



TOWER HILL PRIMARY SCHOOL
Fowler Road, Farnborough, Hampshire. GU14 0BW

Minutes of Full Governing Body (FGB) Meeting

held on **Thursday 28th September 2023** at **6:30 pm** at school

Present: Nick Brown (NB, **Vice Chair**, arrived 7:47pm), Camilla Collins (CC, **Chair**), Kieran Collins (KC), Emma Dinsdale (ED), Owen Gardner (OG), Terry Genis (TG), Helen Kinal (HK), Laura Mace (LM), Laura Ovenden (LO, **Headteacher** (HT)), Agnieszka Sasiela (AS, DTG, **Second Vice Chair**, arrived 6:35pm), Nicola Ward (NW, Deputy Headteacher), Mark Whitehead (MW)

Apologies: None

Absent: None

In attendance: Rachael Purvis (Clerk)

Meeting started at: 6:32 pm

1.	Welcome	Action
1.1	OG welcomed everyone to the meeting. <i>The agenda item to elect the Chair and Vice Chairs was delayed till the arrival of AS.</i>	
2.	Apologies for Absence, Declaration of Pecuniary Interests / Conflicts of Interest 2.1 NB had apologised that he would be very delayed and may not be able to attend. The meeting was quorate. 2.2 KC declared a conflict of interest in the election of the Chair. There were no other conflicts of interest or pecuniary interests declared in any of the agenda items. 2.3 All governors were reminded to complete their annual declarations on Governor Hub as soon as possible, as set out below: <ul style="list-style-type: none"> • Pecuniary Interest • Keeping Children Safe in Education (KCSiE) • Safeguarding Training • Governors' Code of Conduct Action 1: Complete annual declarations on Governor Hub	KC, ED, AS
3.	Minutes of the last meeting 3.1 The minutes of the previous meeting held on 13th July 2023 were agreed and would be signed and stored electronically in pdf format on Governor Hub. <i>AS arrived at 6:35pm.</i> 3.2 Actions arising from the previous meeting were reviewed and recorded on the summary table of Outstanding Actions at the end of these minutes. 3.3 Matters arising from the minutes and the actions list were discussed and are summarised below: <ul style="list-style-type: none"> • <u>Special Educational Needs and Disabilities (SEND) Green Paper</u>: Action 27 was closed. The HT recommended the Hampshire SEND Conference titled "Transforming SEND" would be an important for a governor to attend and report back about what was changing. OG volunteered to attend. • <u>Governor Induction Pack</u>: The importance of completing the Induction Pack was highlighted 	

