

ST CUTHBERT WITH ST MATTHIAS CE PRIMARY SCHOOL

Meeting of the Full Governing Board
held at the school on Tuesday 27 March 2018

MINUTES

GOVERNORS		Present
FOUNDATION	Incumbent <i>Ex officio</i>	Fr Paul Bagott ✓
	Deanery	Mrs Carla Muñoz Slaughter Chair ✓
		Mr Edward Lethbridge ✓
	LDBS	Mr Hamish Adourian Vice chair ✓
		Lady Smith-Gordon ✓
	PCC	Miss Charlotte Close-Smith ✗
		Ms Estella Gomez ✓
		Mrs Stephanie Barbir ✗
	Parent	Mrs Sandra McGregor ✓
		VACANCY N/A
Local authority	Mrs Jennie Dalton ✓	
Headteacher <i>Ex officio</i>	Miss Gill Putterill ✓	
Staff	Miss Holly Williamson ✓	
Co-opted	VACANCY N/A	
ATTENDING		
Clerk	Mr Mike Hutchinson	

1. WELCOME, OPENING PRAYER, APOLOGIES AND DECLARATIONS OF INTEREST

The chair welcomed everyone to the meeting, which began at 5.03pm. Fr Paul Bagott led the meeting in a prayer. Apologies were accepted, and permission for absence given to, Stephanie Barbir, Charlotte Close-Smith and Edward Lethbridge: the latter attended remotely by phone. Hamish Adourian had apologised for a late arrival, and Fr Paul Bagott for an early departure. A quorum was present throughout the meeting. There were no declarations of interest, pecuniary or otherwise, in respect of any items on this agenda. Unless otherwise indicated, all papers had been distributed in advance.

2. MINUTES OF THE PREVIOUS FGB MEETING AND MATTERS ARISING

2.1 The minutes of the FGB meeting of 23 January 2018 were **AGREED** as a full and accurate record. Chair to sign them after the meeting. There were a number of matters arising.

2.2 Item 2.2 Holly Williamson reported that she had approached several potential parent governors: however, they were all single parents and childcare was a stumbling block. The chair pointed out that the governors' expenses policy allowed for childcare expenses. An Anglican parent from elsewhere, rather than a parent of the school, was an option, which Fr Paul Bagott would explore.

2.3 Item 2.4 Stephanie Barbir having given apologies, this action was held over.

2.4 Item 2.7 Fr Paul Bagott reported that the Royal Hospital, Chelsea, had suggested that the school could attend one of its scheduled service of remembrance in November 2018 rather than book a dedicated service. Governors agreed that this was reasonable: Fr Paul Bagott to explore further.

2.5 Item 3.2.3 The headteacher reported that she had researched the potential for networking the school's whiteboards so that they could be used to alert staff in the event of an incident requiring lockdown.

2.5.1 IT advice had been that class computers and whiteboards could be networked to display a notice, possibly with a supplementary aural alert. This would solve the problem at no expense, but to a limited degree, given that several rooms frequently used for such purposes as interventions had no computer in them. What she did not want to do was to perform a series of lockdown drills to test various methods because that would alarm the children. She would explore further, perhaps networking iPads for those rooms which did not have computers.

2.6 Item 3.2.5 Chair to chase RBKC following submission of historic security audit of the school.

2.7 Item 4.3.2 Headteacher to confirm with LDBS that a 2014 survey meant that the school met health and safety requirements with regard to asbestos.

2.8 All other actions had been, or were in the process of being, fulfilled.

[Hamish Adourian joined the meeting with apologies at 5.19pm.]

3. CHAIR'S REPORT (1)

3.1 Given that Fr Paul Bagott had apologised for leaving early, the chair proposed bringing forward the following item from her report, as it concerned him in particular.

3.2 SIAMS training re PWCE agenda items The chair reported that she had recently attended LDBS training on reforms to SIAMS (Statutory Inspection of Anglican and Methodist Schools), where it was stressed that governors had a particular responsibility in Anglican schools to ensure that the Christian ethos was paramount. **3.2.1** The training had made it clear that, at least twice a year, the Pupil Welfare and Christian Ethos Committee (or equivalent in other schools) should review various documents, such as the SIAMS SEF (self-evaluation form), SIAMS School Improvement Plan (or equivalent) and RE Policy, in addition to monitoring safeguarding.

