

Barley Lane School Full Governing Body Meeting 4 (Part 1 Minutes)

DRAFT

Date / Time:	18 th July 2018 at 17.00	Location:	Barley Lane School
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Attendees:	Initials:	Governor Type:
Damian Furniss	DF	Parent (Chair)
Vicci Wood	VW	Co-opted (vice-chair)
Liz Shinn	LS	Local Authority

Attendees:	Initials:	Governor Type:
Michael MacCourt	MM	Staff - Headteacher
Jo Davey	JD	Foundation

Sanctioned Apologies:	Initials:	Category:
Simon Robinson	SR	Staff Governor
Anne Hannaford (School Bursar)	AH	Associate Member
Kevin Goodey	KG	Associate Member
Dave Jones	DJ	Associate Member

Unsanctioned Apologies:	Initials:

In Attendance:	Initials:	Capacity
Helen Rimmer	HR	Clerk to Governors

Minutes To:
Attendees
Website

BL = Barley Lane

Meeting started: 17:11

Min. No.	Actions & Decisions:	Owner:	Date Due:
4/1.1	<p>Apologies & Business Interests</p> <p>The Board agreed to Sanction apologies from SR, DJ and AH. LS had apologised that she would be running late due to work commitments. VW will be changing her job role in the near future, she will be working for Devon County Council (DCC). ACTION - VW to update Register of Business Interests at the September Housekeeping meeting.</p>	VW	Sept 18
4/2.1	<p>Governor vacancies/ recruitment</p> <p><u>Parent Governor Vacancy</u> - DF informed the Board that he has deferred writing to parents to advertise the Parent Governor Vacancy. The letter will go with first communication to parents at the start of the Autumn term.</p> <p><u>Foundation and Co-opted Governor Vacancies</u> .LS' son, Andrew, is a potential candidate to fill one of these roles. He had been invited to attend the meeting. DF had seen the different perspective brought by a young governor at recent training he attended, a young governor there demonstrated a grounded view of what it is like to be a young person. As well as bringing a younger person's view point, LS' son is also a member of the local community, which the Governing Board is keen to have represented.</p> <p><u>Associate Members</u> - AH is due to retire at the end of the Autumn Term. She is an Associate Member, so her retirement does not create a governor vacancy. There was a discussion about the difference between Associate Members and Governors.</p> <p><u>Staff Governor</u> – SR's term of office ends November 2018*. When they meet in September, the Board wish to discuss arranging a Staff Governor Election.</p> <p><i>*there was found to be an error in the Governing Board's records and upon checking with the central ONE database, administered by Babcock's Governance Consultancy team, it was confirmed that in fact SR's term of office ended 31st August 2018.</i></p>		

