

## BRENT KNOLL SCHOOL

Minutes of a meeting of the Governing Body held by video conferencing on  
**Wednesday 30 September 2020 at 6:00 pm**

Membership	Initials	Designation	Term of Office End date	Attendance
Mr. Andy Taylor	AT	Headteacher	Ex-Officio	Present
Ms Lucy Govan	LG	Co-opted Governor	10/11/2023.	Apologies
Ms Jenny Jones	JJ	Staff Governor	10/11/2023	Present
Ms Eibhlish Fleming	EF	Foundation Governor	11/02/2023	Present
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	Present
Ms Laura Deitz	LD	Parent Governor	02/07/2023	Present
Ms Loanntha Ebanks-Chambers	LE C	Co-opted	13/02/2023	Present
<i>Vacancy</i>		<i>Local Authority</i>		
<i>Vacancy</i>		<i>Foundation Governor</i>		
<i>Vacancy</i>		<i>Foundation Governor</i>		
<b>Also present</b>				
Mr Paul Shaw	PS	Assistant Head	N/A	Present
Ms Gaynor Peerless	GP	Assistant Head	N/A	Present
Ms Rachel Edwards Coutts	RE	Associate Member	02/04/2023	Present
Mr. Mike Garrick	MG	Clerk	N/A	Present

<b>1.0</b>	<b><u>WELCOME , APOLOGIES FOR ABSENCE &amp; ANY CHANGE TO THE BUSINESS</u></b>
1.1	<b>Welcome &amp; Apologies:</b> The Chair opened the meeting by welcoming everyone, apologies for absence were received from Lucy Govan .
1.2	<b>Any changes to the business of the meeting:</b> There was no change to the business of the meeting.
<b>2.0</b>	<b><u>OUTCOMES FOR PUPILS 2019 - 2020</u></b>
2.1	The Assistant Headteachers, Gaynor Peerless (GP) and Paul Shaw (PS) were present and provided the governing body with an update on pupil and student outcomes for 2019/20. Information was provided on the outcomes academically and in terms of the personal development of primary aged pupils and secondary aged students. PS spoke about the information published on the school website and the executive summary that will be uploaded to the Governors Area of the school website.
2.2	It was noted that at the end of last year there was no end of Early Years profile and the statutory baseline and framework had been postponed. PS reminded that in 2018/19, the school's attainment outcomes was in the top 10% nationally and for progress in the top 5%. Twice the number of students had been entered for 1 or more GCSEs compared to last year. He advised that in addition to GCSEs students also undertake a range of functional skills and entry level courses.
2.3	All students at the end of the year left with at least 5 qualifications, the average was 8, there were 3 students who achieved four GCSEs and three students who gained 3 GCSEs as part of their outcomes. All post 16 students had been placed – the school's practice was to undertake the transition places in December to February. Most of the students have gone to Drumbeat, Lewisham or Bromley College or other specialized 6 <sup>th</sup> Form.
2.4	GP spoke about the support that was provided to families during the lock down including weekly contacts. The contact logs were monitored weekly to see how families are managing and identify what, if any , support they need.

