



TWYDALL PRIMARY SCHOOL
LOCAL GOVERNING BODY VIRTUAL MEETING
 7th July 2021 @ 2.00pm

Present:	T Whittaker (Chair)	Trustee
	C Logan (Head)	Headteacher
	M Horton (Vice Chair)	Co-opted Governor
	M Nelson (MNE)	Co-opted Governor
	M Norris (MN)	Co-opted Governor
	M Prenter (MP)	Co-opted Governor
	S Chowdhury (SC)	Co-opted Governor
	K Slane (KSI)	Co-opted Governor
	G Simpson (GS)	Staff Governor
	N Purser (NP)	Staff Governor
	A Alchin (AA)	Parent Governor
In Attendance:	S Mason (SM)	Trustee
	R Lawrence (RL)	Trustee
	D Brockman	Trustee
	M Brighton	Trust Business Manager (TBM)
	M Greener	Clerk

Questions raised, **blue**. Points agreed, **green**. Action, **red**.

Item	Main discussions and agreed actions	Action by
Presentation from Head Boy/Girl		
	Both the Head Boy and Girl gave a presentation to the LGB. The Head advised that both would be attending RMGS in September.	
	The Head Girl advised that she had been part of the keyworker group through lockdowns and that she had fun and felt supported by her teachers. She has enjoyed meeting her friends again after lockdown and the Y6 residential trip.	
	The Head Boy advised that lockdown has improved his technical skills and since returning from lockdown there have been 3 x School Parliament committee meetings which have focussed on improving the school across enrichment, curriculum and the environment.	
	Two picnic benches have been given by Medway City of Culture following a meeting and from taking part in a research project.	
	The Head Boy advised that he has enjoyed his time at Twydall as teachers have been supportive and the wellbeing has been good.	
	The Vice Chair asked for more information regarding the residential trip? The Head Boy advised there were 5 groups and they took part in activities like canoeing, rock climbing abseiling, trapeze , problem solving and a sensory trail.	
	The Head advised that both students were fantastic and had met with Ofsted when they last visited.	



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Procedural																															
1.	<p>Welcome and apologies:</p> <p>The Chair welcomed the board and advised that the TOR defines the work of the LGB. The Chair welcomed the new co-opted governor Mike Nelson who is the vicar at Holy Trinity. MNE thanked the Chair and advised that he has been a governor before in an independent school and is looking forward to making a difference at Twydall.</p> <p>The Chair advised that DB was joining the meeting in his new capacity as Trustee and advised that LGB that he is the outgoing Chair at Riverside.</p> <p>Apologies were received and accepted from Kerry James, Kim Shersby, Nigel Goodall, Alison Bovis and Simon Decker. The Clerk advised that no apologies had been received from Liam Hefferman.</p> <p>The Chair proposed to the LGB that he write to LH and propose that he steps down from the committee as communication has been an issue. LGB AGREED with this proposal.</p> <p style="text-align: center;">Action: The Chair to write to LH to suggest he steps down from the LGB.</p> <p>The meeting was confirmed as quorate.</p>																														
2.	<p>Declaration of business interests</p> <p>2.1 There were no new declarations of interest.</p>																														
3.	<p>Notification of items to be discussed under AOB</p> <p>3.1 The Chair advised there some confidential matters to be discussed at the end of the agenda which would require staff members / governors to leave the meeting but he would advise at which point.</p>																														
4.	<p>Minutes of the previous meeting (16.3.21)</p> <p>4.1 The minutes of the previous meeting on 16th March 2021 were AGREED as a true and accurate record of the meeting. The Chair would sign these electronically on Governor Hub.</p> <p>The Chair advised that the 7th June is noted that the IAB cease to be in charge of the board at Twydall and this should likely have been 7th July. Trustees will continue to join the LGB meetings to provide support but there is no requirement for all previous trustees to attend meetings unless their area of expertise would be helpful.</p>																														
5.	<p>Matters arising not covered by this agenda (update on actions)</p> <p>5.1 An action log from 16.3.21 LGB meeting was circulated with the agenda:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Item</th> <th style="text-align: center;">Action</th> <th style="text-align: center;">Who</th> <th style="text-align: center;">Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4.1</td> <td>Clerk to update minutes to reflect change to point 6.3 (mentoring pair).</td> <td style="text-align: center;">Clerk</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">7.1</td> <td>It was agreed the CIF bid for Twydall should be added to the Trust Board Agenda for discussion on 29.3.21</td> <td style="text-align: center;">Clerk</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">7.1</td> <td>TBM to check boiler is listed as on the risk register</td> <td style="text-align: center;">TBM</td> <td style="text-align: center;">Completed listed as high-risk item</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Governors to contact Dani Butler in the Office if they wish to visit.</td> <td style="text-align: center;">All</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">9.1</td> <td>Clerk requested that all governors check that their business interests and training records are up to date on GovenorHub.</td> <td style="text-align: center;">All</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">10</td> <td>Clerk to issue dates for the next phase of monitoring pair visits (w/c 14th June 2021)</td> <td style="text-align: center;">Clerk</td> <td style="text-align: center;">Completed</td> </tr> </tbody> </table>			Item	Action	Who	Status	4.1	Clerk to update minutes to reflect change to point 6.3 (mentoring pair).	Clerk	Completed	7.1	It was agreed the CIF bid for Twydall should be added to the Trust Board Agenda for discussion on 29.3.21	Clerk	Completed	7.1	TBM to check boiler is listed as on the risk register	TBM	Completed listed as high-risk item	8	Governors to contact Dani Butler in the Office if they wish to visit.	All	Completed	9.1	Clerk requested that all governors check that their business interests and training records are up to date on GovenorHub.	All	Completed	10	Clerk to issue dates for the next phase of monitoring pair visits (w/c 14 th June 2021)	Clerk	Completed
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TWYDALL PRIMARY SCHOOL
LOCAL GOVERNING BODY VIRTUAL MEETING
7th July 2021 @ 2.00pm

