

THE EDGE SCHOOLS' FEDERATION
GOVERNORS' MEETING AT CHURCH PREEN PRIMARY SCHOOL
24TH OCTOBER 2024 AT 4PM

TYPE OF MEETING	FULL GOVERNORS MEETING	FACE TO FACE
PRESENT	Simon James (SJ) Steve Hall (SH) Carole Fenton (CF) Elle Evans (EE) Steve Alston (SA) Richard Rhodes (RR)	Marilyn Hunt (MH) Caroline Bedford (CB) Laura Furniss (LF) Catherine Egleton (CE) Lauren Bjorn (LB) Richard Pope (RP)
CLERK	Lydia Foster	
IN ATTENDANCE		
QUORUM	Number: 6	QUORATE: YES
1.	ELECTION OF CHAIR AND VICE CHAIR OF THE GOVERNING BODY Simon James was elected as Chair of the Governing Body for the ensuing year. Nomination: RR Seconded: EE The governing body voted unanimously in favour of appointing Simon James as Chair. <u>Election of Vice-Chair</u> SJ thanked SH on behalf of the FGB for his time of service as vice chair. Catherine Egleton was elected as Vice-Chair of the Governing Body for the ensuing year. Nomination: RR Seconded: CF The governing body voted unanimously in favour of appointing Catherine Egleton as vice chair.	
2.	APOLOGIES All governors were present.	
3.	DECLARATION OF ANY OTHER URGENT BUSINESS The following items of other urgent business were recorded for discussion under item 21. <ul style="list-style-type: none"> • Catering contract changes (covered in 8.1) • Church Preen flooding over the summer break 	
4.	DECLARATION OF INTEREST 4.1 There were no declarations of interest made 4.2 TERMLY REVIEW OF GOVERNOR AND HEADTEACHER BUSINESS INTERESTS	

	<p>Business Interests Register</p> <p>The business interests register must be reviewed annually but is tabled termly to enable new governors to be included and existing governors to update their entry. The register must be published on the website.</p> <p>Governors each completed a new business interest form and the register will be updated.</p> <p>ACTION: The business interests register is to be updated and published on the school website.</p>																
5.	<p>GOVERNING BODY MEMBERSHIP</p> <p>5.1 Governing Body Vacancies</p> <p>Tony Davies resigned from the Governing body at the end of July. Thanks for his input to the Governing Body.</p> <p>Laura Furniss' term as parent Governor expired at the beginning of September and it was proposed that Laura was co-opted.</p> <p>Nomination: SJ Seconded: CF The governing body voted unanimously in favour of Laura Furniss becoming a co-opted member of the Governing Body.</p> <p>There is 1 co-opted vacancy on the Governing body.</p> <p>5.2 Code of Conduct The Governing Body agreed to adopt the Code of Conduct and were reminded of the importance of confidentiality. The Chair of Governors signed the Code of Conduct on behalf of the Governing Body.</p>																
6.	<p>TO REPORT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR OF THE GOVERNING BODY IN CASES OF URGENCY</p> <p>There was no action taken on the grounds of urgency.</p>																
7.	<p>MINUTES</p> <p>7.1 The minutes of the full governing body meeting held on 13th June 2024 were approved and signed as being a correct record.</p> <p>7.2 Matters arising from the minutes The following matters arising from the minutes of the previous meeting, not being dealt with elsewhere on the agenda, were raised:-</p> <table><tr><th colspan="4">ACTION SHEET</th></tr><tr><th>ITEM NO</th><th>ACTION</th><th>TO BE COMPLETED BY</th><th>UPDATE</th></tr><tr><td>4.1</td><td>CB to move into an associate member in September 2024.</td><td>LF</td><td>Complete</td></tr><tr><td>6</td><td>All governors to complete skills audit and return to LFoster.</td><td>All governors</td><td>LFoster to recirculate and send reminder</td></tr></table>	ACTION SHEET				ITEM NO	ACTION	TO BE COMPLETED BY	UPDATE	4.1	CB to move into an associate member in September 2024.	LF	Complete	6	All governors to complete skills audit and return to LFoster.	All governors	LFoster to recirculate and send reminder
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ITEM NO	ACTION	TO BE COMPLETED BY	UPDATE														
4.1	CB to move into an associate member in September 2024.	LF	Complete														
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	7	Governors to book in 1 visit per term rotating between schools – booking system to be sent out.	All governors/LFoster	Reminders to be sent out. Ongoing.
	7	Pupil voice to be done per governor visit where possible and books/lessons looked at	All governors	Ongoing
	7	A crib sheet for each subject to be provided for Governors reference	CB	Complete – LFoster to circulate
	7	Terms of reference review to be added to the standing agenda for committees in the Autumn term	LFoster	Complete
	8	School banners to be looked into	CB/LFoster	Ongoing
	8	Parent volunteers to be considered for assisting with Breakfast club at Brockton	MH	Complete – not possible at this time.
	10	SDP to be added as a standing items for CC	LFoster	Complete
	14	Governor safeguarding update to be held alongside the Autumn Term FGB	MH	Complete
	14	SA to complete safeguarding and new Governor training	LFoster/SA	Safeguarding complete, new governor training TBC
	17	High level review to be undertaken re: BP/CP NOR	MH	To be referred to Governors visioning
	18	Governors to assist with updating policies where possible by reviewing them on the school website	All governors	Ongoing
	18	New guidance re: what a school has to publish on the website to be reviewed.	LFoster	LB to assist with LFoster reviewing the website
8.	TO RECEIVE REPORTS/MINUTES 8.1 <u>Business Management Committee</u> Minutes of a meeting held on 5 th of June 2024 and 21 st October 2024 received and considered. A copy has been placed in the minute book. Particular points discussed were:- <u>Catering</u> <ul style="list-style-type: none"> • The catering contract with Shire Services was terminated. • Shire are yet to provide a final statement for the end of the contract so catering finances are yet to be finalised. • Apetito has been brought on board from September 2024 and the kitchens now self-managed. • Freezer space was discussed and approval given to purchase another freezer at Church Preen. • Apetito meals have been received well at Brockton & Church Preen but more challenging at Wistanstow. Governors challenged with the following questions: <ul style="list-style-type: none"> • <i>What is it that parents are unhappy about?</i> <i>MH: They would prefer a cook in the kitchen. The overall quality of the food has much improved.</i> <ul style="list-style-type: none"> • <i>What action is being taken to address the concerns?</i> 			