3.2.2 For various reasons, the committee had not met since October 2017. Given that the Teaching and Learning Committee now met only once a term, the clerk had agreed to take over the clerking of the PWCE committee under his current contract. A date for the next meeting – the second and last of the year – had been set for 5 June 2018. Members of the committee to add to diaries.

3.2.3 LDBS advice was that training in a new SIAMS framework would be offered to schools in November 2019, with a social event to follow.

3.2.4 Fr Paul Bagott welcomed professional clerking of the Pupil Welfare and Christian Ethos Committee but noted that St Cuthbert's, with so many pupils from Moslem families, walked a difficult line which needed to be acknowledged.

3.2.4 For instance, he had been asked by Moslem parents to “meet them half way” by not teaching that Jesus Christ was the Son of God, and not referring to the Trinity. To him, that struck at the very essence of being a church school.

3.2.5 The headteacher noted that St Cuthbert's followed LDBS's schedule of worship, which included all major Christian festivals but also acknowledged the festivals of other faiths.

3.2.6 The chair stressed that the school's values were explicitly rooted in biblical teaching, which is why the work of the PWCE committee was so important.

3.2.7 The headteacher added that she would be attending training on the new SIAMS framework on 1 May.

4. MINUTES OF THE EGM OF 10 OCTOBER 2017 AND MATTERS ARISING

The minutes of the EGM of 10 October 2017, which had been called to approve the school's Pay Policy, were **AGREED** as a full and accurate record. Chair to sign them after the meeting. There were no matters arising.

5. Chair's report (2)

5.1 The chair returned to her report.

5.2 Chair's actions The chair had two actions to report.

5.2.1 Possible crypt Steve White, LDBS buildings and development officer, had recommended approaching Fr Paul Bagott and the churchwardens of St Cuthbert's, as trustees of the school, to explore whether there was a former church crypt beneath the school site which could be developed. Fr Paul Bagott reported that he would be investigating a box of potentially relevant parish documents.

5.2.2 Snow The chair reported that one of the functions of her office was to confer with the headteacher on whether to close the school in the event of inclement weather, such as the recent snow. In this case, the school remained open but after-school clubs were cancelled. RBKC had confirmed that this heroic act – which inevitably saw fewer pupil report to school – would not affect attendance figures.

5.3 Chair's Forum The chair reported on a number of matters arising from this forum.

5.3.1 Business Continuity and Emergency Plan The Chair's Forum had received a presentation on this model RBKC plan, although disappointingly the officer presenting had not known how or even whether the plan had been implemented on the night of the Grenfell Tower fire.

5.3.1a The document needed to be populated. Sandra Smith-Gordon pointed out that it was a lengthy 51 pages: was this the best use of the school's time?

5.3.1b The chair stressed that it had to be done, and suggested a small working party after SATs, to complete the task in an hour or two.

5.3.1c She pointed out that the most important aspect of the plan was the list of contact numbers in case of emergency, for herself, the vice chair, the headteacher and (if appropriate) the deputy head, so that they could liaise in the event of an emergency. Fr Paul Bagott suggested that since pupils and staff could repair to St Cuthbert's Church in the event of emergency, the list should also include contact numbers for the churchwardens.

5.3.1d Holly Williamson briefed governors on how Oxford Gardens Primary School in north Kensington, near to Grenfell Tower, had responded to the fire.

5.3.1e A PE teacher who lives close to the school had called the headteacher, Sarah Cooper, at her home in Teddington. By the time she arrived at the school, he and other teachers had opened it up. Parents were texted to urge them to bring their children to school – in pyjamas if necessary – for breakfast and an informal day. **5.3.1f** The chair praised this remarkable response; if only RBKC had been so effective.

5.3.1g Sandra Smith-Gordon noted that that day's report into the previous year's Manchester suicide bombing had blamed overzealous health and safety regulations for preventing emergency services from doing their jobs. The chair stressed that communications were the crucial aspect of any plan.

5.3.2 Grow Education Partners SLAs 2018-19 The chair noted that the salient part of this document was LDBS's GDPR (the EU's General Data Protection Regulation, due to come into force in May 2018) SLA. She noted in passing that RBKC and LDBS's training in the GDPR had differed: this did not inspire confidence.

5.3.2a For those schools which subscribed to LDBS's HR SLA – which St Cuthbert's did – it was offering a comprehensive GDPR SLA for £900 a year which included the services of a named, dedicated LDBS data protection officer.

5.3.2b A fellow member of the Chelsea Deanery Partnership (CDP), Christ Church School, was not taking up this offer, preferring to allocate a member of staff to the role. By contrast, the chair thought that the LDBS offer would take pressure off the headteacher and staff as well as providing some legal protection.

