



ST MATTHEW'S CE PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BODY MEETING

held in school on

Tuesday 18 November 2025 at 5.00pm

Governor	Initials	Governor category and role	Link Gov for	Term of office ends	Apologies
Nicola Cottier	NC	Foundation Governor	SEND	10 March 2028	
Fr Philip Chester	PC	Ex-officio and Chair of the Governing Body		Ex-officio	
Sarah Green	SG / HT	Headteacher		Ex-officio	
Mark Greenhorn	MG	Foundation Governor – appointed by Diocesan Board of Education		31 May 2027	Apologies
Mike Harrington	MH	Additional Local Authority Appointed Governor		Open-ended ToO	
Burcu Kiray	BK	Staff Governor		9 March 2029	
James Leighton	JL	Foundation Governor – appointed by Deanery Synod	Climate and sustainability	8 January 2027	
Susan Lowson	SL	Foundation Governor – appointed by the Parochial Church Council	Safeguarding	1 March 2027	
Aslam Merchant	AM	Local Authority Governor		1 Oct 2029	
Ehsan Razavizadeh	ER	Parent Governor		27 Feb 2026	Apologies
Amanda Sayers	AS	Additional Local Authority Appointed Governor		Open-ended ToO	
Vacancies:	Foundation Governor – appointed by Diocesan Board of Education				
	Foundation Governor – appointed by PCC				
	Parent Governor x 1				

Observers:

Robert Hawker	RH	Clerk to the Board of Governors
Helen Selinas	HS	Head of Inclusion and Wellbeing

The meeting commenced at 17.00.

No	Business	Action
1.	Welcome and opening prayer and any apologies for absence	
1.1	The chair welcomed all present to the meeting which was opened with a prayer.	
1.2	The new governors (AS and MH) were welcomed to the meeting and each introduced themselves.	
1.3		