	13	TBM to provide second report with controls to governors to help with understanding of risk registers.	TBM	Completed
	13	Clerk to add risk registers for discussion at the Circle Model Review Group	Clerk	Completed
	13.1	MN to join next meeting with TBM and Head to discuss Finance risk register	Head/TBM/ MN	Completed
	13.1	Clerk to add Risk Registers to Trust Board agenda for 29.3.21	Clerk	Completed
Updates				
6	Governor Membership Updates			
	Mike Nelson new Co-opted Governor The Chair to seek LH's resignation.			
7.	Trust Update			
	7.1 A report was shared prior to the meeting. The Chair advised that the CEO has sent his apologies and summarised the report:			
	- Twydall's notice of termination has been removed			
	RL challenged that this was not concrete yet having seen email correspondence from the CEO			
	The Head advised that Rebecca Smith from Medway LA has advised the notice has been lifted.			
	Action: CEO to seek clarification and advise the LGB.			CEO
8.	Clerks Update			
	The Clerk advised that her updates continue to be sent weekly and encouraged governors to read these. The Clerk advised that the Safeguarding training for all governors (except staff) needs to be completed by 1.9.21.			
	The Clerk advised that a new skills would be sent out shortly and asked that this be completed before the start of the next academic year so it can be used to shape training needs at the next LGB meeting.			
	The Clerk updated the board that KCSIE has been updated which takes effect from 1.9.21 and it is imperative that all governors read the document and confirm in the Declarations section of GovernorHub. This is a statutory requirement as it ensures the governors are aware of what is required and can hold school leaders to account accordingly.			
	Action 1: All governors to complete the Safeguarding for Governors / Skills Audit and read KCSIE training by 1.9.21			All
	The Chair asked if all photos and pen portraits were on the school website and the Clerk confirmed they were not.			
	Action 2: MP/KSh/NP to action their pen portraits and photos for the website urgently.			MP/NP/ KSh
	MNE advised his photo does not seem to be loading properly.			
	Action 3: Clerk to investigate MNE photo issue.			Clerk



