

ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL **CHAIR AGREED DRAFT MINUTES**

Full Governing Board (FGB) Meeting Wed 9 Mar 2022, 18:15, held physically in the School In landscape format for easier screen reading



<https://st-scholasticas.com>, KENNINGHALL ROAD, CLAPTON, HACKNEY, LONDON, E5 8BS

A. ATTENDANCE Non-Governors in grey font. Alphabetical order by 1st name, but Chair first. See [Our Governors](#), [B Attendees' Notes](#) ¹⁻⁵ below this table, and DfE [Governance Handbook](#)

	NAME	INITIALS	CATEGORY OF GOVERNOR / ROLE	TERM OF OFFICE	LINK ROLE 09/03/2022*	ATTENDANCE
1.	Royer Vidal	RV	Chair of Governors from 6.10.2021 to Autumn 2022 ¹ Chaired meeting. Foundation	01/09/19 - 31/08/23 ²	Year 1, Curriculum & Teaching	Present
2.	Althea Marshall	AM not AN	Foundation, Vice Chair of Governors from 6.10.2021 ¹ , Teaching and Learning (T&L) Committee Chair 2021-22	01/05/21 - 31/08/24 ²	Reception, Diversity	Present
3.	Ann McKenna-Slade	AMS	Foundation, Chair of Governors to 6.10.2021	01/09/18 - 31/08/22 ^{2 3}	Year 6, Maths?	Present
4.	Audrey Ngouadje	AN not AM	Foundation Governor	01/02/22 - 31/08/25 ^{2 4}	Nursery	Apologies
5.	Christina Y Boey	CYB	Foundation	01/06/21 - 31/08/24 ^{2 4}	Year 2, SEND	Present
6.	Davina Attara	DA	Local Authority, Resources Committee Chair	09/03/22 - 08/03/26 ⁵	Year 4	Present
7.	Elaine Radburn	ER	Foundation	01/01/20 - 31/08/23 ^{2 4}	Year 3, Safeguarding and Wellbeing	Present from 18:
8.	Father Kingsley / Rev? Thevakingsley? Arulananthem	FK	Foundation	19/10/2020 - 18/10/24 ²	Religious Education	Present
9.	Frederic Pemit	FP	Foundation	01/05/21 - 31/08/24 ^{2 4}	Year 5, Premises	Absent
10.	Jimmy Healy	JH	Co-opted	17/10/19 - 16/10/23 ⁵ (not 16/10/22)		Present
11.	Nick Blackham	NB	Staff	28/03/20 - 27/03/23 ⁵		Present
12.	Sandra Brierley	SB, HT	Headteacher	Ex officio	Ex officio	Present
	Shara Channing	SC	Parent Governor ⁵	01/05/21 - 31/08/24 ⁵		Absent, resigned
			Parent Governor vacancy ⁵			

Commented [CB1]: For four years. See 27 Jan emails "Re: nomination of Davina Attara" [Resources folder]. Old version that says ends 31/08/24 is probably an error. The IoG says the term is four years from date of appointment by FGB.

Also present

Chandrika Sashidharan (CS) – School Business Manager (SBM).

Chris AC Baker (CACB) - School Governance Professional and Clerk, London Borough of Hackney (LBH) Education, drafts agendas and minutes.

B. ATTENDEES' NOTES

¹ **Term of office for the Chair and Vice Chair** is 1 year. Source: 10 May 2022, at 20:43, Royer Vidal.

² **Foundation Governors'** (x 8) terms end on the 31st of August after their 3rd anniversary, so less than four years but more than three. Source: IoG.

³ **Term expires soon**, AMS to stand down.

⁴ **Source:** Email 9 Apr 2022, 11:28, Sandra Brierley, "Re: St Scholastica's PS FGB Minutes 09/03/2022, pls reply by Sun 10 Apr".

⁵ **Governor roles** (x 14) are shown in the [Instrument of Government](#) (IoG): (a) "8 Foundation, (of whom 2 eligible for election or appointment as parent governors); (b) one head teacher governor; (c) two parent governors; (d) one LA governor; (e) one staff governor; (f) one co-opted governor...The term of office ... for foundation governors terminate on 31st August following the third anniversary of the date of appointment..."