Minutes signed by (PRINT): NICK BROWN

Signature: *Nick Brown*

Position: VICE-CHAIR OF GOVERNORS

Date: 19th October

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	<p>given the need to recruit a new governor. AS committed to completing this as soon as possible.</p> <ul style="list-style-type: none"> Whole Governing Body Training (WGBT): Governors suggested that the next WGBT should focus on either diversity or SEND. The Development and Training Governor (DTG, AS) would investigate options on these topics. <p>Action 2: Investigate WGBT courses on diversity or SEND and report back to governors at the next FGB meeting.</p> <ul style="list-style-type: none"> Skills Audit and GB Self Evaluation: CC volunteered to analyse and summarise the completed skills audit and GB self evaluation responses. 	AS
4.	<p>Election of Officers and Appointment of Governors</p> <p><i>The Clerk chaired the meeting for item 4. Governors agreed to proceed with the election in the absence of NB and to accept his vote for Chair via a text to the Clerk.</i></p>	
4.1	<p>Appointment of Governor</p> <p>OG was appointed as the Local Authority (LA) Governor following his nomination by Local Councillor Rod Cooper (HCC Member for Farnborough West).</p>	
4.2	<p>Agree term of office</p> <p>DECISION: Governors agreed the term of office for the Chair and Vice Chairs would be one year.</p>	
4.3	<p>Election of Chair of Governors</p> <p>Nominations for the Chair of Governors were received for MW, CC and AS. The Clerk explained that guidance had been sought from Hampshire Governor Services as to whether CC's as the sister of KC (governor and member of staff) prohibited her from the Chair's role. It was noted that as long as the conflict of interest was observed this did not prohibit her from the Chair's role.</p> <p>CC and AS confirmed that they did wish to stand for election and MW said that he did not. CC and AS were each given the opportunity to say a few words. The HT thanked OG for his commitment and hard work as the out-going Chair for the last five years, and CC and AS for standing for election.</p> <p><i>CC, AS and KC left the meeting at 6:44pm.</i></p> <p>Governors discussed the role of the Chair and the strengths that each of the candidates would bring to the role before casting their votes anonymously using paper slips.</p> <p><i>LM left the meeting briefly between 6:55pm and 6:57pm.</i></p> <p>The Clerk counted the votes and declared that CC had won the election.</p> <p><i>The Clerk left the meeting to inform the candidates for them to return to the meeting at 6:58 pm.</i></p> <p>DECISION: Governors elected CC as the Chair of Governors.</p>	
4.4	<p>Election of Vice Chair and Second Vice Chair of Governors</p> <p>A nomination for NB for the role of Vice Chair had been received prior to the meeting. Nominations were also made for AS as Vice Chair.</p> <p>DECISION: Governors appointed NB as the Vice Chair of Governors and AS as the Second Vice Chair of Governors.</p>	
5.	<p>Governors' Core Function 2 Holding the HT to account for the educational performance of the school & pupils</p>	
5.1	<p>HT's Written Report</p> <p>The HT highlighted the following points from the report she had circulated prior to the meeting and took governors' questions as summarised below.</p> <p><u>Leadership and Learning Partner (LLP)</u></p> <ul style="list-style-type: none"> A new LLP Alison Rhodes (AR) had been assigned to the school. She had recently been a HT and was new to the LLP role. AR had visited on the 26th September 2023 to familiarise herself with the school. The HT confirmed that the dates for the HT Performance Management (HTPM) Panel meeting and the LLP Review meetings would remain unchanged. Q: Do we need to formally approve the LLP as the external advisor to the HTPM? Yes, we 	

do.

DECISION: Governors approved the LLP as the external advisor to the HTPM.

KC left the meeting at 7:03pm.

- **Q: How did the LLP's visit go?** It was fairly non-committal. The LLP had previously been a SENDCo which was helpful.
- **Q: Had the LLP been through Ofsted herself?** Not recently as an HT, but she had supported two schools recently in her LLP role.

KC returned to the meeting at 7:05pm.

Staffing

- Since the HT's report had been issued the following appointments had been made:
 - France Dusserre had been appointed as a Year 4 Learning Support Assistant (LSA).
 - Two new Lunchtime Supervisor Assistants (LTSAs) had been recruited this week.
 - Two new cleaners had been recruited this week.
- **Q: Are these staff movements considered high volume at the start of the term?** Yes, they are high for the start of term. They resulted from a resignation on the last day of last term and another at the start of this term. Prior to this all staffing had been in place for the year ahead. The resignations had been due to people's personal circumstances, not because they were dissatisfied working at the school. The HT commented that the recruitment and disruption impacted on leadership time and other staff. A governor noted that the staff team was now very big at 70 staff members and it was agreed that some turnover was inevitable in such a large team.
- **Q: Re safer recruitment in the HT's report - I'm not sure that I understand the middle bullet so would appreciate a bit of expansion please?** HCC released a 'Director's of Children's Services Statement' regarding vetting checks on Local Authority staff in schools. This included information meaning HC3S staff no longer needed to be recorded on the SCR.
- **Q: Re the teachers' pay increase - does it mean that additional funds required will be fully covered by the government via a separate grant?** The teachers pay increase was 6.5%. The budget tool had allocated an increase of 4%. The DFE assumed that schools had budgeted a 3.5% increase and would therefore provide funding to cover the additional need above 3.5%. The additional funding had been calculated on assumptions rather than actual staffing levels and therefore Tower Hill would not know if the actual increase was covered or not until grants had been awarded.
- Full staff safeguarding training would be taking place on Tuesday 2nd January 2024 1pm to 4pm to which governors were invited.
- **Q: Which governors are Safer Recruitment Trained?** MW, CC and OG were safer recruitment trained.