2.5	GP and PS advised of the operational changes that have been put in place in 2020-21 from September and issues that were yet to be resolved. There were difficulties in getting work experience for Years 10 and 11 students due to COVID19 – the school would be seeking innovative solutions ; the company that had been providing independent travel training were no longer running this training – the school, were looking into whether it could do its own. Post 16 visits were being done virtually; parents tours for Receptions and for Key Stage (KS) 2 to KS3 transition was also being done virtually. Reference was made to action needed to secure periods of volunteering for students on the Duke of Edinburg’s Awards scheme. No education trips and visits were taking place, however, after risk assessment, students were able to attend Sydenham Gardens Allotment.			
2.6	GP advised that therapeutic support such as speech and language, counselling and educational psychologist support was still going ahead but remotely. Annual Reviews are going ahead albeit remotely. She spoke of the transition (KS2 to KS3) undertaken using videos and materials on the website.			
2.7	Curriculum 2020-21: The school priority was to get back to return to the focus on the curriculum and get back to routines, Due to COVID19 the curriculum review had been suspended. PS spoke about the adjustments to the study and numbers of units that students need to achieve some of the qualification- he felt that the outcomes for 2020-21 were likely to be in line with that achieved in 2019-20. Virtual assemblies were being held, these were helping to share good practice and pupils and students’ achievements.			
2.8	PS highlighted that an action point from the last Ofsted was for the school to integrate its Academic and Personal Development trackers. Work was being done to create/identify a system for this. Reference was made to the introduction of 30mins tutor time at the start of each day that was being used for reading recovery, work on wellbeing and to identify who need literacy support. Pupil and students were walking around the school as part of the weekly mile to improve physical health and wellbeing.GP spoke about the suspension of the Baseline Assessment, and the intention of the school to use its own system using SOLAR.			
2.9	The governing body thanked, the Head, middle leaders and staff for the very good outcomes achieved despite the challenges presented by COVID19. The Head thanked LD and EF for their engagement and support. He advised that further information would be provided about the progress of the SDP and the Recovery Strategy will be shared with the Teaching and Learning Committee at its next meeting.			
2.10	The governing body thanked GP and PS for their presentation. They left the meeting at 6:33 pm			
<b>3.0</b>	<b><u>DECLARATIONS OF INTEREST, BUSINESS FOR THE MEETING and REGISTER OF INTERESTS</u></b>			
3.1	<b>Declaration of Interest for the meeting:</b> No declaration of interest was received in any item appearing on the agenda of this meeting.			
3.2	<b>Annual Register of Interests:</b> The governing body were reminded of the need to maintain and update annually a register of the pecuniary interests of its members and of members of staff with significant financial responsibilities . There was a duty to publish the information on the school website. A declaration for signature had been circulated to all governors and members prior to the meeting . All were asked to complete and return the document to the Clerk (with copy to the Chair ) as soon as possible.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	A1	Declaration of Interest form to be completed and returned to Clerk ( copy to Chair)	All	ASAP
<b>4.0</b>	<b><u>GOVERNING BODY MEMBERSHIP</u></b>			

4.1	<b>New Appointments</b> : There had been no changes since the last meeting.			
4.2	<b>Vacancies</b> : It was noted that there were 3 vacancies - 1 x LA , 2 x Foundation. The Chair advised that there had been expressions of interest from four people, two of whom had so far visited/been in contact with the school. The Clerk explained that the LA Governor role was an LA appointment requiring Council Committee approval , however, if there was a recommendation from the governing body under the current arrangements this could be considered. It was AGREED that the recommendations for the Foundation Governor roles to the Brent Knoll and Watergate Trust and LA Governor to the LA would be considered at the next meeting.			
4.3	<b>DBS Checks:</b> Governors were reminded that they are legally required to complete a DBS check. New governors needed to arrange with the school within 21 days (of their appointment/election) to start the application process. Serving governors needed to ensure that their DBS check is renewed every three years. Cheryl Cowie (CC) spoke of action to discuss with the school administration, arrangements to alert governors in advance when their DBS requires renewal.			
4.4	<b>Governing Body Code of Conduct:</b> A copy of the Model National Governance Association's model Code of Conduct for 2020 had been circulated. After consideration, the governors AGREED the principles set out in the NGA Model Code of Conduct- CC agreed to customise the Code to Brent Knoll and circulate to governors for signature.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A2</b>	Foundation and LA Governor recommendations to be proposed at the next meeting	Chair & Head	Next FG B
	<b>A3</b>	Code of Conduct AGREED to be customised to the school and circulated to governors for signature	CC	ASAP
<b>5.0</b>	<b><u>ELECTION OF CHAIR AND VICE CHAIR</u></b>			
5.1	<b>Election of Chair:</b> Governors were reminded that the governing body agreed the term of office for two years. Laura Deitz had been elected Chair in September 2019 for the period ending the first meeting in the Autumn term 2021.			
5.2	<b>Election of Vice Chair:</b> Simon Whitlock was nominated; he accepted the nomination, and no other was received. After discussion and consideration, was duly elected as Vice Chair for the period ending first meeting in the Autumn 2022.			
<b>6.0</b>	<b><u>MINUTES OF THE LAST MEETING &amp; MATTERS ARISING</u></b>			
6.1	<b>Minutes</b> : The minutes of the Meeting held on 1 July 2020 and of the Special Meeting held on 11 June 2020. After consideration, the minutes of the meeting held on 1 July 2020 and Special Meeting on 11 June were AGREED and approved for signature by the Chair.			
6.2	<b>Matters Arising:</b> There were no matters arising which were not covered elsewhere on the agenda of the meeting.			
<b>7.0</b>	<b><u>COMMITTEES REPORTS &amp; REVIEW OF MEMBERSHIP</u></b>			
7.1	<b>Committee membership and link governor responsibilities:</b> A draft list of the committee membership had been circulated ; after consideration, the following memberships were AGREED as follows :			
7.2	<b>Teaching &amp; Learning Committee:</b> Headteacher, Laura Deitz, Lucy Govan and Eilbhish Fleming.			