⁵ Every other governor's **term of office** (except the Headteacher's) [and Foundations'] is four years. Source: IoG.

* Link roles to be reviewed each year.

C. ACTIONS

Colour key: **Priorities?** **Outstanding** **Complete** Action owners recommended to send progress updates 3 working weeks before the next meeting.

Date ~	Item	Description	Responsible	Due By	Update 09/03/2022
- - 09/03/2022	5.2	AM to liaise with Chair and NB about publicising and meeting parents for Parent Governor vacancy . 09/03/2022: Recruit two Parent Governors.	AM/Chair/NB	ASAP	Did the "Meet Governors" event, but not regarding the Parent Gov vacancy
	5.2	Headteacher to contact Shara Channing to discuss attendance and report back at the next FGB meeting.	HT?	ASAP	To confirm resignation
	5.3	All Governors to complete the skills audit and return to, SB and RV by 13 October 2021	All Governors	13 October 2021	Many done, all to re-send to SB and RV
	5.4	Email DA, ER, and AN to complete their annual business interest declarations	Clerk/Governors AM, NB, DA, ER, AN, FP	ASAP	Done, but AM, NB, DA, ER, AN, FP to check they've completed
09/03/2022, 8 c	5.5	1.Headteacher to email the SEN training to CYB. 2. All link Governors to report back to the FGB. 09/03/2022 update: Link roles to be reviewed each year.	Headteacher Link Governors	ASAP March 2022	DONE Only roles identified.
	8.1	The SEN and Safeguarding Link Governors CYB and ER respectively to come in to discuss the roles.	SB, CYB & ER	ASAP	DONE
	12.4 7	1. HT to consider the pros and cons of in-house School admissions and report back to next FGB. 2.The Headteacher and the Chair to discuss admissions following the meeting.	Headteacher Headteacher & Chair	Next FGB ASAP	See 16 (b), page 13 and 12 (c), page 10
	12.5	Clerk to add Pay Policy on the next FGB agenda.	Clerk	Next Full GB	APPROVED today
	11	RV and HT to correct the dates in Admissions Policy (2021/22). 06/10/21 & 09/03/22 minutes: Review again	RV and HT		Policy forwarded to Hackney Education
09/03/2022	2	Write to FP and AN about attending meetings, and send AN the Annual Declarations of Pecuniary Interests form.	HT	Next FGB	Agreed today
09/03/2022	7	Send the Self-Evaluation Form (SEF) to both Committees.	HT	Next FGB	Agreed today

Date ~	Item	Description	Responsible	Due By	Update 09/03/2022
09/03/2022	8 (g)	GDPR: Ask the IT technician to set up email accounts for all Governors	HT	Next FGB	Agreed today
09/03/2022	8 (h)	Complete the Government's Dashboard	HT and SBM	Next FGB	Agreed today
09/03/2022	10	HT will keep a register of Governors completing KCSIE , and email Governors as necessary		Next FGB	Agreed today
09/03/2022	13	Share academisation information HT was given, for example about other schools. Academisation should go on the agendas for both Committees	HT Clerk	Next FGB	Agreed today
09/03/2022	21	CS will set out next year's meeting dates .	SBM	Next FGB	Agreed today

~ Some action dates missing in previous Clerk's minutes

The meeting opened at 18.22. Documents were stored on GovernorHub.

D. PART 1: NON-CONFIDENTIAL

1.	<p>Welcome and introductions</p> <p>RV welcomed all present in the room, and opening prayers were given. All those present introduced themselves.</p> <p>Agreement of Virtual Meeting in line with General Data Protection Regulations (GDPR) and School policy:</p> <p>Not needed, the meeting was held physically in the School.</p>
2.	<p>Apologies from Governors not in attendance</p> <p>Governors AGREED the apologies received from AN. Her documents had come from the Diocese.</p> <p>No apologies for absence were received from SC, FP.</p> <p>SC was thought to have resigned, so there were 2 Parent Governor vacancies.</p> <p>There were 12 Governors eligible to attend. The quorum was half of membership (rounded up, excluding vacancies) so the quorum today was 6.</p> <p>Nine Governors were present from the start, so the meeting was quorate.</p> <p>ACTION: HT will write to FP and AN about attending meetings, and send AN the Annual Declarations of Pecuniary Interests form.</p>

