



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

**Minutes of Full Governing Body (FGB) Meeting**  
**held on-line on Thursday 25<sup>th</sup> March 2021 at 6:30 pm**

**Present:** Chris Caswell (CC), Heather Chapman (HC), Camilla Collins ((CJC, DTG) (*joined at 6:35pm*)), Kieran Collins (KC), Owen Gardner (OG, **Chair**), Terry Genis (TG ), Helen Kinal (HK), Gemma McDermid (GM, **Vice Chair**), Laura Ovenden (LO, **Headteacher** (HT)), Nicola Ward (NW, Deputy Headteacher), Roger Panter (RP)

**Apologies:** Rachael Purvis (Clerk)

**Absent:** Nick O'Shea (NoS), Mark Whitehead (MW)

**In attendance:** Emma Dinsdale (ED), Emma Ramsier (ER), Annika Vincent (LA Cover Clerk)

**Meeting started at:** 6:33 pm

1.	Welcome	Action
1.1	<p>This was a virtual meeting with all participants on-line due to the Coronavirus (COVID-19). The Chair welcomed everyone and a few moments were taken to check all participants were able to hear and make contributions as needed.</p> <p>The Chair welcomed cover clerk AV who was standing in for the schools allocated LA Clerk.</p>	
2.	Apologies for Absence, Declaration of Pecuniary Interests / Conflicts of Interest	
2.1	Apologies for absence were accepted from the standing clerk . The meeting was quorate.	
2.2	There were no conflicts of interest or pecuniary interests declared in any of the agenda items.	
3.	Governing Body Appointments	
3.1	<p>The Chair welcomed HK as the new parent Governor and asked her to tell all governors a little about herself.</p> <p><i>CJC joined the meeting at 6:35pm</i></p>	
4.	Minutes of the last meeting	
4.1	<p>The minutes of the previous meeting held on 4<sup>th</sup> February 2021 were agreed and will be marked as signed on Governor Hub. The Chair will sign the paper copy of the minutes as a true and accurate record when normal meetings resume.</p> <p><b>Action 29:</b> <i>Electronically sign FGB minutes from 4<sup>th</sup> February 2021 on Governor Hub</i></p>	Clerk
4.2	Actions arising from the previous meeting were reviewed and recorded on the summary table of Outstanding Actions (page 7) at the end of these minutes.	
4.3	<p>Matters arising from the minutes and the actions list were discussed and are summarised below:</p> <ul style="list-style-type: none"> <li><u>Whole Governor Body Training (WGBT):</u> CJC has conducted a Skills audit across the Governing Body and identified some gaps that could be ideal for WGBT. The Chair suggested there could be a change of governors over the coming years due to terms ending and that succession planning was key to consider. It was agreed this was not a topic for WGBT and more for the specified roles. A governor suggested to choose a topic for WGBT that they wish to know more about rather than to fulfil a concerning gap in skills and knowledge.</li> <li><u>Safeguarding Questionnaire:</u> CC confirmed that he has added 22 further questions and would appreciate LO to review and verify they are relevant. This will be discussed at meeting referenced in action item 25.</li> <li><u>Safeguarding Questionnaires collation and analysis:</u> It was agreed that there will not be enough data for the July meeting and this should be pushed to the end of the Autumn term.</li> </ul>	

Minutes signed by (PRINT).....

Signature.....

Position.....

Date.....

