

## Croft GB – Minutes – 17<sup>th</sup> September 2019

Minutes of a meeting of the Local Governing Board of Croft Church of England Primary School held at the school on Tuesday 17<sup>th</sup> September 2019 commencing at 6.00pm.

Be happy: aspire, believe, achieve

### Core Functions of GB:

- Ensure clarity of vision, ethos and strategic direction
- Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money well spent

### Actions list:

- MPa/VWa to complete Business Interest forms at the next meeting
- Chair to update GB Handbook with areas of responsibility agreed to date and revisit outstanding areas when new Governors in place
- Head Teacher/Chair to investigate three year attainment averages
- All Governors to confirm read of parts 1&2 and annexe of KCSIE
- Chair/HT to report back on policy on mobile communication

Opening Prayer – The Vice Chair opened the meeting with a prayer

### Comments from the Chair

The Chair welcomed NPo and JPr to the meeting and invited introductions

**Present:** A Russell (ARu) (Chair), J Clarke (JCl) (Vice Chair), S Robson (SRo) (Head Teacher), D Blenkharn (DBI), N Bleasby (NBI)

**Apologies:** V Waugh (VWa), M Patterson (MPa),

**In Attendance:** V. Brown (LA Clerking Service), N Potts (NPo) (Potential Parent Gov), J Preston (JPr) (Potential Parent Gov),

Minute No.		Action and time scale
GB 103/19	<b><u>Apologies for absence and to determine whether any absences should be consented to.</u></b> Apologies with reasons received from V Waugh (VWa), M Patterson (MPa), <b>Agreed: That the apologies be accepted and consented to.</b>	All
GB 104/19	<b><u>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</u></b> <b>Agreed: No declarations of interest received</b>	All
GB 105/19	<b><u>To determine whether any part of the proceedings should be treated as confidential.</u></b> Review of Staffing – all staff/visitors to leave the meeting prior to discussion/agreement of item <b>Agreed: That the item Review of Staffing be treated as confidential and excluded from the minutes made available to the Public</b>	All
GB 106/19	<b><u>Notification of urgent other business</u></b> <ul style="list-style-type: none"> <li>• Sign Code of conduct</li> </ul> <b>Agreed: That the Code of Conduct circulated on TEAMS be accepted by all Governors and signed by the Chair</b>	All
GB 107/19	<b><u>To approve as a correct record the Minutes of the meeting held on 10<sup>th</sup> July 2019</u></b>	

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	<p><b>Agreed: That the minutes of the meeting held on the 10<sup>th</sup> July 2019 be signed by the Chair as a true and accurate record of the meeting</b></p>	All
GB 108/19	<p><b><u>To consider matters arising from the minutes and for which there is no separate agenda item.</u></b></p> <ul style="list-style-type: none"> <li>• <b>To review/Agree GB Structure and arrangements - Chair to liaise with MPa re appointment as Finance Lead - Completed</b></li> <li>• <b>Chair to update Governor Handbook to reflect one Vice Chair and dis-establishment of Committee structure - Completed</b></li> <li>• <b>GB 87/19 – Report of the Head Teacher - anonymous staff absence information to be added to next report – information to be added to next report - Ongoing</b></li> <li>• <b>GB 95/19 – Training - Head Teacher to add Ofsted Training information led by M Smit training for 2<sup>nd</sup> September 2019 to TEAMS – Completed. The Chair expressed the opinion the training was very useful for staff and Governors and advised it will be repeated details to follow when available</b></li> <li>• <b>GB 96/19 – To review the composition of the GB - Parent Vacancies to be addressed in Autumn Term – Completed – interested parties attending this meeting prior to making decision</b></li> <li>• <b>GB 98/19 – To review Health and Safety - Notice enforcing school regulations relating to dogs on school premises to be displayed prominently in the Autumn Term – Ongoing – Governors highlighted further issues</b></li> </ul> <p><b>Impact of the July meeting</b></p> <ul style="list-style-type: none"> <li>• IT equipment update discussed and purchase approved to ensure pupil access for all areas of Teaching and Learning</li> <li>• Funding of Curriculum Kitchen enhances Healthy life styles/life skills for all Pupils</li> <li>• Review of the Budget ensures planned expenditure for priorities to provide the highest quality provision</li> <li>• Review of SDP ensures all aware of areas for development to benefit Pupils</li> <li>• Discussions on Mental Health Awareness ensures high profile for staff, Pupils and Community</li> <li>• Review of Outcomes KS2 ensures areas requiring improvement are addressed</li> <li>• Review of SEND report ensures all aspects are addressed for SEN pupils</li> </ul>	
GB 109/19	<p><b>Date of next meeting</b></p>	All

