



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Monday 15 January 2024 at 4.30 pm

MINUTES

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| <p><u>Present:</u> John Littlewood (J Li) Headteacher Vicky Wales (VW) Foundation (Chair) Denis Dooley (DD) Co-opted Lucy Ladd (LL) Parent – <i>joined the meeting at 4:40 pm</i> Marie Macey-Dare (M M-D) Co-opted Jo Plummer (JP) Foundation Kevin Plummer (KP) Local Authority Lisa Prichard (LP) Staff Governor Andy Simmons (AS) Parent Governor</p> <p>In Attendance: - Tracy O'Connor LA Clerk Julie Edwards (JE) Associate</p> | <p><u>Apologies</u> Simon Newham (SN) Ex-Officio Foundation</p> |
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The meeting was Quorate throughout and commenced at 4:30 pm.

Blue type indicates Governors fulfilling their core function of holding leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff.

| | Action |
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| <p>PDL – Hannah Michael</p> <p>The presentation was shared with the Governors and uploaded to GovernorHub.</p> <p>The main focus for 22/23 was to implement Jigsaw.</p> <p>PTA have kindly funded it for 3 years (will take us until January 2026).</p> <p>Curriculum Overview –</p> | |

There are 6 puzzle pieces that run from Pre-school to year 6. Each term a different puzzle piece is completed.

6 Puzzle Pieces :

- Being Me
- Celebrating Differences
- Dreams and Goals
- Healthy Me
- Relationships
- Changing Me

Each puzzle has 6 lessons which work towards an end goal for example creating a garden of dreams and goals.

Each lesson has 2 learning objectives:

- Specific PSHE learning
- Emotional and social skills development

Capturing work –

Lessons are recorded in whole class books. Examples of different year groups work were shown to the FGB.

Assessment is completed in the same way as for other subjects.

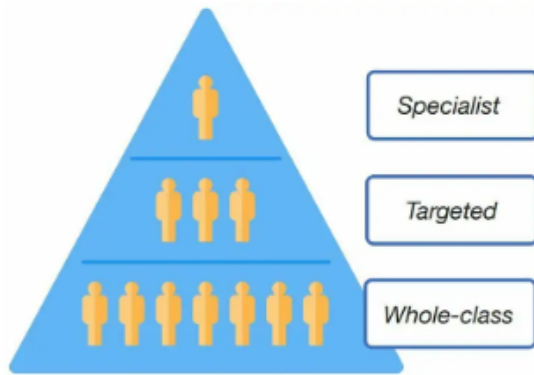
Children's feedback –

- I love the deep breathing
- It's a really reflective time
- It makes me feel calm
- It's calm and peaceful
- The characters are super fun and colourful
- The games are really fun
- PSHE gives me time to reflect
- I enjoy the lessons because they are fun
- I like the lessons because you do lots of things that you don't normally get to do.
- I am happy because we have 2 new members of the class - Jigsaw Jo and Jerry Cat.
- I like the chime.
- I am excited to learn how to relax.

Moving Forward –

- Each year group to complete a full Jigsaw cycle.
- Use staff meeting time to re-visit planning and implementation.

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| | <ul style="list-style-type: none"> Review the Changing Me unit in conjunction with our relationships, sex and health policy for KS2. <p>The Governors said the presentation was very informative.</p> <p>Q: How much is the way of dealing with stress in the culture of the school, teachers and how is it shared with the parents?</p> <p>In time it will be across the whole of the week in every classroom. The presentation was given to the parents in October last year. The presentation has been shared on the website.</p> <p>AP1: PDL link to be re-issued to parents.</p> <p><u>SEND Presentation – Julie Edwards</u></p> <p>Governors are updated about SEND at every FGB and are well informed as a Governing Body.</p> <p>The Code of Practice was introduced in 2014. The Code of Practice was brought in to support families and children to have a voice.</p> <p><u>Definition of special educational needs:</u></p> <p>A pupil has SEN where their learning difficulty or disability calls for special educational provision.</p> <p>This provision is different from or additional to that normally available to pupils of the same age.</p> <p>SEN is changing because of the level of need that is required. Schools are getting better at identifying the needs of the children.</p> <p>The school follow the graduated response – assess, plan, do, review.</p> <p>Governors were advised about whole-class teaching, targeted interventions and specialist support.</p> | HT |
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Specialist support. In addition to 'good teaching for pupils with SEN is good teaching for all,' some pupils will need specialist intervention delivered by a trained professional.