	<p><b>Action 30:</b> Update deadline date to Autumn Term 2 FGB (Date TBC)</p> <ul style="list-style-type: none"> <li>Governors to read Page 19 of SEND Guidance:</li> </ul> <p><b>Action 31:</b> Send link to HK as a new governor so she is able to read and complete.</p> <ul style="list-style-type: none"> <li><u>Outstanding visits reports:</u> Still some outstanding and need to be returned to KC prior to the Easter Holidays.</li> </ul>	<p>Clerk</p> <p>Chair</p>
<p>5.</p> <p>5.1</p>	<p><b>Governors' Core Function 1</b> <i>Ensuring clarity of vision, ethos and strategic direction</i></p> <p><b>Policy Reviews</b></p> <p><u>Relationships, Sex and Health Education (RSHE) Policy:</u> ER advised Governors that should parents wish to withdraw their child/ren from the topic, they are required to complete a form requesting withdraw and provide a reason. The HT then reviews the request and will decide if it is an appropriate reason or not.</p> <p>Appendix 2 will be reordered.</p> <p>The HT explained this becomes a statutory part of the curriculum from the Summer Term (delayed from Autumn term due to COVID-19). Parents have received the policy for review and only 2 have queried if they are able to withdraw. Staff will be reviewing in the coming week.</p> <p>She thanked ER for a wonderful job compiling the policy as it has an overlap with the PSHE policy.</p> <p>It was confirmed that the school will record who withdraws and the reasoning behind the request. This is usually for religious reasons or from the local traveller families. After discussions with the family concerned, their concerns are allayed and they change their mind.</p> <p><b>The policy is high level therefore is it in line with the curriculum?</b> Yes it fits within the government expectations when used alongside PSHE policy where other elements requirements are covered and conducted via Jigsaw scheme of work. Jigsaw is a mindful approach to PSHE.</p> <p><b>Can parents request to withdraw from the entire subject or only part of it?</b> Withdrawal can only be requested for the Sex education element.</p> <p><b>DECISION:</b> Governors approved the RSHE Policy.</p> <p><u>Capability Policy:</u> The HT advised an updated copy has been added to Governor Hub after removing the noted watermark and dates flagged by CJC. In addition, a How to Guide has been added alongside the policy.</p> <p><b>What is the makeup of the panels at different stages moving from informal to formal? When would Governors need to be involved?</b> Details are in the How to Guide. If it was against the HT then, Governors would be involved from the start. The HT would seek guidance and support from EPS should any situation arise.</p> <p><b>What is the likelihood a situation would get to the formal stage?</b> They would work to resolve within the informal stages. There has not been any formal stages for 15 years.</p> <p><b>Are there any changes to the policy?</b> No. April 2019 was the last changes when this was last approved by Governors.</p> <p><b>DECISION:</b> Governors approved the Capability Policy.</p>	
<p>6.</p> <p>6.1</p>	<p><b>Governors' Core Function 2</b> <i>Holding the HT to account for the educational performance of the school &amp; pupils</i></p> <p><b>HT's Report</b></p> <p>The HT had circulated her written report to governors prior to the meeting and therefore just gave some updates and invited questions:</p> <p>Governors congratulated HT on securing the Huckleberry Farm placements, and asked how this had come about. The HT confirmed the school had funded for one child who was a non-attender at school to visit and has successfully been attending since the Autumn Term. During this link, the school were offered 6 lottery funded places that will be key for the pupils allocated to attend and it is hoped the</p>	

