

THE GOVERNING BODY OF BRENT KNOLL SPECIAL SCHOOL
Minutes of a meeting of the Governing Body held at the school on
WEDNESDAY 19 SEPTEMBER 2018 at 6:00 pm

Attendance

| Name | Initials | Designation | Term of Office End date | |
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| Mr. Andy Taylor | AT | Acting Head | Ex-Officio | Present |
| Mrs. Liz Bailey | LB | Co-opted Governor (Chair) | 02/03/2019 | Present |
| Mr. Cassim Bakharia | CB | Foundation Governor (Vice Chair) | 20/03/2021 | Present |
| Ms Kate Nicklin | KN | Staff | 06/10/2020 | Present |
| Mr. Tom Doodson | TD | Foundation Governor | 09/03/2020 | Apologies |
| Mr. Simon Whitlock | SW | Co-opted | 22/05/2021 | Present |
| Mr. Oluwafela (Fela) Ajayi | FA | Parent Governor | 25/09/2021 | Present |
| Ms Cheryl Cowie | CC | Parent Governor | 16/11/2021 | Apologies |
| Mr Geoffrey Paul | GP | Parent Governor | 24/03/2022 | Apologies |
| Mr. James Rene | JR | Local Authority | 26/09/.2020 | Apologies |
| Ms Laura Deitz | LD | Foundation Governor | 16/07/2022 | Present |
| Vacancy | | C0-option | | |
| Also attended | | | | |
| Mr Paul Shaw | PS | Assistant Headteacher | N/A | Present |
| Ms Gaynor Eames | GE | Assistant Headteacher | N/A | Present |
| Mr. Mike Garrick | MG | Clerk | N/A | Present |

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| 1.0 | <p><u>APOLOGIES</u></p> <p>The Chair opened the meeting by welcoming everyone; apologies for absence were received and noted from James Rene, Geoff Paul, Tom Doodson and also from Cheryl Cowie who was attending a training course.</p> |
| 2.0 | <p><u>SCHOOL ACHIEVEMENT REVIEW 2017-18</u></p> |
| 2.1 | <p>An executive summary of the school data for 2017-18 was tabled and circulated. Paul Shaw (PS) and Gaynor Eames (GE) were present and took the governors through the data expanding on the information provided and answering questions from the governors.</p> |
| 2.2 | <p>A governor asked a question (Q) Is this first such presentation of data or is this done regularly? It was explained that data was collected each term and the data for the school year, presented annually. There was a continuing process of refining the presentation so that it was clear for governors.</p> |
| 2.3 | <p>Q What are the sources of the data? Clarification was given that the sources were school data collected/stored on the school's monitoring system – SOLAR, local and national data for comparisons and personal/social information. The national information was a year old and taken from Analyse School Performance (ASP) used by Ofsted, the local information was also from the previous year pending receipt of validated 2017-18 data.</p> |
| 2.4 | <p>Headline information particularly noted was that in terms of Progress 8 criteria the school was in the top 2% of special schools nationally and from progress in Reading Writing and Maths in the top 15%. The progress in Reading was highlighted as excellent; it was explained that although comparative data was difficult to obtain a lot of work was done with a partner (Outstanding) school to establish a benchmark.</p> |
| 2.5 | <p>Progress in Personal and Social Development; 90% of students had made excellent progress; 60% of Year (Y) 11 students had undertaken travel training to become independent travelers; information was also provided about Prince's Trust Awards, securing</p> |