SP: We have had taster sessions for parents/children and parent lunches have/are being held. We have specifically invited those parents who have raised concern to come and have a meal with their children. We have feedback opportunities every day and we discuss with the children what they do/don't like. The uptake is not very high at the moment. We have also added a third option of jacket potato every day as well.

MH: We have done menu adjustments where requested and engaged with parents as best we can.

- Is this impacting the uptake on FSM?*

SP: A bit with UIFSM but not otherwise.

The following was discussed:

- The shift of catering model will take some adjustment and time
- It is already beginning to settle down
- More schools are having to move to this model of catering due to budget restraints
- There are misconceptions around the quality of frozen food which is much improved from what is used to be.

NOR

- We are looking at a declining NOR across all 3 schools
- This will require a review of staffing and structures
- It is a county wide issue that there is a decline in pupil numbers
- Church Preen has a very rural catchment with no large villages or towns

Governors asked the following questions:

- *Do we need to consider how we market the schools?*

MH: Flexi-school is becoming more accepted. We can't promote part time schooling, but we can appeal to those in the homeschooling network.

- *Are pupil numbers due to drop at CP?*

MH: Not significantly but the budget will be challenged as costs increase every year.

- *Do we get pupils out of catchment?*

MH: We do attract those who want the small village school environment

LB: This could impact what areas we focus on re: the website.

- *Would there be advantages to marketing with nursery?*

MH: We are now pretty much full at Brockton nursery. Church Preen nursery are now running 5 days a week and happy running as a separate entity as are Wistanstow.

- *What is the update on wraparound care? There has been feedback from those not attending our schools that this has an impact where they decide to send their children.*

MH: We have had confirmation that we now have funding for wrap around care. The challenge is recruitment. Teaching staff are covering as second member of staff but it is their good will not a part of their contract. I would like to try and get a second person for breakfast club and another person for after school club.

The following were further discussed:

- There are some very small year groups which is challenging.
- There is a challenge to recruit new pupils in year.
- Church Preen PTA is driving forward a request to the other school PTA's to try and fund a redesign for the front page of the website.
- There is potential to connect with community events in Craven Arms

Curriculum Committee

Minutes of a meeting held on 12th July 2024 were received and considered. The following amendments are to be made before the copy is placed in the minute book:
LF to be marked as absent from the meeting.

