



Meridian Primary School
Minutes of the Full Governing Body Meeting
held on Wednesday 15th October 2025 at 7.00pm

Virtual meeting held on Teams

Present:	Becky Richards (BR) – Chair, Becky Snelling (BS) – Headteacher, Kate Edwards (KE), Ioan Milosevic (IM), Richard Mulderij (RM) and Ruth Noble (RN). Vicki Scott (VS) arrived 7.07pm Wayne Laramée (WL) – arrived 7.27pm.
In attendance	Samantha Chamberlain (SC) – Deputy Headteacher
Visitors:	None
Clerk:	Amie Lill

Item	Discussion	Action by
1.0	Welcome and apologies	
1.1	Welcome, apologies and introductions	
1.1.1	The Chair welcomed everyone to the meeting. Apologies were received and accepted for Jenny Weston (JW), Sarah Yates (SY) and Emma Cox (EC).	
1.2	Quoracy	
1.2.1	The meeting was quorate.	
2.0	Declarations of Interest	
2.1	Declarations of interest for items on the agenda	
2.1.1	There were no declarations of any pecuniary or other interest regarding items on the agenda.	
2.2.1	There were no declarations of confidential items regarding items on the agenda.	
3.0	Approval of Minutes and any matters arising	
3.1	Minutes of the meeting held on 24th September 2025	
3.1.1	The minutes were distributed prior to the meeting to allow governors time to review.	
3.1.2	Correction noted for 5.10.4 – Reading is RN not RM.	

3.1.3	These were approved as an accurate record after this one amendment.	
3.2	Matters arising	
3.2.1	FGB1607-06: All governors to complete their visit reports by the next FGB. 2409: The Chair's Early Years Foundation Stage report to be circulated. Complete.	CLERK
3.2.2	FGB2409-01: HT to send update letter on the school's progress to all parents/carers. Complete.	
3.2.3	FGB2409-02: HT to send exclusions policy to the Chair and Chair to finalise ToR and send to Clerk for upload onto the website. Completed. ToR in GovernorHub. Action: FGB1510-01: Clerk to add FGB ToR document onto the website.	
3.2.4	FGB2409-03: Clerk to upload Code of Conduct onto the website. Complete.	
3.2.5	FGB2409-04: All governors to update pecuniary interests' declaration on Governor Hub. Complete apart from one (RM)	
3.2.6	FGB2409-05: All governors to update KCSIE declaration on Governor Hub. Prevent still outstanding. Action: FGB1510-02: All governors to check compliance statements on GovernorHub and complete outstanding confirmations. Action: FGB1510-03: Clerk to remove Meridian KCSIE confirmations on GovernorHub as it is a duplicate.	ALL GOVERNORS CLERK
3.2.7	FGB2409-06: The Chair to move forward with the reconstitution of the Instrument of Government with the LA. Complete.	
3.2.8	FGB2409-07: HT to arrange school values to be displayed in every classroom. Complete.	
3.2.9	FGB2409-08: The Chair and KE to meet and discuss the format of the wellbeing survey. Complete.	
3.2.10	FGB2409-09: All governors to complete the NGA safeguarding for governance training by the next FGB. The Chair to circulate the link. Complete. Chair confirmed some governors have sent their certificates. VS to send training certificates to Chair. WL training may be outstanding. Action: FGB1510-04: VS to send safeguarding training certificates to Chair and WL training to be complete.	VS and WL
3.2.11	FGB2409-10: HT to put the Safeguarding and Child Protection policy on the website and update the policy tracker. Complete.	
3.2.12	FGB2409-11: HT to put the Behaviour Management policy on the website and update the policy tracker. Complete.	
3.2.13		



