

Broadbent Fold Primary School & Nursery



Governing Body Meeting

Quorum: 5 (met at this meeting)

Chair: Robert Boyle

Date of meeting: 14 September 2020

Venue: Broadbent Fold Primary School & Nursery - via Zoom Video Conference

Approved as a true and accurate record.

Name.....

Date.....

Chair of Committee / Governing Body

Attendees

Name	Governor Designation	Term of Office End Date	Present – P Apologies – Ap Absent – A
Mr Robert Boyle	Co-opted Governor	01/12/2021	P
Mr. John Andrews	Local Authority Governor	01/08/2024	P
Mrs Sharon Ashmore	Parent Governor	01/09/2022	P
Mrs Anne Lynch	Associate Member	01/06/2020	P
Mrs Willa McCoy	Associate Member	01/09/2022	P
Mr John Moon	Co-opted Governor	01/08/2023	P
Ms Catherine Parker	Headteacher	N/A	P
Mrs Shawna Sibson	Parent Governor	01/09/2022	P
Ms Katie Costello	Co-opted Governor		Ap
Abigail Lewis	Staff Governor	01/09/2023	Ap
Mr Ross Keeble	Parent Governor	01/09/2022	Ap
Ms. Sue Tabner	Co-opted Governor	01/08/2023	Ap

Also Present	Role
Vicki Anson	PSHE Lead / PSHE Presentation
Shane O'Neill	CEO Global Policing / Item 9
Gerard McCoy	Clerk

PSHE Presentation
Vicky Anson (VA) delivered an oral presentation in relation to the new personal, social, health and economic (PSHE) curriculum ; the presentation was supported by a series of PowerPoint slides which had been circulated to the Governing Body prior to the meeting.

VA confirmed that the curriculum and presentation aligned with the central government / Department for Education (DfE) guidance for the delivery of relationship, health and sex education in primary schools. The PSHE curriculum was provided through the PSHE Association – the nationally recognised body for this area of education.

Governors noted the breakdown of the subject area into three constituent parts and each area of the school covered the different constituent parts at the same time – although the actual content was age appropriate for the different year groups.

VA highlighted that in addition to the 'standard' areas the school was required to cover in this curriculum area, the school had tailored the process to incorporate issues specific to the local community. This included matters such as dental health, obesity, hyper-tension and economic well-being. It was also highlighted that the curriculum was designed to link to other curriculum areas – such as forest schools, science and religious education.

Q. Did the curriculum also link with well-being?

A. Yes.

Q. Did the curriculum also extend to the Early Years Foundation Stage (EYFS) pupils?

A. No – the curriculum was intended to meet the needs of pupils from Year 1 as it represented a different curriculum. However, the EYFS department would adopt the same general themes as those applied across the school and apply these themes as part of their learning.

There were no additional points raised or noted in discussion and the Governing Body agreed to accept the PSHE presentation into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept PSHE presentation into record of meeting. 	Governing Body	

Agenda Items

Item 1	Welcome & Apologies for Absence	
<p>Governors noted and agreed to accept apologies submitted by Ms. Katie Costello, Ms. Abigail Lewis, Mr. Ross Keeble and Ms. Sue Tabner.</p> <p>The Chair confirmed that the proposed Local Authority (LA) Governor, John Andrews (JA), was in attendance and it was noted that the Governing Body was required to approve and formalise the proposed appointment. JA provided an introduction and summary of his experiences which supported his role as a Governor.</p> <p>There were no issues raised with the proposal to appoint JA as LA Governor and this was approved by the Governing Body.</p> <p>The Chair confirmed that Shane O'Neill (SO'N)a representative from Global Policing was in attendance and would provide an introduction and presentation as per Item 9 focused on the new Data Protection Policy and the role of Global Policing – see below.</p>		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Agreed – accept apologies for absence as above.	Governing Body	
<ul style="list-style-type: none">Approved – appointment of JA as LA Governor	Governing Body	