Particular points discussed were:-

- Senior leadership are stretched in the current structure. Managing 127 pupils over 3 sites with only 2 senior leads means there are some challenges.
- The data is showing a number of improvements. The committee noted concerns but also saw progress in some of the priority areas.
- Church Preen data showed strong results as a result of strong teaching and support in the classroom.
- Wistanstow data reflects the huge disruption to learning with staff absence and under performance. There have been significant changes to staffing to address this. There was progress in GAPS and Maths. Writing was a concern and is being addressed through the introduction of the new curriculum. Reading is strong across the federation and has improved at Wistanstow.
- Brockton data again reflects the disruption with staff absence and under performance. MH took over the class to make improvements throughout the summer term which had a big impact. The new school set-up at Brockton is working well. The atmosphere has been found to be nurturing and the children well engaged. Pupils said that they were enjoying the new class set up and their group work. CE was pleased and impressed with the whole set-up. The data reflects the most vulnerable group are Y6 as they have had the most disruption.
- Church Preen will also have some disruption in KS2 with a change of teacher in January.

Governors challenged with the following questions:

- What are we going to do to further support the Y6 pupils?

MH: Brockton have an after school club supporting with interventions, there will also be more targeted interventions after the next assessments.

LF: I can report that the interventions in the summer term really helped my child.

- Reflecting on the WP Ofsted comments how can we ensure that the curriculum committee is robustly challenging the leadership?

CE: There will be a change in how we record the challenges. We do ask the questions but I think we need to be clearer with how these are recorded in the minutes.

CF: Maybe we need to have a focus on what is happening day to day in the classroom and how that is impacting the assessment results.

MH: I think Governor visits are key to this so there is evidence that the Governing Body is well engaged.

CF: We can observe lessons but we are not there to assess teaching. We can make observations and ask MH and SP to elaborate on what we are seeing. Perhaps the challenge needs to be speaking to leadership.

SA: We have had robust conversations.

MH: I think that hasn't been reflected in the minutes.

CE: There does have to be a level of trust between Governors and senior leadership as well.

RP: How close were the assessments and internal assessments to the results that we had?

MH: Close. I was quite upfront regarding the issues that were there.

CF: Your hands were tied regarding processes that you were going through.

LF: There were actions being taken.

8.2 Reports from Governors

Carole Fenton – Brockton visit at a lunch time to observe food service:

- Food looked very good quality.
- Staffing at BP means that children have to stay in the hall for 30 minutes to allow staff a lunch break. However, the children behaved impeccably.
- There has been a fantastic introduction of a 'top table' with tablecloth and special glasses.

	<ul style="list-style-type: none"> • There was a lovely atmosphere. • All children had the opportunity to try the dessert as there was plenty left. • Thanks to LFoster for her work serving lunches that day and doing all that was necessary. <p>Carole Fenton - Wistanstow visit</p> <ul style="list-style-type: none"> • There were some big changes over the summer moving classrooms around. • Staff had to create warm and productive learning environments and did a fantastic job. • New EYFS classroom is a safe and inviting environment and does future proofing for EYFS area. • Thanks to all staff for their hard work. • Children liked the new classrooms and were happy and ready to learn in their environments. <p>Carole Fenton – Church Preen visit</p> <ul style="list-style-type: none"> • It was a lovely environment to visit. • Children were happy and ready to learn. • Met with SENCo Catherine Cowper and had a purposeful discussion around use of CPOMS to hold parents to account re: roles and responsibilities to work with the school to support children. CPOMS is being used to record that process and the plan is to use it more. <p><i>CB: If you have something on CPOMS you need to be careful that you have an action.</i> <i>MH: I am trying to instil in staff if something is added to CPOMS they need to record what actions they are taking to address this issue.</i></p> <ul style="list-style-type: none"> • Also discussed was classroom support and how children are accessing their learning <p><i>MH: What we are doing well is dealing with anxiety and getting the children into the classroom feeling calm and safe. The next step is to make adjustments to ensure they can make progress within the curriculum.</i></p> <p>Carole Fenton – Brockton well done assembly visit</p> <ul style="list-style-type: none"> • Parents attended - children read out stories and Class 2 presented a poem, Class 1 sang. • It was a really positive atmosphere and a powerful thing to share with the parents. <p>Steve Alston: Wistanstow visit</p> <ul style="list-style-type: none"> • Met with science lead Tamsin Griffiths and did a lesson observation. • Work was well presented and accessible. • Children were contributing and engaging with the investigative approach. • We looked at the spiral curriculum and talked about submitting weekly lesson plans. • An observation was that often teachers buy equipment themselves. • Discussed potential for a small budget to build up resources and being more strategic about purchases to support the curriculum. • SA was pleased to see clear outcomes and adaptability of resources. • Discussed assessment and TAPS. <p><i>MH – The next stage will be assessment - in the longer term we will be looking at this. Now we have federation curriculum we can all do that at the same time.</i></p> <ul style="list-style-type: none"> • SA felt a lot of work had been put in. • The books looked great and there was a sense that science was valued. <p><i>MH – Thank you, this is something that we can be doing more of.</i></p>
9.	REVIEW OF TERMS OF REFERENCE FOR COMMITTEES / GOVERNING BODIES