3.2.14	FGB2409-12: HT to put the Safer working practices policy on the website and update the policy tracker. Complete.	ALL GOVERNORS
3.2.15	FGB2409-13: HT to put Responding to Prejudice Related Incidents policy on the website and update the policy tracker. Complete.	
	FGB2409-14: All governors to provide a photo and short biography to the school. Complete. Chair stated some photos outstanding. The photos are important for the children to know who the governors are and also for the parents so there is visibility of the governors. Action: FGB1510-05: Governors to send photos to the Chair and short biography to the school.	
4.0	Any other urgent business	
4.1	None.	
	KEY FOCUS	
5.0	Financial Management	
5.1	Financial update	
5.1.1	The HT report was circulated in advance of the meeting.	
5.1.2	The HT summarised the school's first FIG meeting. The meeting was supportive in nature, working together to address the school's deficit position. The next meeting will focus on the deficit plan, in particular the wraparound care plan and increasing pupil numbers.	
5.1.3	Key points included issues around SEND provision, with high needs funding still a challenge due to the LA backlog.	
5.1.4	The school had a successful open morning with 15 families attending. The HT received positive feedback from parents which she hopes will result in additional pupil numbers for the 2026 EYFS intake.	
5.1.5	The school's budget report has been reviewed with the School's Financial Advisor (SFA), including the staffing model which was checked as accurate.	
5.1.6	The HT confirmed that the school's expenditure is on track, with the exception of building maintenance costs, which have increased due to unexpected maintenance issues discussed at the September FGB meeting. The school is reviewing the rest of the budget to identify potential savings. The school's new smartboards and laptops have been moved to into Capital spend which will help.	
5.1.7	Windows 11 update – the HT highlighted x4 laptops which need replacing as they will not update to Windows 11. (Note: Windows 10 support, including security updates ceased in October 2025)	
5.1.8	Pupil Premium and Sports premium spend are both on track. Spend is in line with their plans.	



5.1.9	The HT confirmed the current cashflow position is `holding stable` at £50-60k deficit.	
5.1.10	Planned capital expenditure will be lower than predicted, as the LA has confirmed that its central budget will cover the cost of the new school doors. Q: A governor asked if the forecast budget has been updated? A: The HT stated the forecast budget has been updated and will show the October month end position. Q: The Chair asked if the FIG were happy with progress so far? A: The HT stated yes, they were. They spoke a lot about staffing and how the school have cut back, and the deficit recovery plan. The next FIG meeting is on 21.12.25. Q: The Chair asked if the FIG requires an updated deficit recovery plan by the next meeting? Does the Chair need to come in to meet with the HT? A: The HT stated the main bulk of the planning is the wraparound care plan which the SFA is pulling together and comparing to other schools wrap around care models. This will be a new budget model on SBS.	
5.1.11	WL joined the meeting at 7.27pm.	
5.2	LA Schools Finance Team recommendations and checks – letter 9th July 2025	
5.2.1	It was highlighted from the finance team's recommendations that the governors need to update the school's Financial Scheme of Delegation.	
5.2.2	The Chair proposes to work with the HT on an updated Financial Scheme of Delegation ready for next FGB for approval. Action: FGB1510-06: Chair and HT to work on the Scheme of Financial Delegation ready for the next FGB for approval.	CHAIR / HEADTEACHER
6.0	Premises	
6.1	Premises/Estates management general update / strategy	
6.1.1	The HT confirmed the school have met with Cath Conlon, the school's property management company to run through the compliance checklist and renewal costs.	
6.1.2	An audit of school's plant equipment has taken place.	
6.1.3	The school's Legionella Risk assessment has identified 3 urgent remedial works, involving dead legs. Two are being removed and one has been added to the flushing schedule.	
6.1.4	The HT has identified one member of site staff which needs updated training on legionella.	
6.1.5	Doors, windows and light replacement work all be completed by the LA from their central fund. Doors are a priority from a safeguarding and lockdown need.	



6.2	Health and Safety	
6.2.1	The HT stated a reminder has been sent to all staff on how to log issues with the site staff, so everything is recorded and tracked.	
6.2.2	Weekly and monthly checklists for site staff have also been reviewed and updated by the HT. These have been included within their appraisals to ensure accountability.	
6.3	Risk Management	
6.3.1	Ongoing RAs for trips, visits and events are overseen by SC.	
6.3.2	The HT noted a review of a high need child's risk management plan has taken place due to a significant injury to the child and member of staff. Q: The Chair asked if the child and/or adult involved were injured? A: The HT confirmed that both parties were injured. The child received first aid, and the parent was contacted. As the incident involved a member of staff, it was recorded online on the LA's incident log. The parents are supportive and have expressed understanding of the school's actions. The use of physical support is required with this child, and the incident has been recorded on MyConcern and included within the Headteacher's report.	
6.3.3	The Chair expressed her hope that all individuals concerned are okay.	
7.0	Personnel	
7.1	Pay/Salary review for HT and staff	
7.1.1	The Chair updated governors regarding two support staff which the HT has requested a pay review to move them up to their respective next pay bands.	
7.1.2	It was agreed that IM, KE, WL will stay on after the FGB to discuss as a pay committee.	
7.2	HTPM Committee Update	
7.2.1	IM summarised that the HT met her objective for last year and set 3 objectives for the following year. The SIA attended to provide support and oversee the HTPM Committee.	
7.2.2	IM stated they want to keep a rolling governor panel for the HTPM. If any governors are interested to be involved with the next panel, to let the Chair know.	
7.3	Staff wellbeing	
7.3.1	The HT provided an update in the HT report.	
7.3.2	To summarise, the Headteacher explained that there is currently a great deal of change and raised expectations for staff, and she remains mindful of the impact this may have on their wellbeing. The school is improving rapidly, which can sometimes be challenging to balance alongside staff wellbeing.	



