



## Hawes Down Primary School

### Part A Minutes of the Governing Body Virtual Meeting via Zoom

#### 18<sup>th</sup> June, 2020 at 6.00 pm

Due to the Coronavirus pandemic, it had been agreed that the meeting would be held as a virtual meeting rather than at the school as had been planned.

Mark Upham (MU)	Co-opted Governor, Chair	Present
Helen Kulendran (HK)	Parent Governor	Present
Matt De Freitas (MDF)	Headteacher and Ex-Officio Governor	Present
Sue Angell (SA)	Co-opted Governor	Present
Lesley Davies (LD)	Co-opted Governor	Present
Tom Ellis (TE)	Co-opted Governor	Present
Maxine Greaves (MG)	Co-opted Governor	Present
Anna Parsonage (AP)	Parent Governor, Vice-Chair	Present
Heidi Newnham (HN)	Staff Governor	Present

#### In attendance:

Victoria Faint (VF) - Clerk

AGENDA ITEM	MINUTES	ACTION NO:
1.	<p><b>Welcome and Apologies for Absence; Quorum</b></p> <ul style="list-style-type: none"> <li>The Chair opened the meeting at 6pm and welcomed everyone present. He thanked SA for setting up the Zoom meeting.</li> <li>There were no apologies.</li> <li>The meeting was confirmed as quorate.</li> </ul>	
2.	<p><b>Declarations of Interest:</b></p> <ul style="list-style-type: none"> <li>There were no interests declared in the agenda for this meeting.</li> </ul>	
3.	<p><b>Minutes of the Meeting of 20<sup>th</sup> May, 2020.</b></p> <ul style="list-style-type: none"> <li>The minutes were agreed as a true and accurate record of the meeting.</li> <li>The Action Points will be dealt with at the next meeting of the FGB on 15<sup>th</sup> July, 2020.</li> </ul> <p><b>DECISION: The Governors approved the Part A and Part B minutes of the meeting of 20<sup>th</sup> May, 2020 as a true and accurate record. The minutes will be signed off and held at the school as soon as possible bearing in mind the current Covid-19 restrictions.</b></p>	
4.	<p><b>Head's Update re Coronavirus and next steps on the School's Opening:</b></p> <p><b>HT Circulated:</b></p> <ul style="list-style-type: none"> <li><b>LPLT Academic &amp; Pastoral Response to Covid 19</b></li> <li><b>Filling the Gaps / Late Start for EYFS</b></li> </ul> <ul style="list-style-type: none"> <li>MDF commenced by thanking the Chair and Governors for giving up their time for this unscheduled extra meeting.</li> </ul>	

- SA stated that the Governors would have wanted to have the meeting to offer their support and input to MDF and the staff, and to fulfil their responsibilities regarding the situation.
- MDF informed that the LPLT Academic & Pastoral Response to Covid 19 is a working document, but that Filling the Gaps is a draft only document prepared for his meeting the following day with John Budden, CEO of the Trust. He stated that he had circulated it to show the Governors that plans are under way for September, but they could be altered or indeed scrapped depending on instructions from the Government.

**LPLT Academic & Pastoral Response to Covid 19:**

MDF went through the report in detail. Salient points were as follows:

Q1: Who is attending and when:

- MDF explained that this was an outline of the year groups who are in school. He stated he had communicated with the Chair, after starting that the school would have to alter its provision for Yr 1 as the HT believed he did not have the capacity to have them back full-time. Currently the children are attending as follows:
  - Vulnerable and Key Workers' children: Full-time
  - EYFS: Monday-Wednesday
  - Yr 1: Monday-Wednesday
  - Yr 6: Monday-Tuesday
- MDF said that they have the capacity to take back every child in EYFS, Yr 1 and Yr 6 (as outlined above). It may be possible to increase these children's attendance by a day, but this is dependent on the number of children coming in from Key Workers.
- The number of Key Workers' children was due to increase by 25 the following week. They will be opening up three more "Key Worker bubbles" the following Monday.
- ARPS: There are now four children per class coming in on any one day for a maximum of three days. They are not in full-time. They come in need-dependent and in line with their individual risk assessments which are up-dated weekly.
- MDF stated that they discovered very quickly on 1<sup>st</sup> June, 2020 how precarious their position could be and how dependent they are on their staff, as four teachers called in sick with Covid-related illnesses. The school had been very quick to respond and was able to come up with a second model which meant they could sustain all the children coming back.
- MDF reported the average attendance of pupils has been 159 on Mondays and Tuesdays, which is 35% of the total school population. The individual percentage is: EYFS: 66.1%, Yr 1: 62.75%, Yr 6: 87.1%. There are 36 children eligible for Pupil Premium and 11 are typically in school each day, equalling 30.6%. MDF said he expected the Pupil Premium numbers to rise due to the financial pressures on families caused by the COVID 19 economic situation.