<p>relationship can continue moving forward.</p> <p><b>Pupil numbers on role for Macau and Wainhouse Class do not match up.</b> The HT confirmed these should be Boys 16/Girls 14 for Macau Class and Boys 13/Girls 15 for Wainhouse Class.</p> <p><b>Action 32:</b> Contextual School Profile @ 16<sup>th</sup> March chart to be updated</p> <p><b>Is there a crib sheet available of acronyms and terms used?</b> Yes. Need to also confirm if this is available within the Governor Induction Document. It was confirmed that the SEND document has them included.</p> <p><b>Action 33:</b> Send over a list of acronyms and terms used within the school to HK.</p> <p><u>Update on full school re-opening</u></p> <p>The HT reported a smooth re-opening of school from 8<sup>th</sup> March and staff have loved welcoming all pupils back.</p> <p><b>Are there any staff still currently shielding?</b> 4 staff are still shielding but this is due to end on 31<sup>st</sup> March, therefore they will be able to return on Thursday 1<sup>st</sup> April.</p> <p><b>What is the spirit like?</b> Pupils and staff are tired and ready for the Easter break, but there is a positive atmosphere and it almost feels back to normal other than pupils in bubbles. It has felt like a new school year and the pupils are enjoying being back. Pupils have responded well to being back in class and off Google.</p> <p><b>What are the pupils social skills like?</b> They are happy to be back with their friends and are playing well together. Normal tired problems are starting to appear and it will be a welcome break for the pupils.</p> <p>Governors thanked the HT and staff for all their work and commitment.</p> <p><u>Feedback on NQT moderation session.</u></p> <p>NW confirmed the session had taken place virtually with LO/NW and the NQT</p> <p>The school have met all their requirements and the final report provides a positive conclusion. It has been a tough year for the NQT due to the up and down nature within COVID-19 and placement is due to finalise in 5 days.</p> <p>The HT praised NW for a fantastic mentoring role.</p> <p><b>Is 1 NQT a low number for the school to normally have?</b> Yes. The previous period saw the school have 4 NQT placements. It is a big commitment and the mentoring role is hard. The previous 4 NQT are still at the school and growing in strength. They have also faced a challenging period to settle in due to COVID-19. It is unlikely the school will have an NQT placement this coming year.</p> <p><u>SIDP Review and future priorities</u></p> <p>The HT admitted this had not been a focus during the spring term due to COVID-19 but there is limited red on the report and every item has had some touch and action throughout the academic year. She is pleased with the progress and thanks the SLRT for their input.</p> <p>KAD governor visits will be able to commence again in the Summer term.</p> <p><u>Sports Premium review and plan</u></p> <p><b>With regard to the government requirement for swimming, it looks like Rushmoor are planning not the open the Farnborough Leisure Centre. Will we be able to find an alternative?</b> Governors discussed the impact that the closure will have on delivering the curriculum and ensuring pupils meet the required targets. Various suggestions were put forward for other venues that could be investigated, however knock on effects – such as transport availability and costs along with requirement for swimming teachers - will need to be considered. Many are not opening for private hire.</p> <p><b>There is a public consultation exercise, should we advise them about this aspect of children's education?</b> Governors felt this was necessary as Tower Hill can not be the only school this has impacted and caused concern for.</p> <p><b>How many children in Yr 6 will not have met the 25m requirements before the end of the school year?</b> It is unsure if this will need to be reported, however it is difficult to tell without seeing them in the pool again. The Yr 6's will have also missed a large chunk of their Yr 5 swimming lessons.</p>	<p>HT</p> <p>HT</p>
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	<p>Purchasing a school mini-bus is a huge spend that would not be big enough for all the pupils and therefore coach hire would need to be considered. There is not enough in the budget to fund all the year groups to catch up.</p> <p>It was mentioned that sports premium is not able to be used for Yr 5's as swimming is part of the curriculum for them.</p> <p><b>DECISION:</b> Some great suggestions, but best to way for guidance to be issued before agreeing on next steps.</p> <p>The Sports premium has to be spent on active playtime for pupils and as a result the HT sought approval from Governors for a new wooden Pirate Ship construction for the playground. A specialist safety floor will also be required at an estimated cost of £14k (fourteen thousand pounds). There is an £11k (eleven thousand pounds) underspend from the Sports Premium and there is at least £5k (five thousand pounds) left in the ad hoc maintenance budget line. It is expected that the carry forward surplus will be approx. £17k (seventeen thousand pounds) less than planned for in the November revision. The school council have expressed their desire to have a slide on the playground.</p> <p>Governors discussed how to position with the parents around naming due to potential concerns over 'pirate ship' giving a negative connotation. It was agreed, that this could be considered and named appropriately.</p> <p><b>The pirate ship sounds great – where will it be located?</b> Plans would be to locate it at the front of the school where the existing black mulch flooring is.</p> <p><b>Are there any safeguarding concerns with the construction (hidden areas etc)?</b> Not at all as it would be monitored by staff and have a specialised safety flooring.