SEND

- In addition to recommending attendance by a governor at the SEND Conference, the HT highlighted the upcoming Hampshire Governor Conference and suggested a governor attend and feedback to the GB.

Action 3: *Send out details of the Hampshire Governor Conference to all governors with a view to a governor representing the school.*

- The pupil who had joined the school on a managed move from another school had been made permanent this week and had settled well into their new class. Governors were pleased to hear this news.
- The HT had successfully secured additional funding for SEND support. She had not been granted the full amount she requested, but having done a child by child review with the Hampshire SEND team, each child would be receiving some additional funding. Governors were delighted to hear this news.
- **Q: The SEND Provision Mapping software sounds very good, will that help?** It will not help with the funding but it will help to streamline the processes and structure of SEND.
- **Q: Would it be possible for governors to have a demonstration?** Yes, either as part of a

HT

monitoring visit or at an FGB meeting.

Health & Safety

- The school would be receiving a Health and Safety (H&S) Audit visit from county this year.
- The HT had officially given notice to HC3S to terminate their contract. This had arisen earlier than expected because, as part of the joint tendering process for a new contractor, HC3S had refused to release TUPE information unless the school had resigned from their contract. The last day of the contract would be 31st March 2023.
- In November a tasting session would take place with the other schools involved in the tendering process for four short-listed catering companies.
- **Q: What notice period was required in the current contract?** It was a statutory 6 month notice period.
- **Q: Will the children be involved in the tasting?** As the tasting will involve the other schools, the HT was uncertain whether there would be capacity for the children to be involved as well.

New Parents

- A new parents' evening was being held on Tuesday 17th October 2023 which AS volunteered to attend as a governor representative.

KCSiE and on-line safety

- The HT emphasised the importance of on-line safety and awareness of the latest KCSiE.
- Governors should expect to be asked by Ofsted if filtering and monitoring processes were in place.
- HK and OG would undertake to check filtering and monitoring processes.

Action 4: Check online filtering and monitoring processes in place.

Attendance

- The HT was pleased to announce that attendance across the whole school as of that day (28th September 2023) was 96%.
- She had received some 'backlash' as a result of penalty notices that had already been issued this year.
- **Q: Is there anything we can do to support you in this?** Support on the playground in discussions with parents would always be appreciated as some were aggressive.
- It was noted again that the fine system had been shown not to have a deterrent effect on parents, and that the money from the fines went to the government, rather than the school.
- **Q: Does the HT choose who gets fined?** Yes; the HT explained that she was operating a zero tolerance policy. The governors expressed their full support for her approach.
- **Q: Has there been an increase in Covid related absence?** There had been some, but it was noted that there was no specific advice around Covid currently and that children were expected to attend school if they were well enough to.

Additional governor questions and comments

- **Q: Re the Behaviour & Relationships Policy - is signing on the register enough to assure that "ALL staff signed to say they had read and understood it."?** It was assumed that the staff were professional in their conduct and only signed if they had read the policy. In addition, checks were made that staff understood the policy and that the policy was being implemented correctly. Plus training and discussion took place in staff meetings and at INSET days.

MW, KC and OG left the meeting investigate an unknown person on site at 7:27pm.

