



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
MIDDLEWICH PRIMARY SCHOOL
HELD IN SCHOOL ON 23rd NOVEMBER 2021 AT 5PM**



Governors Present: Rob Bunn (RB) Chair
 Sandie La Porta (SLP) Headteacher
 Cheryl Bertoni (CB)
 Vicky Williams (VW)
 Amy Harding (AH)
 Mark Edwards (ME)
 Alison Sumner (AS)
 Lucy Lee (LL)
 David Atkinson (DA) Vice Chair

Also in attendance: Louisa Moseley (Clerk) Clerk to the Governors
 Katie Davies (KD) DHT
 Kathy Spreadbury (KS) Observer

PART ONE – NON-CONFIDENTIAL BUSINESS

		Actions
	<i>At the very start of the meeting, the Head Pupils presented a report on roles and responsibilities to governors addressed under agenda item 10b.</i>	
1	APOLOGIES & ADDITIONAL AOB ITEMS Governors received and accepted the apologies of Jane Mayhead and Donna Webster. Laura Platt resigned from the role of co-opted governor with immediate effect prior to the meeting.	
2	CONFLICT OF INTEREST No conflict of interest was declared specifically for the meeting. All governors had completed a Declaration of Interest on Governor Hub. There were no expected conflicts with the business of this meeting.	
3	ELECTION OF VICE CHAIR ME wished to step down from the role of vice chair this academic year. No further nominations had been received prior to the meeting. The clerk asked for an expression of interest from the governing board. David Atkinson agreed to be the vice chair of governors for 2021-22. The Governors approved the appointment of Mr David Atkinson as Vice Chair of the FGB.	