Item 2	Declaration of Pecuniary Interests		
There were no declarations of business or pecuniary interest in relation to the current agenda.			
Resolutions / Agreed Actions		Owner	Date

Item 3	Agenda Order Changes / Proposed AOB		
AOB. Governors noted there were no matters of AOB for discussion / consideration.			
Agenda Order Changes. Governors were aware that SO’N was only present for the data protection aspects related to Item 9 from the agenda – as a result it was agreed that these matters would be addressed as the next issue for consideration.			
Resolutions / Agreed Actions		Owner	Date
• Agreed – data protection matters to be considered prior to Item 4.		Governing Body	

Item 9	Policies for Review and Approval – Part I
<p>Data Protection Policy.</p> <p>SO'N delivered an oral presentation supported by the proposed Data Protection Policy and the following points were noted in discussion by Governors.</p> <p>SO'N highlighted that Global Policing provided support / compliance allowing the school to meet the requirements related to data protection legislation including the requirement to appoint a Data Protection Officer (DPO). SO'N would provide advice to support the Headteacher as the 'data controller' and training aimed at ensuring staff are aware of their responsibilities. It was recognised that Governors were invited to also attend the training – 29 September 2020 at 3.15pm.</p> <p>Governors noted that SO'N had guaranteed the data mapping exercise had been completed by the school. This was the basis of the new Data Protection Policy which was based on a model document provided by Global Policing and tailored to meet the specific nature of the school. In addition, an action planned was established and it was noted that some work was still required in relation to privacy notices – to ensure these were appropriately updated.</p> <p>Q. Were there many points on the action plan that needed to be addressed?</p> <p>A. There were approximately 10 items, but there were no major concerns – such as the management of medical folders to guarantee only applicable individuals had access to data.</p> <p>SO'N confirmed that Global Policing had already assisted the school with a data access request – the management of the request was addressed as part of the contract including liaison with the individual seeking data access.</p> <p>Q. Were there any breaches reported?</p> <p>A. No – neither internal nor external.</p> <p>SO'N confirmed that it was recommended that the Governing Body had an individual responsible for data protection issues / monitoring ongoing compliance with the guidance and legislation. It was appreciated that such an individual would monitor</p>	

the outcomes from the annual audit report and that data protection issues were standing agenda items – usually for the Finance Committee and the Governing Body.

There were no additional points raised or noted in discussion and Governors agreed to accept the data protection report / presentation into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – appoint Governor responsible for monitoring data protection issues. 	Governing Body	September 2020
<ul style="list-style-type: none"> Action – data protection to be standing agenda items for Finance Committee and Governing Body. 	HT / Chair / Clerk	Ongoing
<ul style="list-style-type: none"> Agreed – accept data protection report / presentation into record of meeting. 	Governing Body	

Item 4	Election of Chair / Vice Chair		
<p>Governors noted that there was no prescribed process for the election of the Chair and Vice Chair and that nominations had been requested in advance for each role.</p> <p>Election of Chair. The Clerk confirmed that there had been one nomination for the role of Chair – this was Robert Boyle (RB). Governors considered the nomination and there were no additional nominations submitted.</p> <p>Governors agreed that RB would be elected as Chair for a term of office of one year.</p> <p>Election of Vice Chair. The Clerk confirmed that there had been one nomination for the role of Vice Chair – this was Ross Keeble (RK). Governors considered the nomination and there were no additional nominations submitted.</p> <p>Governors agreed that RK would be elected as Vice Chair for a term of office of one year.</p>			
Resolutions / Agreed Actions		Owner	Date
<ul style="list-style-type: none">Agreed – election of RB as Chair for one year.		Governing Body	
<ul style="list-style-type: none">Agreed – election of RK as Chair for one year.		Governing Body	

