

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Wednesday 14 June 2017
 Meeting Time: 19.00 hours

Attendees	Initials	Role	Attendees	Initials	Role
Carolyn Sheehan	CyS	Co-opted Governor	James Kilmartin	JK	Head teacher
Tim Williamson	TW	Foundation Governor	Sandra Murphy	SM	Co-opted Governor
Gemma Bond	GB	Parent Governor	Roger Galvin (from item 6)	GN	Staff Governor
Johane Simon	JS	Co-opted Governor	Antonella De Santo	ADS	Foundation Governor
In attendance	Initials	Role	In attendance	Initials	Role
Andy Thomas	AT	Clerk to the Governing Body	Gerard Silverstone (from item 6)	GS	Guest (pending Foundation Governor)
Sarah Dunsmore	SD	Headteacher's PA	Cathy Atherton	CA	Guest (pending Foundation Governor)
Apologies	Initials	Role	Absent	Initials	Role
Kerry Clarke	KC	Local Authority Governor	Caroline Shinn	CoS	Parent Governor
Nick Wells	NW	Foundation Governor	Fr Kevin O'Donnell	KOD	Associate Member
Fr. John Hull	JH	Foundation Governor			
Steve Walsh	SW	Guest (pending Foundation Governor)			

The quorum is 50% of the current membership of the Full Governing Body, which was 12 at the time of the meeting. The number of Governors attending was 8. The meeting was therefore quorate.

Minute No.	Agenda item, discussion and decisions	Action
	1. Opening prayer	
1.1	TW welcomed those present, including new prospective Foundation Governor Cathy Atherton. Introductions were undertaken.	
1.2	It was confirmed that DBS checks in relation to three new Foundation Governors (Gerard Silverstone, Cathy Atherton and Steve Walsh) were in hand and that appointment was expected to be confirmed by the Diocese imminently.	
1.3	It was noted that there was additional interest in the remaining Foundation Governor vacancies.	
1.4	The meeting was opened in prayer by JH.	

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2.1	<p>2. Apologies</p> <p>Apologies had been received from KC, NW, JH and prospective new Governor Steve Walsh. These were duly accepted.</p>	
3.1	<p>3. Freedom of Information reminder</p> <p>Governors were reminded that business should be conducted in an open way which stands up to public scrutiny, and that all non-confidential minutes would be published on the school's website.</p>	
4.1	<p>4. Declarations of pecuniary and other interest</p> <p>None were declared.</p>	
5.1	<p>5. Minutes of meetings held on 10 May</p> <p>It was reported that the draft minutes had been circulated late due to the unusual workload being experienced by the Clerk. The aim would be to issue draft minutes within one week of meetings in the future.</p>	
5.2	<ul style="list-style-type: none"> • Accuracy <p>A number of changes were agreed to paragraphs 6.4, 6.8, 6.13, 6.14 and 6.15. Specific re-wording was noted and would be reflected in the final version to be signed off by the Chair.</p>	Clerk/ TW
5.3	<ul style="list-style-type: none"> • Matters arising <p>Reference was made to the Action Points recorded in the minutes of the 4 April meeting:</p> <ul style="list-style-type: none"> - <i>Section 48</i> Covered by the agenda. - <i>Consolidated Action List</i> In hand. - <i>Governor website profiles</i> It was agreed that Governors should provide profiles and pictures as soon as possible and that the register of interests; parent status; and FGB minutes should be uploaded/ updated. - <i>Parent View/ parent evening</i> Ongoing. It was noted that there were a good number of parents on Parent View. <i>In response to a question</i> it was reported that there was a 96% satisfaction rate and 91% had indicated that they would recommend the school to others. It was noted that this represented good and robust data for the purposes of any Ofsted inspection. - <i>Declaration of interests</i> In hand. - <i>Leadership progression</i> It was conformed that considerable investment 	

