

Terms of Reference

Name of Governing Board: Trimley St Martin Primary School

Terms of reference adopted on 24th November 2022

Review date Autumn Term 2023

Signed _____ Chair of Governors Lucy Ainsley

The Role of the Chair of the Governing Board

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and Suffolk County Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Headteacher and provides strategic direction

Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Board

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Board
- To advise the Governing Board on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Board
- To attend meetings of the Governing Board and ensure minutes are taken
- To maintain a register of members of the Governing Board and report vacancies to the Governing Board
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Board from time to time

Disqualification – Governors, Associate Members, the Headteacher

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none

The Role of the Clerk to Committees

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Board from time to time

Disqualification – the Headteacher

The Governing Board

The Governing Board has three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

Terms of reference:

- To agree constitutional matters*, including procedures where not set out in law
- To draw up the instrument of government and any amendments thereafter*
- To recruit new members as vacancies arise and to appoint new governors* where appropriate
- To hold at least three Governing Board meetings a year*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Board*
- To establish the committees of the Governing Board and their terms of reference*
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- To appoint or remove a Clerk to each committee*
- To suspend a governor*
- To decide which functions of the Governing Board will be delegated to committees, groups and individuals*
- To review and approve the delegation arrangements annually (Governing Board Decision planner) *
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary*
- Appoint selection panels for head teacher and deputy*
- Ratify or reject decisions of appointed selection panel*
- Appoint selection panel for members of the senior leadership team
- Establish and review procedures for addressing staff discipline, conduct and grievance*
- To establish a set of written principles for the school behaviour policy
- To approve the first formal budget plan of the financial year (*if not delegated to a committee*)
- To institute and keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To adopt and review annually a child protection policy
- To set up a Register of Governors' Business Interests
- To review and formally approve the policy for Pecuniary Interests (*unless delegated to the Finance Committee*)
- To formally approve and adopt the School Development Plan
- To oversee the arrangements for the induction of new governors to include an induction pack and procedures
- To consider training requirements on a regular basis to include whole Governing Board and individual governor training
- To ensure all documents required under statutory regulation are published on the school's website

- To review and monitor published performance data and receive regular report on pupil progress and attainment
- *Any items which individual governing Boards may wish to include*

***these matters cannot be delegated to either a committee or an individual**

Membership – As per the Instrument of Government

Disqualification – as per Regulation 17 and Schedule 4 of the Constitution Regulations

These terms of reference agreed by the Governing Board	24/ 11/ 22
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Name of Governor	Type	Term of Office Start Date	Term of Office End Date
David Kemp	Co-Opted	01.07.15	29.06.23
Samantha Ross	Headteacher	31.08.16	Ongoing
Lorna Adamson	Co-Opted	01.07.15	29.07.23
Judith MacFarlane	Teacher Governor	27.03.13	28.03.25
Samantha Painter	Co-Opted	02.06.14	10.07.26
Darryl James	Parent	29.03.17	28.03.25
Chris Lawrence	Parent	11.07.18	10.07.26
Alicia Mann	LA	23.10.12	11.04.25
Carl Osborne	Parent	11.07.18	10.07.26
Thomas Childs	Co-Opted	28.06.17	27.06.25
Jonathan Orbell	Associate	01.06.18	31.05.26
Julie Lawrence	Co-Opted	21.03.18	10.07.26
Lucy Ainsley	Parent	11.07.18	10.07.26
Heidi Walne	Parent	02.12.19	01.12.23
Jimmie Ireton	Parent	15.07.21	14.07.25
Katie Parker	Co-Opted	14.07.22	13.07.26

Chair of the Governing Board	Lucy Ainsley
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Vice-Chair of the Governing Board	Heidi Walne
Clerk (s) to the Governing Board	Carol Smee
Quorum:	One half of the number of Governors in post

Hearings Committee

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- To make any decisions under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action*
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Board's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Board's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Board's charging policy:
- *Additional items which individual Governing Boards may wish to include*

***cannot be delegated to an individual**

Name of Governor	Date Appointed to the Committee
David Kemp	11.07.18
Any Eligible Committee Member	24.11.22
Any Eligible member of the governing body (reserve)	24.11.22

Chair of the Committee	David Kemp
Clerk to the Committee *	LA appointed representative appointed by LA Buy Back Service
Quorum (minimum of 3, committee can determine higher number)	3

* (Schools' Choice can provide experienced clerks for hearings and appeals committees)

Appeals Committee

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*
- To consider any appeal against a decision short of dismissal under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- *Any items which individual governing Boards may wish to include*

***cannot be delegated to an individual**

Date Committee established	11.07.18	Date of next review:	24.11.23
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Membership – no fewer members than the Hearings Committee

Consider a Joint Committee with another school to be sure of having sufficient governors available for hearings and appeals