</p> <p><b>Are there any concerns around it being a wooden construction and rotting?</b> It comes with a 10 year warranty and wood is the preferred aesthetic feel for the playground.</p> <p><b>DECISION:</b> Governors approved the spend for the new pirate ship construction.</p> <p><u>Pupil premium review</u></p> <p>The HT reported a good financial year but reminded governors data is always slightly misaligned as they report at a financial year level but spend on an academic year level.</p> <p><b>Was there a significant increase of visits arranged in Autumn 20 term such that we managed to spend the full amount that originally covered supporting a residential trip? Or had the amount already been adjusted down?</b> The full budget was spent which was good to see with pupils attending multiple workshops during the Autumn term. The HT reported that we annually subsidise the school trips and visits by much more than what is set out in the pupil premium spend. In place of the Yr 6 residential, leavers hoodies were provided for Yr 6 pupils. Trips will hopefully be able to return in the summer term.</p> <p><u>H&amp;S report on accidents and near misses</u></p> <p>3 incidents were reported.</p> <p><b>Is this a low quantity of accidents?</b> Only incidents that result in a hospital visit are reported to RIDDOR.</p> <p><b>Do we identify where incidents and accidents occur to identify if any patterns of concern around the school?</b> Currently locations are not identified in our smaller accident reporting systems but this is a good idea and will look into the possibility.</p> <p><b>Action 34:</b> Update school accident reporting system to include location of accident.</p> <p><u>Child protection update on number of open cases.</u></p> <p>There has been quite a lot of safeguarding concerns lately. This has been attributed to pupils returning to school and staff having a duty to report items they hear. These are managed by a fab team with a robust process.</p>	<p>Chair/ NoS</p>
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6.2	<p><b>Are these children previously known to the staff?</b> Some are but there are some new pupils where there are concerns.</p> <p><b>How are the staff coping with this increased workload and emotion?</b> Safeguarding is at the forefront of staff minds and whilst concerns can be upsetting, staff are coping very well and being vigilant.</p> <p><b>Safeguarding Governors update</b></p> <p>CC has recently attended Effective Safeguarding Monitoring in Governance training and noted a few points to bring back for consideration by the GB.</p> <ul style="list-style-type: none"> <li>• Monitoring is all Governors responsibility and the burden falls with everyone and shared as part of all Governor visits. This ensures full GB responsibility and ensures focus is maintained.</li> <li>• Governor visits should include touching base with any visitors at the school to validate what information they have been given.</li> <li>• Worth separating out elements of the annual audit amongst the Governors and monitor throughout the year to maintain effective governance.</li> <li>• Report back the Governors findings to HT to assist with information to input for the annual audit submission.</li> <li>• Website check that all policies are up to date and easily available. Having visited the website CC admitted to not being able to easily trace the safeguarding policy and feels this should be more visible on the website.</li> <li>• A safeguarding health check can be requested if it is felt necessary.</li> </ul> <p><b>Action 35:</b> Consider location of the policy on the new website and ensure it is easily accessible.</p> <p>Governors discussed the feedback from CC and agreed it was worth checking the website and discussing further between CC and HT. It was emphasised that if the audit was split out amongst Governors then it is paramount that reports are typed up and submitted to KC as a priority.</p> <p><b>Should staff be included in the breakout of the monitoring items or is there a conflict of interest?</b> Evidence has to be documented and therefore there is no reason for staff not to be included and this will aid with the workload.</p> <p><b>Can this split monitoring be included as part of the KAD visits?</b> Yes – a new column can be added to the visit template and increases visibility of due diligence.</p> <p><b>Action 36:</b> Add a safeguarding column to the Governor SIDP monitoring planning document.</p> <p>CC announced to the GB that he would be departing at the end of the Summer to relocate to Scotland and therefore a new Safeguarding Governor will be required. There were no volunteers, therefore the Chair has agreed to lead on Safeguarding going forward once CC has departed.</p> <p>The Chair thanked CC for all his hard work and commitment.</p> <p><u>Verbal feedback from Safeguarding training</u></p> <p>2 sessions had been held at the school for staff Safeguarding training and some Governors had attended. There was good engagement and some great feedback. It is a hard topic to make engaging but it was delivered well.</p> <p>The HT thanked the Governors that attended.</p> <p><b>How was it perceived by the staff?</b> It is a frequent training topic to ensure focus and is received well. All members have to attend – admin and catering staff included – therefore ensuring a consistent approach throughout the school.</p> <p>The Chair thanked the HT for inviting Governors along.</p>	<p>KC/NW</p> <p>KC</p>
<p>7.</p> <p>7.1</p>	<p><b>Governors' Core Function 3:</b> <i>Overseeing the financial performance of the school, making sure its money is well spent.</i></p> <p><b>Update from Finance and Personnel Committee</b></p> <p>Governors were provided with the minutes from the Finance and Personnel Committee meeting held on 4<sup>th</sup> March 2021 prior to FGB for review.</p>	