Signed .....Chair

	Agreed: Tuesday 19th November 2019 at 6.00pm in School	
	<b>PART 'B' – FINANCIAL</b>	
<b>GB110/19</b>	<p><b><u>Financial update</u></b></p> <p>The Chair informed July monitoring and Start Budget available on TEAMS. She highlighted the current year surplus and monies available from April 2020. She commented that finance is monitored by the Trust with monthly reports for the school. For the benefit of visitors, she explained the financial arrangements.</p> <p><b>Q) Are the additional funds announced by the Government only for specific schools?</b></p> <p><b>A) Unsure about this it will have to be checked.</b></p> <p><b>Q) Are there penalties for schools if they overspend?</b></p> <p><b>A) As an Academy a deficit budget cannot be set. Throughout the year there may be some issues but we need to ensure that at the start of the year spend is correctly allocated.</b></p> <p><b>Q) Are the penalties for deficits set out?</b></p> <p><b>A) The Trust financial Handbook covers this. We need to be astute by looking ahead and ensuring any deficits are recoverable</b></p> <p>The Chair informed the school was on track for the end of year August 19 with a small surplus.</p> <ul style="list-style-type: none"> <li>• <b>Catering</b> – The Chair reminded Governors of rationale for increase in meals previously discussed. The Head Teacher informed of increase in uptake of meals this week. Parental feedback is positive, he highlighted the healthy locally sourced produce.</li> </ul> <p><b>Q) Does the Trust have an agreement for the provision of meals?</b></p> <p><b>A) Not at the moment. The Trust is currently pursuing cleaning/caretaking and Educational Psychologist services across the Trust. The two new Trust schools already use private Educational Psychologist services.</b></p> <p><b>Q) Does higher intake of meals help catering costs?</b></p> <p><b>A) Yes higher intake is positive. School meals are balanced and healthy</b></p> <p><b>Q) What is the current split?</b></p> <p><b>A) Approximately 80/20 for school dinners, this varies with each cohort</b></p> <ul style="list-style-type: none"> <li>• <b>Nursery</b>– The Chair informed of numbers starting in September. She highlighted although lower than previously a lot is dependent on birthdays Additional starters are expected January 2020</li> <li>• <b>Out of School Club</b> – The Chair informed attendance good last year and led through the</li> </ul>	

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	<p>numbers. She highlighted the differing holiday dates with Darlington had a positive impact on numbers. She drew attention to numbers needed for the provision and informed this will be monitored. The Head Teacher highlighted the earlier opening time of the provision as a trial and numbers attending/cost for the trial</p>	
<b>GB 111/19</b>	<p><b>Review of SLA's</b> – The Chair informed Cleaning/Caretaking/ Educational Psychologist provision is currently under review by the Trust. She highlighted the importance of Educational Psychologist services for SEN pupils.</p>	
<b>GB 112/19</b>	<p><b>Premises</b> – The Chair informed roof replaced from the successful CIF bid. Only part of the roof has been addressed as the school need to make a contribution to the cost. The Vice Chair commended the people involved in the preparation/submission of the bid and the completion of the work.</p>	
<b>GB 113/19</b>	<p><b><u>Register of Interests/Declaration of interest/Approval of publication of Governor details/Register of gifts and hospitality</u></b> The Chair requested completion of the Register of Interests and return for retention in school. She explained the need for Governors to give consent for the school to publish personal details on the website. <b>Agreed: (1) Consent given by all Governors present for publication of personal details on the website. (2) Business forms completed by individual Governors and returned. (3) Nil return be submitted for Register of gifts/hospitality (4) MPa/VWa to complete next meeting</b></p>	<b>VWa/MPa</b>
	<p><b>PART 'C' – SCHOOL IMPROVEMENT</b></p>	
<b>GB 114/19</b>	<p><b><u>Chair 360 review – please complete prior to meeting</u></b> – The Chair thanked Governors for responses to date, these will be evaluated and added to TEAMS when available</p>	
<b>GB 115/19</b>	<p><b><u>To receive SEF and School Improvement Plan inc GB Development Plan 2019/20</u></b> (circulated at the meeting) <b>SEF</b> The Head Teacher informed there is no standard format for the SEF the current Ofsted framework/statements of quality of education are under investigation for the best fit in school. Priorities identified will then be added to the SDP for 2019/20. He highlighted the significant changes in the Ofsted framework/statements this year and led Governors through the current position with Ofsted inspecting 'Good' schools and highlighted the 10% selection criteria. He expressed the opinion that due to the length of time since the last inspection it can be quite</p>	