Disqualification: The Headteacher, any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

These terms of reference agreed by the Governing Board	24.11.22
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Name of Governor	Date Appointed to the Committee
Darryl James	11.07.18
Anyone Eligible Member of the Governing Body	24.11.22

Chair of the Committee	Lucy Ainsley
Clerk to the Committee *	LA appointed representative appointed by LA Buy Back Service
Quorum (minimum of 3, committee can determine higher number)	3

*(Schools' Choice can provide experienced clerks for hearings and appeals committees)

Date Committee established	11.07.18
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Date of next review:	24.11.23
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Pupil Discipline Committee

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held within 50 school days after receiving notice of the exclusion*)
- To consider the reinstatement of an excluded pupil within 15 school days of receiving notice of exclusion if:
 - the exclusion is permanent;
 - it is a fixed period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term; or
 - it would result in a pupil missing a public examination or national curriculum test
- To ensure that the guidance contained in the 'Exclusion from maintained schools, academies and pupil referral units in England' document is practised in the school, with specific reference to the role assigned to the Governing Board.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee
- *Any items which individual governing Boards may wish to include.*

Membership – minimum of 3

NB. The Governing Board may nominate a pool of governors from which three will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – The Headteacher*, any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member)

These terms of reference agreed by the Governing Board		24.11.22
Name of Governor		Date Appointed to the Committee
Anyone Eligible Member of the Governing Body		24.11.22
Chair of the Committee		Darryl James
Clerk to the Committee *		LA appointed representative appointed by LA Buy Back Service
Quorum:	3	

*May be provided by Schools' Choice Pupil Discipline Clerking Service if purchased

Date Committee established	06.07.16
Date of next review:	24.11.22

Other committees

The governing Board can decide the constitution, membership and terms of reference for all committees and must review these annually. Common committees include premises, staffing (personnel), finance, curriculum (also often called the standards committee or the progress and attainment committee).

Each committee must have a chair appointed either by the governing Board or by the committee (the governing Board should decide whether the chair will be appointed by the governing Board or the committee itself)

Each committee must have a clerk who cannot be the head teacher but it can be a governor. The NGA (National Governors' Association) recommends the appointment of an independent, professional clerk.

The membership of committees can include associate members as long as the majority of members are governors. Associate members can be given voting rights on committees as long as this has been agreed in advance by the governing Board.

The head teacher can attend all committee meetings even if they are not a member.

Quorum

This is a minimum of three governors who are members of the committee. The governing Board can set a higher number but this increases the risk of inquorate meetings.

Meetings

Frequency of meetings can be determined by the governing Board or the committee itself. Minutes should be made public but information deemed confidential can be left out of the public copy. If the chair is absent the committee can appoint an acting chair for that meeting. If the clerk is absent the committee can appoint a clerk for that meeting from among those present (this cannot be the head teacher)

Minutes of the meetings will be presented to the full governing Board by the chair of the committee.

Any decisions taken must be determined by a majority of those present, but no vote can be taken unless a majority of those present are governors

The following terms of reference are for three committees – staffing or personnel / finance and premises / curriculum or standards. Please adapt them to suit your committee structure. For example many governing Boards now have a resources committee which considers personnel and finance in one committee.

Staffing/Personnel Committee

Terms of reference:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure
- To oversee the appointment procedure for all staff to include ensuring the school has adequate arrangements in place to complete pre-employment checks
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation
- To ensure that all staff are reminded of the school's whistleblowing policy on a regular basis
- To approve and review a Performance Management policy for all staff*
- To annually review procedures for dealing with staff discipline and make recommendations to the governing Board for approval
- To review job descriptions for staff as appropriate and recommended by the head teacher
- To review and agree policies relating to Personnel as delegated by the Governing Board
- To oversee the process leading to staff reductions
- To be responsible for the suspension and/or dismissal of staff (including the Headteacher if delegated to a committee)
- To be responsible for the ending of a suspension for staff (including the Headteacher if delegated to a committee)
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards
- To be responsible, in conjunction with the Finance Committee, for determining dismissal payments/early retirement
- To produce, collate and report questionnaires for parents, staff and pupils
- *Additional items which individual Governing Boards may wish to include*

* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

Disqualification – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

These terms of reference agreed by the Board	24.11.22
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
David Kemp		06.07.16
Katie Parker		04.11.21
Lorna Adamson		06.07.16
Samantha Painter		06.07.18
Lucy Ainsley		27.09.19
Samantha Ross		06.07.16

Chair of the Committee	Samantha Painter	
Clerk to the Committee	Samantha Ross	
Quorum (minimum of 3, committee can determine higher number)		3

Date Committee established	24.11.22
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Date of next review:	24.11.23
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Finance Committee