7.3.3	Appraisals for all staff (teachers and support staff) starts with wellbeing and how the HT can support them and their own personal development.	
7.3.4	x1 support staff is on long term sick. The HT has been mindfully checking in and have a meeting scheduled next week to check on their wellbeing. Q: The Chair asked if staff are aware and have access to the Employee assistance programme. A: The HT confirmed yes, they do have access.	
8.0	Communication	
8.1	Stakeholders/parent survey/pupil voice/staff surveys	
8.1.1	KE is leading on this as the wellbeing link governor.	
8.1.2	The HT asked if there could be a few questions around CPD on the survey as this is an area of improvement for the school. KE agrees this will be sensible.	
8.1.3	The Chair has asked for the draft survey to be shared with the HT before distribution.	
8.1.4	KE to coordinate time to meet with K. Halford to draft the surveys. Action: FGB1510-07: KE and K.Halford to agree date to meet to move forward with the Stakeholders/parent survey/pupil voice/staff surveys.	KE
8.1.5	The Chair asked governors to try and get into school next term and complete pupil voice for their link areas.	
8.1.6	The HT confirmed SLT are completing pupil voice for behaviour and safeguarding this term.	
	STANDING ITEMS	
9.0	Governor Body Matters	
9.1	Reconstitution of the governing body	
9.1.1	Proposal to Change the Instrument of Government The existing instrument make up is: 4 Parent Governors - The Headteacher 1 Staff Governor 1 Local Authority Governor 5 Co-opted Governors <u>Total: 12 Governors</u>	
9.1.2	The Chair explained that the governing body has been operating with several longstanding vacancies for some time. She recommended that the governing body moved to this smaller size which mirrored the current existing governors with one vacancy and had proved to be effective. A full discussion of recent	



9.1.3	working arrangements took place. The governors agree the discussion from the September FGB still stands. 10 members is a sensible number for the size of the school. The school's PAN was reduced last term and reducing the instrument of government is a logical step.	
9.1.4	Decision: That the governing body made the following decisions i) its composition to be: 2 Parent Governors The Headteacher 1 Staff Governor 1 Local Authority Governor 5 Co-opted Governors <u>Total: 10 Governors</u> This is because the smaller size has proved to be effective in working strategically to drive up standards. The governing body agreed it also allows for the right balance of experience and expertise. iii) for the Instrument of Government to come into force on 15 October 2025. iv) for the clerk to send the School Governance Team a copy of the minutes. Action: FGB1510-08: Clerk to inform the governance team, amend the instrument of governance and upload onto GovernorHub.	CLERK
9.2	Governor Development Plan	
9.2.1	The Chair summarised the Governor Development Plan which aligns with the SDP. It follows the NGA skills audit and previous action plan and looks at each core function that the governors have responsibilities for. 9.2.2 There are 7 development areas/objectives. 9.2.3 The Chair asked for feedback on the plan. A governor stated the plan is clearly laid out and well put together. 9.2.4 The Chair will be undertaking training with Sue Bowman around the new Ofsted framework. All governors are welcome to attend. 9.2.5 A governor noted it is clear and works well as a starting point and makes it clear what the expectations are and is easy to refer to. <i>Q: A governor stated there are certain things on the document which they are well versed in, i.e. finance. Therefore, they feel it needs to focus on the future and how the governing body can look forward to develop. Such as how AI can be used to help the governors?</i> <i>A: The Chair explained that the purpose of this plan is to support the board in developing its skills and effectiveness. It is not a strategic plan focused on the school's long-term direction but rather a tool for governance development.</i>	