Item 5	Minutes of the Previous Meeting (13.07.20) and Matters Arising
<p>Minutes of the Previous Meeting - 13.07.20 The Chair presented the minutes related to the previous meeting which had been circulated prior to the meeting and the following points were noted in discussion by Governors.</p> <p>Governors considered the previous minutes and there were no amendments or corrections identified. Governors approved the minutes as a true record of the events that took place at the meeting. It was noted that a signed copy of the document would be retained on record at the school.</p> <p>Matters Arising. Governors noted and considered the following matters arising from the previous minutes.</p>	

Page 3: Item 4 - Complete Health and Safety (H&S) Tour of School Site

Governors noted that this action was taking place on an ongoing basis – there had been visits prior to the re-opening of the school; completed by the Chair and Sue Tabner (ST). In addition, RK was scheduled to complete a tour this week.

The Headteacher confirmed that she completed H&S focused tours of the site regularly – the next tour was scheduled for this week (Wednesday). The school had also scheduled a fire alarm / evacuation test. In addition, the main issue was checking the actions of staff aligned with the current Covid 19 risk assessments across the school – ensuring compliance to be 'Covid secure'.

Q. Was there anything identified from the review of the risk assessments?

A. This was included in the Covid 19 aspect of the Headteacher's report.

Page 6: Item 5 - PSHE Presentation.

Governors noted that this action was completed – see above.

Page 7: Item 5 - Circulate Parents' Questionnaire Feedback.

Governors noted that the feedback had been circulated off-meeting prior to the start of the summer break. It was appreciated that there were no areas of concern raised. In addition, the Headteacher advised that a new questionnaire would be circulated to elicit feedback from the pupils in relation to their wellbeing following the start of the new academic year.

Page 10: Item 6 - Revise Combined Curriculum Committee Minutes.

The Clerk confirmed that the minutes related to the finance aspect of the meeting had been refined to ensure the document reflected the discussions. The process had been completed with support from the School Business Manager (SBM) the Chair and the Headteacher.

Page 10: Item 6 - Update Fire Management Plan

The Headteacher confirmed that preparations had been made for a full fire alarm test / drill and that the school was liaising with the local fire brigade and this took into account the current restrictions. The plan was updated with feedback from the fire brigade to confirm what support they could provide to schools under the current restrictions.

Governors noted that the main changes to the document reflected dates for the lighting / testing that was completed and the document would combine with the evacuation plan.

Q. Were there any significant changes to the service?

A. There were some changes to the response times. The school coordinated with the alarm company and the system was dependent on the work of fire marshals - these were in the process of being identified and trained.

Governors noted that a full update would be provided at the Finance, Personnel & Premises Committee.

Page 11: Item 8 – Keeping Children Safe in Education (KCSIE).

The Headteacher confirmed that updated DfE guidance had been circulated to all members of staff and Governors. It was noted that the staff had complied with their requirements in relation especially to Part I of the document and Governors were required to read Part II and Annex A.

The Headteacher also confirmed the associated policies had been updated including the Child protection Policy – there were new sections related to data protection and Governors’ responsibilities.

In relation to the issue of the designated safeguarding lead (DSL) training it was recognised that this was scheduled every two-years; the current training had been delayed due to the earlier quarantine restrictions.

During the course of the discussions Governors noted the additions to the KCSIE guidance – this included child criminal exploitation (county lines); the use of ‘channel’ to identify child exploitation; radicalisation; mental health challenges; and the appropriate reporting mechanisms.

Page 12: Item 12 - Feedback Related to Policies.

Governors noted that they were provided with an opportunity to feedback / comment on any issues with the range of policies considered at the previous meeting. It was recognised that there was no direct feedback. The Headteacher confirmed that the feedback previously received had been taken into account.

Page 14: Item 13 - Data Protection Policy.

Governors noted that this action had been addressed under Item 9 (part II) – see below.

Page 14: Item 13 - Appoint GDPR link Governor

Governors noted that this action would be addressed under Item 11 – see below.

