



**BALCOMBE C.E. (VC) PRIMARY SCHOOL**  
**Minutes of the Full Governing Body Meeting**  
**Held on Thursday 13<sup>th</sup> October 2022 at 7pm at School**

*In all that we do we are guided by God*

**Present:**

Ian Tremble (IT) Chair	Carolyn Rolph (CR) Vice Chair	Liz Bendall (EB)	Wendy Millbanks (WM)	Rosy Telford (RT)	Lara Power (LP) Bursar
Rob McIntyre (RMc)	Oliver Smith (OS)	Laura Baird (LB)	Jill Dawson (JD)	Dominique At- well (DA)	

**In attendance:** Janet Tremble (taking minutes)

Minute reference	Formal actions identified	Status	By
<b>31<sup>st</sup> March 2022</b>			
5.1 Headteacher Report - Celebrations	AP2:CC to present SEN progress data at Autumn Term FGB	complete	CC
5.7 Headteacher Report - Catch up funding	AP4: LP to collate reports in preparation for Ofsted on end of academic year for funds and plans	In Progress	LP
<b>26<sup>th</sup> May 2022</b>			
7.1 Mental and Emotional Wellbeing	AP1: IT/JD/WM to further develop the role and maximise what else we can do to support Wellbeing (Autumn Term)	In Progress	IT/JD/WM
8.4 School Development - SEF	AP4: IT to assign governors to SEF sections for review	Complete	IT
13.3 Chairs Business - Ofsted	AP7: RC to research on other schools Ofsted inspection timings	Complete	RC
13.4 Chairs Business - Fete	AP8: Governors to email IT for volunteering on 24/6 and 16/7	Complete	ALL
<b>7<sup>th</sup> July 2022</b>			
5.2 HT Report – Success 2021/22	AP1: Finance team to review how NN is funded	Link to AP7 and close	RT/LP
5.3 HT Report – Challenges 2022/23	AP2: LP to report on covid spend	Close	LP

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5.3 HT Report – Challenges 2022/23	AP3: WM will report at the December FGB on how she plans to address the challenge of the government initiative “The power of music to change lives”.	In Progress	WM
5.5 HT Report – Catch up premium data	AP4: WM, LP to provide headline data on funding: how much was given , how it was spent & what was the outcome?	In Progress	WM/LP
8.3 Monitoring – 2022/23 Timetable & Priorities	AP5: RC to create timetable for monitoring	Complete	RC
9 Policy Review	AP6: eSafety Policy to be implemented in September LP	In Progress	LP
10.4 Report from Committees – Finance	AP7: RT to conduct review ready for April 2023	Complete	RT
12 Chair’s Business – 20 Questions	AP8: IT to distribute NGA document.	Complete	IT
12 Chair’s Business – Fete rota	AP9: IT to send out rota for Fete.	Complete	IT
13.1 Any Other Business	AP10: IT/JC to set up working party to identify suitable academy trust	Complete	IT/JC
13 <sup>th</sup> October 2022			
4.2 Matters Arising	AP1: LP to request a copy (catch-up spend) for the OFSTED folder		LP
5.2 Head Teacher Matters	AP2: LP to contact Emily King regarding funding and if no response IT to draft an email to Paul Wagstaff re: funding		LP
6.1 Mental Health & Wellbeing	AP3 JD to review well-being policy and send to SS and SC for feedback		JD
6.2 Mental Health & Wellbeing	AP4 WM to feedback on staff survey in December meeting		WM
7.2 Teaching & Learning	AP5 EB to report back in February 2023 meeting on Year 3 progress		EB
8.2 School Development	AP6 WM to explore avenues for sharing good practice with parents with a view to implement in the Spring Term		WM
9.4 Monitoring	AP7 CR to circulate monitoring sheet to IT, WM and CC		CR
9.4 Monitoring	AP8 LP, WM, CR and IT explore working options for CC SENCO		IT

10.1 Policy Review	AP9 IT to send Register of Pecuniary Interests form to WM to circulate to staff for completion		IT
11.2 Link Governor reports	AP10 WM to give a short presentation of key safe-guarding for Governors when they are in school		WM
13.1 Chairs Business	AP12 IT will resend 20 questions with a date for returns		IT