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	<p>had been made in this area. It was agreed that Clare Jarman should be invited to the next meeting. <i>In response to a question</i> it was agreed that a staff member going through the process should also be invited.</p> <ul style="list-style-type: none"> - <i>Academy developments</i> Covered by the HT report. - <i>Exclusions</i> Covered by the HT report. - <i>EAL pupil data</i> There was a discussion on the issue of highlighting EAL students in exclusion data. It was agreed that an understanding was needed on proportions and that this should be done. It was noted that EAL students tended to do better than others. It was also agreed that SEN pupil data should be highlighted. - <i>Foundation Governor vacancies</i> Completed. - <i>RG to apply for Foundation Governor status</i> In hand. - <i>Staff Governor election</i> Agreed that this would be held in September/ October 2017. - <i>Potential Co-Opted Governors</i> Ongoing/ discussions pending and fundraising element/ role noted. - <i>Conversion of Co-Opted Governors to Foundation Governors</i> In hand. - <i>Student Governor</i> It was noted that KC was looking into this and would follow up. - <i>Anti-bullying service</i> Details to be circulated. - <i>HR services</i> Details to be circulated regarding HR and payroll. <i>In response to a number of questions</i> it was confirmed that SLAs in respect of services bought-in from the Local Authority were under ongoing review; the intention was to sustain these whilst the new HR manager was bedding in; staff restructuring would place added pressure on this area; payroll and pensions were significant services; in-house expertise was available; noting that LA capacity had reduced, response times would be reviewed; payroll was often outsourced elsewhere, but it would be difficult to 'disentangle'; a written report/ update on LA HR services would be provided to the Resources Committee next term; there would be no conflict of interest re: CShe's membership of the Resources Committee (given her work for the LA) would not be an issue due to the scope of the Committee's membership; - <i>Fundraising letter</i> Completed/ issued and good response reported. - <i>'Save Our Schools'</i> The banner had been erected. 	<p>JK</p> <p>JK</p> <p>Clerk</p> <p>KC</p> <p>JK</p> <p>JK</p> <p>JK/ HR Manager</p> <p>JK/ HR Manager</p>

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	<p style="text-align: center;">6. Document management – Firefly</p> <p>6.1 Sarah Dunsmore was invited to make a presentation to the meeting on the school’s electronic document management system ‘Firefly’.</p> <p>6.2 A presentation was made regarding ‘Firefly’ capabilities in relation to file management and associated technical aspects. The system was interactive as well as being a ‘filing system’. The GB Clerk would upload documents for access by Governors. It was noted that there were also calendar and survey functions. It was noted that e-mail alerts would be issued when documents were uploaded.</p> <p>6.3 It was agreed that Firefly should be utilised. A possible ‘dialogue’ function would also be investigated. Governor permissions could be issued in due course by in the meantime the Clerk would administer. It was noted that Firefly may readily facilitate FOI requests via an archive function.</p>	Clerk
	<p style="text-align: center;">7. Headteacher’s Report</p> <p>7.1 Reference was made to the written report, which had been circulated in advance. The intention was not to repeat what was in the report but rather to facilitate questions. There were also other issues included on the agenda which were not covered in the report.</p> <p>7.2 • 3 year plan The written report referred.</p> <p>7.3 • Latest Year 11 data The written report referred.</p> <p>7.4 • Update on MAT It was reported that:</p> <ul style="list-style-type: none"> - There had been two meetings with proposed partners. - The Diocese was pushing forward the MAT model, principally to protect vulnerable Catholic schools (those in ‘special measures’) from being placed into non-Catholic MATs. - The school would be led by Diocese policy. - A meeting of Headteachers in Eastbourne on 19 May had been useful in terms of a sharing of experiences. There was however little appetite for MAT status other than the ‘Brighton plus’ model. There was a concern about the Local Authority’s viability of schools became part of MATs. It was notable that Primary schools felt well supported by the Local Authority. 	