Targeted interventions. If pupils require additional support beyond what can be offered in whole class teaching, a targeted, one-to-one or small-group intervention could provide the intensive focus required for the pupil to make progress. More guidance on effective implementation of targeted interventions is provided below.

Whole-class teaching. If it appears that a pupil needs additional support, the starting point should be the consideration of the classroom teaching they receive. Have you maximised their opportunity to access the best possible teaching you can offer?

There are 4 areas of need and some children may have more than one need that overlaps –

- Communication and interaction needs
- Sensory and or physical needs
- Cognition and learning difficulties
- Social, emotional and/or mental needs

Strengths -

- Ofsted report
- LLPR report
- Staff at all levels
- Investment in our staff and TAs over time- 5 TAs now at HTL3 level, 1 ELKAN trained, 1 MELSA in training .
- Makaton training for Ladybird and Hedgehog Leads in pre-school
- ELSA & Nurture provision
- Pupil premium
- KS2 Fluency project in Years 5 And 6
- Dyslexia CPD by educational psychologist
- Monitoring of children (HAM/progress-checking)
- Pre-School and early identification
- Strong and positive liaison with outside agencies
- Informed and interested governing body
- CPD of SENDCo and ring-fenced time

Next steps going forward

- Toolkit for TAs and teachers
 - There are 5 principles that have an impact on children in the classroom –
 - Explicit instruction
 - Cognitive and metacognitive strategies
 - Scaffolding

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| | <ul style="list-style-type: none"> ○ Flexible grouping ○ Using technology <ul style="list-style-type: none"> ● Develop package of ‘ordinarily available provision’ for those with working memory and processing time issues. ● New Forest Learning allowance ● Pupil passport <p>Challenges</p> <ul style="list-style-type: none"> ● Speech & Language issues are increasing from entry. ● Transforming SEND- increasing pressure on school to sort problems out. ● Emotional School-based avoidance and persistent absences. ● Changes in staffing ● Parental expectations ● Time ● Resources <p>The school will continue to be reactive and as flexible as they can.</p> <p>Q: Is there anything the Governors can do to support? The staff know they are supported.</p> <p>AP2: SEND - Thank you to the staff and all the team who are supporting the vulnerable children in the school.</p> | |
| 1. | <p>Welcome, Prayer and Apologies</p> <p>The agenda and supporting documents were circulated to the FGB prior to the meeting to enable questions to be prepared.</p> <p>The meeting opened with a prayer.</p> <p>The Chair welcomed Lisa Prichard, new Staff Governor to the meeting. Governor introductions were made.</p> <p>Apologies were received and accepted from Simon Newham.</p> | |
| 2. | <p>Declaration of Business and Pecuniary Interests</p> <p>To record any business, pecuniary or personal interest on the agenda items.</p> <p>There were no declarations of business or pecuniary interests declared relevant to the agenda.</p> | |

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| 3. | <p>Minutes of Last FGB Meeting – 4 December 2023</p> <p>3.1 To agree and sign minutes of previous meeting 3.2 Matters arising and action points (Action points below)</p> <p>The minutes of the FGB on 4 December 2023 were an accurate record of the meeting and were approved by the Chair.</p> <p>AP3: Chair to sign the FGB Minutes 4 December 2023 on GovernorHub. AP4: Clerk to send Winchester Diocese approved copy of the finalised minutes – 4 December 2023. Completed.</p> | Chair Clerk |
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| | Action Points – FGB 4 December 2023 | Who |
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| 1. | Chair to sign the FGB Minutes 6 November 2023 on GovernorHub. Completed | Chair |
| 2. | Clerk to send Winchester Diocese approved copy of the finalised minutes – 6 November 2023. Completed. | Clerk |
| 3. | C/fwrđ - Governors to update Declaration of interests for new academic year on GovernorHub. Clerk to issue reminders. Completed | All |
| 4. | Parents to be asked for feedback on all online learning via SurveyMonkey in November after Parents evening. Governors discussed the questions to be included. The survey will be issued at the end of November. BM, JP and Alana to meet in February and feedback to Governors in March. C/fwd AP5 | BM/JP and Alana |
| 5. | Jigsaw Presentation – agenda item February 2024 meeting. (AP6) | Clerk |
| 6. | Pre-school feasibility study to Governors – January agenda | HT |
| 7. | Action Plans – Governor Link Visits - BM to feedback to staff. Dec 2023 - Link Governors of non-core subjects to ensure that their member of staff is aware that next term visits will be completed. Completed | All |
| 8. | Sims lite package – use of text messages in an emergency. MMD to explore. Dec 2023 – c/fwd MMD is awaiting contact to book a demonstration The package is in addition. MMD will report back to Governors when completed. (AP7) | MMD |