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Confirmation signature to agree accuracy of minutes and official approval of the documentation for the files

	Item	Action
1.	<b>Welcome and Apologies</b>	
1.1	Apologies: Mostyn F, Janina C, Rose C, David P Rob M. Oliver S attended meeting via Teams Dominique A joined Teams at 8pm	
2	<b>Declarations of Interest</b>	
2.1	None	
3	<b>Board Membership Matters</b>	
3.1	<u>Election of Chair</u> In absence of a Clerk IT offer to stand as Chair for another year – all present agreed	
3.2	<u>Election Deputy Chair</u> IT proposed CR as deputy chair – all present agreed	
3.3	<u>New vicar</u> IT informed board that new vicar appointed in hopeful to be in post by Christmas. Diocese to work out hand over between MF and the new vicar IT stated that MF has been an asset to the school and IT and WM are keen for him to remain in some capacity	
3.4	<u>Recap of Structure and Roles</u> IT informs board that there are no main changes to committees or link Governor roles Finance committee to remain as current with RT as Chair. IT confirmed that JC can attend as Associate Governor. OS confirmed he is happy to remain on Finance Committee IT to discuss outside the meeting the committee to undertake the Head's review RM confirmed he is happy to continue in his role	
3.5	<u>Code of Conduct</u> IT sent out code of conduct - all present this evening have agreed and signed up for next 12 months	
3.6	<u>FGB Terms of Reference</u> IT sent out terms of reference - no changes and all present this evening have agreed	
3.7	<u>Instrument of Governance</u> IT informed board that this is a legal document – board need to ensure they are happy with the composition It proposed that current number to remain the same – no objection from those present	

4	<b>Minutes and Matters arising from the meeting on 7<sup>th</sup> July 2022</b>	
4.1	The minutes were agreed as a true and accurate record of the meeting. Proposed JD / Seconded CR	
4.2	<p><b>Matters Arising</b> Per previous meeting actions:</p> <p>AP 2: (section 5.1): CC to present SEND progress data at Autumn Term FGB - 15 minute slot – completed</p> <p>AP 4: (section 5.7 and 5.5): LP to collate data for catch-up spend in preparation for OFSTED– LP has completed and submitted on-line (required by 16<sup>th</sup> September 2022 and receipt received) – see AP1</p> <p>AP 1 (section 7.1): IT, JD and WM – how to develop the role of well-being Gov – on agenda 13<sup>th</sup> October 2022</p> <p>AP 4 (section 8.4): IT to assign Governors to the SEF sections for review – closed as decision made to review a section at each GB meeting</p> <p>AP 7 (section 13.3): RC to research on OFSTED timings – school is now in inspection window – completed</p> <p>AP8 and 9 (section 13.4): Gobs rota for village fete – completed</p> <p>AP1 (section 5.2): Finance team to research Nature Ninja funding – linked to action 7 RT to review funding. AP 1 NN funding – completed. AP 7 to remain open to be discussed in December 2022 meeting.</p> <p>AP2: (section 5.3): Action LP to give headline data on Covid spend – open</p> <p>AP3: (section 5.3): WM to report on power of music in December 2022 meeting – remain open</p> <p>A5 (section 8.3): RC to create timetable for monitoring – completed and on agenda 13<sup>th</sup> October 2022</p> <p>AP6: (section 9): LP E Safety policy – policy is currently being amended by LP and will be to be sent to LB to further review</p> <p>AP8: (section 12): IT to distribute NGA 20 questions – completed and on agenda 13<sup>th</sup> October 2022</p> <p>AP10: (section 13.1): IT/JC to set up working party to identify academy trust issues – completed and on agenda 13<sup>th</sup> October 2022</p> <p>No other matters arising</p>	AP1: LP to request a copy (catch-up spend) for the OFSTED folder