4	<p>MEMBERSHIP</p> <p>a) Governors received the following changes to the membership of the board of governors:</p> <ul style="list-style-type: none"> • Dr Katherine Nielsen resigned from the board of governors on 2nd September 2021. • Laura Platt resigned from the board of governors with immediate effect on 23rd November 2021. • Governors had discussed the possibility of altering the constitution of the full board of governors within the committee meetings due to the number of co-opted governor vacancies. The HT and Chair proposed the number of co-opted governor posts be reduced from 11 to 9. Governors reviewed the proposed Instrument of Government shared by the clerk on Governor Hub. <p>Governors agreed to the reconstitution of the Instrument of Government, reducing the number of co-opted governors by two, resulting in 14 posts on the full board of governors.</p> <p>ACTION: Clerk to send the amended Instrument of Governance to the LA for approval and report back at the spring FGB for ratification.</p> <p>b) Governors considered the current vacancies in accordance with the current constitution:</p> <ul style="list-style-type: none"> • X1 Parent Governor • X5 Co-opted Governors <p>Governors noted the number of co-opted governor vacancies will be reduced to three posts, subject to the Local Authority approving the proposed reconstitution of the board.</p> <p>Due to reduced capacity within the office, the school have not had the opportunity to progress with parent governor elections in the autumn term. The school agreed to commence parent governor elections in the spring term 2022 and aim to complete prior to the spring FGB meeting. AS offered to support the school office in January with the election process. The Chair and HT agreed to advertise the co-opted governor roles and use the Inspiring governance database to appoint new members before the spring FGB meeting. Governors identified Human Resources and Finance as preferable skills required by the board.</p> <p>ACTION: SLP and RB to consider the co-opted governor vacancies and the need to advertise in the autumn and early spring term in accordance with an agreed constitution and source governors through Inspiring Governance and Governors for Schools platforms.</p> <p>ACTION: AS to contact SLP and arrange support in the office for January 2022</p> <p>ACTION: School to commence Parent elections in the spring term.</p> <p>c) There were no terms of office due to expire before the next FGB meeting.</p>	<p>Clerk</p> <p>SLP/RB</p> <p>AS</p> <p>SLP</p>
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	<p>d) The Board recommend new governors have Section 128 checks on appointment or election.</p> <p>e) Governor details are updated on the national database of governors on GIAS by the SBM.</p> <p>f) Governors agreed the members of staff DW, KS, KD and BS would remain observers and presenters on the board of governors. There were no associate members to appoint.</p>									
5	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>Governors approved the Part One minutes of the summer term board of governors meeting on 22nd June 2021 as a true and accurate record of the meeting. The chair signed a copy of the minutes for the school to retain.</p> <p>Governors reviewed the action list from the last FGB meeting and discussed matters arising from the part one minutes which would not be covered elsewhere in the meeting. It was agreed that the following actions be carried forward:</p> <ul style="list-style-type: none"> • c/f: School to invite ME into school to look at reading & writing. – ongoing when Covid restrictions are lifted. • c/f: Invite Science Leads and Science Ambassadors to attend FGB – in the spring term. • c/f: SLP to present the data analysis from summer term assessments at the Spring term FGB meeting 2022. <p>All other actions had been completed and closed as appropriate.</p>	<p>ME</p> <p>SLP</p> <p>SLP</p>								
6	<p>CHAIR'S ACTION</p> <p>The Chair reported that no action had been taken on behalf of the governing board since the summer 2021 full governing board meeting.</p>									
7	<p>COMMITTEES & NOMINATED GOVERNORS</p> <p>a) Governors updated the membership of committees for the 2021/22 academic year as follows:</p> <table border="1" data-bbox="205 1323 1366 1821"> <thead> <tr> <th data-bbox="205 1323 493 1487">Safeguarding, Finance and staffing</th> <th data-bbox="493 1323 812 1487">Pupil Welfare, Curriculum and Partnerships</th> <th data-bbox="812 1323 1078 1487">Pay committee</th> <th data-bbox="1078 1323 1366 1487">Headteacher Performance Management Panel</th> </tr> </thead> <tbody> <tr> <td data-bbox="205 1487 493 1821"> Sandie La Porta Robert Bunn Cheryl Bertoni David Atkinson Alison Sumner </td> <td data-bbox="493 1487 812 1821"> Mark Edwards Jane Mayhead Sandie La Porta Vicky Williams Amy Harding Alison Sumner Lucy Lee David Atkinson </td> <td data-bbox="812 1487 1078 1821"> Mark Edwards Sandie La Porta David Atkinson Vacancy </td> <td data-bbox="1078 1487 1366 1821"> Lucy Lee Robert Bunn Alison Sumner </td> </tr> </tbody> </table> <p>b) Governors appointed a chair for each of the committees for 2021/22 school year at the relevant committee meetings as indicated in bold.</p> <p>c) Governors reviewed the list of functions to be delegated to committees and individuals by the governing board as follows:</p>	Safeguarding, Finance and staffing	Pupil Welfare, Curriculum and Partnerships	Pay committee	Headteacher Performance Management Panel	Sandie La Porta Robert Bunn Cheryl Bertoni David Atkinson Alison Sumner	Mark Edwards Jane Mayhead Sandie La Porta Vicky Williams Amy Harding Alison Sumner Lucy Lee David Atkinson	Mark Edwards Sandie La Porta David Atkinson Vacancy	Lucy Lee Robert Bunn Alison Sumner	
Safeguarding, Finance and staffing	Pupil Welfare, Curriculum and Partnerships	Pay committee	Headteacher Performance Management Panel							
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	<ul style="list-style-type: none"> • Chair of Governors – Robert Bunn • Vice Chair of Governors – David Atkinson • Chair of the Pupil Welfare, Curriculum & Partnerships committee – Jane Mayhead • Chair of the Safeguarding, Finance & Staffing committee – David Atkinson • Vice Chair of the Pupil Welfare Curriculum & Partnerships committee – Mark Edwards • Vice Chair of the Safeguarding, Finance & Staffing committee – Robert Bunn <p>Governors agreed to streamline the link governor roles in line with school improvement priorities due to the reduced number of non-staff governors currently. See appendix A.</p> <p>ACTION: Clerk to update new link governor roles on Governor Hub for Autumn 2021.</p> <p>d) Governors noted the amendment to both standing committee Terms of Reference following their review at the relevant committee meeting. The quorum was reduced from five to four governors of which at least two are non-staff members. This was in light of the reduced membership at committee level. Governors agreed to adopt the constitution and Terms of Reference for each of the Governing Board standing committees.</p> <p>e) Governors agreed the constitution of adhoc committees would be organised as and when needed. The FGB reviewed and approved the terms of reference for the:</p> <ul style="list-style-type: none"> • Pupil Discipline Committee • Staff Disciplinary/Dismissal Committee • Staff Appeals Committee • Pay Committee 	Clerk
8	<p>CONSTITUTION AND ARRANGEMENT OF THE HEADTEACHERS PERFORMANCE MANAGEMENT, INCLUDING THE APPOINTMENT OF THE EXTERNAL ADVISER</p> <p>a) Governors reviewed and approved the constitution and terms of reference for the Headteachers Performance Management Panel.</p> <p>b) Governors confirmed the Headteachers performance Review panel for 2021/22 as listed under agenda item 7a.</p> <p>c) Governors agreed the appointment of Mark Williams as the External Adviser and the external support for the Headteacher’s Performance Management Review process. The HTPMP had been scheduled for Tuesday 30th November 2021.</p> <p>d) Governors noted Ben Cox, headteacher of the Dingle, would continue to be the reciprocal School Improvement Partner for 2021-22.</p>	
9	<p>GOVERNORS’ CODE OF PRACTICE</p>	