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| 9. | HT Report - JE to check nursery numbers on roll. | JE |
| 10. | Next Headteacher's Report Pre-school occupancy figures would be shown rather than numbers. Governors need to understand the occupancy – how many sessions, how many attend. | HT |
| 11. | Strategic Action Plan – Governors to hold a separate session next term to develop the Plan. Staff to be invited. Chair to discuss with the Headteacher. (AP8) | Chair |
| 12. | Independence for learning, resilience - Governors asked for updates every 3 months to be included in the HT Report (March/June) of how discussions are progressing with staff. | HT |
| 13. | Staff to be thanked on behalf of the Governors and the parents for their hardwork it is appreciated. The Governors are very proud. Staff thanked the Governors for the jacket potatoes and the thought. It was really appreciated. Thank you to JP and KP. | HT |
| 14. | Governors to thank Beth for her hardwork and everything she has done for the FGB. | HT |
| 15. | Clerk to add Lisa Prichard to GovernorHub. Completed | HT |
| 15. | Volunteer readers – letter to be issued to the community, church, Parish Magazine, Newsletter. | Chair |

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| 4. | <p>Head Teacher's Report (verbal)</p> <p>Challenges</p> <p>The HT has spoken with the New Forest Learning Alliance and has attended meetings with Hampshire the decline in population globally is a real concern. There are not enough children to fill the spaces in schools.</p> <p>Celebration</p> <p>The popularity of the school is extremely good. Word of mouth has been very positive. The NFLA collaboration is working well together.</p> <p>Attendance report by groups</p> | |
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| <p>The current attendance for year R to year 6 is 94.6%. There are some persistent absences that do have an impact. The school continue to support families to encourage attendance.</p> <p>Pupil Premium 88.16% SEN 93.35%</p> <p>Pre-school Attendance</p> <p>Monday 24 Tuesday 24 Wednesday 23 Thursday 28 Friday 21</p> <p>There are 32 spaces available at Pre-school. There is a slight drop in the afternoons.</p> <p>Applications for September</p> <p>There are 20 first place applications for September 2024. Every child that has attended the Pre-school has submitted an application which is positive. Going forward transition may be adjusted as not all children require transition.</p> <p>Report on non-teaching staff appraisal and pay</p> <p>4 Teaching Assistants have increased a pay grade. 1 Teaching Assistant has converted to HTLA. 1 Teaching Assistant is on final assessment. 2 x TALA (Therapeutic active listening assistant)</p> <p>On completion there will be 5 who have converted from level 2 to level 3 which is very successful. There should be a level 3 in every year group by September.</p> <p>There are 43 volunteers who attend the school to help with the reading which is excellent.</p> <p>Governors said that it is really positive - the investment in staff, their willingness to undertake the training and the support that can then be offered.</p> <p>Q: How much is that known by the parents? How do parents know the variation of support that is available?</p> <p>AP9: Training – completion of staff training to be included/congratulated in future Newsletters.</p> | <p>HT</p> |
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Autumn 2023 Data Summary

The Autumn data had been shared with the Governors prior to the meeting. Phase 1 data is completed in December. Progress checking is then completed.