	<p>daunting for new staff who have never been inspected. He reminded Governors of the Swaledale Peer Review last year.</p> <p><b>SDP</b></p> <p>The Head Teacher led Governors through the three main areas for improvement and highlighted areas required to be an outstanding school. He explained the key areas of curriculum intent, implementation and impact which will be focused on in addition to other areas</p> <p><b>Q) Are the specific detailed actions behind the plan still in progress?</b></p> <p><b>A) Yes when available they will be put on TEAMS</b></p> <p><b>Q) How do you select areas of the Framework?</b></p> <p><b>A) We are informed by the SDP, monitoring and staff. It is a group of people working together</b></p> <p><b>Q) Are individual Pupil needs taken into account especially for SEN Pupils?</b></p> <p><b>A) As much as we can there are some funding issues we need to be creative and support independence. Some Pupils just need support at the start of the year.</b></p> <p>The Head Teacher highlighted the challenges in securing funding. Governors discussed SEN/EHCP funding. The Head Teacher highlighted the high proportion of SEN pupils in school and advised funding is only available when EHCP is secured</p> <ul style="list-style-type: none"> <li>• <b>Curriculum revision</b> – Covered in review of SEF/SIP</li> <li>• <b>Allocation of any outstanding areas of responsibility – See GB Handbook</b> – The Chair advised Link Governors to become familiar with the Curriculum Plan and liaise with staff. Governors discussed outstanding areas of responsibility. The Chair recommended deferring final decisions until all Governors are in attendance and appointments made to current vacancies. She highlighted the importance of the Ofsted 10% selection of schools for History, Geography and MFL inspections and volunteered to be the link for these areas. The Vice Chair volunteered to link with Music.</li> <li>• <b>National Healthy Schools Standard</b> – The Chair led through areas covered and informed achieved previously but is now up for renewal. A number of staff are involved. Currently evaluation under way of position and development of action plan for achievement</li> </ul> <p><b>Agreed: Chair to update GB Handbook with areas of responsibility agreed to date and revisit outstanding areas when new Governors in place</b></p>	<p style="text-align: center;"><b>Chair</b></p>
<p><b>GB 116/19</b></p>	<p><b>Targets 2019/20</b> (Target Summary 2019-20 circulated at the meeting)</p>	

	<p>The Head Teacher highlighted the Target Summary data for EYFS, basic and aspirational at the top of the report requested by the Trust. He reminded Governors of the previous usage of Target Tracker and led through Pupil expected and greater depth targets by year group. He drew attention to the mobility columns added to the RWM combined data and informed will be monitored termly. He reminded Governors of the tracking system behind the summary shared at the July meeting and informed the tracking assessment data follows on from the previous year.</p> <p><b>Q) Are the figures shown expected at the end of term or year?</b></p> <p><b>A) The numbers identify to Governors if Pupils are on track, if there is any significant variance this will be investigated</b></p> <p>He highlighted the improved information for disadvantaged groups and advised he is working with the SENCO on development of tracking system for SEN. He highlighted the challenge with tracking SEN as needs differ but monitoring is still required.</p> <p><b>Q) What are the numbers in the column at the side?</b></p> <p><b>A) They are the numbers of Pupils in the Year</b></p> <p>For the benefit of visitors to the meeting Governors discussed last year's KS2 results detailed in previous minutes.</p> <ul style="list-style-type: none"> <li>• <b>Pupil Numbers</b> – covered in Target Summary</li> <li>• <b>Pupil outcomes 2019 for each year group and review of targets set for each year group</b> – covered in Target Summary</li> <li>• <b>To set Pupil targets all year groups for 2020</b> – covered in Target Summary</li> </ul> <p><b>Agreed: (1) Head Teacher/Chair to investigate three year averages (2) That the Target Summary be received. Thanks to the Head Teacher for his time and presentation</b></p>	<p>Head Teacher Chair</p>
<p><b>GB117/19</b></p>	<p><b>To review Pupil Premium and PE strategies</b> – (Pupil Premium Strategy circulated at the meeting)</p> <p>The Head Teacher led Governors through the strategy and highlighted that reading is a priority and the percentage of SEN Pupils. He made Governors aware of delay in receipt of Pupil Premium funding and the need to plan for all Pupils.</p> <p><b>Q) Are the numbers quite high?</b></p> <p><b>A) Comparison data will be added</b></p> <p><b>Agreed: That the Pupil Premium Strategy be received</b></p>	
<p><b>GB 118/19</b></p>	<p><b><u>To review Governor Monitoring Schedule Autumn Term and receive reports to include</u></b> (Example questions to Pupils circulated at the meeting)</p> <p>The Chair informed the overview of the Curriculum Plan and individual curriculum areas will be available at the next meeting. History and Geography</p>	