Governors noted there were no additional matters arising from the previous minutes.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Approved – minutes of previous Governing Body meeting (13.07.20). 	Combined Committee	
<ul style="list-style-type: none"> Action – Fire Management Plan update to be agenda item for Finance, Personnel & Premises Committee. 	HT / Chair / Clerk	October 2020

Item 6	Covid 19 Update
<p>The Headteacher presented a report focused on the impact of the pandemic on the pupils’ return to school. It was appreciated that the report was supported by a series of documents circulated prior to the meeting.</p> <p>The Headteacher highlighted that the return of pupils at the start of the academic year had resulted in the revision of the previous risk assessments – which were included in the documents circulated to Governors. The Headteacher provided an overview of the phased return and the systems in place to ensure the school was Covid secure.</p> <p>Governors noted that the return to school and the pandemic had already impacted on the staffing structure / allocation of staff across the school.</p> <p>Q. Was this mainly teachers / staff testing positive? A. This was sometimes staff demonstrating symptoms, but also having child-care responsibilities when their own children are sent home from school to isolate. This could impact on the school’s capacity to provide teachers for ‘bubbles’.</p> <p>The Headteacher confirmed that the main challenge related to midday staffing and it was a significant challenge to provide sufficient midday staff to cover all of the</p>	

'bubbles' across the school. The school was meeting this challenge with extensive and flexible support from the staff and as a result the school was carefully monitoring staff wellbeing. The staffing challenge was also linked to the school's financial position – there was not sufficient funds to provide extensive cover.

The Headteacher advised that in some instances the main concern was parents collecting around the school despite the staggered start-times for different bubbles. The school staff had prompted these parents to move away from the school.

Governors recognised the ongoing challenge and appreciated that the Covid 19 Committee would meet regularly to ensure the school was supported and that issues were addressed in a timely manner.

There were no additional points raised or noted in discussion and Governors agreed to accept the Covid 19 update report into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept Covid 19 update report into record of meeting. 	Governing Body	

Item 7	Headteacher's Report
	<p>School Development Plan.</p> <p>The Headteacher provided an oral report in relation to the School Development Plan (SDP) and the following points were raised in discussion by Governors.</p> <p>Governors noted the Headteacher had circulated a review of the 2019-2020 SDP prior to the meeting with aspects that had not been completed fully due to the imposed quarantine restrictions which had negatively impacted on the school's activities / targets. The updated version of the SDP represented the school's actions to meet the current needs of the children.</p> <p>The Headteacher confirmed that the document had been formulated with input from the staff especially in relation to the quality of EY and other areas were still being updated. It was noted that the link Governors would also be involved as the SDP was further developed.</p> <p>Deprivation Report.</p> <p>Willa McCoy, Deputy Headteacher (DHT), provided a summary related to the deprivation report which was circulated prior to the meeting.</p> <p>Governors noted that the school's demographic was significantly different in comparison to the wider Tameside area. This included areas such as: special educational needs and disability (SEND) where the school cohort was 5% and the wider area 14%; the white British cohort was 95% for the school and 75% for the wider area; the free school meals (FSM) cohort was 6% for the school and 25% for Tameside; and the disadvantaged cohort was 9% for the school and the wider area was 30%. It was appreciated that overall there was a lower level of families in the measures for deprivation than across Tameside – the Income Deprivation Affecting Children Index (IDACI) number for the school was 0.15 and Tameside was 0.23.</p> <p>Q. The classes were based on the previous years' data? A. Yes.</p> <p>Recovery Curriculum.</p>

The Headteacher presented the report in relation to the current recovery curriculum following the recent quarantine restrictions and the following matters were considered by Governors.