Terms of reference:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- In consultation with the Headteacher, to draft (and approve) (*if delegated authority given to the committee*) the first formal budget plan of the financial year, carry out revisions and monitor the budget (half termly)
- To establish and maintain an up to date 3 year financial plan (Strategic Budget Plans)
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To review the Outturn Report and report any significant variances from the original budget to the Governing body
- To receive and review the Cash-flow report prior to presentation to the Governing body on a minimum of an annual basis
- To consider a Medium term plan report annually to inform the recovery of deficit if applicable
- To establish and review a Business Continuity Plan (in accordance with the requirements of the SFVS)
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To review and approve the charges and remissions policies and expenses policies
- To make decisions in respect of service agreements, contracts and insurance (buildings and public liability)
- To make decisions on expenditure following recommendations from other committees
- To be responsible, in conjunction with the Personnel Committee, for determining dismissal payments/early retirement
- To review the SFVS documentation as required: agree an action plan and timetable for remedial action and take a recommendation for formal approval of the SFVS to the Governing body annually
- To review, monitor and approve the Governors' Expenses scheme under delegation
- To maintain an overview of and ensure an up-to-date asset register is maintained together with an annual inventory
- To review and agree policies relating to Finance as delegated by the Governing body
- To consider an Audit report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate
- To complete the self-evaluation of Governing body competencies on an annual basis in respect of the Chair of Governors, Chair of Finance Committee and a governor with a finance role on an annual basis
- To review benchmarking data on an annual basis

These terms of reference agreed by the Governing Board

24.11.22

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Lorna Adamson	Governor	06.07.16
David Kemp	Governor	06.07.16
Samantha Ross	Headteacher	06.07.16
Lucy Ainsley	Chair of Governors	11.07.18
Christopher Lawrence	Governor	11.07.18
Heidi Walne	Governor	24.11.22

Chair of the Committee	Lorna Adamson
Clerk to the Committee	Lorna Adamson
Quorum (minimum of 3, committee can determine higher number)	3
Date Committee established	24.11.22

Date of next review:	24.11.23
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Curriculum / Standards / Learning and

Achievement Committee

Terms of reference:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To review anonymised SATs/GCSE data, ASP information and FFT data if appropriate.
- To consider pupil progress and how the school is targeting areas of under performance
- To discuss (using anonymised data) targets for pupil performance
- Monitor the impact of Pupil Premium funding
- Ensure that the requirements of pupils in vulnerable groups are met
- To consider and advise the governing board on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy (*no longer statutory requirement for schools to have a curriculum policy but governing board should monitor and advise if policy in place*)
- To review the school's own tracking data to identify progress including strengths and weaknesses and to receive details on the impact of targeted intervention
- To ensure that the requirements of children with SEND are met, as laid out in the Code of Practice, and receive regular reports from the head teacher or SENCO
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Board
- To review the Assessment Policy and ensure it is operating effectively
- To oversee arrangements for individual governors to take a leading role in specific areas of provision e.g. SEND, English, Maths. To receive regular reports from them and advise the Governing board.
- To consider recommendations from external reviews of the school (eg Ofsted or LA school improvement advisers) and agree actions as a result of the review. Regularly evaluate the implementation of the plan
- To monitor the school's relationships with the wider community
- To monitor arrangements for the celebration of children's achievements
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To approve risk assessments for educational visits and curriculum areas
- To review and agree policies for the curriculum as delegated by the Governing board
- To decide on the provision for Sex Education (*Primary Schools must consider whether to provide. Secondary schools must provide*)

These terms of reference agreed by the Governing Board

24.11.22

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Julie Lawrence	SEND	11.07.18
Carl Osborne	SEND	11.07.18
Julie Lawrence	CiC	11.07.18
Christopher Lawrence	English	27.03.19
Christopher Lawrence	Early Reading	17.10.18
Carl Osborne	Maths	27.03.19
Carl Osborne	PE	17.10.18
Jonathan Orbell	Science	06.07.16
Lorna Adamson	Arts & Culture	06.07.16
	History	
	Geography	
	Music	
	French	
	PSHE/RSE	
	Computing	
Alicia Mann	Safeguarding	06.07.18
Samantha Painter	Safeguarding	18.10.17
Heidi Walne	Safeguarding	30.10.19
Heidi Walne	SMSC	18.11.21
Lorna Adamson	Year R	01.09.22
Lucy Ainsley	Year R	01.09.22
Jonathan Orbell	Year 1	01.09.22
Katie Parker	Year 1	01.09.22
Samantha Painter	Year 2	01.09.22
Christopher Lawrence	Year 3	01.09.22
Heidi Walne	Year 3	01.09.22
Darryl James	Year 4	01.09.22

Alicia Mann	Year 5	01.09.22
Jimmie Ireton	Year 5	01.09.22
Carl Osborne	Year 6	01.09.22