	<i>The Chair suggested that AI could be incorporated into updates and evidence, including examples of how AI can support governance activities — for instance, assisting with SEND visit reports or other monitoring tasks (generating SEND focused questions).</i>	
9.2.6	The focus is on using AI to work smarter, not harder, and to enhance staff wellbeing.	
9.2.7	The Chair also confirmed that the finance objective should remain within the plan. Although several governors have strong financial expertise, the current financial context of the school makes it essential to demonstrate to both the Local Authority and Ofsted that the governing body is competent and provides robust financial challenge.	
9.2.8	A governor commented that the finance objective reflects what a good governing body should already be doing as standard but suggested that the board should take this further — challenging itself to consider what more can be done.	
9.2.9	The Chair agreed, adding that governors should continue to challenge themselves, explore additional funding opportunities such as grants, and push the boundaries further to aspire to even more for the school. This represents the next stage of development for the board.	
9.2.10	The Chair asked WL to put some success criteria together to develop the finance objective further. Action: FGB1510-09: WI to liaise the Chair to finalise Governor Development Plan.	WI
9.2.11	The Chair asked for agreement in principle so she can share it at the next RIG.	
9.2.12	All governors <u>agreed</u>. Q: A governor asked how often will it be updated? A: The Chair confirmed it is an ongoing live document, and evidence will be added throughout the year.	
9.3	Governor Training Plan	
9.3.1	The Chair ran through the plan which is based on the strengths and weakness from the skill audit.	
9.3.2	The Chair has been mindful and planned out bite sized training sessions for all governors for throughout the year.	
9.3.3	The Chair stressed the importance of completing the training in the plan.	
9.3.4	A governor expressed that the training plan was extremely helpful will all the relevant training and links in one place. Q: A governor asked how they record that they have undertaken the training.	



	<i>A: The Chair confirmed it is to be recorded under the training tab on GovernorHub. Governors need to simply add it to the training. CCC Governor service training is automatically added.</i> Action: FGB1510-10: All governors to complete the Termly Tip training by the December FGB.	ALL GOVERNORS
10.0	Strategic Development	
10.1	SEF – Review	
10.1.1	The HT summarised the SEF and noted there have been many drafts to get to this stage.	HEADTEACHER
10.1.2	The first section focuses on progress against the Ofsted Areas For Improvement (AFIs). The HT noted that these are not usually included within a SEF but felt it was important to do so in this instance	
10.1.3	The second section is linked to the new Ofsted framework.	
10.1.4	The HT has tried to keep it concise and up to date as progress is being made all the time.	
	Action: FGB1510-11: HT to upload SEF to the website. Q: A governor asked what the difference between THE expected standards and met are within the SEF? <i>A: The HT stated the Ofsted terms are for each category are 'Urgent improvement', 'Needs Attention', 'Expected standard', 'Strong standard', 'Exceptional'. Safeguarding is the only area which deviates from these categories and is graded 'Met' or 'Not Met'.</i>	
10.1.5	The Chair stated the SEF is well summarised and thought out.	
10.1.6	The HT noted the SEF and SIP work alongside each other.	
10.2	SIP areas: Staff CPD and Behaviour	
10.2.1	The HT summarised the updates to the SIP. The school is moving quite rapidly in some areas. E.g. behaviour.	
10.2.2	All the staff appraisals are linked to the SIP.	
10.2.3	The SIP targets are linked to core areas.	
	Q: A governor asked where the school feels it is currently performing in terms of an Ofsted rating. <i>A: The HT referred to the SIP which outlines her view of the school's current position. She explained that the curriculum remains the main area not yet fully embedded, which is due to the time required for implementation rather than quality concerns. The HT believes the school is meeting the expected standard in many areas; however, based on available evidence, the curriculum has not yet reached that point.</i>	