<p>5</p> <p>5.1</p>	<p><b>Headteacher matters – verbal report</b></p> <p><b><u>Executive Summary</u></b></p> <p>WM presented her report</p> <p><b>Successes:</b></p> <p>Main success is the increase in numbers, 129 on Summer roll to 139 currently on roll, WM informed board that some new parents stating that school was recommended by friends. All new Year R and other years have settled in well.</p> <p>Pupils and staff mainly in good health. 3 cases of Covid amongst pupils and 2 amongst staff, but currently doing well.</p> <p>Harvest service, well supported by parents, who, given the nature of the time, were very generous.</p> <p>3 INSET days held, all productive – Safeguarding; reasoning in maths and spelling and subject leadership. WM feels that all staff have really moved forward.</p> <p>Trips: Coombe and Lake have been out on trips already. Forest to Butser Farm 2 other classes will have a trip during the year</p> <p>Celebration assembly back up and running</p> <p><b>Challenges:</b></p> <p>Building work not completed during holiday or did not run smoothly.</p> <p>Continuing to meet the needs of pupils with additional needs without additional funding.</p> <p>1 x child EHCP recently awarded with a small amount of funding</p> <p>WM has identified that many of the children who require the most support have not been with Balcombe for the full journey from the beginning of their schooling.</p> <p>WM informed board there are 4 Ukrainian pupils who are settled and happy with the school meeting their needs, but with no funding confirmed. Village funding has helped with this.</p> <p><b><u>Question</u> What are you considering in the short term to address this is</b></p> <p><i>RT informed the board that there should be £4000 per pupil – this should be backdated to when they started so the money will ‘catch-up’ with the pupils start date</i>  <i>Discussion held around funding of the Ukrainian pupils in general</i>  <i>IT suggested that an e-mail to be sent to Paul Wagstaff if no response from Emily King</i>  <i>Fete and Christmas Tree Societies have assisted in some funding of low-income families in the school</i></p> <p><b><u>Pupil Data</u></b></p> <p><b>Question When will we start to receive additional PP funding?</b>  <b>Question Is the increase in PP numbers that are currently unfunded having an impact?</b>          IT asked WM the following          Of 16 PP pupils only 8 are funded - of the 8 that are un-funded when will the school receive the money?          WM responded: From April [2023]. As the funded is guaranteed some support can be put in place now so there will be a wider benefit to more than just the PP pupils.          CR stated that 4 of the 8 un-funded are Ukrainian pupils.</p> <p><b>Question Are there any more EHCP’s being applied for?</b>          WM stated that CC (Senco) is beginning to gather evidence for 2 x more EHCPs.</p> <p>No further questions from the board</p> <p>WM informed the board of other challenges:</p>	<p>AP2: LP to contact Emily King regarding funding and if no response IT to draft an email to Paul Wagstaff re: funding</p>
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	<p>IT – internet is dire in the building, no money for tech support – this is difficult. Being dealt with but adds another challenge</p> <p>CR informed the board of another success: The Pod at lunchtime Pod for children who struggle with lunchtime – this is by invite only. Run by TA – an example of distributed leadership. Colouring and quiet play whilst still interacting with other children – Being turned into a nice area – heated. Good modelling on how to be resilient.</p> <p><b><u>Attendance</u></b></p> <p>Year to date absence across all schools was 6.3%, primary only 5.3% and we had 4.9% absence. PA (persistent absence) National Average 24% Balcombe 1.1% – well below National Average</p> <p>LP informed the board that attendance queries are due to new MIS not able to yet run reports– so data will be easier to collate as the year goes on</p> <p>WM informed board that there are 10 children who have missed 10% or more schooling (9 x illness/ 1 x holiday) – discussion held around winter and illness concerns</p> <p>WM gave exclusion data - exclusions mainly for 2 pupils no longer on roll YTD – Zero exclusions</p> <p><b><u>Complaints</u></b></p> <p><b>Question How was the stage 1 complaint resolution recorded?</b> <i>1 x stage 1 complaint (ex-pupil) – closed</i></p> <p><b><u>Performance Data</u></b></p> <p><i>Question raised as to why National Average is shown in the data</i> <i>CR explained it is to show how well pupils have done against National Average post-Covid</i></p> <p><i>RT raised a question on the calculation of average – explained by EB</i></p> <p><i>Question raised on 2020 and 2021 data (Covid) WM responded that the Covid data would be explained to OFSTED</i></p> <p><b><u>Performance management</u></b></p> <p>Performance management/ appraisal – in process for every teacher Honed in on specific group of pupils x 1 target related to outcomes (reading/ writing/ maths) 1 x target on subject leadership 1 x target on well-being</p> <p>No further questions</p>	
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6	<b>Mental Health and Emotional Wellbeing</b>	
6.1	<p><b><u>Policy Review</u></b></p> <p>IT requested that JD review the policy to check compliance – identify what can be done to support well-being</p> <p>JD informed board that she had spoken with staff welfare reps SS and SC – no actions</p> <p>General discussion held on well-being</p> <p>Discussion on IT support and impact of IT issues – suggestion on using Vodafone Dongles to improve reception. No wi-fi in library currently.</p> <p>To be further looked at</p>	AP3 JD to review well-being policy and send to SS and SC for feedback
6.2	<p><b><u>Wellbeing Feedback</u></b></p> <ul style="list-style-type: none"> <li>• Staff – WM has drafted staff welfare survey</li> </ul>	AP4 WM to feedback on staff survey in December meeting
7	<b>Teaching and Learning</b>	
7.1	<p><b><u>Curriculum Intent, Implementation and Impact</u></b></p> <p>Intent, Implementation and Impact presented by WM</p> <p>Intent: Curriculum is built on the school values. All school values have a Bible reference are not included in the curriculum document but are on the school website with the values.</p> <p>Implementation: OFSTED look at the curriculum implementation – school has spent a lot of time ensuring children learn what they need with no repetition</p> <p>Impact: Children to love learning and be successful learners – this is backed up by the recent SATs results and comments from parents.</p> <p>WM has tried to get information from Warden Park about what ex-pupils go on to do. In the last 8 years there have only been 2 years when the Warden Park Student Leadership Team did not contain ex-Balcombe School pupils (6 to 8 students out of a year group of 300+). Past Head Boy and Head Girl have also originated from Balcombe School</p> <p><b>Question</b> The document states '<i>To enable children to learn without repetition or omission, a detailed curriculum map has been designed.</i>'</p> <p><b>Is this overview document available yet?</b></p> <p><i>WM responded yes, it is on the website under subject area (Early Years to Year 6) there is a detailed curriculum map, this also appears ago under each class on the website</i></p> <p><b>Question</b> There are individual subject progression maps, but is there any overview any key themes/topics covered in classes over the course of each term? This could be a useful point of reference for parents / governors - e.g. perhaps forward planning where parents may plan trips to inspire their children for an upcoming class focus.</p> <p><i>WM responded that this has been updated this week – parents have been informed but next newsletter will contain this information</i></p> <p>No other questions asked</p> <p>IT stated that it is important for Governors to have an understanding of how the curriculum is designed and the challenges the school has</p>	
7.2	<p><b><u>Year 3 Plan for Children below expected standard at KS1</u></b></p> <p><b>Question</b> Why were KS1 results not as good this year?</p> <p><b>What additional support is being put in place for those children now they are in Year 3?</b></p> <p><i>WM explained to the board that priority is reading – Covid and home support affected some pupils getting to expected standard – cohort was young and it took a while for pupils to settle back into school.</i></p>	