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	<ul style="list-style-type: none"> - There had subsequently been a second meeting of Headteachers and Governors at Bexhill. This had been attended by JK, CShe and NW. A potential conflict of interest on CShe's part (due to her work with the Local Authority) was noted. It had been a difficult meeting. It was felt that financial aspects had not been thought through – there were no assurances on savings/ funding and matters had been vague. One question was around how schools in deficit would survive with no LA funding. Would the Diocese assist? [There was some discussion around this point]. - Payments for a central MAT service function would require a 5% - 10% contribution from constituent schools. A Chief Executive and Chief Finance Officer etc would be required, together with an external audit process. - School funding was in any case currently heading towards very challenging circumstances. <p>The following questions were asked:</p>	
7.5	<ul style="list-style-type: none"> - Would any MAT represent a funded Diocesan legal entity? It was reported that this would not be the case – it would be a trust. There would therefore be no funding reserves for contingency purposes. - Was there a clear risk of 'baling out' other schools in a MAT scenario? This was confirmed. The Xavier Trust experience was that two secondary schools had paid more out to secure Academy status than they had received in subsidy. 	
7.6	At the end of the second meeting there had been a proposal to set up a working party. JK had volunteered to take part in this in order to protect the school's interests. The school needed to be involved in any developments.	
7.7	JK was also on the Diocese's Education Committee. This had reviewed an original proposal for five MATs and two/ three Deaneries. It was now looking at larger structures and a lower number of MATs. The Diocese's Strategic Board on MATs would come to a decision.	
7.8	It was noted that research indicated that fifty schools would be required to make a MAT viable.	
	The following additional questions were asked:	
7.9	<ul style="list-style-type: none"> - What was the timescale as indicated by the Diocese/ Bishop? Mention had been made of 2020. However there was no precise timescale. There was a very limited appetite on the part of schools and no advantage to be gained by rushing matters. 	

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	<ul style="list-style-type: none"> - <i>Had other Dioceses gone forward with MATs?</i> Some had done so. For example in Portsmouth there had been an instruction to all Catholic schools. Westminster had progressed matters. There was not however clear evidence/ data to hand. It was felt that MAT status might be more viable in London where higher levels of funding were available. - <i>If the Diocese was looking at larger MATs, would the school be led into a different/ larger structure?</i> This was confirmed. There were ten schools in the Xavier Trust, which was working well but within difficult financial circumstances. A good Chief Executive was in place. The Trust was inviting additional schools to join. - <i>How long had the Xavier Trust been operational?</i> The Trust had been in place since September 2016. - <i>Had the Trust had the same Chief Executive from the start?</i> This was confirmed. - <i>Was MAT status within the school's Diocese actually going to happen?</i> This was confirmed. However the choice over whether to join currently lay with the school. The Bishop had not issued an instruction. 	
7.10	It was reported that two secondary schools were good and collaborative. Links could be built and involvement taken forward in order to make the transition easier. There was some discussion on possible areas/ other schools to approach.	
7.11	There would be a number of 'hoops to jump through' in relation to MAT status. Financial due diligence was a crucial factor.	
7.12	It was reported that a Governors' working group had been set up by Cottesmore St Mary's school. TW was part of this.	
7.13	It was reported that MAT status did not represent an 'escape' from the need to take forward the 3 year strategic plan; address funding issues; and proceed with staffing restructure. The school was in a good position and involved in discussions, but equally proceeding with its own plan and finance strategy.	
7.14	<ul style="list-style-type: none"> • Restructuring process The written report referred.	
7.15	<ul style="list-style-type: none"> • Response to recent terrorism incidents There had been a big change within the school. There was an increased level of anxiety on the part of both pupils and parents. There was a concern that schools might be considered 'soft targets'. Work was underway on a staff/ Governor training session.	