| | Strengths | Areas for Development |
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| Pre-School | Speech and language referrals Social support to parents and new children | |
| YR | Social interaction with roleplay and small group work Regular reading and phonics | Blending phonics to aid writing opportunities |
| Y1 | SEND 50% achieving at/around ARE Boys strong in writing and math Girls strong in reading | Language acquisition and comprehension |
| Y2 | Phonics continues with small groups Purpose to write | Comprehension development with more detailed texts |
| Y3 | Little Wandle reading and fluency – building resilience to reading SEND maths making progress | SEND talk to write, spelling and handwriting overlearning and intervention |
| Y4 | Quality first teaching Strong intervention groups | Attendance/cognitive load for key children |
| Y5 | Pupil premium doing well SEND making good progress Resilience/focus building | Extending responses beyond shallow – deeper reasoning/detail in reading/writing |
| Y6 | Small group in class intervention Opportunity to edit and develop depth | Active editing to develop depth in Process rather than after |

Overall strengths:

Teacher knowledge of pupils and barriers to learning
Adaptation in class as quality first teaching to have greatest impact
Availability of adults to deliver appropriate and timely interventions

Overall area for development:

Deployment of staff for interventions when stretched (in house cover)
Developing depth in reasoning/comprehension – discussion around quality texts supporting

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| | <p>Q: Little Wandle is being used in year 3 is that part of the programme that it can be extended? It can be extended if required. It is part of the catch-up and over-learning.</p> <p>Q: Year 6 - there were not any comments with reference to SEND and Pupil Premium? This is because the data was not available due to staff absence.</p> <p>The Governors gave approval for Inset Days 2024/25 on 21 and 22 July 2024.</p> | |
| 5. | <p>Strategic Planning</p> <p>Pre-school feasibility study</p> <p>Please see confidential minutes</p> <p>Strategic Action Plan</p> <p>A section of the Strategic Action Plan is reviewed at each meeting.</p> <p>Ambition 5 To enhance the physical environment of the school and the visibility of the provision</p> <p>We will know we have achieved this by:</p> <ul style="list-style-type: none"> • Our School and Pre-School are rooted together. • The front entrance to our School and Pre-School is enhanced. • Updated IT and digital resources provision is in place. <p>Ambition 5 fits with the Pre-school feasibility study. The ambition was enhancing the physical environment of the school and the visibility of the provision.</p> <p>Governors were looking for continuous provision. The Pre-school is often seen around the main school. The children are seen on the adventure playground, Forest school and they attend singing workshops. The Pre-school feel part of the school. In September you could tell the children that had come from Pre-school were already part of the school. It was just a new class and new teacher.</p> <p>The Pre-school learn phonics which feeds into the main school. The physical environment is set out so that it is consistent. The Reception children mix with different year groups at break and lunchtimes and are often seen playing together. This has been very positive.</p> | |

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| | <p>The front entrance is working well. A meeting has been held to discuss putting 3 large boards up. Each board will focus on Pre-school, the inside of school and the outside of school. The boards will focus on key elements and will be seen by members of the public. More work needs to be completed on the boards but they should be in place by September.</p> <p>There is a plan in place for IT and digital resources that require updating. This will have budget implications. The laptops that were paid for by the PTA 12 years ago are now not fit for purpose. A set of chrome books will be purchased to replace them. 16 chrome books cost £6,000 and 32 chrome books cost £9,500. This will need to be put in place over the next 2 financial years.</p> | |
| 6. | <p>Budget and Finance</p> <p>6.1 Review/monitor spending against current budget plan 6.2 Discuss predicted pupil numbers and budget implications – SEN profile and budget implications</p> <p>Budget has been discussed throughout the meeting. The school have a positive carry over of £74,000 (seventy four thousand) which has been allocated.</p> <p>The governing body is aware of future year deficits and will take action to address it.</p> | |
| 7. | <p>SIP Curriculum Review</p> <p>The SIP rag-rated action plan was issued with the agenda. The Governors were invited to ask questions.</p> <p>1.3 Strategic development of NFLA (New Forest Learning Alliance) creating a purposeful direction, influencing school improvement</p> <p>A meeting has been held with the Chairs of the NFLA.</p> <p>1.6 Continue to progress with second year of strategic action plan following Ofsted</p> <p>At FGB meetings Governors regularly review the strategic action plan and agree to review the whole plan with staff.</p> <p>Governors were aware that it was difficult last year due to staff sickness but objectives have moved forward on the school improvement plan. Staff flexibility has enabled the ability to maintain. There were no concerns to highlight.</p> | |