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| | of work placements for all Key Stage (KS) 4 students; cycling proficiency training for Y6 -11 students and the securing of post 16 Provision for all Y11 students. PS explained that the Prince's Trust qualification was new and focused on developing skills that increase the independence of students. |
| 2.6 | Q Is parental permission required for travel training? PS and GE advised that it was but that the training is provided by a company engaged by the Local Authority. There was sometimes concern from parents that they may lose the provision of transport by agreeing to the training. However, this was not the case and this was explained to parents. |
| 2.7 | Q Is the school now tracking the destinations of Post 16 students? PS advised of the work being done by the school to support the transition from school into Post 16 provision. All Post 16 students had been secured a place either in specialist 6 th Form or in a Further and Higher education College. The majority of those who had left the school in the previous year were still in education. |
| 2.8 | Q What is the schools definition of good and excellent progress? GE explained the progress measures that had been worked out and moderated with the school's Specialist Learning Partners. For English and Maths 0.5 step was judged good progress and 0.75 excellent. |
| 2.9 | Early Years: GE outlined the areas of learning and spoke about the baseline tests undertaken on entry using SOLAR and another using a commercial package. The data showed that children enter well below the expected level. Children did however make significant progress in communication and language, which provides them with a sound platform for development as they move up through the school. |
| 2.10 | Groups: The governors were taken through the comparison between the groups in English and Maths (including free school meals, Pupil Premium, gender, the most able and Children Looked After). There were no significant gaps and little difference in the progress students make in English and Maths across the school. In the small number of case in which there was a difference/relative underperformance the school was aware of who the students are and had interventions in place to address their particular needs. The governors were taken through the whole school data for English and Maths noting that 88% of students were making good or excellent progress in Reading and 88% were also making good or excellent progress in Maths. Comment was made that the gap between the progress made in English and Maths had narrowed since the last Ofsted inspection. |
| 2.11 | Q How will the data be viewed/considered by Ofsted? It was felt that the data would be tested by Ofsted for its robustness, looking at the sources , the criteria used, seeing whether the data is borne out by what happens in lessons, evidence in books (and on SOLAR) and taking to staff and students. |
| 2.12 | Foundation Subjects: Clarification was given that this was all the other subjects taught in addition to English and Maths. It was highlighted that the progress in these subjects were as strong as in English and Maths. |
| 2.13 | Q Why is the progress measure for these subjects different from that used for Maths and English? It was stated that this was because these subjects were taught less than English and Maths. Information was provided about the focus on skills rather than content in geography also on the history, the Art and Design Technology curriculum. |
| 2.14 | Attainment: There were fewer students compared to the previous year who took GCSE examination. PS spoke about the changes to GCSE, including the increased number of |

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| | <p>examinations and less course work which made it more difficult for students to access GCSEs. The school GCSE offer was English Maths, biology, and a range other qualifications including entry-level humanities and Maths. All students who were entered for GCSEs passed with grades 1-4. All students gained at least 5 qualifications; the average number of accredited qualifications per student was 10.</p> |
| 2.15 | <p>Q What is entry level? PS explained this was pre-GCSE, the range was entry levels 1 to 3. He advised of the entry pathways a number of subject components that feed into one qualification for example music, art and DT feeding into Creative Media.</p> |
| 2.16 | <p>Q Are students EHC Plans also sent the 6th Forms/Colleges etc. The A/Head advised that they are sent/passed on together with details of any relevant safeguarding issues or concerns.</p> |
| 2.17 | <p>PG and GE highlighted some actions being taken in the current year including the introduction of a personal development tracker, continued collaboration with the other Lewisham Special Schools Network and the Specialist Learning Partnership and reviewing the curriculum pathways across the school.</p> |
| 2.18 | <p>Q How will the review of pathways be done? PS spoke about looking at the appropriateness of the curriculum offer, identifying courses and qualification and matching them to the students needs.</p> |
| 2.19 | <p>The governors noted that the summary document would be uploaded to the governor's area on BKS Connect.</p> |
| 2.10 | <p>Paul and Gaynor were thanked for their presentation, they let the meeting at 6:50 pm</p> |
| 3.0 | <p><u>THE BUSINESS FOR THE MEETING</u></p> <p>The Chair advised that 'Ofsted readiness and the Away Day' would be taken as part of Item 10 on the agenda.</p> |
| 4.0 | <p><u>ELECTION OF CHAIR & VICE CHAIR</u></p> |
| 4.1 | <p>The governors were reminded that the Chair serve a 2-year term of office which for the Chair, ends at the first meeting in the Spring term 2019. Also noted was that the term of office of the Vice Chair is due to end at first meeting of the governing body in the Spring 2020.</p> |
| 4.2 | <p>The length of the term of office of the Chair and Vice Chair to be reviewed in the Spring term 2019.</p> |
| 4.0 | <p><u>DECLARATIONS OF INTEREST & REGISTER OF INTERESTS</u></p> |
| 4.1 | <p>Declarations of Interest: The governors were reminded that they must declare conflicts and pecuniary interests before items are discussed, and must withdraw from the meeting while the item is under discussion. No declaration of interest was received.</p> |
| 4.2 | <p>Register of Interests: A Register of Interest declaration form had been circulated with the agenda papers prior to the meeting. All governors present completed a declaration. It was noted that those governors not present at this meeting would be asked to complete a form at the Governors Away day or return the form provided to the school or at the next full governing body meeting.</p> |