7.3	<b>Resources Committee:</b> Headteacher, Fela Ajayi, Simon Whitlock.
7.4	<b>Children, Families &amp; Community:</b> Kate Nicklin, Cheryl Cowie, L'oanntha Ebanks- Chambers and Rachel Edwards – Coutts.
7.5	<b>Pay Committee :</b> Laura Deitz, Simon Whitlock and Cheryl Cowie .
7.6	<b>Headteacher Management -Governor Appraisers:</b> Laura Dietz, Eibhlish Fleming, Oluwafela (Fela) Ajayi, supported by Rob Thomas as the External Adviser .
7.7	<b>Appeal :</b> Simon Whitlock supported by two other governors that have previously not been involved.
7.8	<b>Staff Discipline, Grievance, Pupil Discipline, Pay Appeals , Complaints Panel and any other adhoc committees :</b> All governors are members but Any 3 eligible governors , not previously involved and without an interest.
7.9	<p><b>Link Governors to be decided :</b></p> <ul style="list-style-type: none"> <li>▪ Disadvantaged Students ( Pupil Premium ) : Simon Whitlock ( Rachel Edwards Coutts to support)</li> <li>▪ Safeguarding. - Cheryl Deitz</li> <li>▪ Health and Safety: - Fela Ajayi</li> <li>▪ Wellbeing : Eibhlish Fleming ( and Loanntha Ebanks-Chambers to support)</li> </ul>
7.10	The Chair provided a summary of the link responsibilities including the expectation that link governors contact and or visit the school at least once per year to see the operation and development in their link areas . Also, provide a link report for the full governing body.
7.11	<b>Review of committee terms of reference :</b> Governors are reminded that committees should review their terms of reference annually and should report any changes to the Governing Body for approval.
<b>8.0</b>	<b><u>MONITORING THE RISK ASSESSMENTS AND PLANS FOR FULL OPENING</u></b>
8.1	<b>Review of School's COVID19:</b> The Head advised that the full risk assessment and action planning had been undertaken and published on the school website as required.
8.2	<b>Recovery Strategy:</b> The Head advised that the recovery strategy was being delivered through the SIP. He referred to the information provided as part of the earlier presentation by GP and PS and stated that further details were included in his Headteacher's Report.
8.2.1	Q Are there any virtual opportunities being explored in place of work experience or visits? Head reminded of the earlier reference to the Sydenham Gardens project which could offer physical placements. It was difficult in the current circumstances to identify other options, but this would be looked into by PS during the term.
<b>9.0</b>	<b><u>HEADTEACHERS REPORT</u></b>
9.1	The Headteachers Report had been provided with the agenda papers prior to the meeting. It included an executive summary of changes, actions and matters affecting the school since the last meeting. Also, the risk assessments undertaken, mitigation measures and procedures put in place prior to the re-opening of the school; update on the School Improvement Plan ( priorities for the Autumn term) and Self Evaluation ; curriculum development work undertaken by the Middle Leaders safeguarding matters, support and resources provided for pupils and families during the 'lockdown' , communication with families, the position as regards the PE and Pupil Premium strategies. Pupil data information was provided, the current position on the school budget , details of a visit by two governors ( to review CoVID19 mitigation arrangements) ; attendance ; staffing including absence data and continuing professional