Q: Are the 30.6% of Pupil Premium children in their year groups, or across all year groups?

A (MDF): There is no expectation from the Government to take children from other year groups. However, there is one child who is DA and vulnerable and his mother is refusing to send him to school. We are making daily phone calls to her and the social worker is aware. The only way we can force a child to come to school is if a judge enforces it, and the Council refuses to go to court.

Q2: What is the plan for any further pupils to attend school before the end of the academic year?

- MDF stated that all the staff have been consulted, and have agreed that although they would very much like to have other year groups back, they would be breaking their own risk assessments and not adhering to the current Government guidelines which state the 2m rule, social bubbles of no more than 15 children and not having a changing staff rota.



Hawes Down and Clare House will ensure that Government guidelines continue to be met for the rest of the term.

Q3: Outline how home learning has functioned at the school. What has worked well? What have been the particular challenges?

- Overall MDF has received a previous good feedback from parents. The school's IT lead has been continuously updating the website with instructions and 'How to Access' information.
- Teachers and children can communicate daily using Purple Mash, Oak National and SeeSaw (for EYFS and the ARPS). A weekly report is provided on their use, which breaks the children down into year groups and helps identify the children not engaging properly. Support can be then put in place for these children. The Safeguarding governor receives a copy of the weekly analysis.
- Vulnerable families have been provided with school ipads.
- The school will continue to keep the home learning platform up and running and plan to provide something over the summer holidays, but MDF said he could not pre-empt what the Government will want schools to do to help the children catch up on missed work.
- MDF informed that the teachers are working extremely hard, trying to compensate for children being away and minimising slippage. He reported that some parents have been putting pressure on the school to use live and interactive teaching via various social media tools, but the HT currently considers the safeguarding risks to be too great. This pressure has had a negative impact on staff morale.
- MDF made it clear that Social Media Apps such as Tik Tok is not part of home learning, and he does not support the pupils using it.

Q4: What refinements are you considering for home learning moving forward?

- Transition for Yr 5 to 6: The teachers will be sending home YouTube lessons to Yr 5 pupils focussing on core subjects and Growth Mindset in preparation for Yr 6 as follows: Week 1: Maths focus Week 2: Reading focus Week 3: Grammar, spelling and punctuation focus and Week 4: Growth Mindset and Resilience Focus.
- Week beginning 22<sup>nd</sup> June: Times Tables Rockstars Week Focus.
- Week beginning 29<sup>th</sup> June: Sports week for all year groups. Children at home will be able to join in by completing the same sports tasks and learning tasks which will be scored and collated to get the Summer Sports House Champions.
- Week beginning 6<sup>th</sup> July: ARTS Week for the whole school. Learning will be themed on a famous artist.
- Week beginning 13<sup>th</sup> July: Transition week. All learning focussed around Growth Mindset and PSHE. Teachers will send home YouTube films to introduce themselves to their new year groups, and will be able to conduct Q & A sessions online with new pupils.
- MDF stressed that the school's mantra for home learning 'measured and meaningful' is working. He said he is pleased that at the moment they are able to address specific family concerns over home learning with individual teachers. He has been specifically involved with a few families for whom home learning has proven difficult.

Q5: How has your school ensured you are aware of parents and children views on the home learning provision? How have you responded to feedback?

- The school has responded to parents via weekly emails when they have heard of issues that have arisen through Home Learning Feedback, surveys, emails or the teachers' phone calls.
- Confidential concerns have been dealt with individually.



Q6: How is the school supporting vulnerable and disadvantaged pupils learning from home?

- HT advised that all children who require them have been given school ipads to ensure that everyone has direct access.
- The families all receive weekly phone calls home.
- The children's work is tracked through Purple Mash weekly, and the class teacher or pastoral leader contacts the families whose children are causing concern.

Q7: Do you have any plans for utilising the summer holidays for any pupils to catch up?

- MDF said that until he receives a direct instruction about what the expectations are, it is impossible to make formal plans for the summer holidays.
- The HT plans to provide a summer holiday sports provision, but this will be through a private provider and parents will have to be pay for it.