	<p><i>This is a challenged cohort. WM asked Governors to look at where they were prior to Covid compared to this year – predicted number to be on track is lower than this year 1s predicted numbers. Year 3 has a high number of SEND and 2 Ukrainian pupils.</i></p> <p>WM explained that they are receiving high quality teaching; reading activities; additional reading via Little Wandle Accelerated Reading Programme (£700).</p> <p>Reading leader taken on by BH (Head EYFS) who has undertaken analysis as to what has stopped them achieving expectations. This analysis has led to three different support groups for the children.</p> <ul style="list-style-type: none"> <li>• Pupils master phonics through Wandle (adult led) and then move to</li> <li>• next intervention Nessie (independent) and then to</li> <li>• focus on writing</li> </ul> <p><b>IT questioned: will improvement in reading affect quality of writing?</b>  <i>EB responded that reading is key to everything and is why it is the focus</i>  <i>WM added that the bespoke additional work is in reading</i>  <i>JF noted that the issues in reading are different in the children not the same issue across the school</i></p> <p>8pm DA entered meeting on-line</p> <p><b>Question How will we measure their progress between now and Year 6?</b>  <i>EB explained this year's strategy is a four week block of intense work – practice and over reading</i>  <b>IT asked if it reasonable to ask for up-date in February – see action point 5</b></p> <p>No other questions on Year 3</p>	<p>AP5 EB to report back in February 2023 meeting on Year 3 progress</p>
8	<p><b>School Development</b></p>	
8.1	<p><b><u>SIP Objectives Update - 2022 / 2023</u></b>  IT stated to board that feedback from last year's meetings requires more focus on core roles around SIP. WM has updated and shared SIP.</p>	
8.2	<p><b><u>SIP Progress - 2022 / 2023</u></b></p> <p><b>Focus on Quality of education around Maths:</b></p> <p><b>IT question: – the school is making progress in most areas how do we measure and monitor the success of CPD (KP1)?</b>  <i>EB explained the impact from the INSET – referencing the resources within the classroom being used by the pupils</i></p> <p><b>IT question Information on website (KP1) website</b>  <i>EB responded that the Implementation need to be 'tweaked' to reflect the 'pathway' used within the school</i></p> <p>No other questions offered</p> <p>IT gave an observation of the benefit of sitting in on INSET day – asked if the way Maths reasoning is done in school can be communicated to parents - 'thinking like a mathematician' – IT would like to revisit an open evening for Maths</p> <p>MW: good PR but a big ask due to timing  DA: suggested why not use a video on the website for parents  IT suggested a virtual meeting could be considered</p> <p>No other questions</p>	<p>AP6 WM to explore avenues for sharing good practice with parents with a view to implement in the Spring Term</p>