3.	<p>Annual Declarations of Pecuniary Interests</p> <p>a) Annual Business Interests Declaration form and register, in readiness for website publication (statutory requirement): Most Governors had completed theirs (previous minutes Action 4). HT said the table had been published on the web.</p> <p>b) New Declarations of Business Interests form, register for website publication, and guidance here.</p> <p>c) Can be submitted via GovernorHub: https://help.governorhub.com/en/articles/3174427-can-i-add-my-declarations-of-interest</p> <p>d) UPDATED ACTION 5.4: AM, NB, DA, ER, AN, FP to check they've completed their Annual Business Interests Declarations.</p>
4.	<p>Declarations of pecuniary interests in this agenda not already on the register</p> <p>NB said his wife worked in the School - not in the annual published register.</p>
5.	<p>Minutes of the previous meeting</p> <p>a) Amend / Agree previous minutes - 6th Oct 2021. There were no confidential items.</p> <p>b) The new Clerk CACB had circulated a number of clarifications to the earlier drafts. Governors added a few more at this meeting. Now AGREED and finalised as "St Scholastica's PS FGB Minutes 06.10.2021 Final.docx".</p> <p>c) Actions – see Action Table B. Action owners please provide updates three weeks in advance.</p> <p>d) Matters arising: None apart from those already in these minutes.</p>
6.	<p>Headteacher's Report. See "Headteacher's report March 2022", "Premises Report Jan 2022", "SBM Resources Report 260122".</p> <p>69% of children were on track in reading, writing and maths combined across the School. The gender gap in reading was 10%, and the autumn term data showed this gap reducing and now 7%. Disadvantaged children were performing lower in all subjects than their peers.</p> <p>QUESTION: How did the sport festival for students with Special Educational Needs and Disabilities (SEND) go?</p> <p>ANSWER: It was about three weeks ago, and involved about 11 children. They all had Education and Health Care Plans (EHCPs). The School came second out of 11 schools, so did very well.</p> <p>QUESTION: How was progress for Years Two and Six targets?</p> <p>ANSWER: In December, Year Six were at about 66%, and Year Two at about 63%. It was touch and go whether the targets would be met this year. Everything possible was being done. A meeting with the Assistant Director for School Standards and Improvement at Hackney Education (Stephen Hall) suggested the risks were low. If targets were not quite met this year, they should be next year.</p>

The 19th of April 2022 In-Service Training (INSET) day walk around the School should enable Governors to see how the money they gave the School was spent to improve diversity. Attendance was still an issue, at 93.3% (overall Autumn 2021). A particular group's attendance was 73.3%; it had increased from last year. Fines could be issued soon.

QUESTION: What were the reasons for attendance problems?

ANSWER: Historically there was a particular group that had attendance problems, whose parents did not appear to see the value of sending their children into School every day. The Headteacher phoned parents regularly and gave positive messages. The Attendance Officer was involved. 12 families had been given warning notices.

QUESTION: Did fines work before?

ANSWER: They probably did. Whilst they were not a complete solution, they sent out a strong message. Referrals to Children's Services could help as well.

QUESTION: Did LBH Education provide any help?

ANSWER: Yes there was a LBH Travellers officer. LBH needed to do more.

7.

Strategic Priorities for 2021-22 and beyond: Strategic Development Plan (SDP), Action referred from T&L Committee, 6.3, 17/11/21.

The curriculum had been reviewed. There had been a staff questionnaire on well-being and workload, and there was a mental health lead. Writing was a priority. There was an English specialist for a day a week. There was good support on maths and English.

QUESTION: Was the Special Educational Needs Coordinator (SENCO) Megan Auchere, being replaced by Emma Cousins?

ANSWER: Yes, and the SENCO was also the lead for inclusion.

The Self-Evaluation Form (SEF) was a work in progress.

ACTION: HT to send the Self-Evaluation Form (SEF) to both Committees.