	<p>There was a discussion and the Governing Board agreed it is important that DJ, SR and Claire O’Riley, as part of their Assistant Headteacher roles, all report to the Governing Board in some capacity, whether as invited guests, or Associate Members.</p> <p>LS arrived 17:23</p> <p>LS informed the Board that her son, Andrew, is still interested in being a school governor but unable to attend the July 2018 FGB meeting.</p> <p>ACTION – MM and DF to contact LS’ son to discuss his expectations and the Governor role.</p>	MM/DF	end July 18
4/2.2	<p>Correspondence</p> <p><u>SENTient Trust</u> - DF expressed concern that no one on the Board was receiving any correspondence from the Sentient Trust.</p> <p>ACTION - HR to contact the Sentient Trust and look in to this.</p> <p><u>Safety First, Devon County Council’s Health and Safety Bulletin</u> - DF has also discovered a Health & Safety bulletin aimed at schools. Upon checking, no one at BL had been receiving a copy.</p> <p>ACTION – HR to forward to Judith Ford and KG and request they sign up to receive future bulletins.</p> <p>It was noted that in future the H&S Lead Governor needs to sign up to receive the bulletin.</p> <p><u>Governance Alert</u> - DF recommended everyone reads the weekly Governance Alert which HR forwards from Babcock’s Governance Consultancy.</p>	HR	Sept 18
4/3.1	<p>Minutes of the Meeting 28/03/2018</p> <p>The Part 1 minutes were agreed as an accurate record of the meeting and signed by the Chair.</p> <p>ACTION – HR will ensure the Part 2 minutes will be brought to September Housekeeping meeting for approval.</p>	HR	Sept 18
4/3.2	<p>Matters arising</p> <p>The Governing Board received an update for each of the actions from the previous meeting.</p> <p><u>Minute 3/4.2</u>- Nurture Unit Visit - this is still o/s</p> <p>ACTION – LS to make arrangements with DJ to visit the Nurture Unit in the Autumn Term.</p> <p><u>Minute 3/2.1</u> - Governor recruitment – covered in minute 4/2.1</p> <p><u>Minute 3/2.1</u> - Open evening – this event did not go ahead as it was felt there was enough capacity to drive this through. The Governing Board agreed that one of the most important areas for improvement is links to parents and arranging an open event in the future could assist in this.</p> <p><u>Minute 3/4.3</u> - Staffing and recruitment. It was confirmed this had been actioned.</p> <p>All other actions are on the agenda elsewhere.</p>	LS	Autumn Term
4/4.1	<p>Headteacher’s Report</p> <p><i>(HT report to governors Summer 2 2018)</i>, governors had received the report ahead of the meeting.</p> <p>DF appreciated being supplied with information on the <u>outcomes</u> for pupils from GCSEs, apprenticeships and <u>Duke of Edinburgh (DofE)</u>. The governors were pleased to see positive outcomes across all 5 strands of curriculum.</p> <p>LS felt the report reflects the reality of school life.</p> <p>MM said it had been uplifting and positive to see the young people engaged seriously and earnestly in their exams.</p> <p>The governors acknowledged that the DofE award is hugely prestigious, adds character and develops resilience and is valued by employers. The voluntary work undertaken as part of the award can also link to a future career.</p> <p>The Governing Board value opportunities such as DofE as part of the holistic approach which they support within the school. The governors agreed that delivering greater breadth makes it more likely for the school to engage individual pupils and for the pupils to discover strengths.</p> <p>The Governing Board wished to thank the staff involved in DofE for going over and above what could have been expected of them in delivering the opportunity for the pupils to take part in the outdoor expedition element.</p> <p>MM informed the governors that the staff involved have been paid some overtime (despite the fact no staff requested payment).</p> <p>In response to a question from DF about pupil outcomes, MM confirmed that in September 2018 a check will be carried up to catch up with pupils who have left in last 2 or 3 years, included a check on those enrolled in college. MM said accreditation outcomes will be received by the Governing Board in the Autumn Term.</p>		

	<p>The Governing Board received a verbal synopsis of week 5 of the Summer Term, when there was a <u>spike in incidents</u>. This was a result of 2 or 3 pupils who had changes in personal circumstances which impacted on behaviour in school. MM reflected that this was very tough for himself and other staff and felt that the hot weather may have contributed to incidents, pupils getting less sleep and picking up on the disruption from other pupils.</p> <p>The Governing Board were confident that the situation was well managed and the decisions made at the time were justifiable. They understood that available support had been sought and events subsequently reflected on with conclusions shared and changes implemented where necessary. The governors noted that staff showed resilience.</p> <p>MM reported a significant <u>spike of racism</u>. He informed the governors that this had been instigated by one pupil and consisted of ‘racist banter’. This was immediately challenged by staff but when pupils continued with the behaviour a short, fixed-term exclusion was applied.</p> <p>DF stated that he had been in school when this has been on going and observed the situation being taken seriously by staff, he felt it had been handled very well.</p> <p>MM said the decisions that have to be made require unpicking Special Educational Needs (SEN) from behaviour and discerning where punishment is appropriate.</p> <p>DF reported that he had been in school when a <u>safeguarding</u> event was playing out and had observed that everything that should have been done was done and the approach was child centred at all times.</p> <p>The governors were given an overview of the incident. DF said this incident says quite a lot about BL, both what extreme incidents the school has to be prepared for and how well the staff respond.</p> <p>VW asked whether the 3 new teachers have had transition preparation time? MM replied that 1 teacher had finished their training and been able to spend a few days in school, the other 2 teachers have also been offered this opportunity. He confirmed that he has spoken to the new teachers about transition to the setting. This included stressing the importance of the briefings at the end of each day and asking questions. The staff team are keen to help the transition and to provide guidance and support. MM reassured the governors that they selected the candidates who it was felt would be proactive.</p> <p>DF confirmed that the recruitment was a team effort with large group discussions looking at a range of attributes and how candidates presented. The selection process considered insights and feedback from staff across the school including support staff. DF felt process was as good as could be to find the right people for BL. MM said it had been an intentionally lengthy process as selecting the right people is the strength of the school. It was a full day process with the candidates observed all day. They selected the people who coped well with the process, looked for an ability to self-criticise. MM confirmed that there had been a large investment in the process from the staff, with staff across school meeting candidates.</p> <p>In response to a question from the governors, MM said all the new candidates will be working in the Primary Unit. The process did not find any successful candidates for the Secondary Unit.</p> <p>VW asked if pupils were involved in the recruitment process? MM said not this time but pupils have been involved in previous recruitments when candidates have taught a lesson and pupils have given feedback.</p>		
4/4.2	<p>School improvement plan (SIP) 2018/19 <i>(SIP context and framework 2018-19)</i> <i>(SIP simple review and checklist for governors)</i> <i>(SIP full review)</i> <i>(CO strand)</i></p> <p>It was noted that whereas previously each area of focus for the SIP has been reported back to governors directly by the Headteacher from next year each of the Assistant Heads has their own delegated area of responsibility on which they will report to governors directly.</p> <p>There Governing Board had a discussion about the different areas of focus that each of the 3 Assistant Heads will be responsible for and how this will be reported back. It was clarified that the Assistant Heads will have a mix of managerial and creative roles. They will set core goals as ‘leaders of their cluster’ – goals will be both around improvement and consolidation of success.</p>		