8.3	<p><b>Quality of education around Spelling:</b></p> <p><b>Question re spelling</b>  <b>How can we reinforce the messaging to parents regarding the approach to spelling (this probably applies to maths as well)?</b></p> <p><i>WM: explained that this is in early days – CPD undertaken with staff but too early to give feed-back WM will go into classes next week to see actions. This strategy is very different for the children - a very different way to learn spellings. Children using spelling boards in class</i>  <i>EB shared that children are talking positively about it</i>  <i>IT asked how are teachers coping</i>  <i>WM responded all right – there is still a lot to take in – teachers appear to enjoying doing it</i>  <i>EB – enjoying lots of different activities – lots of children talking together</i>  <i>WM shared that there is a challenge in that it takes longer that training states</i></p> <p><i>RT asked what made school chose this approach</i>  <i>WM responded that school needed something different to get better– school teams started looking at different approaches – this approach was recommended by other professionals – lots of children were struggling previously to learn weekly spellings</i></p> <p><i>DA asked a question – however first stated that she has seen the biggest improvement in her daughters’ spelling this year – without the tests each week how are you monitoring progress?</i>  <i>EB responded there was a baseline test in September 2022 and this will be repeated at the end of the academic year as well as each fortnight there is a focus on 15 words with a sound unit – not called a test – evidence is in the children’s book. Children then ‘match’ the words (not right or wrong) themselves. Children feel more positive with this approach.</i>  <i>WM added it is about children celebrating</i></p> <p>No other questions</p>	
8.4	<p><b>Leadership and Management (development of subject leadership):</b></p> <p><b>Question re Leadership</b>  <b>Is anything being considered to raise the profile of subjects that do not feature on the SIP and, if necessary, provide those subject leaders with additional support?</b></p> <p><i>IT informed board that WM did a presentation on the INSET day which was very good and Subject Leaders appeared to get a lot from it.</i></p> <p><b>IT Question How is the profile of subjects not on SIP being raised and supported?</b>  <i>WM explained that conversations have been had. An idea not yet shared, is to have a subject focus in the future (science day, geography group). Staff have been asked to share suitable websites in staff meetings.</i></p> <p>No other questions</p>	
8.5	<p><b><u>SEF – Teaching and Learning Review</u></b></p> <p><b>Question How do you make the curriculum ambitious?</b>  <i>WM responded that they want the children to be the best and achieve the best they can achieve – it is our job to make the curriculum engaging.</i>  <i>WM added that Cultural Capital is important</i>  <i>WM added that an inclusive curriculum is important</i></p> <p><b>Question Regarding the line ‘and enable them to access a wide range of culture’ is this what cultural capital means – what do we do for this?</b>  <i>WM explained what Cultural Capital is – access to the best/ what is out in the world The Curriculum needs to look outside the local environment. Children can access the curriculum no matter what their needs are. Cultural Capital includes music, drama, trips, etc.</i></p> <p><b>Question How do we know that our pupils love coming to school?</b>  <i>They and their parents tell us – absence is low – children are motivated and on task and engaged in class</i></p>	