<p>7.2</p> <p>7.3</p>	<p>In the absence of MW, CJC advised that Governors could utilise Governor Hub to submit any questions if there were any. The next budget review is due by 31<sup>st</sup> May.</p> <p><b>Spending Approval</b></p> <p>Covered earlier in the meeting during item 6.1 where Governors approved the spend for a new Wooden Pirate ship construction for the playground.</p> <p><b>Update from the Premises Committee</b></p> <p>Governors were provided with the minutes from the Premises Committee meeting held on 11<sup>th</sup> March 2021 prior to FGB for review.</p> <p>Governor question related to logging and monitoring accident hotspots was discussed earlier in the meeting during item 6.1. It was agreed that this monitoring would commence from the Autumn term as it would not be a true reflection at present with pupils in set bubbles and allocated areas.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p><b>Governing Body Organisation</b></p> <p><b>Annual Report</b></p> <p>Governors discussed how to move forward with the annual report and what needs to be included. It was generally felt that it had previously become too big and unwieldy and that going forward it needs to shine a light on what the Governing Body do in a simple format. Suggestions of contents were: Who we are, what we do, achievements from the last academic year and plans for the coming academic year. It was also suggested to include some Governor viewpoints and to bring some fun to the report. There were some concerns of adding too many figures and it becoming too data heavy.</p> <p><b>DECISION:</b> It was agreed for the school report to be finalised by July and then the Governors to compile their report ready to distribute in September. This will prevent the overlap of any data.</p> <p><i><b>Action 37:</b> Arrange a meeting to sketch out a format and rough content to then distribute to governors for their content input and ideas.</i></p> <p><b>Ofsted Planning</b></p> <p>KC presented some further questions for governors to consider as preparation for an Ofsted visit. Governors discussed their responses to the questions below.</p> <ol style="list-style-type: none"> <li>1. How would you as Governors know/find out that disadvantaged and SEN children receive appropriate support?</li> <li>2. What scrutiny has taken place with regard to SEND across the curriculum (not data)?</li> <li>3. How would you know how SEND/Disadvantaged pupils are achieving in subjects other than English and Maths?</li> <li>4.</li> </ol> <p>The SLT gave governors feedback on their responses, which they largely found to be good, and the need for evidence was emphasised.</p> <p>Governors also discussed recognising that not all responses are linear and that there is the potential for expanding responses that are not just academic based but to also include other aspects that can be recognised as achieving.</p>	<p>Chair/ CC/KC</p>
<p>9.</p> <p>9.1</p>	<p><b>Good News</b></p> <p><u>Book Week</u></p> <p>It was good to see pupils dressed up both in school and at home.</p> <p>The Masked Reader activity conducted by ED was received well.</p> <p><u>Red Nose Day</u></p> <p>£1k (one thousand pounds) was raised during Red Nose day.</p> <p>400 noses were sold and money donated to dress up.</p>	