TWYDALL PRIMARY SCHOOL
LOCAL GOVERNING BODY VIRTUAL MEETING
7th July 2021 @ 2.00pm

9.	<p>Audit Committee Update</p> <p>The TBM advised that the Audit Committee had met to consider 2 of the 3 internal reports issued by the auditors and that only minor issues were found which have been or will be rectified asap. The third report was received yesterday.</p>	
Monitoring Visit reports		
10.	<p>10.1 Finance, Pay and Reward (to include reviews of central services – HR, Finance – school insurance, lettings, traded services)</p> <p>SC advised that no concerns were raised.</p> <p>GS asked what is the position is with outside lettings going forward? The TBM advised that karate had been moved to RMGS as there were staff already onsite who could manage this letting without further cost. Lettings at Twydall would be possible but the staffing costs incurred have to be considered and that balance is needed. The school fields make a good income and does not require the involvement of the site manager.</p> <p>The Head advised that letting in the holidays to Premier Education is happening and that she is keen to establish sustainable lettings such as Sunshine nursery.</p> <p>SM asked whether long term lettings were allowed to have keys? The Head advised not as there had been issues in the past with alarms being set off.</p> <p>AA asked with the removal of after school club whether this could be outsourced? The Head advised this is currently being investigated and more information will be communicated on this before the end of the term.</p> <p>MH asked for clarification of the cost impact on staffing now Creative Fridays are stopping? The TBM advised this has been provided for in next year’s budget.</p> <p>MH asked is Friday now just normal school? When will staff get their PPA time? The Head advised that PPA would take place in year groups instead of all together and HLTAs are being trained to deliver PE on a rolling programme.</p> <p>The Chair asked for clarification that there is no financial consequence to Creative Fridays? The Head confirmed this is the case.</p> <p>10.2 Personal development, behaviour and welfare</p> <p>KSI advised that there no concerns noted and that they review key areas (behaviour, bullying, safeguarding and wellbeing). All are well embedded in the curriculum and improvements have been shown to have been made in the recent Ofsted visit.</p>	



TWYDALL PRIMARY SCHOOL
 LOCAL GOVERNING BODY VIRTUAL MEETING
 7th July 2021 @ 2.00pm

RL asked how we can get a healthy balance of pre-prepared question v live questions right? RL also noted it would be good if subject leaders could attend MP visits?

The Head concurred with the idea of subject leaders joining as it would be good for their CPD and would create a rolling programme for the next academic year. With regards to questions if they are data related it is hard to evidence if the questions are not given advance.

RL noted that it would be good if the monitoring visits could form a more conversational approach.

The Chair advised that questions should be asked in advance if appropriate but this should not stop questions being asked on the day.

It was AGREED that questions that requiring evidence (e.g. data related) need submitting in advance.

The Head advised that the school had just been awarded the Optimus Wellbeing Award yesterday.

10.3 **SEND**

The Chair advised that the visit evidenced that SEN pupils are doing as well as their peers but the handover to the new SENCO needs to be smooth.

See confidential minutes for further discussion.

SM asked whether there were any candidates amongst the staff for the role?

The Head confirmed that the SENCO needs to be qualified and no staff member is and they will need to hit the ground running because of the cohort.

SM asked whether there might be an any interest across the Trust?

The Head did not believe this would be the case.

10.4 **Quality of education and pupil outcomes**

KSI advised:

- that the Ofsted visit was discussed and the outcome of RI was due to the lack of evidence available in books. Actions have been taken forward.
- The key core curriculum is good and now the school are moving to apply these processes to the wider curriculum.
- The school ensures that SEND students are captured in the plans and flourish in their strong areas.
- Training to support pupils fully will be implemented for staff.

SM asked whether TT Education were surprised by the grading?

The Head advised the evidence was not available in books due to home learning to support a Good grading but it was not far off. It was a fair judgement for

DT/Geography/History. Robust evidence was not available however there should have been 5 x Ofsted monitoring visits and we only received 2 before regrading took