	Apologies were received from ER, and belated apologies received from MG, which were accepted.																
2.	Declaration of interests																
2.1	There were no declarations of interest.																
3.	Minutes of the meeting held on 6 October 2025																
3.1	<p>AS raised a number of issues about the last set of minutes: The absence of any figures on attendance within the minutes, with regard to the headteacher's report, was questioned. Typo: EH should read ER. The SMRA review was not discussed in any detail. NC said that this had been reviewed by ER and MG, but AS advised that this should have been considered by the full governing body and not just two governors. She recommended it be reviewed by all governors</p> <p>Action: SMRA report to be considered in full at next FGP meeting or Governing Board meeting</p> <p>Re 5.7: neither the terms of reference/standing orders, nor the delegations planner had been circulated or agreed which are both required to be approved annually, nor had the workplan been circulated or approved. Action: the Standing Orders and Delegations' Planner to be brought to the next Governing Board meeting and the headteacher and clerk to liaise to update the workplan from last year.</p> <p>Re 11.1: financial procedures were circulated but these should be approved by the full governing body. Action: financial procedures to be brought to next FGP meeting for recommendation to the Governing Board.</p> <p>AM requested that item 5.7 should have expanded on his reasons for offering to join a meeting held with Julie Ely; in this context, this was about utilising space for SEND provision within the school.</p>	<p>ER</p> <p>SG, Clerk</p> <p>SG, Clerk</p>															
3.2	There were no other matters arising from the minutes and they were approved.																
3.3	<u>Review the actions as detailed below:</u>																
	<table border="1"> <thead> <tr> <th>No</th> <th>Minute</th> <th>Actions: FGB 6 October 2025</th> <th>Who</th> <th>When</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3.1</td> <td> <p><u>Chair</u>: SL was asked to contact the archdeacon to inform them that FrP has been reappointed as chair of the governing body. Update (2025-11-18): SL reported that she had informed the archdeacon. Action closed.</p> </td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>5.3</td> <td> <p><u>Review link governor roles and link governors to make their termly visit arrangements with the headteacher</u>: the headteacher to consider which additional link governor roles are needed. RH to ascertain whether any link governor roles are statutory. Update (2025-11-18): the two statutory link governor roles were communicated to the Governing Board but</p> </td> <td></td> <td></td> </tr> </tbody> </table>	No	Minute	Actions: FGB 6 October 2025	Who	When	1	3.1	<p><u>Chair</u>: SL was asked to contact the archdeacon to inform them that FrP has been reappointed as chair of the governing body. Update (2025-11-18): SL reported that she had informed the archdeacon. Action closed.</p>			2	5.3	<p><u>Review link governor roles and link governors to make their termly visit arrangements with the headteacher</u>: the headteacher to consider which additional link governor roles are needed. RH to ascertain whether any link governor roles are statutory. Update (2025-11-18): the two statutory link governor roles were communicated to the Governing Board but</p>			
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		<p>with the flat structure, it was suggested that there are additional link governors that connect to the SDP.</p> <p>Action: the headteacher was asked to highlight the key areas where governors could be assigned to support the school.</p> <p>It was suggested that a skills audit be carried out so that governors can be asked to assist with finances and other areas needing support.</p> <p>It was suggested that the board forms two committees (finance and premises, and curriculum and ethos) with the following potential membership:</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><u>Finance & General Purposes</u></td> <td style="text-align: center;"><u>Curriculum & Ethos</u></td> </tr> <tr> <td>Mike Amanda</td> <td>Amanda</td> </tr> <tr> <td>James Sarah</td> <td>David</td> </tr> <tr> <td>Mark Ehsan</td> <td>Sarah</td> </tr> <tr> <td>Nicola Aslam</td> <td>Aslam</td> </tr> <tr> <td>Burcu</td> <td>Susan</td> </tr> </table> <p>Motion: <u>for the Governing Board to agree to form two new committees, the Finance and General Purposes (FGP) Committee and the Curriculum and Ethos (C&E) Committee as had been suggested.</u></p> <p><u>The motion was approved unanimously.</u></p> <p>Action: AS to circulate ToRs for FGP and C&E committees to the chair/SG.</p> <p>JL to be the climate and sustainability link governor. The pay committee needs ToRs.</p> <p>Action: AS to circulate suggested draft Pay Committee Terms of Reference.</p> <p>Membership of the headteacher’s performance management review panel: this was questioned by AS owing to the imminent departure of the current chair, but she was assured that the aim was to hold this by the end of November so that FrP could participate, with an advisor appointed from the LDBS being present. NC, who was another member of the panel, confirmed that she had received specific training for this.</p>	<u>Finance & General Purposes</u>	<u>Curriculum & Ethos</u>	Mike Amanda	Amanda	James Sarah	David	Mark Ehsan	Sarah	Nicola Aslam	Aslam	Burcu	Susan	<p>SG</p> <p>ER, Clerk</p> <p>AS</p> <p>AS</p> <p>NC</p>	<p>Next meeting</p>
<u>Finance & General Purposes</u>	<u>Curriculum & Ethos</u>															
Mike Amanda	Amanda															
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3	6.1	<p>Fundraising: SL to keep the Governing Board updated on the offer of a parishioner to make an application on behalf of the school to the Archbishop of Canterbury’s Charitable Foundation.</p> <p>Update (2025-11-18): there has been good progress on this and SL is liaising with the parishioner.</p>														

		<p>The school has submitted a bid to the Abbey and also the Archbishop's Council.</p> <p>NC to send SL the electronic application.</p> <p>Q: A governor asked, is the mechanism for funding the same as with RC schools?</p> <p>A: It is slightly different.</p> <p>Q: Had the school been applying for grants generally or bidding for funds from charities?</p> <p>A; The school would appreciate help with this.</p>	NC	AS AP
4	6.1	<p><u>Partnerships</u>: NC to discuss establishing school partnerships with Fr John Hicks.</p> <p>Update (2025-11-18): NC has spoken with Fr John and also Fr Simon about partnerships within the SW1 deanery and a meeting about this is being encouraged.</p> <p>Q: A governor asked for a briefing on this.</p> <p>A: The most recent guidance from the LDBS is that there are advantages with partnership and the school is looking at what can be achieved between the five main schools within the Deanery. The Diocese has been leading on this. It is a pressing matter.</p> <p>A governor mentioned that the school is being encouraged to come to a determination on partnership status.</p> <p>Carried forward.</p>	NC	Nex t me etin g
5	6.1	<p><u>Fundraising / Partnerships</u>: FrP to invite Penny Roberts (PR) to the next Governing Board meeting.</p> <p>Update (2025-11-18): PR has been unable to attend due to a meeting clash both today and also for the next GB. The purpose of her visit is to discuss partnerships.</p> <p>Carried forward.</p>	FrP, NC	Nex t me etin g
6	9.2	<p><u>Premises</u>: governors were asked to write to Beth at Mace to thank her for their help: NC to write the letter for the chair.</p> <p>Update (2025-11-18): completed and action closed.</p>		
7	11.1	<p><u>Safeguarding Policy 2025-26</u>: carried forward: SG to forward the updated policy to RH for tabling at the next meeting.</p> <p>Update (2025-11-18): it has not been tabled. AS advised that this was a statutory obligation, and it should be reviewed and agreed asap.</p> <p>Action: to hold a special meeting to approve this asap and before the next FGB in January.</p>	SG, RH	AS AP
8	13.3	<p><u>IT upgrade</u>: BK will review the current computers that can't be updated with the latest Windows update and inform the board. JL will also consult their IT colleague to seek their advice. FrP will contact David Richards.</p> <p>Update (2025-11-18): the solution was to extend the Windows licence for 20 computers for another year.</p>		Upd ate su mm