	<p>Governors commented this was a fantastic amount to raise.</p> <p>There is a further fundraising day on Thursday 1<sup>st</sup> April selling sweets.</p> <p>The Chair requested for the HT to pass on thanks for everything on behalf of all the Governors.</p>	
10.	<p><b>Any Notified Business</b></p> <p>None</p>	
11.	<p><b>Date of next meeting:</b> <i>virtual meeting arrangements to be specified nearer the time.</i></p> <p><b>Finance and Personnel Committee:</b> 13<sup>th</sup> May 2021</p> <p><b>FGB:</b> 27<sup>th</sup> May 2021</p>	

The meeting closed at 8.24pm.

## Outstanding Actions

No.	Date	Agenda Item	Action	Whom	Deadline	Status
2	16/07/2020	7.6	Conduct parent election process in late September/early October 2020.	HT	25/03/2021 FGB	COMPLETE
3	24/09/2020	4.3	Write up and circulate notes from INSET Day 1 write-up	TG	ASAP	COMPLETE
7	12/10/2020	3.2	Safeguarding Audit - Organise additional confirmation that KCSiE Part 2 had been read by all governors	All / Clerk	ASAP	COMPLETE
15	26/11/2020	3.3	Investigate the content of Governor Recruitment WGBT course and report back.	DTG	25/03/2021 FGB	COMPLETE
16	26/11/2020	4.9	Post thanks to Fleet Lions on their Facebook page.	Chair	ASAP	COMPLETE
21	4/02/2021	3.2	Add action deadlines to action summary table	Clerk	25/03/2021 FGB	COMPLETE
22	4/02/2021	3.2	Review the safeguarding questionnaire and update to reflect the new KCSiE.	CC	25/03/2021 FGB	COMPLETE
23	4/02/2021	3.2	Collate and analyse safeguarding questionnaires and report back to the GB at the end of the year.	CJC	Autumn 2 FGB	CLOSED
24	4/02/2021	4.1	All governors to read page 19 on their responsibilities in the revised SEND guidance.	All	25/03/2021 FGB	COMPLETE
25	4/02/2021	4.4	Set up combined safeguarding and SEND meeting with Chris Cartledge, GM, HT and FSLW.	CC	Week after half term (22/02/2021)	ON-GOING
26	4/02/2021	6.1	Submit any outstanding visit reports to KC.	All	ASAP	ON-GOING
27	4/02/2021	6.2	Put the Equality Policy Appendix for review on the July 2021 FGB agenda.	Clerk	25/03/2021 FGB	ON-GOING
28	4/02/2021	7.1	Add Annual Report ideas and Plan to the March FGB meeting agenda.	Clerk	25/03/2021 FGB	COMPLETE
29	25/03/2021	4.1	Electronically sign minutes from 4 <sup>th</sup> February	Clerk	25/03/2021	
30	25/03/2021	4.3	Update deadline date for action item 23 to Autumn Term 2 FGB (Date TBC)	Clerk	25/03/2021	
31	25/03/2021	4.3	Send link for SEND Documentation to HK as a new governor so she is able to read and	Chair	ASAP	

			complete			
32	25/03/2021	6.1	Contextual School Profile @ 16 <sup>th</sup> March chart to be updated	HT	ASAP	
33	25/03/2021	6.1	Send over a list of acronyms and terms used within the school to HK.	HT	ASAP	
34	25/03/2021	6.1	Update school accident reporting system to include location	Chair/NoS	Autumn 1	
35	25/03/2021	6.2	Consider location of the policy on the new website and ensure it is easily accessible.	KC/NW	July 2021	
36	25/03/2021	6.2	Add a safeguarding column to the Governor SIDP monitoring planning document	KC	Autumn 1	
37	25/03/2021	8.1	Arrange a meeting to sketch out a format and rough content to then distribute to governors for their content input and ideas.	Chair/KC/CC	Summer 1	

### Governor Visit Timetable 2020/21

(Control Check visits also recorded in tables attached to F&P and Premises Committee agendas / minutes)	Governor(s)	Date and Status re Visit /Report to FGB	Report Status For Governor Records
<b>INSET Day 1 &amp; 2:</b> Induction – Safeguarding, H&S Procedures, Staff Well Being & School Organisation/ Routines	TG	complete	
<b>COVID catch up:</b> Risk assessment, COSHH, Working at Height, Legionella, First Aid, Pond, Fire Safety	MW, CJC, TG	Completed – Oct 2020	
<b>KAD 1:</b> Monitoring Visit 1	NoS, OG	Autumn 2 - complete	
<b>KAD 2:</b> Monitoring Visit 1	GM, OG	Autumn 2 - complete	
<b>KAD 3:</b> Monitoring Visit 1	RP, CJC, TG	Autumn 2 - complete	
<b>KAD 4:</b> Monitoring Visit 1	MW, CC	Autumn 2 - complete	
<b>INSET 3:</b> Child Protection Training	MW / all invited	Completed – Nov 2020	
<b>Remote Learning</b>	OG, GM, CC	Completed – Feb 2021	
<b>Safeguarding:</b> SCR check	CC	March 2021	
<b>IT Assets Check</b>	tbc		
<b>Finance:</b> Income, Purchase Card and Petty Cash Checks	MW		