Governors noted the basis was 'the rainbow effect' with accelerated reading, revision from previous years, integrated learning with cross-over with different subject areas and also a 'need-to-know' with the focus on the biggest gaps. The Headteacher confirmed that the main issues were the basic skills such as oracy and mental health and wellbeing. It was appreciated that the intention was to reintroduces education to the children following the long-term absence during the quarantine period to reignite their love for learning linked to the essential skills.

Q. Was this aimed at 'catch-up' for the children?

A. No – the catch-up would come with the support of central government funding and would represent specific interventions targeted at specific pupils.

The Headteacher suggested that the initial indications were that the challenge was manageable – there were significant gaps, but the initial stage was to bridge these gaps.

Q. Was the gap issue a situation that would be difficult to move all the children together?

A. The staff had completed a review of learning which identified the immediate needs of the children for the individual classes and then identify the best interventions for specific children. It was considered that the interventions would need to be focused to meet the specific needs of individual pupils.

The Headteacher confirmed that the staff completed weekly planning sessions which were tweaked to allow for the initial progress being made.

Q. What would be the approach should bubbles need to self-isolate or a child needed to self-isolate?

A. The school had a series of protocols to follow provided by the LA.

The Headteacher confirmed that there were a series of model letters provided by the LA dependent on the circumstances – these were being tailored for the school. The school would continue with Zoom teaching sessions and home-learning dependent on whether it was a bubbler or individual pupils. The school had already established pieces of work based on projects and trialed these with the key Stage 1 (KS1) cohort.

Parent Governors highlighted the extensive positive feedback from parents in general for the work of the staff and school. This was also highlighted by RK when he communicated his apologies for non-attendance.

There were no additional points raised in relation to the Headteacher's report and it was agreed to accept the report into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Agreed – accept Headteacher's report into record of meeting.	Governing Body	

Item	Safeguarding
8	
The Chair presented the new statutory guidance, Keeping Children Safe in Education (KCSIE). It was appreciated that the document had been updated by central	

government and Governors were required to read Part II and Annex A as part of their role.

The Clerk confirmed that the majority of Governors had already sent a confirmatory e-mail to that effect.

The Headteacher provided a summary of the changes from the previous draft of the document and these were noted by Governors.

There were no additional points raised or noted in discussion and Governors agreed to accept the KCSIE document into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Agreed – accept KCSIE draft document into record of meeting.	Governing Body	
<ul style="list-style-type: none">Action – read Part II and Annex A of KCSIE.	Each Governor	September 2020

Item 9	Policies for Review and Approval – Part II		
<p>Governors noted that the Data Protection Policy and the Child Protection Policy had been circulated prior to the meeting for review and consideration – the following points were noted in discussion.</p> <p>Data Protection Policy.</p> <p>Governors appreciated that the document had been outlined in the presentation delivered by SON (see above).</p> <p>There were no additional issues raised in relation to the document and it was approved by Governors.</p> <p>Child Protection Policy.</p> <p>Governors noted that the document had been updated in-line with the revised KCSIE guidance and the revised version would be available at the next scheduled meeting.</p>			
Resolutions / Agreed Actions		Owner	Date
<ul style="list-style-type: none">Approved – Data Protection Policy.		Governing Body	
<ul style="list-style-type: none">Action – revised Child Protection Policy to be agenda item next meeting.		HT / Chair / Clerk	23.11.20

Item 10	Finance
<p>Anne Lynch, the School Business Manager (SBM), presented a report in relation to the finance documents which had been submitted to Governors prior to the meeting. The following points were noted in discussion.</p> <p>Schools Financial Value Standards (SFVS) Self-Assessment Document. The SBM confirmed that this document had been submitted to the Local Authority (LA) 31 March 2020 as part of the requirements of the Scheme for Financing Schools. It was a requirement for Governors to review and consider the document in readiness for resubmitting the updated document prior to the next deadline – 31 March 2021.</p>	

Governors agreed to delegate the update of the SFVS self-assessment document to the FP&P Committee – the Committee submit the document for ratification by Governors in advance of the 31 March 2021 deadline.