	<p>The Governing Board discussed “what is the evidence that teaching is good enough?”. Claire O’Riley (CO) has a focus on teaching and ‘how to make it better’. The governors agreed on the importance of the work CO’s has planned where she will be focusing termly on different aspects which can affect learning, for example; Autistic Spectrum Disorder, ADHD, and Attachment Disorder. The governors would expect this work to impact positively on behaviours.</p> <p>MM will be leading staff and pupil Wellbeing whilst rigorously managing safeguarding risks. MM said he will maintain pragmatic realism to consolidate and protect what has been achieved as the children will always be testing, BL generates crisis by its nature.</p> <p>In conclusion the strong focuses will be to continue getting better at teaching and promoting wellbeing. It will be possible to measure success by looking at outcomes for pupils. The Governing Board will monitor this.</p> <p>The GB approved the focus and SIP for next year (2018/19).</p> <p>JD asked what BL used as the standard for ‘best practice in teaching’? MM said there is document setting out best practice in a SEMH (Social, Emotional and Mental Health needs) setting but there is a need to understand some areas better to know what is best practice for BL. MM went on to say that the general best practice gets good order, a positive climate for learning and good outcomes for the majority of pupils, so work to understand the more complex cases can expand what is best practice. MM gave an example of work that has been undertaken so far looking at Attachment Disorder and where their understanding through staff training has improved and changed practice. The example allowed the Governing Board to see how peer-review is so valuable and how observing an accomplished practitioner can benefit others.</p> <p>DF described to the other governors how he has witnessed over time BL’s approach to be that of group collective wisdom led by MM, which evolves over time and promotes good practice.</p> <p>MM said the best teachers build trust, rapport and authority at every opportunity so disaffected young people will participate. These teachers will be looking at every detail including the seating plan and maintain high aspirations at all time.</p> <p>There was a discussion about best teaching practice and the differences and similarities between Special Education settings and Mainstream settings.</p>		
4/4.3	<p>Safeguarding Covered in item 4.1</p>		
4/4.4	<p>Resources Committee <i>(item 4.4 Revised budget plan 020718)</i></p> <p>DF informed the Governing Board that the Resources Committee had reviewed the budget. Current figures project a carry forward this year of £50k which will be adding to a surplus. However, in Year 3 outgoings are forecast to exceed income. The current budget projection is based on 70 pupils on roll, currently there are 76 pupils. In order to maintain, retain and invest in staff BL will need to have over 70 pupils on average. DF has spoken to Velda Woodruff (SEN 0-25 Commissioning Manager, DCC) and this level of pupil numbers is realistic. DF recommends that this is therefore a viable budget. The Resources Committee wished it noted how much they value Susette Barrett’s (Education Finance Consultant, Babcock) diligent financial management skills.</p> <p>In response to a request from VW for clarification, the term ‘additional pupils monthly’, was explained. The Governing Board sought confirmation that the Resources committee had fully discussed all the variance and changes within the Budget. DF, as Chair of the Resources Committee, confirmed that this had happened and the Resources Committee were happy to recommend the budget to the Full Governing Board. DF went on to detail the staffing, including staff changes, which have been built in to the revised budget plan;</p> <p>3 new teachers are built in to the budget, it also includes assumptions for the cost of developing and retaining staff and the budget for a new Bursar and Caretaker. The new Caretaker and Bursar role and costings will be revised when the current people in post leave, when it will be considered how to best utilise existing staff to cover some elements of the roles. MM said that following discussions with Judith Ford (School Administrator), they will be looking at her role changing and for her to take an operational lead to help run school day to day. Contractors will be needed to carry out work which would currently be undertaken by KG. These contractors will need to be managed by either the new Bursar or as part of JF’s new role. This will depend on the skills and character of whoever is recruited to fill the Bursar role.</p> <p>The Governing Board had a discussion exploring other options but concluded that the Bursar appointment is critical to further decision making. The Governing Board was</p>		