### Schedule of Tower Hill Primary School Governing Body Meetings 2020/21

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

Autumn Term 2020		Spring Term 2021		Summer term 2021	
Start of Term Thurs 3 <sup>rd</sup> Sept 2020		Start of term Mon 4 <sup>th</sup> Jan 2021		Start of Term Mon 19 <sup>th</sup> April 2021	
<b>FGB</b>	24 <sup>th</sup> Sept 2020	<b>FGB:</b>	4 <sup>th</sup> Feb 2021	<b>F&amp;P</b>	13 <sup>th</sup> May 2021
<b>Pay</b>	1 <sup>st</sup> Oct 2020 (6 pm)			<b>FGB</b>	27 <sup>th</sup> May 2021
<b>F&amp;P</b>	1 <sup>st</sup> Oct 2020 (6:30 pm)				
<b>FGB</b>	15 <sup>th</sup> Oct 2020				
Half Term: 23 <sup>rd</sup> Oct to 2 <sup>nd</sup> Nov 2020		Half Term: 12 <sup>th</sup> to 22 <sup>nd</sup> Feb 2021		Half Term: 28 <sup>th</sup> May to 7 <sup>th</sup> Jun 2021	

<b>Premises</b>	5 <sup>th</sup> Nov 2020	<b>F&amp;P</b>	4 <sup>th</sup> Mar 2021	<b>Premises</b>	10 <sup>th</sup> Jun 2021
<b>F&amp;P</b>	12 <sup>th</sup> Nov 2020	<b>Premises</b>	11 <sup>th</sup> Mar 2021	<b>F&amp;P</b>	24 <sup>th</sup> Jun 2021
<b>FGB</b>	26 <sup>th</sup> Nov 2020	<b>FGB</b>	25 <sup>th</sup> Mar 2021	<b>FGB</b>	15 <sup>th</sup> Jul 2021
<b>Pay (HTPM)</b>	3 <sup>rd</sup> Dec 2020				
Last Day of Term Fri 18 <sup>th</sup> Dec 2020		Last Day of Term Thurs 1 <sup>st</sup> Apr 2021		Last Day of Term Fri 23 <sup>rd</sup> Jul 2021	

### INSET Day Timetable 2020/21

Date	Focus
3 <sup>rd</sup> & 4 <sup>th</sup> Sept 2020	<b>INSET 1 &amp; 2</b> Make the school ready for the children's return, conduct Safeguarding and Health & Safety (H&S) training, introduce the new School Improvement and Development Plan (SIDP) and focus on mental health and wellbeing.
2 <sup>nd</sup> Nov 2020	<b>INSET 3</b> Meet with the local cluster, arrangements for this and the theme yet to be confirmed.
19 <sup>th</sup> April 2021	<b>INSET 4</b> Outdoors Learning. This session will replace the session cancelled in 2019/20 due to COVID-19.
28 <sup>th</sup> May 2021	<b>INSET 5</b> Report Writing training day. This session will replace the session cancelled in 2019/20 due to COVID-19.

### Membership of Tower Hill Primary School Governing Body 2020/21

MEMBERSHIP 2020/21				Committees				
Governors (13) – HT / 1 Staff / 1 LA / 2 parent/ 8 co-opted			Full GB & Leads	Finance & Personnel	Premises	HTPM Panel	Pay	Pay Appeal
Chris	Caswell	Co-opted	Safeguarding Governor		√		√	
Heather	Chapman	Staff		√				
Camilla	Collins	Co-opted	Designated Training Gov	√		√		
Kieran	Collins	Co-opted		√	√			
<i>vacancy</i>		<i>Parent</i>						
Owen	Gardner	LA	<b>Chair</b> Allegations against HT		√		√	
Terry	Genis	Co-opted	Forum Rep		√ <b>Chair</b>			√
Gemma	James-Moore	Co-opted	<b>Vice-Chair</b> <b>Safer Rec</b> SEND Attaining Highly	√		√ <b>Chair</b>		
Laura	Ovenden	Headteacher	<b>Safer Rec</b> Safeguarding	√	√			
Nick	O' Shea	Parent	Sports Premium		√	√		√
Roger	Panter	Co-opted	<b>Safer Rec</b>	√				√ <b>Chair</b>
Nicola	Ward	Co-opted		√	√			
Mark	Whitehead	Co-opted	Pupil Premium	√ <b>Chair</b>			√ <b>Chair</b>	