Q8: What is planned to help disadvantaged pupils to catch up?

- MDF said that he had been told that the Trustees have approved for schools to utilise some of their resources regardless of their deficit to help mainstream DA children that are in slippage. He therefore had requested an amount of £28k for mainstream pupils to provide: Individual tuition for DA children by a teacher already employed for this; TA support for two days to focus on the gaps for DA children; half day per week for counsellor and half day per week Phase Leader/Pixi Leader for Yr 5/6 to implement additional Pixi therapy sessions for reading, writing and maths.
- MDF said that it was important to him that the ARPS DA children have the same opportunities as the mainstream DA children, even though they are not working to national benchmarks, and he is formatting a plan to assist them and will request a separate amount of money in order to achieve this.

Q9: How are you/will you identify the gaps in learning as a result of the school closure?

- MDF reminded that he would be discussing the plan with John Budden the following day at the Heads' Meeting.
- Donna Whiteman will lead, manage and monitor the SDP are for "Covid Response to Learning".
- Lucy Windheuser will work alongside Donna tracking assessment of vulnerable groups, and looking at progress of individual children and managing the Pupil Progress Reviews.
- Sue Rowedder will lead on DA/SEND and monitor the classroom provision, interventions and progress of all DA/SEND children.
- Julie Emmett will manage the mental health, wellbeing and counselling for all children identified as vulnerable in terms of mental health. This includes the ARPS.
- Sarah Burgess monitors the financial risk of the programme.
- The Strategic and Safeguarding Team have met fortnightly since the beginning of the lockdown.
- MDF informed that he had not included the home learning group, which they will sustain in a different format.

Draft timeline:

- MDF stated that the timeline is dependent on the Government, but the school will be focussing on reading, writing and maths.
- MDF said that the first week back must be welcoming and enjoyable. The second week will be Pixi testing. Additional reading and phonics will be given to the bottom 20% of readers.
- Teachers will begin teaching/reinforcing core curriculum areas which have been considered vulnerable, such as measurement and percentages in Yr 5. The Pixi data



will be analysed in week 3. Yr 1 will be given a Phonics Screen in week 5. The Leadership Group will produce a response plan for Autumn 2.

- Phonics and Reading Catchup will run every day, each week from Week 2.

Q10: Do you envisage any changes to curriculum you deliver when children return to school?

- MDF informed that they plan to focus on core catch-up and PSHE. The key areas will be reading, writing, maths, mental health and wellbeing.

Q11: What do you plan to do to support pupils to re-socialise and re-establish positive learning habits?

- MDF plans to focus on PSHE/SMSC/Growth Mind-set/P4C and resilience building from the outset of the autumn term.

Q12: How do you plan to respond to the impact of Covid-19 on the mental health and wellbeing of our pupils?

- MDF spoke of his hope to be able to use money from the school's reserves to keep the counselling provision in the school. At the moment the counsellor has been working remotely with identified families throughout the lockdown.
- The school's Pastoral Leader provides support to children and families.
- Three staff are ELSA (Emotional Literacy Training) trained. They will be working with identified children and also those that return and had not been "red flagged" during lockdown.

Q13: How has the Trust supported you in responding to the crisis? How might the Trust help you going forward in dealing with pupils returning over the coming months?

- MDF spoke of his gratitude to John Budden and Matt Hills who he feels have been excellent and exceedingly supportive to him.
- MDF reported that the Head Teacher team within the Trust has been supporting each other through this difficult time, as well as Tam, Leyla and the team at Langley HQ.
- Going forward, MDF stated that a quick decision regarding spending from the school's reserves would be exceedingly helpful in his planning for the return to school in September.

The Chair asked for questions regarding the circulated documents:

**Q:** *Part-time teachers are working really long hours at the moment. How is their wellbeing and are they increasing their hours or just doing more?*

**A (MDF):** *People are just working more hours. They are working on days they are not supposed to. We are not asking them to do that, but they want to do the best job they can for the children in school and at home. I believe they are feeling supported by leadership. If they require time out we work towards that.*

AP stated that she would like to thank Yr 5 teachers, particularly as not everyone realises they are part-time teachers who are working beyond their contracted hours.