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7.16	JK had met with a parent who had been employed in a counter-terrorism role at Gatwick airport. JK had been put in touch with appropriate experts as a result of this.	
7.17	The advice was based around the 'run, hide and tell' model, as opposed to the traditional school model of gathering people together. The 'run, hide and tell' approach needed to be applied to the school environment. This was difficult as it essentially amounted to a 'think of yourself' approach and could be viewed as fairly brutal. In any case the key was to issue the right advice.	
7.18	The following questions were asked: <ul style="list-style-type: none"> - Would the 'run, hide and tell' model potentially lead to panic/ a crush given the few exits from the school? Was an element of control required? It was felt that the priority would be, for example if there was a gunman in the corridor, to instruct people to get out of the building. - Was an evacuation plan in place? There was an evacuation plan. In case of fire, there were defined processes which were opposite to those set out by the 'run, hide and tell' model applicable to terrorist incidents. - Were drills undertaken? This was confirmed. However the 'run, hide and tell' model obviated the concept of drills as people would not be gathered together. 	
7.19	Following discussion it was agreed that the advice applicable to terrorist incidents would be circulated to the Governing Body. There was some discussion around whether the Home Office may review the 'run, hide and tell' advice. It was noted that this represented the current advice however.	JK
7.20	It was reported that discussions were taking place on the matter with the Diocese and other schools. It was noted that there were particular difficulties with rehearsing procedures given the nature of the advice. However it was useful for discussions to take place and plans to be updated accordingly.	
7.21	The following additional questions were asked: <ul style="list-style-type: none"> - Was other advice available in the light of incidents in the USA? This was being kept under review. - Was the crisis management manual being issued to Governors? This would be issued imminently and tabled for discussion at the next meeting. - Could student PSHE sessions be used to highlight policy? This could be considered. It was notable however that students were resourceful (e.g. they had identified the need to turn off telephones). 	JK/ Clerk
7.22	Following discussion it was agreed that a training session would be arranged,	JK

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7.23	with reference to the counter-terrorism contact met by JK (see above). It was reported that JK and TW had discussed that matter with particular reference to media and contacts etc. It was agreed that the GB and SLT should discuss this further. GS offered to give advice on crisis communications, which was welcomed. TW's media experience was noted/ welcomed.	JK/ TW	
7.24	<ul style="list-style-type: none"> • Latest exclusion data from across the City The written report referred.		
7.25	Matters were busy in relation to this issue. There was good news in that the school was now fully staffed in the English, Maths and Science Departments (the latter from December 2016). It was noted that few schools could claim this. Science and RE were particular shortage areas.		
7.26	<i>In response to a question</i> it was confirmed that a welcome strategy was in place for new staff. A staff handbook was issued and appointments included in the school newsletter. It was agreed that the staff handbook would be circulated to the GB. It was confirmed that a new Business Manager had been recruited.		JK
7.27	JK was thanked for his report. It was agreed that written reports to the FGB should continue into the future, in order to focus debate.		
7.28	<u>Section 48</u> Finally, reference was made to Annex A of the Headteacher's report, on the matter of the Section 48 inspection. The inspection was expected within the next few weeks. RG was thanked for compiling the evaluation form. A full copy was available for Governors' inspection		
7.29	It was agreed that the school was in a good position in respect of the inspection.		
8.1	<p style="text-align: center;">8. Governing Body vacancies - update</p> Covered under Matters Arising.		
9.1	<p style="text-align: center;">9. Governors' Day – Tuesday 27th June</p> It was confirmed that the forthcoming event had been duly advertised by the Clerk. Those present affirmed that they were looking forward to attending.		
9.2	It was reported that the event had three purposes: <ul style="list-style-type: none"> - An induction for new/ prospective Governors. - Meeting with the SLT. - Time with the School Senate (including every year group). 		