TWYDALL PRIMARY SCHOOL
LOCAL GOVERNING BODY VIRTUAL MEETING
7th July 2021 @ 2.00pm

	<p>place. The impact on Y3/4 is due to weak teaching and this is being dealt with. The curriculum has been changed and plans are in place.</p> <p>SM asked who chose the subject choice to be reviewed? The Head advised that the HMI did not want to deep dive English as they had review their on their last visit. Discussions were had on Art / Science / Humanities (which was explained gets taught on a 3-week basis). History was being taught but Geography was in the books.</p> <p>SM asked whether due regard to the statements given C-19? The Head advised it was difficult to make a judgement due to C-19 and where Twydall currently is at.</p> <p>RL asked whether TT Education were disappointed with the outcome for Quality of Education? The Head advised we should not be disappointed.</p> <p>RL advised that the Head has misinterpreted and that if TT Education were not aware of any issues then she is surprised more allowances were not made due to C-19. The Chair advised that it was achieving Good in 3 years was a big challenge. We hoped it would good and it swung both ways during discussions. This area was discussed for 80 minutes and it usually would be 20 minutes. With children working remotely there is no evidence in the books and no pre-teaching available to see. NP advised that a wider curriculum is now in place with a clear programme for Music/DT and the HMI noted the good start but the plans had not been embedded at the time of the visit. The Head advised the LGB that more things were taught in lockdown that were needed to be done over above Reading / Writing and Maths.</p> <p>The Head concluded that the supply of the school evidence was critical as national grades have to be issued and agrees with RL that it was unfair but regulations have to demonstrate that HMI assessments are sound.</p> <p>10.5 Pupil Premium / Sports premiums spend and impact (primary)</p> <p>MH advised this visit had last been conducted in November 2020. Unfortunately, the lack of data means that only subjective observations can be made by the team. Interventions are working well. At the next meeting there will be data available to review position properly.</p> <p>10.6 Health & Safety MP advised that he had been unable to conduct the visit due to time constraints as this took place yesterday which explains why there is no report as of yet.</p> <p>Highlights:</p> <ul style="list-style-type: none"> - Sanitising continues due to C-19. - COSHH statements are updates in every location. 	
	<ul style="list-style-type: none"> - No evidence for anything that should have been reported to RIDDOH. - PAT testing has been arranged at half the previous cost. 	



TWYDALL PRIMARY SCHOOL
LOCAL GOVERNING BODY VIRTUAL MEETING
7th July 2021 @ 2.00pm

	<ul style="list-style-type: none"> - Concern regarding the boiler noted and the roof patching (CIF bid was unsuccessful). - Dead trees around the site have been surveyed and areas have been split into zones with the most urgent being dealt with. The Head advised quotes have been received for the Y2 area and by the school gates (£1.5k). Further work will be carried out next year. - A pass system for visitors has been introduced similar to RMGS. <p style="text-align: center;"><i>MP left @ 3.30pm</i></p>	
Business Management		
11.	<p>Income & Expenditure Report/Year End</p> <p>The TBM advised that P9 reports have been issued up to May and June closed yesterday. There will be a small in year surplus but this may be required to go towards redundancy costs. Forecast has been issued for next year.</p>	
12.	<p>Approve budget forecast and staffing structure</p> <p>The TBM advised that the budget includes the staffing structure from September. There is a small surplus this year and the following year will be a deficit if pupil numbers remain the same. The budget assumes the income remains static but includes inflation for staffing costs. The budget is worst case scenario.</p> <p>The Chair asked why the support staff salaries are over budget when there have been redundancies?</p> <p>The TBM confirmed that the cost of the HLTA to support English has been born by the Trust.</p> <p>The Chair queried the pupil FSM?</p> <p>The TBM advised that Chartwells do not issue invoices in periods and that they are lumped together. All being well we will be under budget by the end of the year.</p> <p>The Chair asked for further clarification regarding the minibus?</p> <p>The TBM advised that £15k donations have been made to go towards the £36k minibus that has been donated by the Variety Club. The school owns the vehicle but at the time they no longer require it (at the end of its useful life) it has to be offered back to the charity. The TBM advised that it was officially presented to the school today.</p> <p>The Chair asked how funds had been raised?</p> <p>The TBM confirmed through school events (non-uniform days / food sales from Greggs), Facebook etc.</p> <p>SM raised the need for a PR campaign to try and increase pupil numbers. This has been discussed at Trust level. If we fill spaces the budget issues will go away.</p> <p>The TBM agreed. The Deputy Head advised that banners will be going up shortly and parents are being very positive when talking about the school.</p>	
	<p>The Chair advised that he has a good friend who is a marketeer who he is happy to approach for advice?</p>	