	<p>All governors had reviewed and agreed a code of conduct for the Governing Board and confirmed on Governor Hub.</p> <p>ACTION: All governors to complete confirmations on Governor Hub this term.</p>	Govs
10	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>Governors received the following minutes via Governor Hub prior to the meeting and received a brief update on matters arising:</p> <ul style="list-style-type: none"> • PWCP committee minutes 14.10.21 • SFS committee minutes 12.11.21 <p>b) Governors received a report from the head pupils on roles and responsibilities across the school at the start of the meeting. Governors noted 41 out of 60 children in Year 6 had applied for and received a position of responsibility in the school. Governors thanked the pupils for their slides and time in presenting to governors.</p> <p>c) There were no other reports from committees to receive or recommendations requiring the approval of the board of governors.</p> <p>d) Governors agreed to complete a safeguarding and SEND report in the autumn term and present at the Spring FGB meeting.</p> <p>ACTION: AS to complete a safeguarding report to share on Governor Hub for Autumn 2021 and clerk to add safeguarding report to be noted at the spring FGB meeting.</p> <p>ACTION: LL to complete a SEND report to share on Governor Hub for Autumn 2021 and clerk to add SEND report to be noted at the spring FGB meeting.</p>	<p>AS</p> <p>LL</p>
11	<p>FINANCIAL MATTERS</p> <p>a) The school had not yet received a copy of the annual accounts of the Unofficial School Fund and the audit certificate. The school agreed to post the audit accounts and certificate on Governor Hub once received.</p> <p>ACTION: BS to share a copy of the annual accounts of the unofficial school fund and audit certificate on Governor Hub when it is received.</p> <p>b) Governors confirmed the auditor of the Unofficial School Fund for the forthcoming year as Marianne Kettle.</p> <p>c) A copy of the Budget v Actuals had been shared on Governor Hub prior to the meeting. Governors reviewed Budget v Actuals for the current year 2021-22. Governors noted the meeting with CE finance had been positive. The current carry forward was approximately £330K for this year and £400K for the end of year 2. There is a shortfall of £45K predicted for the end of year 3.</p> <p>Q: Do the figures account for the year-on-year incremental pay progressions?</p> <p>A: Yes, teaching salaries are automatically projected forward.</p> <p>d) The 3-year budget plan was uploaded on Governor Hub prior to the meeting. Governors were updated on progress against the 3-year budget</p>	BS

	<p>plan in the SFS committee and the minutes were then shared. Governors approved the 3-year plan.</p> <p>e) DA agreed to arrange a meeting with BS in the spring term to review the SFVS before the 31st March 2022.</p> <p>f) DA agreed to review the MOIFP with the SBM and bring any questions or queries to the SFS committee in the spring term before recommending approval of MOIFP in the spring FGB meeting.</p>	
12	<p>COVID-19 UPDATE</p> <p>This item was addressed within the HT report and reviewed in detail at committee level.</p> <p>The school have updated the risk assessments and Outbreak Management Plan and circulated on Governor Hub.</p>	
13	<p>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING</p> <p>Part one of the Head teacher's report contained the following matters:</p> <ul style="list-style-type: none"> • Self-evaluation, school development and improvement • Pupil Assessment • Target Setting for phonics, End of KS1 and KS2 2022 and end of KS2 2023. • Curriculum and enrichment activities. • Catch-up and Pupil Premium • Remote learning provision in place. • Breakfast Club and after school activities. • Pupil and Staff wellbeing • Health and Safety • School Direct – teacher graduate trainee. • Mobility <p>Governors received the Headteacher's report via Governor Hub prior to the meeting and received a verbal overview. Governors had discussed much of the content at committee level this term.</p> <p>Governors noted the school have 410 pupils and Years 1, 5 and 6 are currently full. The school have gained seven new pupils and five have left.</p> <p><i>Q: What are the reasons for pupils leaving the school? Are there any patterns?</i></p> <p><i>A: The school have a number of families with high mobility but there are no patterns to note. Most mobility is due to house moves involving siblings.</i></p> <p>There were no other questions from governors.</p>	
14	<p>SCHOOL IMPROVEMENT PLAN / SELF EVALUATION</p> <p>The school improvement plan 2021-22 had been shared with governors at committee level.</p> <p>The School Evaluation Form (SEF) had been updated and shared with the SLT before being uploaded to Governor Hub for review.</p>	