	development. Details about the Premises and Health and Safety matters were also provided..
9.2	The Head took the governors through several points in the report highlighting that the School Evaluation would be progressed during the year – this had been paused because of the Ofsted and the Challenge Partners Review. He reminded of the monitoring of the progress of the SIP which was being undertaken via the Committees and asked governors to send in photographs to be used on the website to help with raising the governors profile in the school, The work of the Middle Leaders on curriculum development was highlighted also the school’s move from the South East London Primary Hub to the Pan London Special School Hub ,
9.3	The Head commended the work of the Designated Safeguarding Lead , he spoke about the support she was providing for vulnerable pupils and families , the ongoing communication, links, and relationships which were having a significant and positive impact.
9.4	Information was provided about the Pupil Premium (PP) and PE/Sports Premium . The Head advised that the spend on PP and Sport Premium would continue along existing lines. It was noted that due to COVID-19 there had been an underspend and that this was being carried forward into the current year . There was still a requirement to publish details on the website of the use of the grant including any underspend and brief reasons for this under-spend.
9.5	The governors noted that within the current arrangements it was difficult to co-ordinate student/pupil forum meetings. The school would therefore look at possible options for virtual meetings, to try and ensure that the pupils can contribute effectively. The Head advised that CC, the Children, Families and Community Committee and Loantha Ebanks Chambers (LEC) would be assisting /supporting the school in taking this forward.
9.6	A number of areas of the SIP had been progressed. The Head felt that the agreement of the LA to the Admissions Criteria was significant in informing the various learning pathways and aiding the ongoing curriculum review.
9.7	The Head informed of the death of Claudia Smith from the LA following a short period of illness. He commended her work and contributions to the schools across the LA and spoke about the work they had been doing on the Post 16 education pilot project. He also advised that there would be discussions with the Resources committee going forward about the staffing and other related issues on how the Post16 pilot would be financed.
9.10	There were currently 155 pupils on roll, one over the commissioned number, work had started on the post 16 transition. It was noted that the Budget position continued to be in a healthy position, the second review of the Budget would be undertaken at the next meeting of the Resources committee. A link visit had been undertaken by the Chair and CC to review the COVID19 mitigation measures. Both reported satisfaction with the measures they observed.
9.11	Communication with families was ongoing and included the weekly newsletter, information published on the school website. The Head spoke of the changes to the content of the newsletter to show more of the activities that are taking place at school.
9.12	Reference was made to the data on attendance , the current rate was 80% , it was normally above 90%.There were a number of reasons for this one was that the start of the term was on a Thursday, some parents decided that they did not want their child to return until the Monday. It was felt that parents were tending to be cautious; some pupils and students were off with COVID like symptoms and would not return until after they have been tested and the test was negative.
9.13	Discussion took place about the possibilities for contextualizing the attendance rates/data by adjusting for the impact of COVID19. Issues raised included the challenges of analyzing data across the various bubbles, year groups and phases. Discussion took place on the usefulness of this information having regard to the current circumstances and priorities. The Head undertook to consider matter and report back further if, for example, comparisons with other

	schools in the Borough, was a useful benchmark.
9.14	Governors were referred to the information in the report about positive handling, there had been no pupil exclusions. Safeguarding information was provided, including the number of referrals, Pupils on Child Protection Plans and Child in need Plans; there were currently no Children Looked After at the school. Reference was made to the data on staffing including sickness rates, it was noted that several staff needed COVID tests, increasing of the turnaround times for these tests had enabled staff to return quicker.
9.15	The Head spoke about the logistics around providing supply cover also the recruitment of two new teachers and the pending interviews for Learning Support Assistants. A fire drill had been held on 21 September and the site cleared in 3mins and 30 seconds. Personal evacuation plans were being prepared for 2 pupils – another fire drill would be held before half term. Premises work undertaken included the provision of the magnet locks on doors, the 5-year electrical tests legionella testing and provision of mechanical ventilation in the Admin area.
9.16	There was a question about the need for this ventilation. It was explained that at the time of the new build, no windows were allowed in that area because of pollution and noise.
9.17	The Head was thanked for his Report.
<b>10.0</b>	<b><u>OFSTED</u></b>  The Head advised that no Inspections were taking place , however, random visits were being undertaken by Ofsted. These were not inspections but intended to assess and provide the Government, and the public with feedback on how schools are managing the return to full re-opening. The Chair asked to be kept updated/advised, as necessary.
<b>11.0</b>	<b><u>FINANCIAL MANAGEMENT</u></b>
11.1	<b>2020/21 Budget and three-year projection :</b> Governors were advised that the second revised plan for 2020/21, Lewisham Schools Finance Team required the approved document by Mid November. Simon Whitlock (SW), Chair of the Resources Committee gave a report of a meeting held on 28 September at which the Committee looked at the claim back for COVID related costs - an additional budget code was being created for monitoring these costs. It was noted that information would be put on the shared drive. The committee had considered two service contracts. One for the photocopier and the other for Premises Maintenance.
11.1.1	Photocopier: The existing contract had ended, a tender process was done, three quotes had been received and evaluated. The name of the recommended company was provided to the governing body. The Resources Committee was satisfied that whilst the preferred provider was not the cheapest, overall, it provided the best value for money. Notably, the termination/exit provisions and the delivery arrangements were the best of the tenders. The value was £36438 over 3 years
11.1.2	<b>Q</b> Does the contract include maintenance? It was stated that this was included in the contract and reviewed as part of the contract evaluation.
11.1.3	<b>Maintenance Contract:</b> The Maintenance contract was due to end at the end of October. The Resources Committee were recommending that the contract be extended (under existing provision) for a further year at a cost of £39660. This was to allow further time for an evaluation and for a decision to be made about the future arrangements for premises management and maintenance. The Head reminded that the Premises Manager of the school had passed away, since then the Maintenance contractor had provided temporary cover. A decision needed to be made on how best to go forward to recruit a premises officer or include maintenance arrangements as part of a future contract.
11.1.4	After consideration, the governing body AGREED the recommended contract for the