TWYDALL PRIMARY SCHOOL
 LOCAL GOVERNING BODY VIRTUAL MEETING
 7th July 2021 @ 2.00pm

	<p>SM advised that the October census date is key for the PP calculation as the following year’s funding is based on this.</p> <p>The SBM gave credit to the Head for keeping a tight control of this year’s budget.</p> <p>SM asked whether all available funding options were being explored? The TBM advised that she had seen a number of funding opportunities but really it requires a dedicated person within the Trust to investigate these properly.</p> <p>RL asked whether the cleaning budget has increased due to C-19? The TBM confirmed that the Twydall site is huge.</p> <p>The TBM proposed to the LGB that they accept this budget. The LGB AGREED to accept the budget recommendations for the school.</p>	
13.	<p>Accounting Officer Checks The TBM confirmed that the checks have been completed.</p> <p>The Chair asked why the documentation on GovernorHub shows the dates as March? The TBM advised that the Head has been doing the checks monthly but has not been given the document to sign as of yet.</p>	
14.	<p>Policies 14.1 RSE Policy</p> <p>SM asked what the abbreviation CGW stands for? The Deputy Head advised this is PHSE rebranded (Careers Growth and Wellbeing).</p> <p>AA asked what the educational outcomes for the pupils are from the policy as this is not clear? The Deputy Head advised that children are ready to learn with a good attitude with the right RSE education for the appropriate age groups which will be evidenced through student voice.</p> <p>MNE asked what the parent response has been to the RSE policy e.g. LGBT/blended families? The Head advised that no comments have been received. The curriculum is being softly taught through books and assemblies with the younger children.</p> <p>The LGB APPROVED the RSE Policy.</p>	
15.	<p>Risk Registers:</p> <p>RL asked whether the system would allow one report? The TBM advised that there are 9 different categories and the risk registers are rotated for review through the year. The scoring is limited to a 3x3 grid or this could be expanded 4x4 / 5x5 grid.</p>	
	<p>15.1 <i>Governance</i></p> <p>15.2 <i>Health and Safety</i></p>	



TWYDALL PRIMARY SCHOOL
 LOCAL GOVERNING BODY VIRTUAL MEETING
 7th July 2021 @ 2.00pm

	<p>KSI are there any other plans for the boiler since the CIF bid was unsuccessful and has the risk been increased in the register? The TBM advised that the CIF bid is going to be appealed as the consultant involved believes there is a case. The roof will continue to be patched and monitored and anything that happens will be logged to strengthen the bid. The boiler is more of a concern but emergency funding may be possible if it fails.</p> <p>RL agreed that the boiler is a concern with the winter looming.</p> <p>The Head advised that pupils are being moved out of the Y2 area as this will have less impact than should the boiler fail.</p> <p>The Chair asked if this has been reflected in the risk register? The Head confirmed this has been discussed and changed.</p> <p>SM asked whether there has been a temporary block on cleaning this area to save costs? The Head advised this has been done.</p>	
15.3	<p><i>Staff</i></p> <p>See Confidential minute for further discussion.</p>	
School Improvement		
16.	<p>16.1 HT Report</p> <p>The Head advised that Rachel Ross has been appointed for Y3/4 and new caterers have been appointed (Caterlink) and part of their bid includes refurbishing the lower year’s kitchen which will eventually lead to the whole school using this area. An asbestos removal quote is awaiting.</p> <p>RL asked for a narrative to accompany the data in the HT report moving forward? The Head advised that there is a narrative on page 8 and that whole trust training might benefit governors on the matter of data.</p> <p>The Chair advised that it is good to see data but not sure it needs to be so in depth and asked DB whether Riverside reported the same way? DB confirmed it was similar at Riverside.</p> <p>The Chair agreed that explanatory notes would be useful and asked the Head to include with her next report.</p> <p>Action: Head to include narrative around data within next HT report.</p>	Head