	<p>monitoring will be completed after half term. She urged Governors to look to identify cross curriculum links when completing visits and advised she is investigating professional development for Governors to assist with visits. The Vice Chair suggested chatting/questioning Pupils. A list of question Governors may ask when visiting school circulated</p> <ul style="list-style-type: none"> <li>• <b>School development plan and subject development plans</b> – deferred to next meeting</li> <li>• <b>School Council/Pupil Leadership Groups – termly dates</b> – The Chair highlighted that Governors need to talk to groups and feed back to GB. Pupil Leadership group dates will be set today. The list will be available on TEAMS. Governors highlighted the success of the Governor day last year and queried if it will be repeated this year.</li> <li>• <b>Visit link classes/subjects</b> – The Chair highlighted Governors are linked to areas of the SDP rather than classes</li> <li>• <b>Summary of Y6 pupils’ and parents’ leavers surveys</b> – The Chair informed this is the first time survey has been completed and highlighted the overwhelming positive response and comments. She informed of the number of positive parent responses and led through areas for improvement (details available on TEAMS).</li> </ul> <p><b>Q) Can Parents be made more aware of school activities?</b>  <b>A) This year we have decided to do an open morning instead of an open evening. It will be the 1<sup>st</sup> hour of the school day to learn alongside children. Hopefully this will increase numbers.</b></p> <p><b>Q) Do Parents read/rate the school newsletter?</b>  <b>A) This is currently unknown as very difficult to track. A question could be added to the Parent survey.</b></p> <p>The Chair commented on the provision of information relating to the learning for the next week and advance dates available in the newsletter. She highlighted the need to keep Parents informed of Mental Health work in the Trust and commented that IPods will improve Social Media. The Vice Chair commented that the Newsletter is highly valued</p> <ul style="list-style-type: none"> <li>• <b>Summary of staff questionnaire</b> – The Chair highlighted the positive increased response to work life balance question.</li> <li>• <b>Plan Parent Survey – new ofsted questions.</b> The Chair informed the revised parent questionnaire is in line with Ofsted framework and invited comments/queries. Governor</li> </ul>	
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	<p>queried Q4 and Q7 and expressed the opinion that they were ambiguous. Q5 may score low which could affect the data. The questionnaire is to be re-worded. (Question details available on TEAMS)</p> <p><b>Agreed: Parents morning date to be confirmed</b></p>	
GB 119/19	<p><b><u>To review Safeguarding -</u></b></p> <ul style="list-style-type: none"> <li>• <b>New KCSIE September 2019</b> – The Chair highlighted the need for all Governors to read parts 1&amp;2 and annexe. She informed the Child Protection Policy has been updated as a result of the KCSIE review</li> </ul> <p><b>Q) Is there a policy on mobile communication devises in school for Pupils</b>  <b>Q) This will be investigated and reported back</b>  Governors discussed mobile devises – Fitbits and Apple watches</p> <p><b>Agreed: (1) All Governors to confirm read of parts 1&amp;2 and annexe of KCSIE (2) Updated Child Protection Policy ratified (3) Chair/HT to report back on policy on mobile communication</b></p>	Chair/Head Teacher
GB 120/19	<p><b><u>Correspondence from the Dales, DFE and Diocese</u></b></p> <ul style="list-style-type: none"> <li>• Governance and safeguarding from NGA</li> <li>• School inspection focus</li> </ul>	
GB 121/19	<p><b><u>To ratify the following policies:</u></b> (Appraisal available on TEAMS prior to the meeting)</p> <ul style="list-style-type: none"> <li>• <b>Expenses</b></li> <li>• <b>Pay Policy 2019/ 2020</b> – not available at the time of the meeting</li> <li>• <b>Governor visits</b></li> <li>• <b>Appraisal</b> – LA policy</li> </ul> <p><b>Agreed: That the policies relating to Expenses, Governor Visits and Appraisal be approved and adopted. Pay Policy deferred</b></p>	All
GB 122/19	<p><b><u>Update on Dales</u></b>  The Chair informed two new schools have joined the Trust from outside of North Yorkshire and a Finance Director has now been appointed</p>	
GB 123/19	<p><b><u>To review Governor training</u></b></p> <ul style="list-style-type: none"> <li>• <b>Requests for training</b> – The Chair advised training is agreed with the Trust SIP. She highlighted the new governor training</li> <li>• <b>Agree CPD plan</b> – Deferred</li> </ul> <p><b>Agreed: Training requests to be initially forwarded to the Chair</b></p>	
GB 124/19	<p><b><u>Update on SIAMS</u></b>  The Chair informed the school is inspected every 5 years. She highlighted the revised framework and informed that the Diocesan adviser from the Trust works with the school</p> <ul style="list-style-type: none"> <li>• <b>Vision and Values statement</b></li> </ul>	
GB 125/19	<p><b><u>To review MAT Local GB</u></b></p> <ul style="list-style-type: none"> <li>• <b>Vacancies/Appointments</b> – The Chair informed currently two parent Governor</li> </ul>	