	<p>The HT asked that governors read the SEF and send any comments or questions via email this term.</p> <p>ACTION: Governors to review the SEF and email SLP with any questions or comments.</p>	Govs
15	<p>SCHOOL PERFORMANCE</p> <p>The school were awaiting the iTRACK data and will update governors on whole school performance at the spring PWCP and FGB meetings.</p> <p>The Early Years baseline assessments have been completed this term.</p> <p>Q: Is the baseline data for the school aligned with expectations?</p> <p><i>A: It is slightly lower due to the disproportionate level of pupils with Education Health Care Plans (EHCP's) and pupils with emotional and social needs in reception. There has also been a high level of staff absence in reception and the school have struggled to find supply cover.</i></p> <p>Q: Are other schools across the country experiencing similar levels of EHCP's and additional needs?</p> <p><i>A: Numbers continue to grow as schools are more aware of SEND and can identify needs more effectively, but this particular cohort has a significant number of pupils with EHCP's.</i></p> <p>Governors noted the percentage breakdown of pupil premium children attending extra-curricular clubs in each cohort, shared on Governor Hub prior to the meeting.</p>	
16	<p>ATTENDANCE</p> <p>An Attendance Report had been reviewed at committee level for October 2021.</p> <p>Governors noted attendance as 94.1% for the school currently with 221 pupils achieving 97% plus attendance rate this term. Governors noted the national average for attendance this academic year is 91.4%.</p> <p>The school informed governors that any absences are being monitored and followed up.</p> <p>Governors asked the school for DFE benchmarking data on attendance for the next FGB meeting.</p> <p>ACTION: CB to share attendance benchmarking data with the FGB for each term.</p>	CB
17	<p>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</p> <p>a) With the resignation of Laura Platt, CB agreed to take on the role of training link governor. CB agreed to complete a skills audit analysis with RB and review training requirements and gaps in skills and knowledge on the board.</p> <p>b) Governors noted the following governor training completed since the summer FGB meeting.</p> <ul style="list-style-type: none"> • AS had completed the EYFS training • RB has completed the Chair or Governors training • RB has completed the HTPM training. 	

	<p>c) Governors agreed to email the school with proposed dates for a schedule of monitoring as link governors. Governors agreed the links for Quality of Education and curriculum, Safeguarding and SEND should take place in the autumn term and all other links to arrange meetings for early spring, prior to the next FGB meeting.</p> <p>d) Governors agreed development priorities linked to the school improvement plan for 2021-22 as referenced under appendix A.</p> <p>The following actions were agreed:</p> <p>ACTION: Clerk to add CB to the skills audit group in order to access completed audits of governors on Governor Hub.</p> <p>ACTION: Governors with outstanding skills audits, to complete ASAP.</p> <p>ACTION: CB and RB to analyse the skills and training requirements of the governing board and report back at the Spring FGB meeting 2022.</p> <p>ACTION: Governors to send in dates of availability to arrange a meeting with relevant teachers and review SIP priorities as link governors. Quality of Education/ Safeguarding and SEND to do in autumn term. Other priority areas in the early spring term.</p>	<p>Clerk</p> <p>Govs CB/RB</p> <p>Govs</p>
18	<p>SCHOOL POLICIES</p> <p>Governors reviewed and approved the following policies:</p> <ul style="list-style-type: none"> • Pay policy for teachers at the pay committee meeting. • The draft reconstituted Instrument of Government • Governors’ allowances <p>Governors noted the approval of the following policies from the SFS committee meeting and the PWCP committee meeting:</p> <ul style="list-style-type: none"> • Violence and Aggression risk assessment (DA) • Capability of staff (DA) • Newly qualified staff (DA) • Child protection and procedures (RB) • Health and safety (RB) • Attendance policy (non-statutory) (RB) • School Exclusion Policy (ME) <p>Governors noted the following policies will be reviewed on Governor Hub and minuted at the spring committee meetings by named governors:</p> <ul style="list-style-type: none"> • Child protection policy and Procedures • Children with Health Needs who cannot attend school Policy. • Data Protection – DA noted the last review had been 2015. <p>Governors reviewed the policy cycle and agreed responsibility for individual policies to be read and recommended by named governors. See Appendix B.</p> <p>The following actions were agreed:</p> <p>ACTION: LL to review and approve the Children with health needs who cannot attend school policy and be formally minuted at the spring PWCP committee meeting.</p> <p>ACTION: SLP to check if there is a more up to date data protection policy than 2015 for DA to review and approve and be formally minuted at the spring SFS committee.</p>	<p>LL</p> <p>SLP/DA</p>