5.3.2c Could a governor take on the role [Sandra Smith-Gordon]? The chair thought there could be a conflict of interest if anyone involved with the school took on the role, although Christ Church clearly did not think so.

5.3.2d The headteacher argued that the legal protection afforded by the LDBS offer could be important, particularly if parents complained about a data breach.

5.3.2e Governors **AGREED** to subscribe to the LDBS GDPR SLA, as long as it included an annual certificate of compliance to reassure the school that it was not in breach of GDPR.

5.3.2f All governors present signed a declaration, in line with GDPR, agreeing to abide by the school's Acceptable Use Policy. Governors not present also to sign.

5.4 School roll The chair noted that she had requested information from RBKC on how many families – and thus prospective St Cuthbert's pupils – were likely to be housed in the new Earls Court development. RBKC had not known, although the chair thought herself that some 7,500 new dwellings were planned. In any case, the borough was aware of the school's financial difficulties. She assumed it would be reluctant to see the school close. Fr Paul Bagott noted that if, as rumoured, the developers were pressing for 10,000 dwellings, many would be affordable housing.

[Fr Paul Bagott left the meeting at 5.44pm.]

5.5 Operating guidelines The chair noted that she had revised these to reference reciprocal panel arrangements with fellow CDP schools. Governors **AGREED** that governors dialing in to any meeting by teleconference counted towards a quorum.

6. Headteacher's report

6.1 The chair invited the headteacher to introduce her report, which she did – selectively – as follows, answering questions as she did so.

6.2 KS1 and KS2 attainment for Spring 1 The headteacher summarised the progress of each year, noting that a point's progress should be made each year, or roughly 0.33 of a point's progress per term – 0.66 by the end of Spring 2.

6.2.1 Where cohorts fell short of this, perhaps because of a high proportion of EAL (English as an additional language) children, interventions were in place. Of the 20 children in Y6, for instance, 17 were EAL; 24 of the 28 children in Y2 were EAL.

6.2.2 In Y1, progress ranged from 0.44 in reading to 0.56 in writing, possibly because there had been a change of teacher during the term.

6.2.3 In Y2, reading was again weak, at 0.49, although writing and maths both stood at 0.60. However, only around half the pupils in each subject had attained as expected. Five members of staff were leading various booster groups.

6.2.4 Progress in Y3 was stronger, with a number of children who were exceeding expected attainment levels in reading, grammar and maths, but not writing.

6.2.5 Progress in Y4 was strong or very strong: a third of pupils in writing, and a quarter of pupils in grammar and maths, were exceeding expected attainment.

6.2.6 Progress in Y5 was on track, although only one pupil was exceeding expected attainment, in reading.

6.2.7 Progress in Y6 was also on track: four of the 20 children in the class were exceeding expected attainment in grammar, and one in maths.

6.2.8 The headteacher turned to a chart comparing the attainment of Y2 and Y6 children in receipt of the Pupil Premium, compared with those who were not: it was striking how little gap there was between the two.

6.2.9 In fact, only in Y6 writing did Pupil Premium children fall below their non-Pupil Premium peers: elsewhere (reading, writing and maths in Y2; reading and maths in Y6) Pupil Premium children did markedly better than their non-Pupil Premium peers.

6.2.10 Of the 14 Pupil Premium children in Y6, 71 per cent had already reached the expected standard of attainment in reading, compared to just two (33 per cent) of the six non-Pupil Premium children.

6.2.11 Why was this [Sandra Smith-Gordon]? The school targeted children who were not in line with the progress that they ought to be making, and they were not necessarily pupils in receipt of the Pupil Premium.

6.2.12 The headteacher turned to predictions for the May SATs.

6.2.13 Y2 had received an influx of children from abroad who had no English language whatsoever: this would inevitably affect Y2 SATs results.

6.2.14 The DfE and RBKC would not consider discounting these children from the results, but Ofsted was more sympathetic. She would be preparing two sets of results, one with the new children discounted, and one without. Governors would see both.

6.2.15 Additionally, a high number of children with SEN – with or without a statement – would affect attainment and progress results in Y2. Despite a number of interventions, more than 30 per cent of the cohort were unlikely to achieve expected attainment. Governors would have a clearer picture of the Y2 data after the Spring 2 assessments.

6.3 Safeguarding/health and safety The headteacher had marked up a document to review the actions of the recent health and safety audit. She summarised completed tasks, including the installation of fire doors and smoke detectors, and completion of various assessments.