8.	Governance
	<p>a) The Diocese paperwork relating to AN's appointment as a Foundation Governor had now come from the Diocese.</p> <p>UPDATE ACTION 5.2: Recruit two Parent Governors.</p> <p>b) Skills Audit: Old Action 3: "All Governors to complete the skills audit and return to the Clerk by 13 October". Already covered in the Actions; many had done. Action update: All to re-send to the Clerk, SB and RV.</p> <p>c) Key roles and responsibilities: "All Committee Chairs and link Governors to report back at an FGB by March 2022" (Action 5 from previous meeting): The link roles were confirmed as in the Attendance Table A above. These were to be reviewed each year.</p> <p>d) AMS said her link role was maths?</p> <p>e) Davina Attara was nominated to be a Governor by the Local Authority on 29/11/2021, and RV was notified of that on 06/12/2021.</p> <p>f) DECISION: Davina Attara was unanimously re-appointed as a Local Authority Governor, for four years from today's meeting date, so to 08/03/2026.</p> <p>g) GovernorHub: Clerk CACB sent GovernorHub registration emails to those not registered on 07/00/22. AN, ER, FK and FP were still to register.</p> <p>h) General Data Protection Regulations (GDPR): Making Governor email addresses compliant (referred from T&L minutes of 26.01.22, 10). The Clerk emphasised the importance of information security.</p> <p>i) ACTION: The HT will ask the IT technician to set up email accounts for all Governors.</p> <p>j) Schools need to fill in the Government's Dashboard - a task for School staff (usually Business managers) An example</p> <p>k) ACTION: The HT and SBM will complete the Government's Dashboard.</p> <p>l) DfE recently updated their requirements of what to publish on the websites of schools. Links below and a new checklist for 2021-22. It included new items (signalled as such). Old templates were obsolete. HT said that the website was up to date.</p> <ul style="list-style-type: none"> o DfE Guidance on Academies and Free Schools Website Requirement, DfE Guidance on Maintained Schools Website Requirements, Website Audit Template for Maintained Schools (NEW)

9.	<p>Religious Education (RE): “Governors should be shown the quality of RE”, Action referred from Teaching and Learning Committee to FGB. 5.4 of March 2021, 7/7/21, 17/11/21.</p> <p>This will be covered at the In-Service Training (INSET) day on 19th of April.</p> <p>The newly made statue of Saint Scholastica was shown to Governors. It will be placed in the entrance hall.</p>
10.	<p>New Keeping Children Safe in Education (KCSIE) update Governors to confirm in writing they have read at least part one and the appendix. (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014057/KCSIE_2021_September.pdf)</p> <p>ACTION: HT will keep a register of Governors completing KCSIE, and email Governors as necessary.</p>
11.	<p>Wellbeing, Mental Health and Stakeholder Engagement</p> <p>Reducing workload was an area that needed more development. The Pandemic meant that everyone worked harder. The HT planned events carefully and checked in with staff. Teaching had by nature a heavy workload. There were more safeguarding referrals. But there was satisfaction in helping students.</p> <p>QUESTION: Were there any more plans for workload reduction?</p> <p>ANSWER: A working party will be set up.</p> <p>QUESTION: When will the questionnaire be sent out?</p> <p>ANSWER: Over the summer. For the OFSTED staff survey, staff had been offered time out of class to complete it.</p> <p>QUESTION: Was the survey purely work based?</p> <p>ANSWER: Yes, unfortunately it did not cover much outside of work. The Pandemic had affected the context. Satisfaction was in the 70% to 80% range, not everyone could be happy. Home and personal life certainly impacted on work.</p> <p>QUESTION: How many staff were there?</p>

ANSWER: There were 32. Only 13 did not reply. The survey may be repeated, to ascertain trends. The setting and timing of surveys could affect results. ER offered her specialist advice.

12. Committee Chairs' Feedback (except Resources, see item 16 (a) page 12)

a) Teaching and Learning Committee

The recent Teaching and Learning Committee covered the School Improvement Partner (SIP) report, which was positive. The website was updated with SEND issues. The reading curriculum page was to be updated.

QUESTION: How could the performance of boys be improved?

ANSWER: There was a daily reading record, and reading sessions every day. Parents had been given a video. Improvements had been noticed. Small plays were performed, enabling children to participate. The diverse content of books had been improved. There were "boyish" books, covering areas such as sports, in addition to the Princesses' Diaries.

There was a Talented and Gifted [\[or, Team Action Group?\]](#) (TAG) meeting in January.