11.2	Photocopier - £ 36,438 and the extension of the existing Maintenance Contract by a year - £39,660.  <b>Schools Financial Value Standard:</b> It was noted that the matter would be considered in detail by the Pay and Resources Committee with later recommendation to the full governing body. It was noted that the SFVS documents needed to be submitted to Lewisham local authority by 14 February 2021.								
<b>12.0</b>	<b><u>SAFEGUARDING AND HEALTH AND SAFETY</u></b>								
12.1.	<b>Safeguarding Report:</b> Governors noted that safeguarding information was included in the Headteachers Report.								
12.2	<b>Keeping Children Safe in Education:</b> Governors noted that the statutory guidance <i>Keeping Children Safe in Education</i> has been updated and the new edition came into effect from 1 September 2020. A copy of the guidance had been circulated with the agenda papers prior to the meeting. All were asked to ensure that they read at least parts 1 and 2 of the document and to submit written confirmation by email to the Clerk that they have at least read and understand parts 1 and 2 of the document. The Clerk AGREED to circulate a model declaration to governors for signature and return .								
12.3	<b>Health and Safety (H&amp;S) report:</b> It was noted that the LA arrangements for the self -audit had not yet been received. It was agreed that Oluwafela (Fela) Ajayi (FA) would maintain the link contact with the school and provide assistance where and when possible.								
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A4	KCSIE – Declaration to be signed by all governors	Clerk	By next FGB						
<b>13.0</b>	<b><u>INFORMATION TO BE PUBLISHED ON SCHOOL WEBSITE</u></b>								
13.1	The Head reminded that Lucy Govan had gone through the website last year , he spoke about increasing the profile of governors to include photographs, also the requirements to ensure that the statutory content was in place.								
13.2	<b>Q</b> What do the governors need to do ? It was noted that governors were responsible for checking / receiving a report on whether information published on the school website meets legal requirements.								
13.3	Oluwafela (Fela) Ajayi (OA) Agreed to go through and check the site against the statutory content – information was provided that the requirements were set out in the DFE guidance – a link to which had been included on the agenda. The Head undertook to also send a copy of an LA template document ( provided by Michael Roach last year) to assist.								
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<b>14.0</b>	<b><u>POLICY REVIEW</u></b>								
14.1	<b>Relationship and Sex Education (RSE) Policy:</b> The Head advised that the Policy had previously been agreed and was in place. Parents had been consulted but no feedback was n received. He commented that a review of the PHSE curriculum was currently being undertaken which may impact on some aspects of the policy but emphasised that the RSE would be delivered on an age appropriate basis.								
14.1.1	<b>Q</b> Has there been any parents who have asked for opt out ? The Heads stated that there had not been any so far. He AGREED to circulate a copy of the updated Policy post the PHSE review which should be available at the next full governors meeting.								