informed that Susette Barrett, who is currently covering much of the Bursar's role, will help in the recruitment and appointment of a new Bursar.

The Governing Board agreed to approve the proposed budget plan, including budgeting for staff changes as outlined above.

Investment in school buildings. DF reported that the SNE team and NPS have looked at the school site and decided that the required investment of £250k for a Nurture Unit has been turned down. So MM and KG have looked at other options to enable the provision of additional learning settings at BL. DF reported that the Resources committee discussed alternatives and concluded that the most viable option was to create a self-contained unit with its own kitchen and toilet facilities. This can be achieved by sourcing 2 storage containers to hold the current contents of the Outdoor Education room. The room can then be converted and be provided with kitchen and toilet facilities. KG has provided costings for this plan;

2 containers for storage £4.5k

Conversion to self-contained classroom space £7.5k

The Resources Committee wished to recommend this scheme to the Full Governing Board and recommended that the spend was authorised from within the existing capital budget.

The Governing Board felt that provision of a Nurture Unit on-site can reduce costs for Alternative Provision and other costs such as mentoring.

The Governing Board agreed to approve the spend of £4.5k on the 2 storage containers, and £7.5k to convert the previous storage area into a self-contained classroom space.

It was reported that the Resources Committee had also been considering the installation of an Electronic school gate, which it was felt could assist in safeguarding the pupils. KG has obtained several quotes for the purchase and installation of electronic gates. The best quote was £8.5k. MM wished governors to consider the expense. He stated that electronic gates won't prevent a persistent absconder but do help manage absconders. To this end he felt it is reasonable and practical to shut the gates but the current gates, which are manually operated, are performing almost the same function. MM concluded that electronic gates will be more convenient for staff at the same time as keeping pupils safe. The Governing Board discussed the pros and cons of the installation of electronic gates, all agreed on the benefit of locked gates keeping strangers out but wished to consider the benefits added by having electronic (rather than manually operated) gates. The governors acknowledged that the proposed cost of the electronic gates comes within the existing budget set aside for premises spend and would not impact of money for staff retention, training etc. The Governing Board concluded that it was a valid investment and if it was to be done it would be better for the work to be undertaken before KG retires as school caretaker.

The Governors agreed that the time to make this investment was now and approved the spend from the premises budget of £8.5k for the purchase and installation of electronic school gates, to allow the work to be done during the Summer Holiday period.

MM said staff vigilance and a safeguarding culture is best protection to pupils.

DF informed the Governing Board that all urgent actions from the Health and Safety audit have been carried out. DF is liaising with JF to review the current Health and Safety audit update and some of lower priority actions outstanding and audit awaiting response.

GDPR (General Data Protection Regulation) – DF reported that the GDPR consultant has been in to school and carried out a review and given a verbal report to KG listing action required. The review is part of the GDPR package which has been purchased from Babcock LDP at the cost of £4.5k. The school has bought into the more expensive package for this first year of the new GDPR regulations being introduced, in future years it is anticipated that the cost of the package required will be less.

DF said the priority actions have all been acted upon. One of the further actions required is the introduction of Privacy Notices.