Regarding improving the School hall, the Nightingale Primary School Head came in and advised. Quotes will be obtained for cutting a serving hatch into a wall. The floor had been thoroughly cleaned. Some disused apparatus could be removed. Repainting, replacing blinds, plus adding art and dining furniture were likely soon.

QUESTION: Would ventilation be adequate for summer?

ANSWER: Ventilation was being improved. Also improvements to the toilets may be simpler and cheaper than expected.

b) Special Educational Needs and Disabilities (SEND), inclusion and diversity

CYB will try to meet the new Special Educational Needs Coordinator (SENCO, Emma Cousins) again. The previous SENCO, Megan Auchere, showed CYB the sickbay, plus "what's next" cards, and lessons. Megan had sent a report to CYB. Megan gave a good handover to Emma Cousins. There were three priority areas:

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	<ul style="list-style-type: none"> I. Staff training II. Monitoring interventions, such as learning walks, and III. Building relationships with parents. <p>c) <i>Admissions Committee</i> (See also 16 (b), page 13)</p> <p>This met on the 23rd of February. There were 34 applications. The Reception intake was expected to be about 27 to 30. There were 20 first choice preferences. This was a similar position to last year.</p>
13.	<p>Academisation See "Letter from Annie Gammon to CoG - St Scholastica's Catholic Primary School.pdf" (LBH Director of Education)</p> <p>The head teacher had received an email from Cardinal Pole School. They were keen to proceed, and the best way was via a Multi Academy Trust (MAT). HT had met other Catholic heads, the LBH Director for Education, the Diocese's Academy Implementation Officer and the Director of Academisation. There had been a formal invitation, an hour-long meeting, and feedback had been given to the Diocese. School roles (numbers) were falling, and it was argued that academisation could help preserve Catholic education. However it was not clear if or how this could help increase student numbers. LBH was in the same position with regard to numbers. The detailed proposals for academisation were not clear, and so the benefits were unclear. Some academies had been successful. It was likely that a substantive headteacher, and individual FGBs, would be retained. But specifics were uncertain. The MAT would potentially have two secondary schools, and four primaries. 3000 pupils were a good number. Co-operation would be needed with Tower Hamlets. Mutual finance support could be helpful. Ultimately the issue was who controlled the School. For example, the outlook or uniform could be changed. The LBH Director of Education wanted to meet the Headteacher and Chair of Governors in the week of 28th of March. A final decision was unlikely then. The FGB needed to decide its position.</p> <p>There had been 29 students in Year Six. Of them, about 10 went to Catholic secondary schools, so about a third. Parents would need to understand academies more, and the School would need to advise impartially.</p> <p>ACTION: HT to share academisation information she was given, for example about other schools. Academisation should go on the agendas for both Committees.</p>
14.	<p>Staff There was now an Assistant Headteacher for Inclusion (Emma Cousins).</p>

15.	<p>Policies</p> <p>All APPROVED unanimously with the below minor changes, but not (m) & (n). Those marked * had no changes at all.</p> <ul style="list-style-type: none"> a) Pay (referred from 06.10.21 meeting & revised, Action 12.5 or 8. This had to wait for LBH, a 1.5% uplift for Teaching Assistants (TAs) was agreed. Governors were pleased to see it well set out. Page 21, Leadership Group, SPTCD: There was a typographical error, AM to send amendment to SB and RV). APPROVED b) Single Equality * APPROVED c) Accessibility Plan * APPROVED d) Lock Down * APPROVED e) Prevent and British Values * APPROVED f) Behaviour Statement (written by SB, who added in Catholic aspects) APPROVED g) Governor Allowance * APPROVED h) Complaints * APPROVED i) Unreasonable Complaints * APPROVED j) Attendance (The soft start had been added, and a word about managing lateness? inserted.) APPROVED. k) Data Protection (review dates to add; some parts in yellow P21 & 25 record keeping. Some blanks needed completing?) APPROVED l) Information Security (review dates to be added) APPROVED m) Sustainability (referred from T&L minutes of 26.01.22, 9 b). NOT APPROVED n) Positive Handling (referred from T&L minutes of 26.01.22, 9 e). NOT APPROVED <p>Policies requiring annual agreement: https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts</p>
16.	<p>Strategic business/ financial planning and risk assessment</p> <p>a) Finance Report 2021-22: Budget Overview</p> <p><i>i Feedback from Finance Committee Chair:</i></p> <p>QUESTION: How were the School's finances?</p> <p>ANSWER from SBM: Satisfactory. Some isolated figures could look at risk, but the overall picture was healthy.</p> <p>Bank accounts were being rationalised. Most were being closed, except the School Disbursements Account. Lettings income will be shown there.</p>

QUESTION: So all transactions will be with one bank?