	<p>vacancies and one Foundation Governor vacancy. Appointment now made for staff Governor</p> <ul style="list-style-type: none"> <li>• <b>Statutory training – Safeguarding/ Prevent/ E Safety</b> – the Chair reminded Governors of the need to complete the statutory online training for all Governors</li> <li>• <b>20 questions for full GB</b> (circulated prior to the meeting) - The Chair led Governors through the questions and invited comments/queries. Responses as follows:             <ol style="list-style-type: none"> <li>1. <i>Have we completed a skills audit which informs the governor specification we use as the basis of governor appointment and interview?</i>  <b>A) There are good skills available and new skills will be added when new Governors appointed</b></li> <li>2. <i>How well do we understand our roles and responsibilities, including what it means to be strategic?</i>  <b>A) All are aware of strategy. The SDP enables understanding of strategic development</b></li> <li>3. <i>Do we have a professional clerk who provides legal advice and oversees the governing board’s induction and development needs?</i>  <b>A) Yes</b></li> <li>4. <i>Is the size, composition and committee structure of our governing board conducive to effective working?</i>  <b>A) We are awaiting further information relating to the composition of the LGB from the Trust.</b></li> <li>5. <i>How do we make use of good practice from across the country?</i>  <b>A) There is a diversity of schools in the Trust to share good practice with. We receive regular updates from the NGA and Swaledale Alliance.</b></li> <li>6. <i>Do we carry out a regular 360° review of the chair’s performance and elect the chair each year?</i>  <b>A) Yes review under completion</b></li> <li>7. <i>Do we engage in good succession planning so that no governor serves for longer than two terms of office and the chair is replaced at least every six years?</i>  <b>A) Cof G training is available to all Governors.</b></li> <li>8. <i>Does the chair carry out an annual review of each governor’s contribution to the board’s performance?</i>  <b>A) Not particularly but this could be completed</b></li> <li>9. <i>Does our vision look forward three to five years, and does it include what the children who have left the school will have achieved?</i>  <b>A) It is challenging to track children who have left we possibly need to do by personal contact.</b></li> <li>10. <i>Have we agreed a strategy with priorities for achieving our vision with key performance indicators</i></li> </ol> </li> </ul>	
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	<p><i>against which we can regularly monitor and review the strategy?</i></p> <p><b>A) Yes, school development plan</b></p> <p><i>11. How effectively does our strategic planning cycle drive the governing board’s activities and agenda setting?</i></p> <p><b>A) The Strategic plan and agenda plan clearly sets out actions/agenda items which are regularly monitored and link into the SDP</b></p> <p><i>12. How well do we listen to, understand and respond to our pupils, parents and staff?</i></p> <p><b>A) By questionnaires in all areas and sharing of responses with full GB. Governor presence at Parental evenings/drop ins encourages communication. Governors regularly complete monitoring visits and communicate with Pupils/Staff</b></p> <p><i>13. How do we make regular reports on the work of the governing board to our parents and local community?</i></p> <p><b>A) By newsletters, Annual Report from Governors and Website, regular drop in’s.