Scheme of Financial Delegation.

Governors reviewed the Scheme of Financial Delegation document which had been circulated prior to the meeting. There were no issues raised and Governors approved the document.

It was noted that the Chair of the Governing Body would sign the document at a later visit to the school.

SFVS Financial Skills Audit.

Governors noted that the SFVS financial skills audit document was to be completed by those members of the Governing Body with a financial responsibility – members of the FP&P Committee.

The Clerk confirmed that the majority of the Committee members had completed and return copies of the document with the collated version considered at the next scheduled meeting of the FP&P Committee. Those who had not yet completed the document would be prompted.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – SFVS self-assessment document delegated to FP&P Committee for review / update. 	Governing Body	
<ul style="list-style-type: none"> Action – review SFVS self-assessment document. 	FP&P Committee	31.03.21
<ul style="list-style-type: none"> Action – SFVS self-assessment document to be standing agenda item for FP&P Committee. 	HT / Chair / Clerk	Ongoing
<ul style="list-style-type: none"> Approved – Scheme of Financial Delegation. 	Governing Body	
<ul style="list-style-type: none"> Action – complete and return SFVS financial skills audit. 	FP&P Committee	September 2020
<ul style="list-style-type: none"> Action – collate skills audits. 	Clerk	September 2020
<ul style="list-style-type: none"> Action – collated skills audit to be agenda item next meeting of FP&P Committee. 	HT / Chair / Clerk	05.10.20

Item 11	Governing Body Housekeeping
<p>Governors noted the series of documents related to the current item. It was appreciated that these documents had been circulated prior to the meeting and the following matters were raised in discussion.</p> <p>Terms of Reference – Governing Body</p> <p>Governors recognised that the document was a model terms of reference for governing bodies provided by the LA. The SBM confirmed that she had not been advised by the LA of any amendments / changes to the document.</p> <p>There were no points raised or noted in discussion and the document was approved by the Governing Body.</p>	

Terms of Reference – FP&P Committee

Governors noted and reviewed the terms of reference for the FP&P Committee. There were no issues raised in relation to the document and it was approved by the Governing Body.

Terms of Reference – Curriculum & Standards Committee.

Governors noted and reviewed the terms of reference for the Curriculum & Standards Committee. There were no issues raised in relation to the document and it was approved by the Governing Body.

Terms of Reference – Covid 19 Committee.

Governors noted that the Committee had been established at the end of the previous academic year and that it would continue with the terms of reference based on the model provided by the LA.

Terms of Reference – Pay Committee.

Governors noted and reviewed the terms of reference for the Pay Committee. There were no issues raised in relation to the document and it was approved by the Governing Body.

Committee Membership / Link Governor Roles.

Governors considered and reviewed the current membership of the committees and agreed the following membership:

FP&P Committee – John Moon, Sue Tabner, Sharon Ashmore, Bob Boyle, Catherine Parker and Anne Lynch

Curriculum & Standards Committee – Ross Keeble, Abigail Lewis, Shawna Sibson, Katie Costello, Johnathan Andrews and Willa McCoy.

Covid 19 Committee – John Moon, Bob Boyle, Anne Lynch, Sue Tabner and Catherine Parker.

Pay Committee – Sue Tabner, Bob Boyle and John Moon.

Governors considered the current roles and responsibilities and where individuals could best provide support to the school in relation to their skills / experiences. During the discussions it was agreed that John Andrews, the newly appointed LA Governor, would link with curriculum and especially Early Years (EY). In addition, Sharon Ashmore (SA) agreed to take responsibility for Governor training. The following link roles for Governor responsibilities were reviewed and agreed - see Appendix A to the minutes (attached).

Code of Conduct.

Governors noted and reviewed the proposed which was based on the model provided by the NGA. It was appreciated that the document had been tailored to meet the specific needs of the school. There were no issues raised in relation to the document and it was approved by Governors.