	<p>ACTION: AS to review and recommend approval of the child protection policy and procedures and note on Governor Hub this term. To be formally minuted at the SFS committee in spring.</p> <p>ACTION: Clerk to update the policy cycle with named governors and share on Governor Hub.</p>	AS Clerk
19	<p>PLANNED RESIDENTIAL VISITS</p> <p>Governors noted the planned Year 6 residential to Whitby in January.</p>	
20	<p>CONFIRM TERM DATES FOR 2022-23</p> <p>Governors approved the term dates for 2022-23, including 5 INSET days to be published on the school website.</p> <p>ACTION: School to publish term dates for 2022-23 on website.</p>	SLP
21	<p>MEETINGS</p> <p>Governors confirmed the dates and times of the remaining full board of governors' meetings to be held during the academic year 2021-22.</p> <p>FGB 2 spring term – Tuesday 22nd March at 5pm FGB 3 summer term – Tuesday 21st June at 5pm</p>	
23	<p>ANY OTHER BUSINESS</p> <p>There was no other business to consider.</p>	
20	<p>IMPACT STATEMENT</p> <p>Governors have:</p> <ul style="list-style-type: none"> • Agreed committee membership, link governor roles and monitoring priorities. • Reviewed the health of the budget. • Discussed Covid-19 and the impact on staff and pupils • Noted the concerns around staff wellbeing • Received the HT report and target setting for 2021-22 and 2022-23 for Year 5. • Reviewed the curriculum balance and extra curricula activities on offer. • Reviewed attendance and mobility. • Received the SEF and School Improvement Plan. 	

The meeting moved to Part 2

.....Chair

.....Dated

Appendix A

School Improvement Priority	SIP actions	Link Governor
<p>Quality of Education/ curriculum</p> <p>Further develop the school’s curriculum to ensure the national curriculum is taught and pupils make good progress (know more and remember more)</p>	<p>1.i Improve the teaching of reading across the school 1.ii Improve the teaching of mathematics across the school 1.iii Improve the teaching of science across the school 1.iv Improve the teaching of the foundation subjects in the national curriculum across the school - Remote education - Recovery</p>	<p>J. Mayhead and R. Bunn</p>
<p>Leadership and Management</p> <p>Have appropriate regard for staff well-being and the workload of all staff Ensure all teachers have effective professional development so that the quality of teaching is high and continually improves</p>	<p>6.i Senior leaders provide support to all staff regarding their well-being and mental health. Consideration is given to teacher workloads and assistance is given as required so everyone can effectively fulfil their roles and responsibilities 7.i Senior leaders support all staff to develop professionally, build their subject knowledge and continuously improve the quality of their teaching</p>	<p>R. Bunn and M. Edwards (as pay committee chair)</p>
<p>Behaviour and Attitudes</p> <p>To support pupils’ well-being, monitoring behaviour in and out of school</p>	<p>4.i Refine systems to ensure all behavioural issues are dealt with appropriately, consistently and with regard to safeguarding concerns. -wellbeing</p>	<p>A. Sumner</p>
<p>Personal Development</p> <p>Relationship Education curriculum to be taught in line with school policy</p>	<p>5.i The relationships and health education curriculum are implemented across the school - Equality and disability</p>	<p>L. Lee</p>
<p>Safeguarding</p> <p>All staff to have a deep and secure understanding of the risks to children and how to keep them safe; and pupils to deepen their knowledge and understanding of how to keep themselves safe.</p>	<p>8.i Maintain Effective safeguarding practices across the school community</p>	<p>A. Sumner</p>
<p>SEND</p> <p>All vulnerable pupils, DAPs and those with SEND ‘acquire the knowledge</p>	<p>2.ii Ensure the school meets the needs of pupils with SEND</p>	<p>L. Lee</p>