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| 4.3 | <p>Code of Conduct: The Code of conduct for governors had been circulated at the last meeting and a further copy provided with the agenda papers. The code was accepted at the last meeting those present signed the master copy of the document giving their agreement to same. A minor amendment was notified under the commitments section – the commitment to visiting should say ‘twice per term’. Those not present would be asked to sign the code at the next ordinary meeting of the governing body.</p> |
| 5.0 | <p><u>MINUTES OF THE LAST MEETING & MATTERS ARISING</u></p> <p>5.1 The minutes of the meeting held on 17 July 2018 had been circulated with the agenda papers prior to the meeting. The governors went through the minutes and after consideration the minute were AGREED as a true and accurate record of the meeting (subject to the inclusion of apologies for absence from Geoff Paul) and was duly signed by the Chair.</p> <p>5.2 Matters Arising (not included elsewhere on the agenda)</p> <p>5.2.1 Trust Update (Communication/Information App) – Previous Minutes section 2.0: The A/Head advised of a meeting with the Head of Watergate and the Consultant working on the Trusts development about the feasibility of using an application (App) for monitoring pupil/student progress and communication with parents. Laura Deitz (LD) had suggested the App which the A/Head felt would be very useful for the schools in the Trust. He felt that it could also be of interest to the other special schools and the Local Authority. The governors were asked to give consent to pursuing the matter further. LD spoke briefly about the App that could be used to capture data electronically, provide a reporting dashboard and could used for example, to send video messages to parents. After consideration, the governors AGREED that the A/Head could follow up on the matter and report back at the next meeting. The A/Head also undertook to raise the matter at the next Special Headteachers meeting with a view to inviting LD to a subsequent meeting to talk about the App.</p> <p>5.2.2 Trust Working Group – Previous Minutes Section 2.6: The Chair advised that she had so far had one meeting with the Head and Chair of Watergate and the Consultant working for the Trust. . The Consultant was to be retained until the end of November and there was need for clarity on what areas can be taken forward thereafter. It was felt that the manageable areas were around collaboration between the schools and engaging/creating partnerships with the other special schools. There was discussion about whether the Trust in its present form was an appropriate vehicle for developing such partnership. Comment was made that other schools may want to work with the Trust at an operational level but not become a formal part of the Trust structure. It was noted that further discussion/meeting of the Trust Working Group were scheduled.</p> <p>5.2.3 Pupil Premium Lead – Previous Minutes section 5.2.2: The A/Head advised that a new lead member of staff for this area had not yet been appointed. The initial plans for allocation of the role had not been successful, alternatives were being considered. He expected that there would be a resolution by the first meeting of the governing body in the Spring term and would report back then.</p> <p>5.2.4 Governor Vacancies – Previous Minutes section 6.3: The Chair advised that Governors Service at the LA hold applications from people interested in becoming school governors. She had tried, without success so far, to arrange an appointment to review the applications but would continue her efforts and report back to the governing body.</p> |

