

block and had made some adjustments which had improved the temperature in classrooms.

5. Other Reports

5.1. Link Governors

- Safeguarding: governors were pleased that steps were being taken to improve the quality of records of incidents and concerns. Noting that the school had already subscribed to CPOMS **the co-heads were urged to find out exactly how the school was benefitting**. Because of the importance of the issue additional funding would be made available if necessary.
- **Katie Stewart was to produce an overview for each link governor** of their role and the priorities for the year.
- It was agreed that a **'Governor Focus' week should be arranged** in which governors would visit the relevant member of staff. It was further suggested that governors should undertake two visits a year, and that consideration be given to **adapt the schedule of governing body meeting agendas** accordingly.

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5.2. HIP Autumn Term Visit:

- The co-heads reported that the school had set the agenda for the visit which had been extremely valuable.
- Governors noted the emphasis on improving the quality of reading and that staff had been asked how they were going to change their practice to meet the needs of their class. They were also asked to keep a log in school especially for children who left their reading record at home.
- *In response to governors' questions* about what steps the school was taking to improve engagement with parents the co-heads replied that EYFS were holding sessions where parents came into school to read with their children, and Dr Kathy Weston would be working on the topic with staff at a future INSET.
- *Governors made a number of suggestions*, including asking children to bring in their favourite book (as a 'home learning' activity).
- The 'agreed actions' were noted.

5.3. Website Compliance

- A checklist showing which items needed to be added or updated had been published in advance. **The co-heads would take action to rectify as appropriate.**
- More generally, governors suggested that the website as a whole could 'do with a revamp'. **Katie Stewart undertook to investigate if someone was willing to improve and update it.**

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5.4. Pay Committee

- The report on staff pay progression was noted.

<ul style="list-style-type: none"> • The committee had also discussed target-setting and the appraisal process. The co-heads were to address all staff in January about the process and expectations. <p>6. Policy Approval Complaints Procedure: It was noted that HCC had not yet published a promised updated model. It was agreed to await that before revising the school's. In the meantime the most recent HCC version would be published on the website. In addition it was agreed to add the 'Managing Serial and Unreasonable Complaints' to the school's procedure.</p> <p>7. Minutes of Previous Meetings The minutes of the meetings held on 8 October and 2 December were approved and signed.</p> <p>8. Actions from Previous Meetings 8.1. The date of the In-house training session was confirmed as Monday 2 March from 6.00 to 8.00pm 8.2. Outstanding items from the last meeting still to be completed were: Item 11.3 Governors were requested to write a 'pen-portrait' of themselves, using the third person. Item 12: Governor Links (but see item 5.1 above)</p> <p>9. Matters Arising from the Minutes not on the Agenda There were none.</p> <p>10. Date of Next Meeting It was confirmed that the next meeting would be on Monday 3 February at 6.00pm.</p>	<p>JW/LW</p> <p>All governors</p>
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