	<p><b>Question Do the children still learn in topics?</b>  <i>WM responded yes but not as all-encompassing as they once were. More so at KS1. KS2 school has moved away from topics as these were watering down the learning – specific topics are linked to the specific subjects</i></p> <p><b>Question Do you have any specific examples of our pupils' achievements once they have left Balcombe?</b>  <i>WM had given feedback in relation to Warden Park, however also added 1 x pupil Judo champion after starting Judo at Balcombe School; 1 x pupil received a football scholarship (Southampton).</i></p> <p>No other questions</p> <p>IT stated that the SEF is a reflection of where the school is. Please feedback to WM if anything needs to be added or improved</p> <p>IT added that the SEF is looking good</p>	
9	<p><b>Monitoring</b></p> <p>9.1 <b><u>Inset Day Update</u></b>  IT gave an update. IT and RC attended the Friday and Monday INSET days as part of the Governor Monitoring Programme – IT stated that these were really good sessions and well put together – good for teachers to be able to come together and collaborate</p> <p>IT stated that if Governors have opportunity to attend an INSET it is well worth doing – having the chance to speak to teachers outside the classroom. IT was reassured.</p> <p>Well done WM and EB from IT</p> <p>9.2 <b><u>2022/23 Monitoring Timetable</u></b>  RC has circulated the monitoring timetable mapped out against SIP. RC requires support for the Maths monitoring 1<sup>st</sup> wed after half term (am session) please let RC know</p> <p>9.3 <b><u>Monitoring to Support Subject Leaders</u></b>  IT suggested that to support Subject Leaders not on SIP in regards to subjects Governors can assist with monitoring – subject leaders will decide what support in relation to monitoring they need but most will be student voice based</p> <p>9.4 <b><u>SEND Learning Walk</u></b>  CR gave feedback on SEND Learning Walk</p> <p>CR met with CC (Senco) – looking at policy teaching and implementation and progress of SEND pupils  Key point– how do we approach SEND teaching in class? – adapt the task keeping the Learning Intention the same so all children so they are all on the same learning journey.  Pupil voice was undertaken  Very positive monitoring session  Pupils have an individual learning plan and one page profile which is collaborative between child and adult – part of the process</p> <p><b>JF asked a question regarding personal plans – are these for children with diagnoses or identified as needing support?</b>  <i>WM responded any child on SEND register (do not need a diagnosis) will have individual plan, although there is a group of pupils not on the register, so without formally recorded plans, who are focused on. Also CR stated that the school approach is understanding every child in relation to their need not whether they have an EHCP – school responds to the child's needs not the EHCP</i></p> <p>CR raised concerns as to CC working space – needs a positive working environment – see AP9</p>	<p>AP7 CR to circulate monitoring sheet to IT, WM and CC</p> <p>AP8 LP, WM, CR and IT explore working options for CC SENCO</p>