- **Q: Re pupil numbers: if there is a class with less than 30 pupils, is there a reason why there are children on a waiting list?** At the moment there was a lot of movement with children both leaving and joining the school. There was a lag between a child leaving and confirmation of another child to take their place. The office team had to work their way down the waiting list to find the next person who wished to take up a place. In one case the person on the waiting list was in another country. They would not be allocated the space until they were in the country. This resulted in vacant positions in classes whilst the administration process took place for a

HK, OG

<div>5.2</div> <div>5.3</div>	<p>child to be taken off the waiting list.</p> <p><i>MW, KC and OG returned to the meeting at 7:29pm having found nothing untoward.</i></p> <ul style="list-style-type: none"> • Q: Re KAD 2 - Do you have any particular resources in mind? I imagine there are a number of resources available (people, systems, IT tools, plans, etc.). My worry is that "resources" is very broad and it may be difficult to plan and/or assess whether they achieved the plan? Resources in this context is a broad term covering people and equipment used to support all those with SEND and/or Social, Emotional and Mental Health (SEMH) needs. Judgement on the effectiveness of the resources is judged in the results for SEND children. • Governors congratulated the teachers for their great work last year. This was evidenced by the comments that were shared by parents on their end of year reply slips. It was also felt to be positive that some improvement suggestions were also provided. • Q: There were 111 responses to the parent survey, this is approximately 25% of all pupils. Is this number similar to past years? Last year 97 responses had been received and this response was also in line with other previous years. • Q: How many families do these responses represent? It was estimated that there were approximately 300 families in the school. • Governors thanked the Family Support Link Worker (FSLW) for her report and the unbelievable stories they had shared from the past year. The HT would pass on the governors' thanks for all the FSLW's support to pupils and parents. • Q: How did you set your targets for 2023/24 for the School Improvement and Development Plan (SIDP) e.g. a target for writing of 75% for Age Related Expectations (ARE) and 23% for Greater Depth Standard (GDS)? The Senior Leadership Team (SLT) looked at a variety of data sets, how the cohort had performed previously and specific children in the cohort. From this an aspirational target was set, not lower than the national target. Ideally targets would be set at 100%, but it was recognised that they needed to be realistic. <ul style="list-style-type: none"> • The HT told governors that she had been rung up by the district manager with the news that last year's Year 6 cohort of disadvantaged (non-SEND) children had achieved 100% in their combined Writing, Reading and Maths; a very remarkable achievement. • The progress data from last year was still awaited. • Q: KCSIE online safety: is the filtering & monitoring required over and above what is already in place? No, it was more about increasing awareness. On-line checks had been completed using the Southern Grid for Learning and they had received positive feedback. All staff had been made aware that the Designated Safeguarding Leader (the HT) had overall responsible for online safety. She now received weekly reports on any inappropriate activity on the school network and these would be forwarded to the On-line Safety Governor for information. • Q: GDPR Incidents: has the root cause(es) of these incidents been understood and fed back into policy/ procedure updates? There had been one incident and the lessons from this had been fed back. In addition, there had been two requests for information on students who were at the school over 15 years ago. Clare Down had completed a thorough search and found a small amount of information to pass on. • A governor pointed out that the Education Select Committee has just published a report into persistent absence. It had some interesting recommendations: <ol style="list-style-type: none"> 1. A suggestion of government providing separate funding for schools to target absence. 2. Absence data should recognise different reasons for absence such as mental health, income, SEND etc. 3. A review of the fine system. <p>Action 5: Summarise the findings of the Education Select Committee's findings on persistent absence for governors.</p> <p>School Improvement and Development Plan (SIDP)</p> <p>The HT had circulated the SIDP for 2023/24 to governors prior to the meeting. KC had provided a SIDP Monitoring Plan and the teams for monitoring each Key Area of Development (KAD) were discussed under item 7.2 on the agenda.</p>	<div>MW</div>
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	<p>Safeguarding</p> <p>The HT's written report included the following summary of child protection cases since the 1st September 2023.</p> <table><tr><td>Children Looked After (CLA)</td><td>1 (1 child, 1 child from last year had left the district)</td></tr><tr><td>Child Protection (CP) Plans</td><td>2 (3 children)</td></tr><tr><td>Child in Need (CIN) Plans</td><td>2 (2 children)</td></tr><tr><td>Family Support Service (FSS) cases</td><td>0 (0 children)</td></tr><tr><td>Total Children's Support Department cases</td><td>6 children (1 child both CLA and CP)</td></tr><tr><td>Child Services Dept Early Help Hub</td><td>0 (0 children)</td></tr><tr><td>Post Looked After Children (PLAC)</td><td>6 children</td></tr></table> <ul style="list-style-type: none">• The Safeguarding Audit and Annual Report had been completed by the HT and Chris Cartlidge (CCa).• Safeguarding training was up to date and further training was planned for January 2024.• The only edit required to the Safeguarding Audit was to update the names of the governors who had completed Safer Recruitment Training.• It was agreed that the Action Plan from the audit should be reviewed at the FGB meeting on the 30th November 2023. <p>Action 6: Add Safeguarding Aduit Action Plan review to agenda for 30th November FGB meeting.</p> <p>DECISION: Governors approved the submission of the Safeguarding Audit to county by the 30th September 2023.</p>	Children Looked After (CLA)	1 (1 child, 1 child from last year had left the district)	Child Protection (CP) Plans	2 (3 children)	Child in Need (CIN) Plans	2 (2 children)	Family Support Service (FSS) cases	0 (0 children)	Total Children's Support Department cases	6 children (1 child both CLA and CP)	Child Services Dept Early Help Hub	0 (0 children)	Post Looked After Children (PLAC)	6 children	Clerk
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6	<p>Core Function 1: Ensuring clarity of vision, ethos and strategic direction</p>															
6.1	<p>Adoption of Hampshire Manuals</p> <p>DECISION: Governors agreed to adopt the following Hampshire manuals including their model policies and guidance:</p> <ul style="list-style-type: none">• Manual of Personnel Practice (MOPP)• Manual of Financial Practice (MOFP)															
6.2	<p>Review Policies</p> <p>The following policies had been updated and circulated prior to the meeting by the HT and CCa against the model Hampshire policies. There had been no significant changes to the content of the policies with the exception of the items noted below.</p> <ul style="list-style-type: none">• Best Value Statement• Intimate Care Policy• Child Protection Policy• Safeguarding Policy• Looked After Children Policy• Low Level Concerns Policy• SEND Policy• Capability of Staff• Staff Code of Conduct• Staff Discipline and Grievance Policy• Allegations of Harassment or Bullying of Staff• Whistleblowing Policy															