Chair of the Committee	Lucy Ainsley
Clerk to the Committee	Carol Smee appointed by LA Buy Back Service
Quorum (minimum of 3, committee can determine higher number)	3
Date Committee established	24.11.22

Date of next review:	24.11.22
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Headteacher's Review Panel

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- *Additional items which individual Governing Boards may wish to include*

Membership – 2 or 3, but in Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors

Disqualification –The Headteacher and Staff Governors

These terms of reference agreed by the Governing Board	24.11.22
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Name of Governor	Date Appointed to the Group
Jonathan Orbell	11.07.18
Samantha Painter	06.07.16

Lucy Ainsley	23.09.19
LA Schools Choice Buy Back Representative	06.07.16

Chair of the Group	Lucy Ainsley	
Review Officer	LA Schools Choice Buy Back Representative	
Quorum (minimum of 2 suggested)	2	

Date Group established	23.09.19
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Date of next review:	24.11.23
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Premises Committee

Terms of reference:

- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the governing body on premises-related expenditure
- In consultation with the Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan (statutory requirement for review every three years minimum)
- To carry out risk assessments for the premises and ensure that the results of these are actioned and reported
- To review and agree policies relating to Premises, Health and Safety as delegated by the governing body
- *Additional items which individual Governing Bodies may wish to include*

These terms of reference agreed by the Governing Body	24/11/22
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Name of Governor/Associate Member	Date Appointed to the Committee
Chris Lawrence	18/10/17
Jimmie Ireton	18/11/21
Headteacher	06/07/16

Business Manager	Vacant
Caretaker	06/07/16
Thomas Childs	17/10/18
Lucy Ainsley	24/11/22

Chair of the Committee	Vacancy
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Clerk to the Committee	Business Manager
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	24/11/22
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Date of next review:	24/11/23
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Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To monitor progress of the School Development Plan when linked to a specific subject / area of delegation e.g. literacy, numeracy
- To regularly report to the Governing Board, the Curriculum Committee or the Steering Group, whichever the Governing Board deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Board
- To attend training as appropriate
- *Any items which individual governing Boards may wish to include*

Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

Area Of Responsibility (these are suggestions only)	Name of Governor	Liaising with	Reporting to
Safeguarding	Alicia Mann Lucy Ainsley Heidi Walne	Safeguarding Leads	Governing Body
SEND	Carl Osborne Julie Lawrence	SENCO/Headteacher	Steering/Curriculum/Gov. Body
Looked After Children	Alicia Mann Julie Lawrence	Designated Looked Children's Lead Headteacher	Governing Body
Pupil Premium	All Governors	Headteacher / Business Manager	Governing Body
Parental Engagement	Lucy Ainsley	Headteacher	Governing Body
Tracked groups	Headteacher	Lucy Ainsley	Governing Body/LA
Governor Training	Lucy Ainsley	Headteacher	Governing Body / LA
Health and Safety	Vacancy	Headteacher/Business Manager	Governing Body/LA
Data	All Governors	Lucy Ainsley	Governing Body/LA
Assessment	All Governors	Lucy Ainsley	Governing Body/LA
Gifted & Talented	Darryl James	Judith MacFarlane Headteacher	Governing Body
GDPR	Jimmie Ireton	Headteacher / Business Manager	Governing Body
Link Governor	Alicia Mann	Lucy Ainsley	Governing Body / LA

These terms of reference agreed by the Governing Board	24/11/22
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Date Delegation Agreed	24/11/22
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Date of next review:	24/11/23
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Governing Body Meetings DATES 2022- 23

Attainment and Progress Meetings

1.	Thursday 10 th Nov 22 - 6pm
2.	Thursday 2 nd March 23 - 6pm
3.	Thursday 18 th May 23 – 6pm

Finance Meetings

1.	Thurs 20 th October 22 - 8:15am
2.	Friday 9 th December 22 - 8:15am
3.	Friday 3 rd February 23 - 8:15am
4.	Friday 10 th March 23 - 8:15am
5.	Friday 16 th June 23 – 8.15am

Full Governing Body

1.	Thursday 24 th Nov 22 - 4pm
2.	Thursday 23 rd March 23 - 4pm
3.	Thursday 13 th July 23 - 4pm

Safeguarding Meetings

1.	Friday 20 th January 23 - 8am
2.	Friday 23 rd June 23 - 8am

Pay & Personnel

1.	Thursday 22 nd Sept 22 - 8am
2.	Thursday 8 th Dec 22 – 8am
3.	Thursday 9 th Feb 23 - 8am
4.	Thursday 4 th May 23 - 8am

Health & Safety

1.	Wednesday 2 nd Nov 22 - 8:15am
2.	Wednesday 1 st Mar 23 - 8:15am
3.	Wednesday 17 th May 23 - 8:15am