6.4 Numbers on roll The school's capacity was 236; numbers on roll tended to fluctuate, almost daily, between 178 and 183. In an attempt to redress this, marketing initiatives included press articles, fliers, visits to pre-schools and invitations to estate agents to come and view the school.

6.4.1 Although league tables and other sources of data – such as the Y2 SATs results; see paragraph 6.2.14 – could be seriously flawed, parents were increasingly comfortable with them as a measure of a school's performance.

6.4.2 In order to compete with other local, often Ofsted Outstanding, schools, St Cuthbert's needed to ensure that it could show better and better data.

6.4.3 A joint CDP website had been proposed, which would direct disappointed parents who had failed to win a place for their child(ren) at the Ofsted Outstanding-rated Christ Church School to the websites of fellow CDP schools Holy Trinity and St Cuthbert's.

6.4.4 The St Cuthbert's school website was to be upgraded, because that was the first destination of prospective parents; tenders for the joint CDP and St Cuthbert's websites had been requested.

6.4.5 The headteacher was also forging a link with the co-educational Church of England secondary Chelsea Academy, which was attempting to boost recruitment from CE primary schools.

6.4.6 Open mornings continued. The school would have no idea from RBKC of how many

parents had made the St Cuthbert's Reception the first choice for their child until the following month.

6.4.7 Disappointingly, only a single child was definitely due to take up a place in the Nursery, despite a campaign to urge parents to seek employment in order to benefit from the government's offer of 30 free Nursery hours.

6.4.8 Sandra McGregor reported that a representative from an employment agency would be visiting the school on 19 April to brief parents on the 30 free hours offer and how parents could benefit from it.

6.4.9 The headteacher resumed her summary of marketing initiatives. LDBS had agreed that the school could apply for National Lottery funds for a range of needs, including the play therapist, Breakfast Club, after-school clubs and the playground.

6.4.10 The charitable Thomas's Schools Foundation had been very generous to St Cuthbert's: the headteacher suggested that it would be courteous of the chair to write to acknowledge this. Chair and headteacher to discuss.

6.5 Enrichment The headteacher summarised various enrichment activities, which included celebrating St Cuthbert's day in the parish church, participation in the Victoria and Albert Museum's *Door to Design* project and activities led by Urbanwise.London, a charity offering active outdoor learning for children and young people. Future events would include Holy Week assemblies and a Y5 visit to Michael Morpurgo's educational farm in Wales.

6.6 Attendance The headteacher reported that the school was taking a tough line on poor attendance, although the families of many persistent absentees – for instance, one with an attendance rate of just 26 per cent – were involved with social services, which meant that certain procedures had to be followed.

6.6.1 Holly Williamson gave a more detailed analysis. There were 32 children with less than a 90 per cent attendance rate, two of whom had begun at the school in the last few weeks. Only two children had taken unauthorised holiday and the absence of 28 children was due to illness, or reported illness.

6.6.2 Three families, with seven children between them, had been referred to RBKC for it to impose fines of £60 per child per parent, or £90 if payment was late.

6.6.3 The families of three children had been referred to RBKC's Early Help Service, which was the tier below social services and which worked collaboratively with those who needed help and support.

6.6.4 One family, with two children, was being supported by social services, which meant fines for poor attendance could not be imposed.

6.6.5 The child with 27 per cent attendance would be the subject of a court panel, which had the power to order alternative care.

6.6.6 Five meetings had been held so far this term with parents whose children's attendance was below 90 per cent. Each term the school sent out some 15 or so letters warning of the educational consequences of poor attendance; the attendance of two-thirds of pupils whose parents received them improved.

6.6.7 How many children had to make significant journeys to school [JDA]? Holly Williamson thought that there was no correlation between the length of a child's journey to school and their attendance.

6.7 There being no further questions, the chair thanked the headteacher for her report and for answering questions, and moved on.

7. SAFEGUARDING REPORT

The headteacher had no safeguarding issues to report. Chair to discuss safeguarding brief with Stephanie Barbir.

8. REVIEW DRAFT BUDGET 2018-19

8.1 The headteacher noted that the service provided by the school's financial consultancy, SBS, had been less than perfect. In the two years of the SLA, not one of the six consultants allocated to the school had seen a budget through from setting it to year-end actuals. In the first six months of this academic year, despite repeated requests, no accurate financial information had been forthcoming.