	<ul style="list-style-type: none"> • First Aid Policy • Behaviour & Relationships Policy – added 'Blue' behaviour category and guidance on recording behaviours in the My Concerns software. • Attendance Policy – minor updates made to reflect current practices and letters issued to parents. • Managing Allegations Against Pupils Policy <p>Governors thanked the HT for all her hard work in preparing such a large number of policies for the meeting.</p> <p>A governor reported that Gemma McDermid's name needed to be replaced on page 2 of the Looked After Children Policy. It was agreed that OG's name be used as a replacement.</p> <p><i>MW and KC left the meeting at 7:46pm and returned at 7:47pm with NB who had just arrived.</i></p> <p>DECISION: All the policies listed above were approved by governors, subject to the edit required to the LAC Policy.</p>	
<p>7</p> <p>7.1</p> <p>7.2</p>	<p>Governing Body Organisation</p> <p>Governing Body Policies</p> <p>The following GB policies had been circulated to governors prior to the meeting. There had been no change to the content of the policies.</p> <ul style="list-style-type: none"> • Instrument of Government • FGB Standing Orders • Finance and Personnel Committee TORs • Premises Committee TORs • Pay Committee TORs • Governor Code of Conduct <p>DECISION: Governors approved the GB policies listed above.</p> <p>Roles and responsibilities</p> <p>Governors discussed the roles and responsibilities, including committee membership and agreed the following (see also summary table at the end of the minutes):</p> <ul style="list-style-type: none"> • <u>Pay Committee</u>: MW (Chair), HK, LM • <u>HTPM</u>: NB (Chair), AS, OG • <u>Finance and Personnel (F&P) Committee</u>: MW (Chair), HT, CC, KC, ED, NW, NB, AS • <u>Premises Committee</u>: TG (Chair), HT, KC, NW, HK, LM, OG • <u>Safeguarding Governor</u>: HK and LM shadowing with a view to taking on the role next year. • <u>SEND Governor</u>: OG • <u>Development and Training Governor (DTG)</u>: AS • <u>Wellbeing Governor</u>: LM • <u>Online Safety Governor</u>: OG • <u>Diversity Governor</u>: ED • <u>Pupil Premium (PP) Governor</u>: MW • <u>KAD 1 (Curriculum) monitoring</u>: AS, CC, MW • <u>KAD 2 (SEND and SEMH)</u>: LM, OG, TG • <u>KAD 3 (Writing)</u>: HK, NB <p>Governors felt that there was no longer a need for a governor focused on 'Attaining Highly' as this</p>	