		Action: the Windows update issue to be referred to the Finance & General Purposes Committee in good time before the 12-month extension expires.	BK	er term
9	13.4	<u>Anti-social behaviour in the local area:</u> the headteacher to inform the parents that the school is actively working with the local police, councillors and MP to improve the area and to help make it safer. Update (2025-11-18): the school regularly writes to parents about any issues in the local area and will keep monitoring this.	SG	Nex t me etin g

No	Minute	Actions: FGB 7 July 2025	Who	When
1	5.5.1	<u>Governors to consider any vacancies:</u> the chair to follow through with YA on his possible term of office extension. And also, the Deanery Synod, PCC and local authority vacancy. Update (2025-10-06): the local authority vacancy completed. Action: As above (item 1.3) – the parent governor election to be organised by the headteacher. The chair recommended that David Richards is appointed to the PCC vacancy. Update (2025-11-18): David Richards has been appointed by the Diocese and FrP will send RH the appointment letter. Action: chair to ensure appointment letter is sent to David Richards The headteacher is organising the parent governor election. Q: A governor asked, what does the school send to parents to help them understand the role? Action: The headteacher’s parent governor letter to be shared with AS and AM for information.	SG Chair SG	Nex t me etin g

4.

Governance arrangements

4.1

Chair of the Governing Board

FrP explained that this would be his last meeting as he leaves the St Matthew’s parish on 30 November and a new chair of governors is required.
It was agreed to proceed to the election of a chair.
SL nominated NC and AS nominated herself.
It was agreed that each candidate would make a short presentation about why they would make a good chair, during which time the other candidate left the room.
NC presented first but reiterated that she had to leave early due to a having to attend another meeting.
[NC left the meeting at 18.05]

	<p>After AS made her presentation, all governors cast their vote secretly into a ballot box. The result was announced by the clerk at the end of the meeting. FrP continued chairing the meeting.</p> <p>4.2 <u>Governors' contact details to be amended as needed</u> Noted.</p> <p>4.3 <u>Governors to report any relevant training attended and update their records on GH</u> Governors were reminded to complete their statutory annual safeguarding training Action: AS to share information on Bevington's safeguarding course.</p> <p>4.4 <u>Review link governor roles and link governors to make their termly visit arrangements with the headteacher</u> As above.</p> <p>4.5 <u>To receive any governor reports</u> None tabled.</p> <p>4.6 <u>Governors to update their confirmations on Governor Hub which are:</u> (i) declarations of interest (ii) NGA code of conduct 2025 (iii) Keeping Children Safe in Education 2025. Noted. Action: the NGA code of conduct to be circulated and discussed at the next FGB.</p>	<p>AS</p> <p>Clerk</p>
<p>5.</p>	<p>Chair's report and any chair's action</p>	
<p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><u>Keelan</u> FrP reported that the church's pastoral assistant (Mr Keelan Shorten) very sadly died by suicide and following this there has been a great deal of support given to the school and the community. This is a recent event and the sadness and shock about this is still affecting the everyone. Keelan was learning how to develop his skills and was very interested in teaching – he was both very helpful in the school and also supported the headteacher. It continues to be a very traumatic time and the children have been great and dealt with the loss very well. Q: A governor asked, has the chair and headteacher had support? A: Yes, the diocese and the educational psychologist have been very supportive. Q: A governor asked, can his life be celebrated? A: Yes, he is already mentioned at Bible readings and some permanent remembrance will be considered.</p> <p><u>Church organist</u> The church organist is moving on but, in the brief for his replacement, is the requirement to support the school in its partnership with St Paul's. Q: A governor asked, why St Paul's and not the Abbey? A: It is just a specific programme that the school has with St Paul's.</p> <p><u>Partnerships</u> The partnership development is the next phase and will continue to explore how local schools can work together and how this can be expanded into a federation. FrP has spoken with St Peter's Eaton Square who are keen to continue the discussion and with Burdett Coutts.</p>	