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9.3	It was confirmed that in the event that the event coincided with the forthcoming Section 48 inspection, it would be cancelled.	
9.4	It was anticipated that it would be a good day. It was confirmed that it was scheduled to take place from noon – 5pm. Further detail around the content of the day was set out. An agenda was to be prepared and various content options were discussed.	JK
9.5	The following questions were asked: <ul style="list-style-type: none"> - How often did the School Senate meet? It was reported that it met every two weeks. There was a meeting scheduled for the following Monday on environmental issues. - Did the trade unions have concerns about Governors sitting in on lessons? It was stated that it was important to avoid Governors undertaking a teacher evaluation role. Matters needed to be arranged through the appropriate channels. - Did Governors require safeguarding training? This was confirmed. This would be arranged and the safeguarding handbook issued. 	JK
9.6	It was noted that a balance needed to be struck between facilitating Governors' Day and the need to continue normal operations. A note on this would be issued on the day.	JK
10. Resources Committee Report		
10.1	It was confirmed that the minutes of the meeting held on 25 th April had been circulated in advance. These had been reviewed at the last meeting. A further meeting of the Resources Committee had since been held.	
10.2	There was a new Business Manager and a handover had taken place. Thanks to Westdene school for releasing the new incumbent for this purpose were expressed. The new Business Manager had attended the most recent Resources Committee meeting.	
10.3	The budget for this year was very tight. There was a need to make school staff aware that overspending was a key problem and to invoke a cultural shift in this area. Fixed and clear cost centres had been established. £10k had gone into the Governors' funds (equivalent to £5 per pupil) and there was scope to ask parents for more. The crisis management plan had been reviewed.	
10.4	A timetable for the staffing restructure review was being examined. The aim was to get the Ofsted inspection window out of the way first. It may be necessary to apply for a budget deficit. A report on Health & Safety issues had been considered – asbestos and other works had been completed; the matron	

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10.5	vacancy had not been resolved. Interim arrangements were in place. There was a sum of £358k in the Governors' funds. This was a healthy reserve but it was tied up in capital expenditure planning.	
10.6	The next Resources Committee meeting was scheduled for the following Wednesday. The issue of fundraising and associated volunteers was amongst the items due to be discussed.	
10.7	<p>The following questions were asked:</p> <ul style="list-style-type: none"> - <i>Were there timetables for restructuring with and without factoring in Ofsted, as a contingency?</i> JK and the HR Manager were due to meet with Local Authority HR the following day. The LA had produced a very good guide following many restructures in its area. Clarity on timescales would be established. It was noted that it would be good to have a contingency plan in place if the Ofsted timetable slipped. The restructuring plan would be clear on both implications and requirements. - <i>Bearing in mind the school ethos, how were the concerns of staff being taken into account?</i> It was agreed that this was a very important aspect and good communications were crucial. TW had attended a City GB Chairs meeting during the previous week – there was a lot of experience to draw on. Learning was being picked up from other schools and the Local Authority. - <i>Would benchmarking take place with other relevant and/ or schools nationwide rather than just with others in the local area?</i> This was confirmed, but the staffing restructure needed to be based on the school's own requirements. It was considered that there were limits to the benchmarking process. Lessons would be learned from other schools and appropriate contacts utilised. It was emphasised that communications was a significant and sensitive issue. - <i>Were staff aware of the restructuring intention?</i> This was confirmed. It was common knowledge within the school. However no details were known or available. - <i>Were communications needed imminently?</i> Staff were awaiting details. They recognised that the process needed to be developed. - <i>Was it important not to be afraid of having nothing to say?</i> This was acknowledged. Equally there was a need to avoid staff filling any communications gap with speculation. - <i>Was the timescale driven by the Ofsted inspection?</i> It was stated that the school needed to 'keep a stable ship' in the run-up to the inspection. 	

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10.8	<ul style="list-style-type: none"> - Were there any implications for staff relating to having to seek new employment in the middle of the school year? Legal timescales applied. Efforts would be made to avoid staff having to deal with Ofsted and a staffing restructure at the same time. <p>It was reported that the requirement was for a clear vision aimed at achieving a better school. A strategy group was being set up. Trust and transparency were paramount. The strategy group needed to determine the latest date within the school year that delivery could begin. It was stated that this could not be delayed to the following year for financial reasons. Ultimately if the process conflicted with the Ofsted inspection this was unavoidable.</p>	JK/ HR Manager
10.9	<p>The following further questions were asked:</p> <ul style="list-style-type: none"> - What was the redundancy payment formula? In this case statutory redundancy terms would apply. - Were staff all on harmonised contracts? There were national terms and conditions for teachers; support and administrative staff contracts varied. Some staff had been at the school for some time. It was possible that there were special provisions in some contracts. It was to be noted that no additional funding would be available from the Local Authority, other than an agreed deficit to facilitate matters. - Was redundancy pay capped? This was confirmed, as per the statutory terms. - Did previous service at other schools reckon for redundancy pay purposes? It was thought that all continuous service was reckonable, but this would be checked. 	
10.10	There was some further discussion regarding redundancy terms. It was acknowledged that there were many questions that needed to be addressed.	
10.11	The view was expressed that the aim of the restructure was to emerge more focussed and as a leaner and better school. All aspects would be reviewed in detail. It was noted/ agreed that staff choices during the process were extremely important.	
11.1	<p>11.AOB - notified to the Chair in advance of the meeting</p> <p>a. <u>Brighton Welsh Male Voice Choir</u></p> <p>Governors were invited to a forthcoming concert on 1 July, at 7pm in the Chapel. It had been a successful fundraising event in the previous year and had enabled a student trip to Lourdes. 'Newman Voices' and other performers would also make an appearance. The ticket price was £5.</p>	