</b></p> <p>The Chair sought Governor views on increasing activity. The Vice Chair suggested a mixture of day/evening events. Nursery and social Media will also be promoted. Governors discussed WhatsApp group and text messaging. The cost of text messaging was highlighted</p> <p><i>14. What benefit does the school draw from collaboration with other schools and other sectors, locally and nationally?</i></p> <p><b>A) Knowledge/expertise shared through the Trust</b></p> <p><i>15. How well do we understand the school’s performance data (including in-year progress tracking data) so we can properly hold school leaders to account?</i></p> <p><b>A) Governors are provided with detailed and explicit accounts of data and constantly challenge the Head Teacher</b></p> <p><i>16. Do governors regularly visit the school to get to know it and monitor the implementation of the school strategy?</i></p> <p><b>A) Yes regular visits made</b></p> <p><i>17. How well does our policy review schedule work and how do we ensure compliance?</i></p> <p><b>A) Review schedule in place. Some policies are now the Trust responsibility</b></p> <p><i>18. Do we know how effective performance management of all staff is within the school?</i></p>	
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	<p><b>A) Yes anonymised versions are made available for scrutiny by pay panel and discussed with HT.</b></p> <p><i>19. Are our financial management systems robust so we can ensure best value for money?</i></p> <p><b>A) Yes finance is under Trust control with regular reports to school</b></p> <p><i>20. How much has the school improved over the last three years, and what has the governing board's contribution been to this?</i></p> <p><b>A) Impact is discussed and recorded at every meeting. Ofsted has changed hugely and the expectations of the Children. We are striving to be outstanding.</b></p> <p><b>Agreed: That following notification of staff Governor vacancy to all staff. N Bleasby is appointed Staff Governor for a term of four years from the date of the meeting.</b></p>	
	<p><b>PART 'D' – HEALTH AND SAFETY</b></p>	
GB 126/19	<p><b><u>To review Health and Safety</u></b></p> <p>The Chair led Governors through the following areas:</p> <ul style="list-style-type: none"> <li>• <b>Risk assessments</b> – all in place. The Link Governor queried if Risk Assessments require review for new academic year</li> <li>• <b>Accidents and near misses</b> – No items since the last meeting</li> <li>• <b>Fire RA review</b> – some outstanding issues from the review which will be addressed</li> <li>• <b>Security</b></li> <li>• <b>Emergency response plan</b> – This now includes lockdown procedure.</li> </ul> <p><b>Q) Has the Lockdown procedure been tested?</b></p> <p><b>A) Yes and fire drill completed</b></p> <p>The Chair highlighted that the next visit from the LA representative will be on the 21<sup>st</sup> October 2019 at 11.30am with a focus on fire risk assessment review and documentation.</p> <p><b>Agreed: (1) Risk Assessments to be reviewed for new academic year</b></p>	
	<p><b>PART 'E' – OTHER BUSINESS</b></p>	
GB 127/19	<p><b><u>To deal with any matters agreed for consideration.</u></b></p> <p><b>Agreed: No items received</b></p>	
GB 128/19	<p><b><u>To review Christian Values</u></b></p> <p>The Head Teacher informed future discussions will be related to social action projects. He drew attention to the school involvement in project in Gambia and Marathon day. NBI led through ideas/suggestions for school involvement.</p>	
	<p><b>PART 'F' – PERSONNEL</b></p>	

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<b>GB 129/19</b>	<b><u>To review staffing – Confidential item all staff and visitors to leave.</u></b>	
<b>GB 130/19</b>	<b><u>Impact of the meeting – all to bring ideas</u></b>	

**Meeting closed at 8.10pm**