	<p>St Barnabas', St Gabriel's, St Clement Danes and Soho Parish were mentioned as schools for possible partnerships.</p> <p>Q: A governor asked: has a meeting with the Diocese happened in this area?</p> <p>A: Not yet, and there needs to be more joined-up thinking about this. There are very strong Deanery education links and there has been a push for this conversation to be held. The Area Dean would be a good conduit to help with this.</p> <p>5.4 <u>Parish priest</u></p> <p>The appointment of the next parish priest will take some time and is not expected until next September.</p> <p>SL said that she will now take on the responsibility for liaising with the school and the church.</p> <p>Q: A governor asked: who will run the parish?</p> <p>A: The church warden (SL) along with the church team who will help with this.</p> <p>A governor thanked FrP for his many years of service on behalf of the Governing Board.</p> <p>5.5 There was no chair's action.</p>	
6.	Headteacher's report	
<p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>The headteacher reported to the Governing Board.</p> <p><u>Fr Philip</u></p> <p>The school has planned a number of events that are for both the children and the parents to celebrate FrP's service (30 years) to the school.</p> <p><u>Nursery and recruitment</u></p> <p>There have been some tours of the school, and the two-year olds' spring-term class will be opened with only five children. The school is now trying to recruit families from outside the current roll. The school already has the correct nursery equipment and facilities, and BK is busy marketing the facility to potential families and the community. The headteacher had visited St Mary's nursery facility who also shared their policies and practices information.</p> <p>Q: A governor said the funding for two-year olds comes out of a different funding stream and asked, will it be a net funding stream?</p> <p>A: The school has the staff and is hoping that the first five children will be looked after by these staff.</p> <p>Q: A governor asked, is this redeployment? Have you got a business care for this?</p> <p>A: Currently there is no need for redeployment as existing staff will cover two year olds.</p> <p>Q: A governor asked, is the Wellington Barracks being marketed to?</p> <p>A: Some families are sharing the information about St Matthew's – the school has regularly marketed to local armed forces families.</p> <p><u>Quality of education</u></p> <p>Q: A governor asked if the PTA funds the Kappow scheme and is it a new scheme? And what training has been done?</p> <p>A: Yes. The local authority has been assisting, and more sessions will be added. The school has already been working with St Barnabas'. One member of staff is off which has made it harder to release staff for training but training is being delivered effectively in-house.</p> <p>Q: A governor asked, do you have a specific relationship with Grey Coat Hospital School?</p>	