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11.2	<p><i>b. <u>'Celebrate' Weekend</u></i></p> <p>Reference was made to the above event, which was a conference hosted at the school. This was an event that transformed the school. Again Governors were invited. <i>In response to a question</i> it was confirmed that students were involved via invitations to attend. Students from other schools had also been invited.</p>	JK
11.3	<p><i>c. <u>Curriculum Enrichment Week</u></i></p> <p>Reference was made to this event, to which Governors were invited. It was agreed that the timetable would be issued to the Governing Body.</p>	
11.4	<p><i>d. <u>Conference for Leaders Education</u></i></p> <p>It was reported that Clare Jarman had arranged a conference in Newman College on 8 July for leaders in education. This would be advertised. There would be some good speakers.</p>	
	12. Date of next meeting – Wednesday 12 July 2017	
12.1	It was confirmed that there was one more FGB meeting during the current academic year. This was scheduled for Wednesday 12 July at 7.00pm.	
12.2	There being no further business the meeting was duly closed at 8.56pm.	

Signed _____ Chair of Governors

Date _____

Documents attached to the minutes:

1. Draft minutes of meeting on 10 May 2017
2. Headteacher's Report (with Annex A – Section 48; and SIP)
3. Minutes of Resources Committee meeting held on 25 April 2017

Action list

Minute	Action	Responsibility	Date
5.2	Revise draft minutes of 10 May meeting as outlined.	Clerk/ TW	ASAP
5.3	Governor profiles/ pictures to be provided and website	Govs./ Clerk	In due

Initials.....

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	updated.		course
5.3	Invite Clare Jarman and Leadership Progression participant to next meeting.	JK	12 July FGB meeting
5.3	Highlight EAL and SEN students in data.	JK	In due course.
5.3	Hold Staff Governor election.	Clerk	Sep/ Oct
5.3	Investigate Student Governor.	KC	In due course.
5.3	Circulate details of anti-bullying service.	JK	In due course.
5.3	Circulate details of HR/ payroll service(s).	JK	In due course.
5.3	Review LA service response times.	JK/ HR Manager	Ongoing.
5.3	Provide report to Resources Committee on LA services.	JK/ HR Manager	Autumn term.
6.3	Implement Firefly and investigate dialogue function.	Clerk	ASAP.
7.19	Issue terrorist incident advice to GB.	JK	ASAP.
7.21	Issue crisis management manual to GB and discuss at next meeting.	JK/ Clerk	12 July FGB.
7.22	Organise terrorist incident training.	JK	In due course.
7.23	GB and SLT to address terrorist media/ contacts issues.	JK/ TW	In due course.
7.26	Issue staff handbook to GB.	JK	In due course.
9.4	Produce Governor Day agenda.	JK	For 27 th June.
9.5	Issue safeguarding handbook to Governors and arrange training.	JK	In due course.
9.6	Issue 'operational note' on Governors' Day.	JK	27 th June.
10.9	Check reckonability of continuous service for redundancy pay.	JK/ HR Manager	In due course.
11.3	Issue Curriculum Enrichment Week timetable to GB.	JK	As required.