8.2 RBKC had recognised the steps that the school had taken in restructuring to save costs and recognised that a major contributing factor to the school's financial woes was falling numbers on roll, over which it had limited influence.

8.3 The chair added that part of the current parlous financial situation was down to a previous employee who had not been as professional as she might have been in the performance of her duties.

8.4 Nevertheless, the chair and the headteacher would be requesting a refund from SBS because it had not fulfilled its contract.

8.5 The headteacher reported that SBS had promised to supply a true picture of the school's finances by the end of term – two days hence. She had drawn up three scenarios to deal with a projected deficit and had asked SBS to cost them.

8.6 Edward Lethbridge, link governor for finance and chair of the Finance and Premises Committee, said that the context of SBS's work was important. An incompetent member of staff had created huge problems. SBS's contract had been for 11 days a year, yet they had spent their entire time chasing accurate figures.

8.7 One consultant had apparently called seven times in a single week with the same questions, to no avail. The school had taken too long to recognise this gridlock and SBS had been too slow to alert the school to it.

8.8 As a result, none of the non-core aspects of the contract, such as training, had been fulfilled, and financial analyses were so inaccurate that the school could plunge from a significant surplus to a substantial deficit from one budget report to the next. RBKC had been keen to help, but needed accurate financial information, and had warned against another restructuring of staff until accurate figures were available.

8.9 In terms of budget preparation, news of the school's block funding had been expected in the New Year; it had only arrived on 24 February. A budget template would not be available until after Easter.

8.10 In short, the school had no draft budget at the moment but would be preparing one shortly and would have it ready to share within six weeks.

8.11 The headteacher said that she had not been alerted to the incompetence of the employee by SBS until February, and had only been alerted to significant financial errors later that month, after RBKC had asked SBS to interrogate the data more rigorously.

8.12 They had had access to all relevant data but at no point had informed her of the problems. If she had known that £27k had been allocated to an incorrect cost centre, for instance, she would have acted. But she had not. SBS had not told her. **8.14** SBS's contract described the company as auditors, who interrogated the data. The school had signed the contract to benefit from SBS's supposed superior skills and acumen. It had been SBS's contractual obligation to identify any significant errors in the school's financial accounting and sound the alarm. It had not done this.

8.15 Edward Lethbridge agreed that there had been a lack of communication, for instance in alerting the school to the fact that it had been overdrawn at the bank on a number of occasions.

8.16 SBS had not done as much as expected, and to the standard expected. But the information that had been provided to it had been poor. He was frustrated about what had happened in the past, but confident of the future, given RBKC support and better communications.

8.17 The chair agreed that SBS should be on a tighter rein. It was important to fix things going forward. If the current consultant disappeared, the school would have to have a tough conversation with SBS about continuity and communications.

8.18 Edward Lethbridge noted that the absence of a monthly budget tracker would flag up problems immediately. Last year there had been only two or three.

9. RECEIVE COMMITTEE AND OTHER REPORTS (1)

9.1 Finance and Premises Edward Lethbridge, the chair of this committee, reported that it had met on 6 February 2018. The lease for the Children's Centre was due for renewal, and the school would be asking for a price increase. A charitable donation had been used to purchase iPads for pupils to use: they should arrive after Easter.

9.1.1 Agree terms of reference Governors **AGREED** the Finance and Premises Committee's terms of reference.

9.1.2 Accessibility Plan Governors **NOTED** the Accessibility Plan.

9.1.3 Governor Allowances Policy Governors **NOTED** the Governor Allowances Policy.

9.2 Personnel The FGB chair, who also chairs this committee, reported that it had met on 27 February 2018. Given that most of the issues it had discussed were confidential, she would report to governors at the end of this meeting.

9.3 Teaching and Learning Sandra Smith-Gordon, who chairs this committee, reported that it had not met since the last FGB meeting. The meeting of 6 March 2018 had been cancelled due to snow.

9.4 Pupil Welfare and Christian Ethos Relevant issues had been aired earlier.

9.5 Fundraising Working Party The vice chair reported that the school had applied to RBKC's City Living Local Life initiative for funding for EAL-focused technology which linked speech to the printed word. He had also been researching potential funding from an environmental charity, Groundwork London, to supplement the school's "green screen", which acted as a barrier to traffic-generated pollution.

10. RECEIVE REPORTS ON GOVERNOR ACTIVITY

10.1 Visits to school Governors asked the headteacher to organise another learning walk after SATs, possibly on support for higher-achieving pupils.