and cultural capital they need to succeed in life’.		
<p>Early Years</p> <p>Further develop the school’s curriculum to ensure the EYFS framework is taught, and pupils make good progress (know more and remember more)</p>	1.v Implement the new EYFS framework	A. Sumner
<p>Pupil Premium and Catch-up</p> <p>All vulnerable pupils, DAPs and those with SEND ‘acquire the knowledge and cultural capital they need to succeed in life’.</p>	2.i Ensure the school meets the needs of pupils in receipt of PP grant	J. Mayhead
<p>Health and Safety</p> <p>Continue to implement all government and LA guidance in relation to COVID to minimise the risks to children, staff and parents</p>	9.i Maintain effective health & safety practices in regard to COVID	R. Bunn
<p>Finance</p> <p>Overseeing the financial performance of the organisation and making sure its money is well spent.</p>	Review the SFVS and MOFIP annually and liaise with the SBM before recommending approval to the FGB.	D. Atkinson
<p>Governor Training/development</p> <p>Ensuring clarity of vision, ethos and strategic direction;</p>	Review annual skills audits; identify gaps in skills and knowledge; recommend training modules and collate training records noting statutory training.	C. Bertoni

Appendix B



Middlewich Primary School



Policy Review Cycle

Statutory Policy	Committee	Governor	Reviewed	2021-22	2022-23	2023-24	2024-25	2025-26
Admission arrangements (LA)	PWCLP	A. Sumner	Annual Summer					
Charging and remissions	SFS	D. Atkinson	Annual Spring					
Data Protection	SFS	D. Atkinson	Annual Autumn					
Protection of biometric information of children in schools and colleges	SFS	To note	Live document					
Register of pupils' admission to school and attendance	SFS	To note	Live document					
School complaints	SFS	R. Bunn	Annual Spring					
Capability of staff (LA)	SFS	D. Atkinson	Annual Autumn					
Newly qualified staff	SFS	D. Atkinson	Annual Autumn					
Staff discipline, conduct and grievance	SFS	R. Bunn	Annual Spring					
Single central record of recruitment and vetting checks	FGB	A. Sumner	Live document					
Statement of procedures for dealing with allegations of abuse against staff	FGB	R. Bunn	Annual Spring					
Teachers' pay (LA model policy)	SFS	Pay com.	Annual Autumn					
Accessibility plan	FGB	R. Bunn	3 Yr. cycle Autumn	Due 2023				
Child protection and procedures	SFS	A. Sumner	Annual Autumn					
Children with health needs who cannot attend school	PWCLP	L. Lee	Annual Autumn					
Designated teacher for looked-after and previously looked-after children	SFS	To note	Annual & As Needed					
Early Years Foundation stage	PWCLP	A. Sumner	Annual Autumn					
Special educational needs and disability	PWCLP	L. Lee	Annual Spring					
Supporting pupils with medical conditions	PWCLP	L. Lee	Annual Spring					
Relationships and health education	PWCLP	L. Lee	Annual Spring					
Behaviour in schools	PWCLP	A. Sumner	Annual Spring					
Behaviour principles written statement	PWCLP	To note	Annual Spring					
School exclusion	PWCLP	M. Edwards	Annual Autumn					
Health and safety	SFS	R. Bunn	Annual Autumn					
First aid in schools	SFS	R. Bunn	Annual Summer					
Premises management documents LA visit	SFS	To note	Annual Spring					
Equality information and objectives (public sector equality duty) statement for publication	FGB	To note/ website	4 yearly cycle Autumn	Due 2024				
Governors' allowances	FGB	Govs/ school	Annual Autumn					
Instrument of government	FGB	All Govs	Annual Autumn					
Register of business interests of headteachers and governors	FGB	To note	Live document					
Teachers' appraisal	FGB	Pay comm.	Rec. Annual Autumn					

Non-Statutory Policy	Committee	Governor	Reviewed	2021-22	2022-23	2023-24	2024-25	2025-26
Anti-bullying	PWCLP	J. Mayhead	Annual Autumn					
Assessment policy	PWCLP	J. Mayhead	Annual Spring					
Attendance policy	SFS	R. Bunn	Annual Autumn					
E-safety policy	SFS	A. Sumner	Annual Summer					
Support staff pay	Pay com.	M. Edwards	Annual Autumn					
Whistle blowing policy	PWCLP	A. Sumner	Annual Spring					

UNCLASSIFIED