7.3	<p><u>SCR</u></p> <p>The SCR has been checked by the school and also by the governance lead for safeguarding, SL, and is up to date and correct.</p> <p>Weekly safeguarding meetings and SEND/inclusion meetings are held and the records are up-to-date.</p> <p>Q: A governor asked, are staff safeguarding and inclusion training updates put on the SCR?</p> <p>A: The staff complete a form once they have done training so that it is added to their files. The school could consider adding a column to the SCR.</p> <p>Action: school to consider adding staff safeguarding training to the SCR.</p>	SG
8.	<p>Finance, Premises and Staffing update</p>	
8.1	<p>Q: A governor asked, when was the last health and safety audit and finance audit?</p> <p>Action: the headteacher will provide health and safety audit and finance audit information at the next FGP or Governing Board meeting.</p>	SG
9.	<p>Fundraising update</p>	
9.1	<p>Since the last FGB, governors have met representatives from Westminster Abbey and, unfortunately, they have not agreed to give the school a grant for various reasons. As a result, the school is now looking at a number of other potential funding streams, one being the local community including the church community. The church has already indicated that it will allocate some funds.</p> <p>AM was thanked for his help in applying for the school to gain charitable status so that gift aid can be received.</p> <p>Q: A governor asked, what criteria is needed to be successful in a bid to the Abbey?</p> <p>A: It appears that the Abbey does not wish to give money as the school may fail and be closed.</p> <p>The school is also hoping that the Archbishop's Fund will help. The biggest issues are the lead times for making bids to larger organisations.</p> <p>Q: A governor asked, does the school have a fund that parents are asked to contribute to?</p> <p>A: This has been explored at length and is complicated, and for many parents it is very hard to make donations.</p> <p>Action: the school to look at adding a donation button on the school's home page and also on the church's website.</p> <p>The headteacher is meeting with a potential customer to help rent out space within the building.</p> <p>Action: headteacher to report re renting out space at the next FGP or Governing Board meeting.</p>	BK, SG, SL SG
10.	<p>Policies to review/approve:</p>	
10.1	<p><u>Behaviour Principles and Behaviour & Anti Bullying Policy 2025-26</u></p> <p>Q: A governor asked, when did the school last consult on the behaviour principles?</p> <p>A: September 2024.</p> <p>Action: AS to provide additional text for inclusion in this policy concerning vapes, nicotine and gums so that they are included within the definition of tobacco.</p> <p>Motion to approve the Behaviour Principles and Behaviour & Anti Bullying Policy 2025-26 subject to these updates.</p>	AS, SG

10.2	<p>The policy was approved unanimously.</p> <p><u>Charging and Remissions Policy</u></p> <p>Action: AS to provide the headteacher with a new paragraph about personal property and also about damage and lost property, Fol and GDPR and charging for reproducing documents.</p> <p>Motion to approve the Charging and Remissions Policy subject to these updates.</p> <p>The policy was approved unanimously.</p>	AS, SG
10.3	<p><u>Pay Policy 2025-26</u></p> <p>Q: A governor asked, is this a model policy? Are there no adaptations other than about LS3? Does this include support staff?</p> <p>A: Yes, it is. No, but the wording will be revisited to make it more support staff friendly.</p> <p>Action: SG to revise reference to Pay Policy being an LDBS model policy.</p> <p>Motion to approve the Pay Policy 2025-26, subject to these updates.</p> <p>The policy was approved unanimously.</p>	SG
10.4	<p><u>RSE Policy</u></p> <p>Q: A governor asked, when PHSE education is delivered is this done in single-sex classes?</p> <p>A: Ahead of time, the school holds a coffee morning and the lesson slides are shared with parents so that they are aware of the contents. When the lessons are held, the children are all together and the sessions are led by the nursing team.</p> <p>Q: A governor asked, when do children get to talk about this?</p> <p>A: In distinct RSE lessons, which go on for about six weeks, and only one family has withdrawn their child in the past.</p> <p>Motion to approve the RSE Policy.</p> <p>The policy was approved unanimously.</p>	
10.5	<p><u>SEND Policy</u></p> <p>Q: A governor asked, where is the SEND Information Report (SIR)?</p> <p>A: It is on the website.</p> <p>Action: governors to approve the SIR at the next Governing Board meeting.</p> <p>Motion to approve SEND Policy.</p> <p>The policy was approved unanimously.</p>	RH, SG
10.6	<p><u>Supporting Pupils with Medical Conditions Policy</u></p> <p>Q: A governor asked, has all of this policy been updated as the name of the last EHT is still within this policy?</p> <p>A: This will be amended and the policy will include dates of the review.</p> <p>Q: A governor asked, where are the children's medicines stored?</p> <p>A: Antibiotics are kept in the office in the fridge and other medicines are kept in green medical boxes and in cupboards out of reach of the children.</p> <p>Action: school to include information regarding storage of medicines in the Supporting Pupils with Medical Conditions Policy.</p> <p>Motion to approve the Supporting Pupils with Medical Conditions Policy subject to these updates.</p> <p>The policy was approved unanimously.</p>	SG

11.	<p>Dates of 2025-26 meetings which are held at 5.00pm in school</p> <ol style="list-style-type: none"> 1. Tuesday 20 January 2026 2. Tuesday 24 March 2026 3. Tuesday 19 May 2026 4. Tuesday 7 July 2026 	
11.1	Action: Penny Roberts to be invited to attend a meeting.	Chair
12.	<p>Any other business</p>	
12.1	<p>Q: A governor asked, does the school need to show the Local Authority how the school is managing its finances?</p> <p>A: Yes, the Local Authority is looking for secure financial management and secure leadership.</p> <p>[BK and HS left the meeting at 19.44]</p>	
13.2	<p><u>Chair of governors' election result</u></p> <p>The clerk informed the Governing Board that NC was elected chair of the Governing Board by a majority vote.</p>	

The meeting closed at 19.50.