7.3	<p>was now embedded throughout the school.</p> <p>KC would be contacting governors in the following week to set up dates for visits in the autumn term. In particular, he was keen to complete H&S checks prior to the visit from Hampshire for the audit on the 9th November 2023. The schedule for the 9th of November would be:</p> <ul style="list-style-type: none"> • 10am H&S Audit • 1pm Property Services annual meeting • 6:30pm Premises Committee meeting (online) <p>TG agreed to attend the Property Services meeting.</p> <p>KC proposed that half termly H&S ‘walk-arounds’ were conducted by governors.</p> <p>A new visit to check online filtering and monitoring would be introduced which OG volunteered to do together with the IT Asset register check.</p> <p>GB Audit and Governor Recruitment</p> <p>There was a co-opted governor vacancy and it had been agreed that it would be beneficial to use the results of the skills audit and governing body self evaluation to identify the requirements for the vacancy. The HT would advertise the vacancy to the school community and OG would place the advert on the online Governor Recruitment websites (Action 43).</p> <p>Action 7: Analyse the results of the skills audit and GB self evaluation to identify requirements for recruitment and pass these to the HT and OG.</p>	Chair
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Good News</p> <p>Year 6 enjoyed their residential trip despite terrible weather. The HT thanked everyone for their hard work in making the trip a success. A provisional booking for next year was in the process of being negotiated.</p> <p>The external decorations work had started.</p> <p>A previous pupil, Kie Plumley had been signed to Manchester United’s under 21s team.</p>	
9.	<p>Date of next meeting(s):</p> <p>Pay Committee: 12th October 2023, 6:00pm, online</p> <p>F&P Committee: 12th October 2023, 6:30pm, online</p> <p>FGB: 19th October 2023, 6:30 pm, at school</p> <p>KC and the Chair gave their apologies for the F&P and FGB meetings.</p>	

The meeting closed at 8:15 pm.

Outstanding Actions

No.	Date	Agenda Item	Action	Whom	Deadline	Status
Academic Year 2021/22						
18	31/3/2022	5.1	Review the Governors' Induction Pack in light of the Ofsted briefing and add information on the school structure and how things work as required.	AS, NB <i>Revised</i>	25 May 2023 FGB <i>Revised</i>	ON-GOING
Academic Year 2022/23						
27	23/3/2023	6.2	Read the SEND Green Paper briefing on The Key (Gov Hub Knowledge).	All	25 May 2023 FGB	CLOSED
37	25/05/2023	6.5	Investigate process and action re-appointment of LA Governor (OG)	Clerk	September 2023	COMPLETE
39	13/7/2023	6.1	Add the Fire Safety visit report to Gov Hub.	KC	ASAP	COMPLETE
40	13/7/2023	6.1	Complete Risk Assessments visit report.	HK	ASAP	COMPLETE
41	13/7/2023	6.2	Send AS top three choices of WGBT topics.	All	ASAP	CLOSED
42	13/7/2023	6.3	Send out skills audit and SEF questionnaires for September 2023 FGB.	Clerk	Sept 2023 FGB	COMPLETE
43	13/7/2023	6.3	Put out a focused recruitment advert after the September 2023 FGB.	OG	Oct 2023 FGB	ON-GOING
Academic Year 2023/24						
1	28/9/2023	2.3	Complete annual declarations on Governor Hub	KC, ED, AS	ASAP	
2	28/9/2023	3.2	Investigate WGBT courses on diversity or SEND and report back to governors at the next FGB meeting.	AS	19 Oct 2023 FGB	
3	28/9/2023	5.1	Send out details of the Hampshire Governor Conference to all governors with a view to a governor representing the school.	HT	ASAP	
4	28/9/2023	5.1	Check online filtering and monitoring processes in place.	HK, OG	19 Oct 2023 FGB	
5	28/9/2023	5.1	Summarise the findings of the Education Select Committee's findings on persistent absence for governors.	MW	19 Oct 2023 FGB	
6	28/9/2023	5.3	Add Safeguarding Adult Action Plan review to agenda for 30 th November FGB meeting.	Clerk	30 Nov 2023 FGB	
7	28/9/2023	7.3	Analyse the results of the skills audit and GB self evaluation to identify requirements for recruitment.	Chair	ASAP	

