted some comments via schoolaspect ACTIONS: KW to finalise both SEND reports (including incorporating any changes required by AB's comments via schoolaspect) and publish them on the schools' websites.</p> | <p>JO SM/Clerk</p> <p>KW</p> |
| STANDING SCHOOL AND COMMITTEE REPORTS | | |
| 7. | <p>Headteacher Report Noted that the report had been circulated prior to the meeting by way of upload to SharePoint. KW asked whether governors were content with the format of her report. The board confirmed that the format was good, noting:</p> <ul style="list-style-type: none"> Insights data provided valuable context Narrative provided a good flavour of what was going on in school, trips, staffing, etc – governors agreed that this is important for proper oversight and to retain an overall 'feel' for the schools' operational/ non-formally tracked (wider curriculum, etc) elements between visits <p><u>Questions</u> Q3: Is staffing now stable? A: It has been quite volatile:</p> <ul style="list-style-type: none"> LF: <ul style="list-style-type: none"> New Yr3/4 teacher New Early Years Foundation Stage (EYFS) teacher Existing part-time teacher now job-sharing in-class role with JO New Special Educational Needs & Disabilities Coordinator (SENDCo) appointed with effect from January SSQ: Imminent need for maternity cover – no direct applicants so cover obtained via agency: incurring c.£8K finders' fee <p>Whilst noting that this was an LA public policy issue, the board</p> | |

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| | <p>unanimously approved the school incurring the agency finders' fee on the basis this was unavoidable in the circumstances. KW explained that some roles have attracted direct applicants (e.g. for SENDCo there were three direct applicants) and staffing issues have been resolved and staffing across both schools is stable at the moment.</p> | |
| <p>8.</p> | <p>Governance Development Ab spoke to the School Development Plan (SDP) Link Governor Proposal paper circulated, emphasising:</p> <ul style="list-style-type: none"> • Need to maximise governors' impact on driving progression via links to specific SDP areas • Focus on working smartly to maximise use of governors' limited time • Working on the basis of six terms per academic year (rather than referencing half terms) • Whilst Stakeholder Communication Governor is to be focused on communications with the whole community, its main focus is parental engagement <p>The board unanimously agreed the proposed link governor structure and noted that:</p> <p>(A) The following existing positions would remain and be held for this academic year:</p> <p>(1) Safeguarding/Children Looked After: FF (2) Pupil Premium: AC (3) SEND: AB (4) H&S: KH (5) Equality, Diversity & Inclusion: RP (6) Whistleblowing: AC (7) EYFS: GA</p> <p>Each of the above positions were unanimously reconfirmed and ratified.</p> <p>(B) the following new positions therefore needed to be filled as soon as possible:</p> <p>(1) Curriculum Governor: a. LF (English and Maths) b. SSQ (Science)</p> <p>(2) Wellbeing Governor (3) Stakeholder Communication Governor</p> <p><u>ACTIONS: (i) All to consider volunteering for the above roles as they complete their skills audits – confirming to AB and the Clerk via email (ii) AB/Clerk to seek email approval for appointment of proposed volunteers and (ii) Clerk to add ratification of link governors' appointments to the next agenda.</u></p> <p>Panels The following was unanimously agreed/reconfirmed: Pay Panel: AC, AB and KH Pay Appeals Panel: To be constituted if required Staffing Panel: AC, AB and KH Staffing Appeals Panel: To be constituted if required Headteacher Review Panel: AC, AB, KH and the School Improvement Adviser (SIA)</p> <p><u>ACTIONS: (i) KW/AB/Clerk to re-draft Strategic Plan and Scheme of Delegation as necessary/desirable for presentation at the next meeting</u></p> | <p>All Clerk</p> <p>KW/AB/Clerk Clerk</p> |