No	Minute	Actions: FGB 18 November 2025	Who	When
1	3.1	<p>Action: SMRA report to be considered in full at next FGP meeting or Governing Board meeting</p> <p>Action: the Standing Orders and Delegations' Planner to be brought to the next Governing Board meeting and the headteacher and clerk to liaise to update the workplan from last year.</p> <p>Action: financial procedures to be brought to next FGP meeting for recommendation to the Governing Board.</p>	<p>ER, Clerk</p> <p>SG, Clerk, Chair</p> <p>SG, Clerk, Chair</p>	By next meeting
2	4.3	Action: AS to share information on Bevington's safeguarding course.	AS	By next meeting
3	4.6	Action: the NGA code of conduct to be circulated and discussed at the next FGB.	Clerk	Next meeting
4	6.3	Action: MH to meet with BK and John Sanders (JS) on a day when he is in the school between now and Christmas.	BK, MH, JS	By next meeting
5	6.4	<p>Action: Headteacher's next termly written report to include a report on bullying, Prevent and attendance.</p> <p>Action: the financial report to include a narrative and for it to be tabled in advance. The headteacher to ask JS to do this.</p>	<p>SG</p> <p>SG/JS</p>	Next meeting
6	7.3	Action: school to consider adding staff safeguarding training to the SCR.	SG	By next meeting
7	8.1	Action: the headteacher will provide health and safety audit and finance audit information at the next FGP or Governing Board meeting.	SG	By next meeting
8	9.1	<p>Action: the school to look at adding a donation button on the school's home page and also on the church's website.</p> <p>Action: headteacher to report re renting out space at the next FGP or Governing Board meeting.</p>	<p>BK</p> <p>SG</p>	By next meeting
9	10.1	Action: AS to provide additional text for inclusion in this policy concerning vapes, nicotine and gums so that they are included within the definition of tobacco.	AS	ASAP
10	10.2	Action: AS to provide the headteacher with a new paragraph about personal property and also about damage and lost property, FoI and GDPR and charging for reproducing documents.	AS	ASAP
11	10.3	Action: SG to revise reference to Pay Policy being an LDBS model policy.	SG	ASAP

12	10.5	Action: governors to approve the SIR at the next Governing Board meeting.	SG, Clerk	
13	10.6	Action: school to include information regarding storage of medicines in the Supporting Pupils with Medical Conditions Policy.	SG	ASAP
14	11.1	Action: Penny Roberts to be invited to attend a meeting.	Chair	By next meetin g

No	Minute	Actions: FGB 6 October 2025	Who	When
2	5.3	<p>Agreed further action: chair/clerk to carry out a skills audit to clarify requisite lead roles.</p> <p>Action: AS to circulate ToRs for FGP and C&E committees to the chair/SG.</p> <p>Action: AS to circulate suggested draft Pay Committee Terms of Reference.</p>	<p>Chair/ clerk</p> <p>AS</p> <p>AS</p>	<p>By next meetin g</p> <p>ASAP</p> <p>ASAP</p>
7	11.1	Action: to hold a special meeting to approve this asap and before the next FGB in January.	Chair/ clerk	ASAP
8	13.3	Action: the Windows update issue to be referred to the Finance & General Purposes Committee in good time before the 12-month extension expires.	BK	Update summe r term
No	Minute	Actions: FGB 7 July 2025	Who	When
1	5.5.1	<p>Action: chair to ensure appointment letter is sent to David Richards</p> <p>Action: The headteacher's parent governor letter to be shared with AS and AM for information.</p>	<p>Chair</p> <p>SG</p>	<p>ASAP</p> <p>ASAP</p>

Signed: _____ Date: _____