2020-2021 Meeting Schedule.

Governors noted and reviewed the proposed meeting schedule for the academic year and there were no issues raised. The document was approved by Governors.

Declaration of Pecuniary Interests

Governors noted the declaration of pecuniary interests form which had been circulated prior to the meeting. It was appreciated that the document would be completed, signed and returned to the Clerk.

The Clerk confirmed he would collate the details in the individual forms and provide a register of interests which would be published as per the statutory guidance.

Confirmation of Eligibility

Governors noted the confirmation of eligibility form which had been circulated prior to the meeting. It was noted that these would be retained on record as per the statutory guidance.

Governor Skills Audit

The Chair confirmed that the skills audit was a document provided by the NGA and was a requirement for completion by individual Governors. The returned / completed documents would be collated by the Clerk and submitted for consideration at the next scheduled meeting.

The Headteacher confirmed that these documents were available on The Trust Governor website and that training would be provided for Governors at the next scheduled meeting.

Governor Training – updates.

The Chair confirmed that face-to-face training was not taking place, but it was expected that the LA would provide training in the form of Zoom-based training. During the discussion, the Chair confirmed he would complete a mental-health first aid course which would be available to support the school / Governing Body in the future. In addition, WM confirmed she was currently completing training in relation to the 'curriculum-Covid' gap in learning for pupils – to support the school in addressing learning gaps as a result of the extended quarantine period.

Governor Visits.

The Chair confirmed that a series of visits had been completed which were focused on the H&S aspects of the school and the Covid-19 risk assessments.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Approved – Governing Body terms of reference. 	Governing Body	
<ul style="list-style-type: none"> • Approved – FP&P Committee terms of reference. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Curriculum & Standards Committee terms of reference. 	Governing Body	
<ul style="list-style-type: none"> • Approved – Covid 19 Committee terms of reference. 	Governing Body	
<ul style="list-style-type: none"> • Approved – Pay Committee terms of reference. 	Governing Body	
<ul style="list-style-type: none"> • Approved – Committees' membership as above. 	Governing Body	
<ul style="list-style-type: none"> • Approved Governors' link roles. 	Governing Body	

<ul style="list-style-type: none"> • Approved – Governing Body Code of Conduct. 	Governing Body	
<ul style="list-style-type: none"> • Approved – 2020-2021 meeting Schedule. 	Governing Body	
<ul style="list-style-type: none"> • Action – complete declaration of pecuniary interests. 	Each Governor	September 2020
<ul style="list-style-type: none"> • Action – collate pecuniary interests and produce register of interests. 	Clerk	September 2020
<ul style="list-style-type: none"> • Action – complete confirmation of eligibility. 	Each Governor	September 2020
<ul style="list-style-type: none"> • Action – complete NGS Governor skills audit. 	Each Governor	September 2020
<ul style="list-style-type: none"> • Action – collate NGA skills audits and summarise. 	Clerk	September 2020

Item 12	AOB	
<p>Governors noted that although not originally identified at the start of the meeting the following matters of AOB would need to be considered.</p> <p>Financial Audit.</p> <p>The SBM confirmed that the audit had been completed during the summer break. Although the actual final report was not available the initial feedback had been positive with only some minor issues raised.</p> <p>School Term Dates.</p> <p>Parent Governors queried the availability of the term dates as parents needed to arrange holidays. However, it was noted that the LA had not formally released the details to the school – they were not on the Tameside website. It was appreciated that the information would be circulated once obtained from the LA.</p> <p>The Chair confirmed there were no additional matters for discussion and the meeting was closed.</p>		
Resolutions / Agreed Actions		Owner

Item 13	Date / Time of Next Meeting		
Governors noted the date of the next scheduled meeting was Monday 23 November 2020.			
Resolutions / Agreed Actions		Owner	Date
• Noted – time and date of next scheduled meeting.		Governing Body	July 2020