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| | AP10: Governors thanked HT and all staff for their flexibility and ability to maintain progress in a difficult term. | HT |
| 8. | SEND update The Governors were given an update in the presentation. | |
| 9. | Safeguarding The Safeguarding Plan has been updated. The school had a visit from the HT, Milford on Sea who conducted an audit. A written report is awaited. There were no key actions identified. Best practice was shared. When DBS checks are requested a video will be issued which provides a Safeguarding summary. Filtering was discussed. Discussions have taken place with Harraps to see if they can identify key flags for inappropriate conduct. AP11: Safeguarding – JP and VW to complete a deep dive visit with the HT. | JP/VW |
| 10. | Staff Wellbeing Staff really appreciated the jacket potatoes and fruit. Staff are happy, some do have colds but the feeling is calm and settled following the excellent events that were held before Christmas. Q: When will a staff survey be conducted? AP12: Staff survey – when to be conducted. LP to speak with staff. Q: The TAs that covered for teachers when they were off sick were they financially remunerated for that work? TAs were paid for the role that they were doing. | LP |
| 11. | Governor Matters 11.1 Governor Link Visits Governors were reminded to book their link visits. Governors were encouraged to attend Worship. Assemblies are held 8:55 am – 9:15 am. | |

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| <p>Monday – HT/JE Tuesday – Class rota Wednesday – Mel Thursday – Staff rota Friday – Singing – Beth</p> <p>AP13: Worship - Diocese Information sheet to be sent to Clerk to upload to GovernorHub.</p> <p>11.2 Governor Training</p> <p>Induction training booked – 2 March 2024 – LP Induction training booked (potentially) – 15 March 2024 - AS</p> <p>11.3 Governor feedback from any other meetings</p> <p>The school met with the PTA to discuss the library.</p> <p>NFLA chairs – The meeting was held at Brockenhurst Church of England Pre-school and Primary. It was agreed that meetings would be held once a term after the HTs have met.</p> <p>Collaboration for Governors for Panels was discussed. Governor Services have confirmed that a Collaboration Agreement is required. Governor Services are checking how an Academy would fit into a Collaboration Agreement.</p> <p>11.4 Agree decision regarding Advice, Support and Training subscription 2024/25 to Governor Services – Deadline to notify if no longer wish to subscribe 9 February 2024</p> <p>Governors agreed to continue with the Governor Services Advice, Support and Training subscription 2024/25.</p> <p>11.5 Agree decision about LA clerking service and agree contracted hours by 9 February 2024</p> <p>6 x Admin 10 x FGB = 100 hours 3 x HTPM = 21 hours Total hours = 127 hours</p> <p>Governors agreed the LA clerking service and agreed the contracted hours for 2024/25.</p> | <p>HT</p> |
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| | AP14: Clerk to complete the LA clerking service contract by 9 February. Completed. | Clerk |
| 12. | Health and Safety (Verbal Update) The old computers have been removed. The data will be cleaned. Two laptop trolleys that are no longer used have been gifted to another school. | |
| 13. | Parent Governor Feedback (Opportunity for parent governors to inform Governing Body of any particular issues) Clarification is required to clarify the start time to parents. The HT confirmed that all year groups start at 8:30 am. The gates are shut at 8:45 am. Teachers are in class at 8:30 am to welcome the children and learning activities are set out ready to start. If children arrive at 8:45 am they will be marked as late. AP15: HT to clarify start times to parents. | HT |
| 14. | Documents and Policies for review and approval There were no policies for review. | |
| 15. | Correspondence No correspondence has been received. | |
| 16. | Items to Consult/Inform Parents There was no items to consult/inform parents. | |
| 17. | Any Other Business Governors proposed that going forward they would like to take it in turns to provide the treats/biscuits for the Governor meetings and to say thank you to the staff. Governors do appreciate that VW has provided them for all previous meetings/staff. LL agreed to provide the biscuits for the next meeting. | |
| 18. | Dates for future meetings FGB – meetings start at 4:30 pm FGB Monday 19 February 2024 at 4:30 pm (Apologies received DD) HTPM – meetings start at 8:30 am | |