As required by law the governing body reviewed all its arrangements for the delegation of functions and agreed the following:-

9.1 To review the establishment, terms of reference, constitution and membership of all the governing body's committees

It was agreed that the committees would continue to review terms of reference in committee in the Autumn Term.

New Safeguarding and Health & Safety Committee

A new Safeguarding and Health & Safety (SHS) committee was proposed to take on the following responsibilities:

- Safeguarding audits
- Health & Safety Audits
- Pro-active support to leadership in these areas

All Governors agreed unanimously with the forming of a Safeguarding & Health & Safety Committee.

9.2 To appoint governors to committees as necessary

It was agreed that governors be appointed to committees as follows:

Name of Committee(s):	Appointed Governors:
Business Management Committee	Steve Hall Richard Rhodes Simon James Richard Pope Lauren Bjorn Marilyn Hunt
Curriculum Committee	Catherine Egleton Carole Fenton Laura Furniss Steve Alston Elle Evans Caroline Bedford Sue Phillips Marilyn Hunt
Safeguarding and Health & Safety Committee	Laura Furniss Carole Fenton Catherine Egleton Elle Evans

The committee, when necessary, can call upon any governor, who is not otherwise ineligible, to fill any gaps in the normal membership of the committee and/or in extreme circumstances call upon governing body representation from another school.

To appoint chairs to committees where the governing body have retained the responsibility to do so

(Note: chairs will only need to be appointed/reviewed where the governing document for the committee indicates against a member's name or ex-officio title – e.g “who shall be chair of the committee”. The appointments need to be made each year even if the same member of ex officio title is to continue).

Chairs were appointed to committees as follows:

Name of Committee:	*Appointed Chair:
Curriculum Committee	Catherine Eggleton
Business Management	Steve Hall
Safeguarding and Health & Safety	Laura Furniss

To appoint a clerk to each committee if not already done so

Name of Committee:	Appointed Clerk:
Safeguarding and Health & Safety	Carole Fenton

9.3 To appoint Special Interest Governors (if applicable)

Link and special interest governors were appointed as follows:

Subject Area	Appointed Governor
Children in Care	Carole Fenton
Flexi-School	Carole Fenton
SEND	Carole Fenton (with support from Caroline Bedford)
EYFS	Laura Furniss
GDPR/Data protection	Steve Hall
Attendance	Richard Rhodes
Pupil Premium	Catherine Eggleton
Sustainability	Catherine Eggleton
Safeguarding	Laura Furniss with the support of the Safeguarding and Health & Safety Committee

ACTION:

MH to request specific focus for governor visits once they are booked.

LFoster to communicate list of Special Interest Governors.

10. HEADTEACHER'S REPORT

The headteacher's report was received and considered. Particular points discussed were:

Workload

- SLT are very stretched - partially due to staffing cut-backs and not helped by additional demands of change in catering contract and managing the flood at Church Preen over the summer.

LF: Is the new staffing working?

MH: In the classroom yes, it's mostly behind the scenes that we are struggling with and we are very stretched.

CE: It seems the admin demand has replaced the teaching challenges from last year.

MH: The admin reduction process didn't go smoothly and that has been reported to BMC.

SA: Is this workload sustainable? What needs to happen to make it more sustainable?