**Q:** *If the permanent and non-permanent staff are doing extra work, are they being paid overtime for the additional work or are they doing it for good-will?*

**A (MDF):** *The new staff I employed were put on a contract until 31<sup>st</sup> August, 2020 instead of 31<sup>st</sup> July, 2020 which would have been expected. They therefore feel supported and provide 100% commitment. I think the part-time staff would feel uncomfortable about demanding extra money for what they have been doing. Their attitude is that it is their professional and moral duty. We have given them time out when necessary, and we have therefore been looking after each other. The net result is people are going the extra mile.*



*HN confirmed that this was the case. She said the fact that parents and families have made their appreciation known has kept morale high.*

**Q:** *Do you think the link on the website is readily accessible and easily visible and manageable for SEND parents?*

**A (MDF):** *I think this is difficult to gauge. I had this conversation with the other headteachers, who have copied our website for their own schools. I would like to set up on Microsoft Teams for online learning for SEND families.*

**Q:** *Can we ask for the survey to be redone as a lot has changed over the last few weeks?*

**A (MDF):** *I know the Trustees are keen to do this, but I do not know the details of the timing. My personal view is that it should be done before the end of the school year. I am not convinced we are all coming back in September. We are planning for everyone to come back but we have also made adaptations and are trying to get things in place if we have to continue in this way. I believe we will have to continue to provide interactive lessons. I also believe that Yr 6 should be set up on Teams, as that is what they will be using in Yr 7.*

**Q:** *Do you know how many children have access to counselling, and do they refer themselves or do their parents refer them?*

**A (MDF):** *I do not have the figure off the top of my head. Where a teacher is concerned following a telephone call with a child, the teacher will inform the pastoral leadership of the school and discuss with the family whether they require additional contact with the teacher or whether they require the help of the counsellor.*

**Q:** *Regarding the parent survey. When was this carried out?*

**A (MDF):** *They filled out the survey during April and early May. I am hoping they will do another one. However, many parents have emailed the school directly and the teachers and myself had dealt with their issues personally, either by email or phone.*

**Q:** *When there is another parent survey, is it possible to include in it some way of finding out something more specific about how the families of SEND needs find it?*

**A (MDF):** *I agree it would be good to survey those parents or contact them directly. The parents' mental health has a massive impact on their children's mental health. If we support the parents it will help their children.*

**Q:** *We are now three weeks in. Have any changes been made and how well have the risk assessments worked?*

**A (MDF):** *The system in terms of entry and exit are brilliant. MDF advised that some parents and staff want to keep them. They have been a great success. I am glad carried out the scrutiny we did with the Unions. All the inside markings, one-way systems, procedure for hand-washing, provision of PPE, additional cleaning and twice-daily site walks have been robustly carried out. The systems are working really well. The risk assessment is reviewed once a week.*

*HN added that they are adapting and changing things as they go along. They are staggering the lunches slightly more. She reported that the youngest children, who they thought may be intimidated by the changes, have enjoyed having their own tables and resources, as they do not have to share with the other children. They are doing really well and appear very positive.*

**Q:** *Do you think the £28k you have asked from reserves will be sufficient for mainstream pupils?*

**A (MDF):** *No it will not be sufficient. I could use double that amount. However, I thought this was a reasonable amount to ask for and was interested to receive your comments.*



	<p><b>Q:</b> What sort of money are we talking about for the counselling provision?  <b>A (MDF):</b> It costs £10k a year for a day a week, or £5k a year for half a day a week. We pay for half a day a week.</p> <p><b>Q:</b> Is there any way we could negotiate for an extra half a day a week?  <b>A (MDF):</b> At the end of June I will be submitting my plan, but I could alter that plan on the basis of this meeting to increase the counselling to a full day a week.</p> <p><b>Q:</b> Do you think the Government will be allocating money to schools for this?  <b>A (MDF):</b> At the beginning of the lockdown the Government suggested schools create a separate Covid ledger to enable them to claim back from the Government for Covid-related expenses. However, I have now heard that a school can only claim if they have no reserves.</p> <p>The Chair said that he did not think the school actually had reserves as they have still not received the requested clarification on the £600k from the Trust.</p> <p><b>Q:</b> Would there be any use in contacting the PTA?  <b>A (MDF):</b> The PTA's primary fund raising events have been cancelled because of Covid. However, they have volunteered to help. We have the sensory room on the Discovery site which they provided. I would rather hold off making a request from the PTA as they have been excellent in volunteering their help.</p> <p><b>Q:</b> How is the Sensory Room working?  <b>A (HN):</b> It has a calming effect on a child. It is useable enough for what we need to do.</p> <p>The Chair thanked HN and the supportive parents and staff for all they have done.</p> <p>The Chair reminded that following negotiations with LBB, the ARPS should have a separate account for supporting ARPS pupils, as they could be considered a separate school by the HT and School.</p> <ul style="list-style-type: none"> <li>• MDF thanked the Chair and Governing Body for their support which he said had been invaluable. He had given an overview of his working document which will be going to the Trust and asked the Governors to read the document and let him have their questions or comments. An overview of feedback on this document was provided.</li> <li>• He will also use the document as a template for Ofsted to check against safeguarding.</li> </ul>	
5.	<p><b>DA/SEND – Governor Update:</b></p> <p><b>Circulated: DA-SEND Questionnaire June 2020, DA Key Questions</b></p> <ul style="list-style-type: none"> <li>• SA received confirmation that everyone had received the documents and understood them. She stated that she had nothing else to add to the report. The meeting had spoken about the parent survey and obtaining more up-to-date information from parents. This related specifically to parents from DA, ARPS and SEN children to doubly reassure themselves that they had been able to access the online learning. She said that she had been reassured by MDF's report in this aspect.</li> <li>• SA stated that another aspect is Pupil Premium money, and what it is being used for during the lockdown. MDF replied that the DA children should have taken BYMT lessons, and they were still able to have them virtually during the lockdown. SA said she wanted to reiterate that parents are being contacted regularly by the school and the level of communication in person is good.</li> </ul>	