10.2.4	It was stated that Ofsted do not expect all areas to have the same rating, but to be spread out over the categories.	
10.2.5	Sue Bowman from the LA will be completing Ofsted training on 03.11.25 at 6.30pm . The Chair asked all governors that can make it to attend in preparation for Ofsted. The Chair will circulate the slides. Q: A governor noted when using RAG ratings once an area is rated Green and complete it is hidden from the table. A: The HT explained it is a document for the school. Ofsted will not really look at it and it is not a big enough document to warrant hiding the completed objectives.	
11.0	Reports and Updates	
11.1	Headteacher's Report (written)	
10.1.1	The Headteacher's reports was distributed prior to the meeting to allow governors time to review. Q: A governor asked about attendance and overall attendance being 97.68%. Could the school ignore the start of term holiday data and compare? A: The HT confirmed yes this can be done. The data can be looked at week by week but the data will not be very meaningful. There could be a sickness bug in one class for example. As long as the percentage is above 95% (which the school is) the school are okay. There are some of the unauthorised codes which are for pupils which are late and not actually absent for the day. This is a requirement of LA coding. If they are late after registration has closed, they have to be coded unauthorised. Q: A governor asked if CPD Dyslexia training is needed? A: The HT confirmed it is part of SEND in the SDP. CPD for staff is needed. It is already on the SIP. More parents are aware of Dyslexia and having private assessments. Q: A governor noted there is a spike in the first part of the autumn term in behaviour on the My Concern graph. Is this because of the new behaviour policy? Is it more robust or down to an increase in behavioural issues? A: The HT explained that Behaviour is always a spike on My Concern. If the governors refer to previous reports throughout the year, a spoke will be seen. This is because of how the school log behaviours. Anything above a low-level issue is put onto My Concern.	
10.1.2	The HT acknowledged the school's PTA. They are doing a brilliant job in supporting the school in IT equipment purchase. Q: A governor asked how many PP children are not attending school trips? A: The HT confirmed there are none. All children are attending Hilltop and the Yr 5 museum trip. There are no trips where children are opting out. Q: A governor asked if the school can track the trend of the behaviour reports to see how it is moving through the terms.	



	<i>A: The HT said she can do that and look at trend data now she has the start of the term baseline data.</i> Q: A governor asked if other local schools use My Concern and if there is any benchmarking data? <i>A: The HT confirmed most schools do use My Concern. It is a good idea to look at other local schools data to benchmark. It was highlighted the concerns around data protection and safeguarding. But will look at how benchmarking could work with other Headteachers.</i> Q: A governor asked with regards to the racist remark reported, is it a new incident. Is it the same person or group of people? How is it being dealt with? <i>A: The HT explained it was a separate child and separate incident and completely different children involved. Parents were contacted and it was dealt with in line with procedure.</i>	
11.2	Chair's Report (written)	
11.2.1	The Chair's report was distributed prior to the meeting to allow governors time to review.	
11.2.2	No questions received.	
11.3	Clerk's update	
11.3.1	The Clerk gave a verbal update on the new Ofsted framework and importance of Safeguarding and Pupil Premium governor monitoring. Also AI in education.	
11.4	Monitoring visit reports – Governor and LA	
11.4.1	The Chair shared their EYFS visits have been completed and shared. No questions received.	
12.0	Safeguarding	
12.1	Safeguarding wheel - Staff Code of Conduct & Whistleblowing	
12.1.1	The HT stated an overview to parents was communicated out to parents about what safeguarding is. This has also been added to the website.	
12.1.2	A governor stated it was a great inclusion in the school newsletter.	
12.1.3	The HT summarised the staff Code of Conduct and Whistleblowing policy as part of the school's staff induction process. It also includes the annual school safeguarding training.	
12.1.4	The Chair stated the safeguarding wheel has been updated. Governors will work around the wheel, focusing on a topic at every FGB.	
12.1.5	The Chair completed a safeguarding monitoring visit last week and looked at the Single Central Record (SCR).	



12.1.6	The Chair reminded all governors to book in their visit dates with the link leads.	
13.0	Policies for approval / ratification	
13.1	Governor Visits & Monitoring Policy	
13.1.1	The policy was distributed prior to the meeting to allow governors time to review.	
13.1.2	A small correction to Section 9. (change I.e to E.g.) was noted and will be amended by the Chair.	
13.1.3	The Chair shared the general visit and monitoring visits report templates. These have been aligned to how the LA format their forms. <i>Q: A governor asked if they need to share the document after each visit or at the end of the year?</i> <i>A: The Chair stated all governors need to see the report after each visit. The HT asked if all governors could share the focus of the visit with staff ahead of the visit for planning and wellbeing.</i>	
13.1.4	The governors voted unanimously to <u>adopt the Governor Visits and Monitoring Policy subject to the section 9 correction.</u> Action: FGB1510-12: HT to put the Governor Visits and Monitoring Policy on the website and update the policy tracker.	HEADTEACHER
13.2	Pay Policy	
13.2.1	The policy was distributed prior to the meeting to allow governors time to review.	
13.2.2	A few formatting corrections are to be made. The Contents page and Section 6. The HT to amend.	
13.2.3	The governors voted unanimously to <u>adopt the Pay Policy subject to formatting corrections.</u> Action: FGB1510-13: HT to put the Pay Policy on the website and update the policy tracker.	HEADTEACHER
13.3	Acceptable Use of Mobile Phones & Devices Policy	
13.3.1	The policy was distributed prior to the meeting to allow governors time to review.	
13.3.2	It was agreed to amend 2.2 as it seemed vague. The words 'Online friend request from a pupil' was agreed to make 2.2 clearer.	
13.3.4	The governors voted unanimously to <u>adopt the Acceptable Use of Mobile Phones & Devices Policy subject to amendment to 2.2.</u>	