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| 5.2.5 | ICE PACK for School Governors - Previous Minutes section - 7.2: It was noted that the Pack had been circulated to all governors. | | | |
| 5.2.6 | INSET Staff Schedule - Previous Minutes section - 7.91: The A/Head advised that this was still being worked on but that when completed would be circulated to the governors. | | | |
| 5.2.7 | Business Manager Feasibility – Previous meeting section 8.7: The A/Head advised that he had undertaken some work on this and would be reporting back initially to the Resources Committee. | | | |
| 5.2.8 | Governors Away Day - Previous meeting section 9.1: It was noted that this had been arranged for 28 September and as part of the day, the School Self Evaluation and Development Plan would be considered. <i>Cassim Bakharia arrived at the meeting at 7:15 pm</i> | | | |
| 5.2.9 | Code of Conduct - Previous Minutes section 7:6. The Code had been circulated to governors at the last meeting. After consideration the Brent Knoll Governors Code of Conduct was AGREED. A master copy of the document was circulated for all governors to sign. Those not present to be asked to complete the document at the next meeting. | | | |
| 5.2.10 | Policy Schedule – Previous Meeting section 13: The A/Head advised that this was now almost done; he undertook to circulate the document when completed. | | | |
| | | Action | Who | When |
| | A1 | Communication/Information App : Report back at the next meeting | A/Head | Next FGB |
| | A2 | Pupil Premium : Lead arrangements – A/Head to report back | A/Head | Spring FGB |
| | A3 | Trust Update: Report back from joint working group | Chair | Next FGB |
| | A4 | Policy Schedule : To be circulated to governors when complete | A/Head | Spring 2019 |
| 6.0 | <u>AGENDA PLAN FOR 2018-19 & BUDGET SETTING ARRANGEMENTS :</u> | | | |
| 6.1 | Agenda Plans 2018/19: The Chair spoke of the intention to formulate an annual plan that includes dates of the ordinary and committee meetings, items to be discussed and policies to be considered. Also, to include visiting dates and school activities. The Clerk agreed to provide a model plan to the A/Head who could then look at the feasibility of combining with the School's calendar. | | | |
| 6.2 | 2019/20 budget and 3-year projection: The governors noted the advice from the Local Authority that the draft indicative budgets for 2019/20 be prepared in the autumn term 2010 to the budget to be agreed by 1 May 2019. After consideration, the governing body AGREED to delegate the setting and agreement of the 2019/20 budget and 3-year plan to the Resources Committee. It was noted that this responsibility would be added to the Committee Terms of Reference if not already included. | | | |
| | | Action | Who | When |
| | A5 | Agenda Plans 2018/19 : Clerk to send model, A/Head seek to combine with School Calendar | Clerk & A/Head | ASAP |

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| | A6 | 2019/20 budget and 3 year projection: Budget setting delegated to Resources Committee | Resources Chair | Summer 2019 |
| 7.0 | <u>SAFEGUARDING and HEALTH AND SAFETY</u> | | | |
| 7.1 | Safeguarding: The governors noted that there had only been a short period (in terms of school days) since the last meeting. The A/Head advised that there had been no further (non- confidential) matters to report. A Safeguarding Audit was scheduled for 31 October; the school would be undertaking its own review on 3 October. CB the Safeguarding Link Governor was invited to attend on both days. | | | |
| 7.2 | Keeping Children Safe in Education: The governors were informed that there was a requirement for governors to read and understand Part 1 of the document. Governors to sign a declaration. A declaration for governors to sign was circulated and signed by those present those governors not present, would be asked to sign at the Governors Away Day or at the next governors meeting. | | | |
| 7.2.1 | The A/Head advised that the school's Safeguarding policy had been revised in the light of the changes – a copy of which was circulated with the policy. After consideration, the Safeguarding Policy was AGREED subject to any amendments notified to the A/Head by 28 September following which the policy will be published. | | | |
| 7.2.2 | Q Have the staff had input in the new policy? The A/Head stated that the KCSE document and new policy were shared with staff on the INSET day at the start of the new academic year Comments/feedback was invited but none received. | | | |
| 7.2.3 | Q Is there any school-based training taking place in which the governors can participate? It was felt that governor could be invited to attend the next cycles of staff training. | | | |
| 7.2.4 | Q How do governors know that the staff are aware of the safeguarding procedures and practice? It was noted that a record was kept of training, the requirement was included in the staff code of conduct and new staff undertake the training and receive the documentation as part of their induction. The record of training was held as part of the Single Central Record. | | | |
| 7.2.5 | Q Has the school undertaken the recommendations from the last Safeguarding audit? The A/Head advised that these have been worked through. | | | |
| 7.3 | Health and Safety: The Fire Drill for this half term had not yet been held but arrangements were in hand. An H& S audit was expected towards the end of October; It was noted the school would be inviting FA (link governor was for H & S) to attend. | | | |
| 7.3.1 | Q What provision has been made in the event that students cannot get access/re-enter the building after a fire drill or emergency? Governors noted that the school holds contact details for parents and alternative contacts for students also that there were contingency plans. After discussion FA advised that circumstances in which students could not get back into the building following an evacuation for example for a fire drill was extreme and unlikely but undertook to look at the schools fire drill and contingency plans on his next H & S link visit and report back at the next governors meeting. | | | |
| | | Action | Who | When |
| | A7 | Safeguarding Policy : Agreed (deadline for any comments 28.9.18) | Head | Immediate |
| | A8 | School Evacuation Provisions: Arrangements if there is no | FA | Next FGB |