10	<b>Policy Review</b>	
10.1	<b>Policy tracker</b> IT and LP have set up policy tracker  Autumn term policies circulated for sign off <ul style="list-style-type: none"> <li>o Child Protection and Safeguarding – agreed</li> <li>o FOI Publication Scheme - agreed</li> <li>o Data Protection Policy – agreed</li> <li>o Behaviour Policy – LP reviewed</li> <li>o Register of Pecuniary Interests – To go on the website RT raised that staff need to receive a blank form</li> </ul>	AP9 IT to send Register of Pecuniary Interests form to WM to circulate to staff for completion
11	<b>Reports from Committees/Link governors</b>	
11.1	<u><b>Safeguarding – LB</b></u> LB feedback was that there have been no incidents of bullying this term, no referrals to LA, employment checks and DBS received on Ukrainian staff – embassy seal of approval received too. Risk assessment template to be signed off by WM and counter-signed by IT  <b>IT asked what was the focus of Safeguarding CPD to staff?</b> <i>WM responded that it was a general recap on dealing with disclosures; updates and new terminology in KCSIE, children's mental health, historical safeguarding reports to WM last year.</i>  WM informed board that a referral made in April 2022 has just been allocated a worker  No other questions	
11.2	<u><b>LP Training</b></u> LP's training has been updated IT reminded Governors that the reading of KCSIE Part 1 is mandatory WM highlighted that the reading of KCSIE <b>must</b> be undertaken  LB highlighted that we must not have an assumption that it cannot happen in school as we live in a lovely leafy village LP stated that the school will be returning to using The Key Safeguarding (once subscription to School Bus has expired)	AP10 WM to give a short presentation of key safeguarding for Governors when they are in school
11.3	<u><b>Health &amp; safety - DP</b></u> Not present	
11.4	<u><b>Finance - RT</b></u> RT presented finance report  Pupil numbers up: 127 (census) to 139 students on roll PP numbers up £7000 to £16000 Ukrainian funding uncertain at the moment £significant additional funds mismatch in what is received and when pupils are in school Energy costs and staff pay rises  How do we make the best use of the funds? Suggestion is to look at bringing forward some funding to benefit children now  Immediate needs – finance request to increase LC (Office administrator) hours by 2 hours per week to support LP (£1000 per year) – agreed by all Governors present  Library – to be looked at in Finance update  More substantial financial update in December meeting  No other questions	

12	<b>GDPR, Cyber and Physical Security</b>	
12.1	<p>LP reported no breaches</p> <p>SARS request needed by Wednesday next week – on track</p> <p>WM's Egress secure e-mail account was hacked - no content in egress but access to addresses was enabled – situation was resolved within the day</p>	
13	<b>Chairs Business</b>	
13.1	<p><b><u>20 Questions</u></b></p> <p>IT circulated 20 questions overview document. IT to send a follow up e-mail next week please complete and return after half term. IT will take average – to be reviewed at December meeting</p> <p>JF left meeting at 9pm</p>	AP12 IT will resend 20 questions with a date for returns
13.2	<p><b><u>Risk Register</u></b></p> <p>JC to take on risk register and recommendations – to be monitored in meetings</p>	
13.3	<p><b><u>Server Access</u></b></p> <p>IT informed board that all Governors have access to the school server – means all Governors can move away from DropBox. All documents will be saved on the school server so no school documents on personal devices. Governors only have access to Governor's folders not school staff. Governors to be up and running and using server access by December meeting</p>	
13.4	<p><b><u>MAT Working Group</u></b></p> <p>RT to sit and represent Diocese/Church. DA to sit as parent Governor. IT and WM or staff member and JC to sit on group.</p> <p>IT explained that West Sussex have held a meeting to set out support. CoE have not decided on their MAT policy this is causing a restriction currently on school joining the best MAT. Diocese roadshow in November 2022 which will be attended</p> <p>No further questions</p>	
14	<b>Any Other Business</b>	
14.1	<p>OS – Clear format for Governors not involved in day-to-day Governance</p> <p>RM - Lunchtime pod session who runs this?  <i>WM - Paula Bennett runs this.</i>  <i>RM – very commendable</i></p> <p>RM - After School Art Club is oversubscribed can this be expanded?  <i>WM- Staff member can only commit to 1 day after school</i></p> <p>DA – Good training attended</p> <p>Meeting finished 9.10pm</p>	
15	<b>Date and time of next meeting</b>	
15.1	The next meeting date will be held on Thursday 8 <sup>th</sup> December 2022 at 7pm	