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| | Wednesday 21 February 2023 | |
| 19. | <p>Impact Statement</p> <ul style="list-style-type: none"> • Made a strategic decision regarding the Pre-school provision. • Overviews of PDL and SEND. • Reviewed attendance and trends. • Reviewed the data summary for Autumn 2. • Rag-rated SIP. | |
| | <p>The Chair thanked everyone for attending and for their valued contributions.</p> <p>The meeting ended at 6:40 pm.</p> | |

| | Action Points – FGB 15 January 2024 | Who |
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| 1. | PDL link to be re-issued to parents. | HT |
| 2. | SEND - Thank you to the staff and all the team who are supporting the vulnerable children in the school. | HT |
| 3. | Chair to sign the FGB Minutes 4 December 2023 on GovernorHub. | Chair |
| 4. | Clerk to send Winchester Diocese approved copy of the finalised minutes – 4 December 2023. Completed. | Clerk |
| 5. | <p>Parents to be asked for feedback on all online learning via SurveyMonkey in November after Parents evening. Governors discussed the questions to be included.</p> <p>The survey will be issued at the end of November.</p> <p>C/fwd - BM, JP and Alana to meet in February and feedback to Governors in March.</p> | BM, JP, AB |
| 6. | Jigsaw Presentation – agenda item February 2024 meeting. | Clerk |
| 7. | <p>Sims lite package – use of text messages in an emergency. MMD to explore.</p> <p>Dec 2023 – c/fwd</p> <p>MMD is awaiting contact to book a demonstration The package is in addition. MMD will report back to Governors when completed.</p> | MMD |

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| 8. | C/fwd Strategic Action Plan – Governors to hold a separate session next term to develop the Plan. Staff to be invited. Chair to discuss with the Headteacher. | Chair/HT |
| 9. | Training – completion of staff training to be included/congratulated in future Newsletters. | HT |
| 10 | SIP - Governors thanked HT and all staff for their flexibility and ability to maintain progress in a difficult term. | HT |
| 11. | Safeguarding – JP and VW to complete a deep dive visit with the HT. | JP/VW |
| 12. | Staff survey – when to be conducted. LP to speak with staff. | LP |
| 13. | Worship - Diocese Information sheet to be sent to Clerk to upload to GovernorHub. | HT |
| 14. | Clerk to complete the LA clerking service contract by 9 February. Completed. | Clerk |
| 15. | HT to clarify start times to parents. | HT |

Roles and Responsibilities

| Area | Governor |
|---------------------------------------|------------------|
| Art | Lucy Ladd |
| DT | Vicky Wales |
| English | Jo Plummer |
| Humanities (Geography/History) | Lucy Ladd |
| Maths | Denis Dooley |
| Modern Foreign Languages | Vicky Wales |
| Music | Vicky Wales |
| PSHE | Andy Simmons |
| RE | Jo Plummer |
| Relationship and Sex Education (PSHE) | Andy Simmons |
| Science | Simon Newham |
| Sport | Andy Simmons |
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| Community and Business | Denis Dooley |
| Data Protection | Kevin Plummer |
| Development and Training | Vicky Wales |
| Early Years including Pre-School | Marie Macey-Dare |

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| Health and Safety, Finance | Kevin Plummer |
| Pupil Voice | Simon Newham/ Julie Edwards |
| Safeguarding | Vicky Wales/Jo Plummer |
| SEND | Vicky Wales |
| Staff Wellbeing | Simon Newham/Jo Plummer |
| Volunteers and Volunteering | Lucy Ladd |

| Committees | |
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| Headteacher Performance Management John Littlewood Vicky Wales Simon Newham Kevin Plummer Tracy O'Connor (Clerk) | Pay Committee John Littlewood Jo Plummer Kevin Plummer Vicky Wales |

MINUTES APPROVED

Signature

Name (PRINT)

Position

Date