14.2	<b>Safeguarding Policy</b> : A copy of the policy had been circulated. The Head advised that the document had been updated to include the KCSE 2020 requirements , changes to terminology and the school's arrangements for the retention of student records. Governors were advised that regular updates on safeguarding were available online - particular reference was made to podcasts by Andrew Hall. CC AGREED to provide a copy of the link to other governors on request. After consideration, the Safeguarding Policy was AGREED.
14.3	<b>Appraisal Policy and Pay Policy</b> : The Head advised that the school follows the LA model policies and that there had been no change apart from the pay scales in the Pay Policy. After discussion, the governing body AGREED to continue to adopt the LA model Appraisal and Pay policies.
14.4	<b>Equalities data and objectives</b> : It was noted that schools are required to publish equalities data online and set equalities objectives for the next four years. The data and objectives needed to be updated annually, and the objectives and equalities policies reviewed every four years. The Head advised that the data would be updated in the Spring term and presented at the Spring term governing body meeting.
14.5	<b>Remote Learning Policy</b> : The Head advised that there was a need to have this policy in place in case there was another full lockdown requiring schools to close or for pupil/students to isolate. The policy set out the provisions for remote learning .
14.5.1	<b>Q</b> Do all teachers have their plans ready ? The Head explained that the curriculum overviews were in place , individual teacher planning would be undertaken and rolled out dependant on each year group, subject to where individual pupils are. Further work was to be done on the operational detail , reference was made to online safety and sharing information with parents . The governing body AGREED to the Policy on a provisional basis subject to any recommended changes received from governors in the next 2 weeks i.e. by 14 October

	<b>Action</b>	<b>Who</b>	<b>When</b>
<b>A6</b>	RSE Policy – To be provided	Head	Next FGB
<b>A7</b>	Remote Learning Policy – Update/additions to the policy to be made and circulated to governors.	Head	ASAP
<b>A8</b>	Equalities data : To be provided at the spring terms FGB	Head	Spring FRGB

<b>15.0</b>	<b><u>UPDATE FROM CHAIR ON ANY CHAIR'S ACTION TAKEN</u></b>  The Chair advised that she was regularly in contact with the Head , during the lockdown each week and subsequently approximately every two weeks. There had not been any reportable Chairs Action requiring approval of the governors.
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<b>16.0</b>	<b><u>GOVERNING BODY PROCEDURES, ACTIVITIES, AND INFORMATION FOR GOVERNORS</u></b>
16.1	<b>Agenda plan for 2020-21</b> : A sample Agenda Plan for the full governing body and committees had been circulated. Governors were reminded of the SIP priorities and the work that was being shared between the committees. The Head drew attention to the policy matrix showing the statutory and good practice policies , the required or recommended periods of review and by whom . An additional column was to be added allocating/sharing the task of reviewing policies across the committees. .
16.2	<b>Governors' visits to the school, meetings attended and other activities</b> : A governor visit by the Chair and CC had been reported earlier in the meeting. It was noted however that due to COVID 19- physical school visits were not being encouraged.
16.4	<b>Governing Body training</b> : Details of the were training sessions and the training programme in the Autumn Term Governors Newsletter. It was noted that EF and CC would be attending

	online training and wellbeing in the next week.
<b>17.0</b>	<p><b><u>DATES AND TIMES OF FUTURE MEETINGS</u></b></p> <p><b>Full Governing Body Meetings</b> (Start 6:00 pm)</p> <ul style="list-style-type: none"> <li>• Wednesday - 25 November 2020</li> <li>• Wednesday - 25 March 2021</li> <li>• Wednesday - 16 June 2021</li> </ul> <p>A list of the dates of committee meetings had been circulated.</p>
<b>18.0</b>	<p><b><u>ANY URGENT BUSINESS</u></b></p> <p>There was no urgent business to consider.</p>
<b>19.0</b>	<p><b><u>CONFIDENTIAL REPORTS ON CHILDREN</u></b></p> <p>Information on Pupil discipline, Safeguarding and Inclusion had been included in the Headteachers Report and considered earlier in the meeting.</p>
<b>20.0</b>	<p><b><u>CONFIDENTIAL STAFFING MATTERS</u></b></p> <p><b>Review of staff appraisal and performance related pay awards</b> : It was noted that the arrangements would be considered by the Resources Committee at its next meeting.</p>
<b>21.0</b>	<p><b><u>HEADTEACHER'S PERFORMANCE APPRAISAL</u></b></p> <p>It was noted that the following Performance Management Committee had been appointed :-</p> <ul style="list-style-type: none"> <li>▪ Laura Dietz,</li> <li>▪ Eibhlish Fleming,</li> <li>▪ Oluwafela (Fela) Ajayi,</li> <li>▪ Rob Thomas as the External Adviser .</li> </ul> <p>It was noted that THE Performance Management Committee would arrange for Headteacher's performance to be reviewed against targets and new targets agreed by the end of the autumn term 2020.</p>