The new Governors' Privacy Notice (*Privacy_notice_for_governors_Barley Lane*

	<p><i>School_July 18</i>) was distributed to governors and will be included in the induction pack for any new governors.</p> <p>HR reported that she is working with KG to set all governors up with school email addresses and a working cloud based area for governors.</p> <p>The Governing Board agreed that all governors should be given and use a school email address for all Governing Board business.</p> <p>ACTION – HR to contact KG to set up non-staff governors school email accounts.</p>	HR	end July 18
4/4.5	<p>Safeguarding, Behaviour, Teaching and Learning (SBTL) Committee</p> <p>The Board members had had the opportunity to read the draft committee minutes (SBTL 27th June 2018) prior to the meeting. VW gave a brief verbal summary. The move to using CPOMS from September 2018 was highlighted. The Governing Board would like monitor how effective this change is during the coming year.</p>		
4/4.6	<p>HT Appraisal Panel, Independent Advisor</p> <p>Following a discussion, the Governing Board selected Alan Phair to be the Independent Advisor for the appraisal process in the Autumn Term.</p> <p>VW reported that she has approached Alan Phair to confirm his availability, booking has to come through Babcock, VW has contact details for the team within Babcock who deal with these bookings.</p> <p>ACTION – VW to contact Babcock and book Alan Phair to attend the Headteacher Appraisal in the Autumn Term.</p> <p>The Governing Board reduced the membership of the Headteacher Appraisal Panel to just VW and LS, who have attending the Head Teacher Appraisal Panel training. Thus removing DF from the panel.</p> <p>ACTION – HR to update the Terms of Reference accordingly.</p>	VW	Sept 18
4/4.7	<p>Governor Training</p> <p>DF, LS and VW had all attended Babcock’s new Special School Governor Training. DF had produced an informal report, which had been shared with the Governing Board prior to the meeting (<i>Reflections from Special School Governor Training</i>).</p> <p>LS and VW agreed with DFs reflections.</p> <p>DF had the following recommendations;</p> <ol style="list-style-type: none"> producing a succinct termly newsletter for parents. He hopes this will help address lack of interaction with parents. In the 1.5 years he has been Chair of Governors he has not had direct contact from any parent. <p>VW wondered how many other SENTient Trust school’s Governing Boards have contact from parents. DF noted that the make-up of each of the SENTient Trust schools and their settings are different but agreed it would be worthwhile to find out about their Governing Boards’ interaction with parents.</p> <p>ACTION – HR to contact the other members of the SENTient Trust and request information from their Clerks to Governors.</p> <ol style="list-style-type: none"> Using Lead Governor roles more effectively. It can help frame visits if each governor has a role. DF outlined suggestions for LG roles to further distribute leadership in the report. <p>DF will be having a 1-1 conversation with each governor over the summer. He will be using this opportunity to update the skills audit, discuss LG roles, look at training requirements for next year.</p> <p>ACTION – DF will use the 1-1 interviews to produce a proposal for LG role allocation and an updated skills audit which will be presented at the September Housekeeping meeting.</p> <ol style="list-style-type: none"> Program of visits aligned to School Improvement Plan (SIP) and LG roles. <p>DF said he has undertaken 1 visit per term (although he has been in school on many other occasions) whereas VW has made many visits. He does not want the visits to be over-structured. MM said he would like a governor to be associated with each of the 3 strands overseen by the 3 Assistant Heads, Simon Robinson, Claire O’Riley and Dave Jones, with the focus tied in with the SIP.</p> <p>Following a discussion the Governing Board concluded it would be positive for governors to have a link with a member of staff.</p> <p>VW said she attended the Special School Governor training on a different date to DF. She found that governor visits and LG roles were a theme at her training too. She was encouraged that when considering the list of knowledge a governor should have about their school there was no aspect which she did not know about. This could not be said about the other governors attending.</p> <p>This led to a discussion regarding what the Governing Board needs to focus on. The governors all felt that statutory requirements are met. The governors all agreed that in addition to statutory requirements as a Special School there is the additional importance at BL which means the Governing Board needs to ensure that everything that is done</p>	HR	Autumn Term
		DF	Sept 18