	Action: FGB1510-14: HT to put the Acceptable Use of Mobile Phones & Devices Policy on the website and update the policy tracker.	HEADTEACHER
13.4	Separated Parents Policy	
13.4.1	The HT added in this policy late due to a potential threat of an issue. The school had no separated parent policy. Q: A governor asked regarding Section 8 – should there be something written down if the parent does not show up? A: The HT confirmed there is another policy which covers if a child is not collected at the end of the day. Q: A governor asked what happens if the HT cannot mediate and solve the dispute? A: The HT stated the parents need to speak to their social worker / family support. It needs to be something directly linked to school that the school needs a decision on. E.g. going on a school trip. If one parent wants the child to go and the other doesn't. The governor asked does it need to be stipulated that it would go to the family court/early help support. The HT noted it depends on the situation and case by case. A governor noted it would be useful to have a line which states as a last resort the school may seek support from the family court. The HT agrees this could be added. The governors voted unanimously to adopt the Separated Parents Policy subject to the addition of the family court sentence. Action: FGB1510-15: HT to put the separated Parent Policy on the website and update the policy tracker.	HEADTEACHER
14.0	Review and impact of meeting	
14.1	Impact of meeting	
14.1.1	1. Changed instrument of governance 2. Agreed the SEF 3. Governor development plan agreed 4. Governor training agreed 5. Pay committee will look at recommendations from the Headteacher.	
15.0	Any other business	
15.1	Ofsted preparation	
15.1.1	The Chair is pulling together evidence from a governor point of view in preparation. This is in the Ofsted folder on GovernorHub.	
15.1.2	Ofsted training is available and it is recommended to all governors to read about the new Ofsted Framework if possible.	
15.1.3	Clerk noted the safeguarding and PP governance focus of Ofsted.	
15.2	Items for next agenda	



15.2.1	Scheme of Financial Delegation Pay awards given to the to support staff.	
15.0	Date of next meeting	
15.1	Wednesday 3 rd December at 7.00pm - in person.	
	The meeting closed at 9.40 pm	

Action No.	Action	Owner	Open
FGB1510-01	Clerk to add FGB ToR document onto the website.	Clerk	Closed
FGB1510-02	All governors to check compliance statements on GovernorHub and complete outstanding confirmations.	ALL	Open
FGB1510-03	Clerk to remove Meridian KCSIE confirmations on GovernorHub as it is a duplicate.	Clerk	Closed
FGB1510-04	VS to send safeguarding training certificates to Chair and WL training to be complete.	VS and WL	Open
FGB1510-05	Governors to send photos to the Chair and short biography to the school.	ALL	Open
FGB1510-06	Chair and HT to work on the Scheme of Financial Delegation ready for the next FGB for approval.	Chair / Headteacher	Open
FGB1510-07	KE and K.Halford to agree date to meet to move forward with the Stakeholders/parent survey/pupil voice/staff surveys.	KE	Open
FGB1510-08	Clerk to amended instrument of governance and upload onto GovernorHub and inform the governance team.	Clerk	Closed
FGB1510-09	WI to liaise the Chair to finalise Governor Development Plan.	WI / Chair	Open
FGB1510-10	All governors to complete the Termly Tip training by the December FGB.	ALL	Open
FGB1510-11	HT to upload SEF to the website.	Headteacher	Open
FGB1510-12	HT to put the Governor Visits and Monitoring Policy on the website and update the policy tracker.	Headteacher	Open
FGB1510-13	HT to put the Pay Policy on the website and update the policy tracker.	Headteacher	Open
FGB1510-14	HT to put the Acceptable Use of Mobile Phones & Devices Policy on the website and update the policy tracker.	Headteacher	Open
FGB1510-15	HT to put the separated Parent Policy on the website and update the policy tracker.	Headteacher	Open