Schedule of Tower Hill Primary School Governing Body Meetings 2023/24

Timing: All meetings are on Thursdays and start at 6:30 pm unless otherwise specified

Location: FGB meetings – in school (restrictions permitting)

Finance & Personnel (F&P), Premises and Pay Committee meetings – online

Autumn Term 2023		Spring Term 2024		Summer term 2024	
Start of Term Fri 1 st Sept 2023		Start of term Tues 2 nd Jan 2024		Start of Term Mon 15 th April 2024	
FGB	28 th Sept 2023	FGB:	1 st Feb 2024	F&P	9 th May 2024
Pay	12 th Oct 2023 (6 pm)			FGB	23 rd May 2024
F&P	12 th Oct 2023 (6:30 pm)				
FGB	19 th Oct 2023				
Half Term: 23 rd Oct to 27 th Oct 2023		Half Term: 12 th to 16 th Feb 2024		Half Term: 27 th May to 31 st May 2024	
Premises	9 th Nov 2023	Premises	29 th Feb 2024	Premises	13 th Jun 2024
Pay	23 rd Nov 2023 (6 pm)	F&P	7 th Mar 2024	F&P	20 th Jun 2024
F&P	23 rd Nov 2023 (6:30pm)	FGB	21 st Mar 2024	FGB	11 th / 18 th Jul 2024
FGB	30 th Nov 2023				
Last Day of Term Fri 15 th Dec 2023		Last Day of Term Fri 28 th Mar 2024		Last Day of Term Fri 23 rd Jul 2024	

Membership of Tower Hill Primary School Governing Body – 2023/24

MEMBERSHIP		ROLES & RESPONSIBILITIES		COMMITTEES			
		Statutory and Other Roles	KAD Monitoring	Finance & Personnel	Premises	HTPM Panel	Pay
Laura Ovenden	Headteacher	<i>Safer Recruitment Trained</i> <i>Safeguarding</i>		√	√		
Owen Gardner	LA	SEND Governor Online Safety Governor	KAD 2		√	√	
<i>vacancy</i>	Co-opted						
Camilla Collins	Co-opted	Chair <i>Safer Recruitment Trained</i>	KAD 1	√			
Kieran Collins	Co-opted			√	√		
Nicola Ward	Co-opted			√	√		
Mark Whitehead	Co-opted	Pupil Premium Governor <i>Safer Recruitment Trained</i>	KAD 1	√ Chair			√ Chair
Terry Genis	Co-opted	Forum Rep	KAD 2		√ Chair		
Helen Kinal	Parent	Safeguarding Governor	KAD 3		√		√
Laura Mace	Parent	Wellbeing Governor	KAD 2		√		√
Nick Brown	Co-opted	Vice-Chair	KAD 3	√		√ Chair	
Agnieszka Sasiela	Co-opted	Second Vice-Chair Development & Training Governor	KAD 1	√		√	
Emma Dinsdale	Staff	Diversity Governor		√			