10.2 Training The chair reminded governors that she had attended LDBS SIAMS training, and the Chair's Forum. Sandra Smith-Gordon, as governor with responsibility for governor training, appealed to governors to notify her of any training undertaken.

11. RECEIVE REPORT ON PTA ACTIVITY

11.1 Sandra McGregor reported that she had approached the London-wide Play Association Hammersmith & Fulham with an offer to rent out the school's playground for the charity's summer Holiday Fun initiative. The nearby Brunswick Youth Centre could also be interested in renting the playground next year.

11.2 RBKC had informed her that any street party to celebrate the forthcoming royal wedding had to be held in the street rather than the school playground. The St Cuthbert's Summer Fair would be held on 7 July.

[Edward Lethbridge signed off from the meeting at 6.47pm.]

11.3 The chair had suggested to RBKC that it should hold a central list of venues to let, such as those offered by St Cuthbert's, but she acknowledged that this was unlikely to happen. Headteacher to ask the school's business manager, Cathy Cryer, to contact her opposite number at Christ Church School for potential rental leads.

11.4 The headteacher reported that a Judo Club was now held at the school in the evenings, at weekends and during holidays; monies raised would go to the Governor's Fund, with a deduction from the school for expenses.

12. REVIEW DRAFT GOVERNORS' ANNUAL REPORT TO PARENTS

The chair thanked Hamish Adourian for this excellent draft report, which would be updated following the SATs results.

13. ANY OTHER BUSINESS

13.1 Holly Williamson reported that she had investigated the social networking app Classlist, which had looked like a promising resource for the school to communicate with parents; however, she had discovered that, because Classlist's server was in Brazil, it was not GDPR-compliant. She was researching an EU-based alternative.

13.2 The headteacher took this opportunity to thank all governors who regularly came in to the school to support pupils with their studies.

Next scheduled meeting: Tuesday 22 May 2018 at 5pm.

There being no further business in this part of the meeting, the chair thanked everyone for attending and closed this part of the meeting at 6.55pm. Confidential items followed. Holly Williamson left the meeting at this point.

Signed.....

22 May 2018

Carla Muñoz Slaughter

Chair, Governing Board of St Cuthbert with St Matthias CE Primary School

ACTIONS ARISING FROM THE ABOVE MINUTES

- Item 2.2** **Holly Williamson** to explain to potential parent governors that childcare expenses could be reimbursed: **Fr Paul Bagott** to research option of recruiting Anglican parent from elsewhere, rather than one from the school.
- Item 2.3** **Stephanie Barbir** to write up annual safeguarding report.
- Item 2.4** **Fr Paul Bagott** to explore potential for St Cuthbert's pupils to attend one of the Royal Hospital's scheduled services of remembrance in November 2018.
- Item 2.5.1** **Headteacher** to research further the prospect of networking the school's whiteboards, computers and iPads so they could be used to alert teachers to an incident which required lockdown.
- Item 2.6** **Chair** to chase RBKC following submission of historic security audit of the school.
- Item 4.3.2** **Headteacher** to confirm with LDBS that a 2014 survey meant that the school met health and safety requirements with regard to asbestos.
- Item 3.2.2** **Members of the Pupil Welfare and Christian Ethos Committee** to add 5 June 2018 meeting to their diaries, with a start time of 4.30pm.
- Item 5.2.1** **Fr Paul Bagott** to research parish documents to ascertain whether a former church crypt lies beneath the school site.
- Item 5.3.1b** **Chair** to convene small working party to customise RBKC model Business Continuity and Emergency Plan.
- Item 5.3.2f** **Stephanie Barbir, Charlotte Close-Smith** and **Edward Lethbridge** to sign declaration, in line with GDPR, agreeing to abide by the school's Acceptable Use Policy.
- Item 6.4.10** **Chair** and **headteacher** to discuss letter to Thomas's Schools Foundation to acknowledge its generosity to St Cuthbert's.
- Item 7** **Chair** to discuss safeguarding brief with Stephanie Barbir.
- Item 8.4** **Chair** and **headteacher** to request refund from SBS due to failure to fulfil its contract with the school.
- Item 10.1** **Headteacher** to organise learning walk for after SATs.
- Item 10.2** **All governors** to notify Sandra Smith-Gordon of any training undertaken.
- Item 11.3** **Headteacher** to ask St Cuthbert's school business manager Cathy Cryer to contact her opposite number at Christ Church School for potential rental leads.
- Item 12** **Chair** to update governors' annual report to parents following SATs results.