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| | access to the building following an evacuation. FA to review schools procedure and report back. | | |
| 8.0 | <u>COMMITTEES & LINK GOVERNORS</u> | | |
| 8.1 | The governing body reviewed the sub-committee memberships. After consideration the follow were AGREED :- | | |
| 8.2 | Curriculum & Pupil Welfare Committee: Andy Taylor (A/Head) Cassim Bakharia (Committee Chair), Kate Nicklin, Cheryl Cowie , Vacancies* | | |
| 8.3 | Resources Committee: A/Head, Cassim Bakharia, Liz Bailey, James Rene, Vacancy * Oluwafela Ajayi and Simon Whitlock | | |
| 8.3.1 | Laura Deitz and Geoff Paul to be invited to first meeting of the Curriculum and Resources Committees to observe before deciding which of the committees the wish to join. | | |
| 8.3.2 | There was discussion and agreement to reduce the number of sub-committee meetings to one per term. It was noted that the school was able to provide assistance with childcare for meetings if required. | | |
| 8.4 | Pay Committee : Cassim Bakharia, Liz Bailey, Simon Whitlock It was AGREED that the next meeting of the Pay committee be held prior to the Resources Committee meeting. | | |
| 8.5 | Headteacher Pay and Performance Committee: Liz Bailey, Cassim Bakharia, Vacancy (Review Governor*). The governing body AGREED that Rob Thomas be appointed as the Independent Adviser. The Chair undertook to consult other governors by email to recruit a third governor to the committee. | | |
| 8.6 | Link Governors : It was noted that the existing links were : | | |
| | <ul style="list-style-type: none"> • Safeguarding & Looked After Children : Cassim Bakharia and Cheryl Cowie • Health and Safety: Fela AJayi • Building/Premises: James Rene • Pupil Premium: Tom Doodson • Governor Training and Development: Cheryl Cowie | | |
| 8.6.1 | There was discussion about the past links to various aspects of the school. It was agreed that the listed area above should be retained. The Chair encouraged governors to visit the school and as part of their visit to look at the work being done on literacy and numeracy. | | |
| 8.6.2 | Going forward, suggestions were made about the most effective ways in which governors can build a better knowledge and evidence of the curriculum, pupil progress and achievement and teaching and learning. Suggestions include receiving regular updates in the sub-committees from the subject leads , governor links to the School Development Plan priorities or to each of the phases; Early Years, Key Stage (KS) 1 , 2 and 3. It was Agreed that consideration be given to further link portfolios at the Governors Away Day. The Chair stated that she would attend the next meeting of the Curriculum Committee. | | |
| 8.7 | Staff Discipline, Grievance, Pupil Discipline, Complaints Panel and any other adhoc committees: All governors are members but Any 3 eligible governors (not previously involved and without an interest) may be called in rotation to sit on the above committees and panels. | | |
| 8.8 | Committee Chairs: Members of the committees are reminded of the need to elect a Chair at the first meeting. | | |
| 8.9 | Committee Terms of Reference: Members of committees are reminded of the need to review the committee terms of reference at its first meeting and make a recommendation to | | |