MH: It has been very challenging. At the moment it is catching up with where were.

CB: In 2 terms you have dealt with the 2 biggest things a head ever deals with.

2 Ofsted's, staffing restructures and being unwell.

	<p><i>MH: I am conscious there are things I am not getting to that I should be. There is some catching up to do.</i></p> <ul style="list-style-type: none"> • SP has felt the benefit of being based at one site, <i>SP: My days are very full but I feel able to cope with it at the moment.</i> <p>Challenge:</p> <ul style="list-style-type: none"> • RP: Are there solutions in mind to improve things? Catering staff etc? <p><i>MH: We are getting there with the catering but we are having to wait until Shire come back with their final statement and know that we have the money before we can make further changes that we need to.</i></p> <ul style="list-style-type: none"> • SA: The staffing issues – do you feel they are resolved? Are there more nettles you need to grasp? <p><i>MH: There are still some issues that are taking some time but nothing like we had to deal with last year. The moral in the schools has really improved with the changes.</i> <i>CB: Having the right teachers in place is the biggest impact you can make to quality of education.</i> <i>MH: I don't have any serious concerns with staff we have now.</i> <i>RP: Is the plan in place for maternity cover for those on maternity leave?</i> <i>MH: Yes we are pleased to have appointed strong candidates for both maternity covers.</i></p> <p><u>Visioning for the future</u></p> <p>Governors discussed that at present MH is needing to focus on the short term and the need to discuss the future and visioning for the federation. Points discussed were:</p> <ul style="list-style-type: none"> • If there is not an increase in NOR there will be further decisions to make around the structure of the Federation. • The pressure to join a MAT has receded but there is not good support from Shropshire and no contingency in the budget. • With the cuts at Shropshire Council the support systems are more and more moving to within academies. <p><i>CB: Do you need a meeting with the LA to talk about steps forward?</i> <i>MH: There is no one available there now.</i> <i>SH: We met with them last year but we haven't heard anything since.</i></p> <p><u>Attendance</u></p> <p>There has been an improvement in attendance figures. <i>CB: Well done on attendance. It's a real improvement.</i></p> <p>A copy of the report has been placed in the minute book.</p>				
11.	<p>THE GOVERNING BODY'S ROLE IN SCHOOL IMPROVEMENT Paper B</p> <p>Governors are invited to record in the minutes how they have fulfilled their responsibilities and contributed to maintaining and improving the quality of teaching and learning, behaviour and safety and achievement for pupils in the school since the last meeting.</p> <table border="1"> <tr> <th>Governors' Core Function</th><th>Impact of governor involvement – What <u>improvements</u> have been secured to pupil outcomes, behaviour and safety, leadership and management?</th></tr> <tr> <td>Setting the vision and strategic direction of school</td><td>Visioning meeting to be held by FGB in December 2024</td></tr> </table>	Governors' Core Function	Impact of governor involvement – What <u>improvements</u> have been secured to pupil outcomes, behaviour and safety, leadership and management?	Setting the vision and strategic direction of school	Visioning meeting to be held by FGB in December 2024
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	Holding the head teacher to account for the school's educational performance	Governors have been visiting the schools and questioning subject leads regarding the quality of education. Curriculum committee are reviewing assessment data. A new way of minuting challenges by Governors to SLT within CC has been agreed.
	Ensuring financial resources are well spent	Business Management Committee are reviewing budgets with EHT on a termly basis. New catering contract is being monitored and updates given by EHT to BMC.
	Safeguarding	A new Safeguarding and Health & Safety Committee has been established and will meet termly to discuss and Safeguarding/Health & Safety updates or concerns.
12.	SCHOOL TEACHERS PAY AND CONDITIONS AND PAY POLICY	
	The School Teachers Pay and Conditions and Pay Policy was discussed by the Governing Body agreed to review and adopt the policy.	
13.	PERFORMANCE MANAGEMENT REVIEW OF THE HEADTEACHER 2024 13.1 Appointment of Governor Appraisers The following governors were appointed to the Head Teacher Performance Management Committee: Simon James Richard Rhodes Catherine Egleton 13.2 Appointment of External Advisor To undertake the Performance Management Review of the Headteacher the regulations require the Governing Body to appoint an External Advisor and Governor Appraisers. It was agreed that John Rowe of the Shropshire Education Improvement Service would continue as external advisor for 2024-2025.	
14.	ADMISSIONS MATTERS: The LA are responsible for all admission related aspects to community and voluntary controlled schools and so no action is required from the Governing Body. The LA will consult with the Governing Body of all local authority-maintained schools where any changes to admission arrangements are proposed, especially where particular schools are likely to be affected.	
15.	SCHOOL ATTENDANCE RR met with MH in the summer term. Attendance data is good and there are no concerns. A penalty notice has been set up by Shropshire Council and fining parents for taking their children out of school in term time is no longer discretionary. ACTION: Federation website to be updated with new attendance policy & penalty information.	
16.	SAFEGUARDING / HEALTH & SAFETY (PAPER D) To be covered by Safeguarding and Health & Safety Committee (SHS committee) and fed back via committee report at the next FGB.	
17.	DEVELOPMENT & TRAINING	