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| | <p>and (ii) Clerk to add Strategic Plan and Scheme of Delegation to the next agenda.</p> <p>KW reported that the Pay Policy:</p> <ul style="list-style-type: none"> • Had been delayed due to political uncertainties around new national government • Model policy from LA only published on Friday • Pay awards for teachers to be backdated to September 2024 – in line with Pay Panel recommendations <p>The board noted that:</p> <ul style="list-style-type: none"> • Upper Pay Scale (UPS): <ul style="list-style-type: none"> ○ There were union negotiations around whether move from UPS1 to UPS2 should be automatic ○ Automatic progression to UPS2 was not included in the School Teachers' Standard Pay & Conditions Document – so it still need to be applied for ○ Three staff are eligible to apply for UPS2 from September 2025 ○ Deadline for such applications has always previously been 31st December of the previous year – query whether, given delay in negotiated settlement/publication of the pay policy, this should be delayed (KW will speak to staff tomorrow) <p><i>KW and JO left the meeting at 8.04pm (conflicted as staff members)</i></p> <p>The board unanimously agreed:</p> <ul style="list-style-type: none"> • Deadline for applications to progress to UPS2 should remain 31.12.24 • Pay panel recommendations <p><i>KW and JO returned to the meeting at 8.05pm</i></p> | |
| <p>9.</p> | <p>Teaching, Learning & Development (TLD) Committee Report</p> <p>TLD minutes circulated. AC highlighted:</p> <ul style="list-style-type: none"> • End of Key Stage 2 results at LF were discussed in detail, with JO reporting on measures being taken to close gaps in spelling and encouraging impact of Sounds Write • Turnover of staff at LF has been very disruptive • Support from Ramsbury Hub is ongoing • Results at LF are not where we'd want them to be but there has been a Herculean effort by and there is a great deal of confidence in staff • Review of SDP – acknowledging that some things will be on every year and there is always work to do • Governor visits – agreement to change in line with governor roles as discussed tonight and visit reports received | |
| <p>10.</p> | <p>Finance & Resources Committee (F&R) Report</p> | |

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| | <p>F&R minutes circulated.</p> <p>September Income & Expenditure Report (I&E) KH highlighted:</p> <ul style="list-style-type: none"> • LF: <ul style="list-style-type: none"> ○ Bigger in-year deficit due to high staff turnover/costs – presumed to be on-off ○ Projected surplus remains static • SSQ: In-year balance/slight surplus <p>I&E for both schools unanimously approved.</p> <p>Supply Agency Finders' Fee Noted approved above.</p> <p>Composition of EHT Performance Management Panel Noted approved above as AC, AB, KH and the SIA.</p> <p>KH also noted that the Schools Financial Value Statement (SFVS) was due for submission in March and KH and the school bursar would be working on this in January and hoped to bring draft to the next FGB.</p> <p>ACTIONS: (i) KH to progress draft SFVS with school staff and (ii) Clerk to add SFVS to the next agenda.</p> | <p>KH Clerk</p> |
| <p>11.</p> | <p>Christian Distinctiveness Committee Update Minutes circulated. No questions or comments from governors present.</p> | |
| <p>STANDING GENERAL ITEMS</p> | | |
| <p>12.</p> | <p>Governor Participation/Monitoring: Cascaded Training – governors' briefings Noted that terms 1 and 2 briefing slides had been circulated and LFa would circulate his notes on the Term 2 briefing via email ACTION: LFa to circulate notes on Term 2 governor briefing via email.</p> <p>Governors' Briefings rota: Governors Briefings Rota 2024 25.docx ACTION: Clerk to book VP onto Term 3 briefing</p> <p>Governor Monitoring – visits and expectations Discussed and agreed as part of Governance Development agenda item 8 above.</p> <p>Calendar of Meetings (Board and Committees) Meetings in LFSSQ Gobs calendar and linked in tonight's agenda for everyone's ease of reference: 2024 25 Meeting Dates.docx ACTION: KW and Clerk to liaise to suggest relevant amendments to published meeting dates.</p> | <p>LFa Clerk KW/Clerk</p> |
| <p>13.</p> | <p>Governor Training – schedule of LA course on Teams Noted. AB reported that she had undertaken the following training:</p> <ul style="list-style-type: none"> • Asking Challenging Questions (this week) • Complaints (a few weeks ago) | |

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| 14. | Standing Items by Exception: (a) Marketing Activities <ul style="list-style-type: none"> - website update - Kington Langley Magazine Deadlines – rota Kington Langley Village Magazine Articles Rota.docx No significant update to report. (b) Health and Safety Reported (as noted at F&R): <ul style="list-style-type: none"> • Audit highlighted minor points (keeping on top of risk assessments and management plan updates) • 6 trees at LF require substantive works – tree surgeons being contacted for quotes but this cost is not yet budgeted (c) Equalities + Accessibility No specific update at present. | |
| SPECIFIC FOCUS ITEM(S) | | |
| 15. | How have we added value to/contributed to the vision of the federated schools for the benefit of the children at Langley Fitzurse and Stanton St Quintin? <ul style="list-style-type: none"> • Succession planning: <ul style="list-style-type: none"> ○ appointment of new chair and vice-chair ○ appointment of new governors (now at full complement apart from 1 x Foundation Governor) • Robust monitoring plan to support and provide more effective and efficient use of time • Support for tackling staffing challenges – now full complement of staff with issues resolved including appointment of SENDCo at LF | |
| 16. | Date of next meeting (6.00pm start): 30th January 2025 at SSQ 30 January 2025 (at SSQ) 20 March 2025 (at LF) 12 June 2025 (at SSQ) 10 July 2025 (at LF) | All note |

The meeting closed at 8.23pm.

Signed:.....
Date:....30.01.25.....

.....(Chair)