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| | full governing body. | | |
| 9.0 | <u>GOVERNING BODY-</u> | | |
| 9.1 | Vacancies: There was currently 1 co-opted vacancy. It was noted that the Chair provide an update on her actions to identify suitable candidates earlier in the meeting 5.2.4. She undertook to report on any progress at the next meeting. | | |
| 9.2 | End of term of Office during the academic year: It was noted that Liz Bailey's term of office, as a co-opted governor was due to end on 2 March 2019. Consideration of the vacancy to be undertaken at the December 2018 meeting. | | |
| 9.3 | DBS Checks: All governors are legally required to complete a DBS to include an overseas check if necessary. Details of the requirements were included in the Governors Information Pack GIP circulated to all governors. It was also noted that all new governors must arrange with the school to have a DBS undertaken. In addition, that serving governors should ensure that their DBS check is renewed as necessary. | | |
| | | Action | Who |
| | A10 | Co-option vacancy: Chair to indentify (and other governors) to find possible candidates and report back | Chair & All |
| 10.0 | <u>GOVERNORS' ACTIVITIES AND TRAINING AND DEVELOPMENT</u> | | |
| 10.1 | Review of Training Need: The governors agreed to consider the training and development offer from the Local Authority at the first meeting of each term and take a more systematic approach. To decide on the courses to attend, which governors will attend and to retain a log. | | |
| 10.2 | The Chair advised that she attended the LA Chairs briefing the focus was on the LA commissioned review of governance, a questionnaire was available for governors to give their views. | | |
| 10.3 | It was noted that the Chair and Vice Chair have attended Safer Recruitment and Simon Whitlock attended Finance. Fela Ajay agreed to attend the next Lewisham Governors' Association Biennial General Meeting to take place on Monday 12 November. Laura Deitz advised that she would consider attending the new Governor Induction training in November. | | |
| 10.4 | Governors Away Day: It was AGREED that the Away Day on 28 September 2018, the A/Head and Chair to circulate details including a schedule – areas to be discuss include - Ofsted Readiness, the SIP and SEF and link roles. | | |
| 10.5 | Collaborative training in managing complaints: Governors noted the provision of training by the LA for headteachers and governors on managing complaints. Details on booking a place were included in the Governors' Autumn Training Programme circulated prior to the meeting. | | |
| 10.6 | National Governance Association (NGA) training for chairs, vice chairs, committee chairs and future chairs of governors: Details about the training had been included in the Autumn term, Governors Information Pack. It was noted that although there was a charge for the course, financial help was available from the Department for Education. | | |
| 10.7 | Lewisham Strategic Review of Governance: Information was provided that the Lewisham Learning and the local authority were undertaking a Strategic Review of Governance in order to develop and improve services to support school governance in the borough. | | |

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| | Governors had been encouraged to complete a survey that had been circulated by email. | | |
| | Action | Who | When |
| | A11 Governors Away Day: Away Day on 28 September 2018 details to be circulated | A/Head & Chair | ASAP |
| 11.0 | <u>POLICY REVIEW</u> | | |
| 11.1 | List of Current policies to be incorporated into for GB and committees planners | | |
| 11.2 | Policies to be reviewed : <ul style="list-style-type: none"> • Performance Appraisal Policy • Pay Policy. • Remote Attendance at meetings | | |
| 11.2.1 | The A/Head advised that there had been no changes to the Performance Appraisal Policy or the Pay Policy with the exception of an expected update to the pay scales. After consideration, the Performance Appraisal and Pay Policies were AGREED. | | |
| 11.2.2 | The Remote Attendance at Meetings Policy had been circulated prior to the previous meeting. After consideration, the Policy was AGREED. | | |
| 11.2.3 | Website Update : Governors were reminded of the need to update the school website so that it meet the required compliant with the statutory requirements. Details of how to access DfE guidance had been circulated. It was noted that CC would be working with the School on the updating of the governors information on the website. | | |
| | Action | Who | When |
| | A12 Policies AGREED : <ul style="list-style-type: none"> ▪ Performance Appraisal Policy ▪ Pay Policy. ▪ Remote Attendance at meetings. | A/Head | Immediate |
| 12.0 | <u>DATES AND TIMES OF FUTURE MEETINGS</u> | | |
| | <u>Full Governing Body Meeting</u> | | |
| 12.1 | Wednesday 19 Dec @6:00 pm Wednesday 13 Feb 2019 @6:30 pm* Wednesday 3 April 2019 @ 6:00 pm Wednesday 5 June 2019 @ 6:30pm* Wednesday 17 July 2019 @ 6:00 pm | | |
| 12.2 | <u>Resources Committee</u> Tuesday 20 November 2018 at 5:30 pm Tuesday: 5 February 2019 at 5:30 Tuesday : 30 April 2019 at t 5:30 pm | <u>Date for Pay Committee</u> Tuesday 20 November 2018 at 4:30 pm. | |
| 12.3 | <u>Curriculum & PW Committee</u> Wednesday : 21 November 2018 @3:30 pm Wednesday : 13 March 2019 @3:30 pm Wednesday : 15 May 2019 @ 3:30 pm | | |
| 13.0 | <u>ANY URGENT BUSINESS</u> | | |
| | There was no urgent business to consider. There being no further matters to consider the meeting ended at 8:00 pm Laura Deitz and Kate Nicklin left the meeting. | | |
| | Signed :.....Date:..... | | |