	<p>17.1 <u>Feedback and record training that governors have attended/impact of governor training</u></p> <ul style="list-style-type: none"> • LB attended an NGA webinar for new Governors which was helpful. • RP and SA to do the same in the new year. • SA undertook first aid training alongside Federation staff on the PD day. <p>17.2 <u>Review and identify any training needs of the governing body</u></p> <p>Shropshire Governor safeguarding updates have paused for the moment but LF has access to the padlet and will share it with CF and relevant details shared at SHS committee as relevant.</p> <p>ACTION: RP & SA to sign up for new governor webinar LF to share padlet with CF/SHS committee as relevant.</p>
18.	<p>VISIONING FOR THE FUTURE</p> <p>A meeting date of Monday 2nd December 4pm at Church Preen was agreed. This will be an Extra-Ordinary meeting to discuss budgets and future strategy for the federation.</p>
19.	<p>GOVERNANCE COMPLIANCE</p> <p>Governors are reminded of the legal requirement to publish and update</p> <ul style="list-style-type: none"> • Review policies – discussed • Update GIAS – LFoster to action • Update the School/Academy Website – please note updated information this term re school uniform and school opening hours • Agree or amend the information they publish on each member of the governing body on the website each year. • GDPR DPO discussed. Job description to be circulated to Governors to see if a governor could take on the role. <p>ACTION: CB to send checklist re: website to LB & LFoster. LFoster to update GIAS. LFoster to circulate JD for DPO.</p>
20.	<p>DATES AND TIMES OF GOVERNING BODY MEETINGS FOR 2024/2025</p> <p>Full Governing Body Meetings: 13th Feb 4pm Brockton 11th June 4pm Wistanstow</p> <p>Business management committee (TEAMS): 6th Feb 7PM 5th June 7PM</p> <p>Curriculum Committee 28th Nov 2024 9.30am Church Preen 27th March 2025 Brockton 10th July 2025 Wistanstow</p> <p>Safeguarding and Health & Safety Committee</p>

	To follow CC dates
22.	ANY OTHER URGENT BUSINESS Church Preen Flooding update: <ul style="list-style-type: none"> • In the summer holidays a boiler burst in Cound class toilets. • Water flooded Cound class & Classroom 2 as well as the hall and staff room. • Dehumidifiers were brought in and extracted lots of water. • There was not any significant damage – some resources had to be replaced. • Class 1 has a slightly musty smell but there is no further work to do. • Insurance claims are to be put in to cover the cost.
Signed: _____ Chair of Governors Date: _____	
Meeting Ended: 6.40PM	

ACTION SHEET		
ITEM NO	ACTION	TO BE COMPLETED BY
4.2	The business interests register is to be updated and published on the school website.	LFoster
7.2	Governors to complete skills audit – LF to circulate	All
7.2	Subject crib sheets to be circulated to Governors	LFoster
7.2	New guidance re: what a school has to publish on the website to be reviewed.	LFoster/LB
9.3	MH to request specific focus for governor visits once they are booked.	
9.3	LF to communicate list of Special Interest Governors.	LFoster
15	Federation website to be updated with new attendance policy & penalty information	LFoster
17.2	RP & SA to sign up for new governor webinar	RP/SA
17.2	LF to share padlet with CF/SHS committee as relevant.	LF
19	CB to send checklist re: website to LB & LFoster.	CB
19	LFoster to update GIAS.	LFoster
19	LFoster to circulate JD for DPO to Governors	LFoster