	<ul style="list-style-type: none"> <li>The Chair stated that DA pupils' progress is on the highest awareness of the DFE, Ofsted, Local Authority and their own Trust. He informed that he had a recent conversation with his fellow Chair, Sir Robin Bosher, and he wished for the Trust and all Schools to have the pupil progress of DA pupils high on the agenda. A parent Governor confirmed from her own experience that parents have been contacted regularly by the school and the level of communication in person has been good.</li> <li>MDF spoke of DA children, saying that they expected to pick up more of them as some parents' circumstances have changed for the worse during the lockdown and redundancies increase.</li> <li>The Chair informed that the Trust's Vice Chair and Chair of Trust Standards Committee has advised him "the progress, catch up and attainment of children including disadvantaged and vulnerable children, will be the focus of the Trust's Standards and Performance committee meeting on 30<sup>th</sup> June, 2020" "Hawes Down Governors should also give focus to the same in your own GB meeting later this term."</li> <li>The Chair thanked SA for all the work she is doing and her reports.</li> </ul>	
6.	<p><b>Date of Next Meeting:</b></p> <ul style="list-style-type: none"> <li>The Chair asked the Governors whether they would be willing to change the date of the next meeting to the 15<sup>th</sup> July, as VF had a clash of meetings on the 16<sup>th</sup> July, and he hoped that she would be able to minute the school's meeting for the sake of continuity. Everyone agreed, therefore the date of the next meeting was changed to Wednesday 15<sup>th</sup> July.</li> </ul> <p><b>DECISION: The date of the next full meeting of the Governing Body will be changed from Thursday 16<sup>th</sup> July to Wednesday 15<sup>th</sup> July. The meeting will commence at 7.00 pm.</b></p>	
7.	<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>The Chair informed that recruitment for John Budden's replacement as the new CEO for the Trust has started. He said that come September the new CEO will not be in place and there is likely to be an interim measure until the successful applicant is able to commence.</li> <li>The Chair stated that it is envisaged the new CEO will be working on a 5-year plan. It is hoped that the Trust could look to increase their number of schools in the long-term future to between 6-11 to become a larger fully functional MAT. It has been discussed, that one of the key considerations for the next Trust CEO appointment will be the progress and achievement of DA pupils</li> <li>The Chair stated that the necessity for 3-year DBS checks had recently been queried by the Trust. MDF informed that he had just heard that the school will now be re-checking DBS for all staff (now authorised by the Trust), following the Trust receiving guidance from Octavo and LBB. From next year everyone's DBS that has expired will need to be renewed accordingly and going forwards. This will amount to a cost of £2,401, which he hoped would come from the Trust's central fund.</li> <li>MDF reported he hoped that "Pupil Voice", where Yr 6 pupils talk about their experiences in the school, will still be able to take place, either virtually or by the pupils sitting safely in the big hall or open air.</li> </ul>	
8.	<p><b>Part B Business:</b> There was no Part B business.</p>	
9.	The Chair closed the meeting at 7.40 pm with thanks to everyone present.	





**DECISIONS REACHED:**

The Governors approved the Part A and Part B minutes of the meeting of 20<sup>th</sup> May 2020 as a true and accurate record. The minutes will be signed off and held at the school as soon as possible bearing in mind the current Covid-19 restrictions.