ANSWER: Yes, with NatWest.

The premises contract was now with School Office Services. Another quote had been obtained, and a further one was on its way.

There will be an Extraordinary Full Governing Board (FGB) meeting to finalise the 2022-23 budget on 19th of April, 13:00. This should take account of the recent increases in the cost of living.

ii Schools Financial Value Standard (SFVS):

This has been simplified.

iii Staff dinner cost increase:

Costs were rising in many sectors, especially staff costs. Children's meals had gone up by 10p. Staff meals were now rising from £3 to £3.50. Breakfast Club costs were partly covered by after-School clubs.

b) **Admissions code** (FGB 06.10.2021 Action 12.4 and 7). See also 12 (c), page 10

The next FGB will consider in-year admissions from the 2023 academic year. Catholic schools nearby did not seem to be changing. But it took too long to admit students to the School. LBH Education had a fully centralised system, which made it hard to adapt to this School. However it looked simplest to keep admissions with LBH education.
A decision was needed by July.

17. Governor Training

No one had tried the training mentioned on the agenda.

18. Any Other Business (AOB)

There will be an Extraordinary Full Governing Board (FGB) meeting to finalise the 2022-23 budget on 19th of April, 13:00.

19. Items above which should be treated as confidential: None. There were also no confidential items at the previous meeting.

20.	Agenda items for next meeting: Only those already mentioned.
21.	Dates of Meetings 2021/22 Resources 4 th May 2022, 18:15 online T&L 4 th May 2022, 19:15 online FGB 19 th April 2022, 13:00, Extraordinary FGB to finalise the budget. All FGBs now meet in person, face to face. 6 th July 2022, 18:15 (CACB to draft agenda. Jane Ware of LBH to write minutes as CACB has another meeting). ACTION: CS will set out next year's meeting dates.
22.	End of Meeting Prayer

E. PART 2: CONFIDENTIAL (None)

There were no confidential items.

This meeting's times: 18.22 - 20.42pm.

F. DOCUMENT VERSION CONTROL

The table below shows the history of this document and the changes made at each version

WHOM, DATE, CIRCULATION	FILE NAME	VERSION	SUMMARY OF CHANGES
Clerk CACB emailed 6 Apr 2022 to Chair & HT	St Scholastica's PS FGB Minutes 09.03.2022 V0.1	V0.1	Original by Clerk with Clerk's Comments
Emails RV 07 April 2022 12:26, HT 9 Apr 2022, at 11:28, HT	St Scholastica's PS FGB Minutes 09.03.2022 V0.2 (Sandra Brierley).docx	V0.2	Updates from CoG & HT
Clerk CACB emailed 12 Apr 2022 to all	St Scholastica's PS FGB Minutes 09.03.2022 V0.3.docx	V0.3	Clerk accepted CoG & HT updates
Clerk CACB posted on Gov Hub & emailed HT 25 Apr 2022	St Scholastica's PS FGB Minutes 09.03.2022 Chair Agreed	Chair Agreed	Clerk accepted CoG & HT updates
Clerk CACB updated 8 June 2022, no circulation	St Scholastica's PS FGB Minutes 09.03.2022 Chair Agreed V 2	Chair Agreed V 2	Updated from draft FGB Agenda 06.07.2022 V0.2 – mainly attendees 1 - 5
Clerk CACB emailed Chair & HT 8 June 2022	St Scholastica's PS FGB Minutes 09.03.2022 Chair Agreed V 3	Chair Agreed V 3	Re-saved because Word crashed
Clerk CACB 24 June 2022 made ready for approval at next meeting	St Scholastica's PS FGB Minutes 09.03.2022 Chair Agreed V 4	Chair Agreed V 4	Cleared unanswered and unresolved Comments

~~These minutes were approved at the subsequent 2022 meeting,
and ready to publish on the School's website~~

~~**Agreed as a correct record, signed by Chair:**~~

~~**Date:**~~