TWYDALL PRIMARY SCHOOL
LOCAL GOVERNING BODY VIRTUAL MEETING
 7th July 2021 @ 2.00pm

<p>16.2</p> <p>16.3</p> <p>16.4</p> <p>16.5</p> <p>16.6</p>	<p>Review exclusions figures for the year</p> <p>The Head advised that exclusions are high due to a zero-tolerance approach regarding bubbles and that exclusions have happened faster than usual as there are no staff/resources available to address challenging behaviour. The school has also accepted challenging pupils into the school recently.</p> <p>RL asked how persistent absentees are being monitored? The Head advised that there has been improving work completed with Medway and these have significantly reduced and Ofsted deep dived this on their visit.</p> <p>Survey Analysis</p> <p>The Head advised it was disappointing that parents were not allowed to submit the Parent Voice twice (it is not allowed twice in a year) but Ofsted were aware of this. MH noted that some parents were unhappy with the bullying outcomes? The Head advised that some have their own emotional baggage from bullying and that investigations have been carried out and no evidence was found. The Deputy Head advised this was discussed with Ofsted and that the school are being proactive on this matter and reaching out to parents.</p> <p>MH noted that 14% were not happy? The Deputy Head advised that Ofsted were not concerned by this after reviewing logs.</p> <p><i>RL/DB left the meeting at 4.01pm</i></p> <p>Approve school targets for next academic year (if not completed in term 4) No targets have been set as there is no data to base these on.</p> <p>Review School Development Plan</p> <p>MH queried the % numbers for PPG on the SDP? Adding up issue perhaps? The Head advised this was when the SDP was written last year. The new SDP 2021/22 is currently under construction and will be completed next week.</p> <p>The Chair asked that the new SDP be sent to the LGB by the end term (even if in draft format).</p> <p style="text-align: center;">Action: Head to send draft SDP to LGB before the end of term.</p> <p>SM asked whether the 5 priorities are the same? The Head confirmed this was the case.</p> <p>Approve school dates The Head advised that the extra bank holiday for the Queen’s birthday needs to be agreed by the Trust. RMGS are adding theirs to the summer holidays but Twydall will be taking theirs the Friday before May half term.</p>	<p>Head</p>
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TWYDALL PRIMARY SCHOOL
LOCAL GOVERNING BODY VIRTUAL MEETING
7th July 2021 @ 2.00pm

Governance / Procedural	
17.	<p>Governor Training Update & CPD</p> <p>The Clerk asked governors who are working through their induction checklists to complete these by 1.9.21</p> <p style="text-align: center;">Action: Governors to complete their induction checklists by 1.9.21</p>
18.	<p>LGB Review</p> <p>18.1 Self-evaluation</p> <p style="padding-left: 40px;">Will be reviewed at the next LGB meeting in October.</p> <p>18.2 LGB skills audit</p> <p style="padding-left: 40px;">The Clerk advised that a new Skills Audit will be issued shortly and the deadline for completion is 1.9.21</p> <p>18.3 Review LGB terms of reference and monitoring pairs remit</p> <p style="padding-left: 40px;">The Terms of Reference are still fit for purpose for the LGB. AGREED</p> <p>18.4 Approve LGB meeting dates for next year</p> <p style="padding-left: 40px;">Dates for the next academic year were noted and AGREED.</p> <p style="padding-left: 40px;"><i>MB/GS/NP left the meeting @ 4.12pm</i></p>
19.	<p>Any Other urgent Business</p> <p>See confidential section.</p> <p>The Head thanked the Clerk for all her hard work since joining the Trust.</p>
20.	<p>Confidentiality</p> <p>See confidential section.</p>
	Date of next meeting: 5th October 2021
	The meeting closed at 4.33pm



TWYDALL PRIMARY SCHOOL
 LOCAL GOVERNING BODY VIRTUAL MEETING
 7th July 2021 @ 2.00pm

Actions from the Twydall LGB meeting on 7.7.21

Item	Action	Who
1.	The Chair to write to LH to suggest he steps down from the LGB.	Chair
7.1	CEO to seek clarification and advise the LGB.	CEO
8. (1)	All governors to complete the Safeguarding for Governors / Skills Audit and read KCSIE by 1.9.21	All
8. (2)	MP/KSh/NP to action their pen portraits and photos for the website urgently.	MP/NP/K
8. (3)	Clerk to investigate MNE photo issue.	Clerk
16.1	Head to include narrative around data within next HT report.	Head
16.5	Head to send draft SDP to LGB before the end of term.	Head
17.	Governors to complete their induction checklists by 1.9.21	All who this relates to