The date of the next full meeting of the Governing Body will be changed from Thursday 16<sup>th</sup> July to Wednesday 15<sup>th</sup> July. The meeting will commence at 7.00 pm.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Chair of Governors

Date: \_\_\_\_\_

**Action list from Part A Minutes of the Governing Body virtual meeting 20<sup>th</sup> May 2020 to be discussed at next FGB meeting on Wednesday 15<sup>th</sup> July 2020.**

Item	Action Point	Who	By When	Update
17	<p>17 MG to be the Website Champion to check website compliance.</p> <ul style="list-style-type: none"> <li>MG has checked the website and found a few areas of concern. She is awaiting answers from Leila and the school office and will update at the next meeting.</li> </ul> <p>Action: MG to give an update on the Website at next FGB meeting.</p>	MG	For next FGB meeting	
25	<p>25 MDF to try to arrange speakers from non-Christian religions (note the mosque by Ravens Wood School).</p> <p>Action: Cannot complete until normal school resumes. BF to next meeting.</p>	MDF	For next FGB meeting	
29	<p>29 Governors to check if children know about Worry Boxes when they visit.</p> <p>Action: Cannot complete until normal school resumes. BF to next meeting.</p>	All Governors	When school returns	
35	<p>35 MU to liaise with JB regarding Governors Network Meetings on a regular basis at a Trust-wide level.</p> <p>Action: AC to feedback to MDF the Trust's response.</p>	AC	ASAP	
39	<p>39 SV to come to another meeting to talk governors through sex and relationship education to ensure that they are familiar with this and can explain it to others and answer questions themselves if asked.</p> <p>Action: BF to next meeting.</p>	SV	For next FGB meeting	
45	<p>45 RV to send the PI form, Code of Conduct and any other necessary paperwork to MG as well as details of the new Governor training. MG to complete these plus the DBS application.</p> <p>Action: MG to complete P1, Code of Conduct and DBS application form and provide to the school for their records.</p>	MG	ASAP	
61	<p>61 MDF to organise a meeting for the new Literacy Leads to present to parents and carers regarding reading and literacy.</p> <p>Action: BF to September meeting.</p>	MDF	For September meeting	

68	<p>68 SA to pass contact details for Janet Tibbalds to AP to speak to with regards to streamlining the governance.</p> <ul style="list-style-type: none"> <li>SA informed that she is trying to find out where everything is stored and how easy it would be for the governors to gain access to it.</li> </ul> <p>Action: BF to next meeting.</p>	SA	For next FGB meeting	
70	<p>70 MDF, SA, HK, TE to meet to discuss governance structure during the week after half term.</p> <p>Action: TE to circulate suggested meeting dates for approval at next FGB meeting.</p>	TE	For next FGB meeting	
75	<p>75 The Governors to receive information on SEND and Pupil Premium pupils from KS1 and their previous key stages to enable them assess their progress.</p> <p>Action: Not all Governors could confirm receipt of the information of SEND and Pupil Premium pupils. MDF to recirculate to Governors.</p>	MDF	ASAP	
76	<p>76 Governors to meet with children in the bottom 20% for Literacy and hear them read when they visit the school on Governors' Visit Day.</p> <ul style="list-style-type: none"> <li>This cannot take place until the school has returned.</li> </ul> <p>Action: BF to September.</p>	All Governors	For September meeting	
79	<p>79 SMSC Governor training for discussion at next meeting.</p> <p>Action: BF to next meeting.</p>	MU	For next FGB meeting	
80	<p>80 A Hawes Down Primary Accessibility Plan to be produced as soon as possible.</p> <ul style="list-style-type: none"> <li>The policy has not yet been prepared as a new assessment tracking system is being introduced by the Trust.</li> </ul> <p>Action: BF to next meeting.</p>	LW	For next FGB meeting	
94	<p>94 HK to liaise with MDF, Sarah and Alison (both from the School Admin team) to review outstanding policies and report back to next meeting.</p> <ul style="list-style-type: none"> <li>Lisa Cook has liaised with HK but HK has not yet received the revised policies.</li> </ul> <p>Action: MDF to check with Lisa regarding the revised policies and report back to next meeting.</p>	MDF	For next FGB meeting	

98	SA to re-circulate Caroline Davies' comments on the planned Agenda.	SA	ASAP	
99	Action: TE to collate responses re Staff Survey. Governors to send questions or concerns to him within the following two weeks.	TE	Within two weeks	