	<p>benefits the pupils</p> <p>There followed a discussion about the school ethos and core values with putting the pupils at the heart of everything.</p> <p>The governors discussed the school’s membership of the Sentient Trust and what this brings to the school.</p> <p>LS reiterated the breadth of backgrounds the governors came from who attended the Special School Governor training. She was amazed to see the young governor who came in on a skateboard! The Governing Board agreed that diversity within a Governing Board is important and they value the different perspective that can be brought from governors from different backgrounds including younger governors.</p> <p>MM said that he and the Governing Board have a shared his vision for the school. With the focus of Governing Board being on the core values and focus areas from the SIP. MM said he feels valued by the Governing Board and appreciates having their trust. He values the liberation of being allowed to make operational decisions.</p> <p>VW had attended a <u>Code of Conduct training</u> session provided by Babcock – see visit report (<i>Governor Visit To School VW 13</i>).</p> <p>DF and VW have both completed on-line <u>Prevent</u> and on-line <u>Child Sexual Exploitation (CSE) training</u>.</p> <p>Judith Ford (School Administrator) has contacted all governors with links to the raft of on-line courses which they can access, including Safer Recruitment. ACTION– All governors to inform JF when they undertake any of the on-line training so school records can be kept up to date.</p> <p>This led to a discussion about on-line training provision. MM said on-line training is supplemented with face to face training every year. The Governing Board agreed the on-line training is a good way of refreshing previous training. MM said in the daily briefings the staff put the training into practice when considering individual pupils.</p> <p>Governors’ attention was drawn to an email they had been sent by Jules Credgington (ICT Teacher at Barley Lane), regarding access to <u>on-line safety training</u>.</p> <p>HR reported that she had attended <u>Clerks’ Update Training</u>. She reported that the headlines were the General Data Protection Regulations (GDPR), including the importance of schools carrying out a risk assessment looking at the safety of any data held and introducing all practical measures to minimise the risk of any data breach. Also confidentiality, where the main point for Governing Boards was to consider that most of the Governing Board’s operations are not confidential and in the public domain.</p>	All	On-going
4/4.8	<p>Governor Visits</p> <p>The following visit reports were shared with the Governing Board prior to the meeting; <i>(Governor Visit To School VW 16)</i> <i>(Governor Visit To School VW 15)</i> <i>(Governor Visit To School VW 14)</i> <i>(Governor Visit To School VW 13)</i> <i>(DF Visit July 2018)</i></p> <p>In response to JD asking how to fit in visits when she herself is working school hours, it was suggested that she could visit the staff’s twilight sessions. The staff attend Tuesday training sessions 3.30 – 5pm. These look at staff wellbeing, included a focused talk to staff about work. For example, staff could be asked what they are doing to improve a certain aspect. VW reported that the twilight session she attended was very beneficial and she got a sense of the staff as a team.</p> <p>ACTION – JD will arrange to attend a twilight session.</p>	JD	Autumn Term 2018
4/4.0	<p>Calendar of dates for next year. <i>(Barley Lane_meeting dates 2018_19)</i></p> <p>The Board was reminded that they had decided at the previous meeting to change the frequency of meetings. From the start of the 2018/19 Autumn Term the scheduled meetings would be 1 meeting for each committee and 1 FGB meeting per term unless the Chair identifies a need for an extra meeting.</p>		

	<p>The governors felt that the Safeguarding, Behaviour, Teaching and Learning (SBTL) committee may require 2 meetings in the Autumn Term to allow time to look at outcomes. The members of the SBTL Committee wished to consider inviting Ben Wells to report in person as it was felt this had been very successful last year.</p> <p>Following a discussion amendments to the proposed meeting schedule were agreed and noted by the Clerk.</p> <p>ACTION – HR will update the meeting schedule and issue a revised calendar to all governors.</p>	HR	August 18
4/5.1	<p>Complaints procedure/ Policy The Governing Board agreed to adopt the latest DCC Complaints procedure/policy. To review in 3 years.</p>		
4/5.2	<p>Staff disciplinary policy The Governing Board agreed to adopt the 2017 version of the DCC model policy. To be reviewed in 3 years.</p>		
4/5.3	<p>Staff Grievance Policy The Governing Board agreed to adopt the 2016 version of the DCC model policy. To be reviewed in 3 years.</p>		
4/5.4	<p>Staff Redundancy Policy The Governing Board agreed to adopt the 2016 version of the DCC model policy. To be reviewed in 3 years.</p>		
4/5.5	<p>Health and Safety Policy The Governing Board agreed to adopt the updated Health and Safety Policy which as recommended at the Health and Safety audit has been based on the latest DCC models for primary and secondary schools. To be reviewed annually.</p>		
4/6.0	<p>Items brought forward by the Chair None</p>		
4/8.0	<p>Date of Next Meeting Covered in item 4.0</p>		
	Meeting ended 20:13		

Next Meeting: to be confirmed.			
Date / Time:	5pm	Location:	Barley Lane School