

**Biddenham International School & Sports College: Minutes of a meeting of the Full Governing Board (FGB)
held on Wednesday 20th September 2023 at 7.00pm**

Governor	Position	Attendance 2023/2024	Present
David Bailey	Head Teacher (Ex-Officio)	1/1	David Bailey (DB)
Carole Bell	Co-opted Governor (Chair of Governors)	1/1	Carole Bell (CB)
Abdul Shakoor	Staff Governor	1/1	Abdul Shakoor (AS)
Anne Day	LA Governor	1/1	Anne Day (AD)
Sarah Crafter	Co-opted Governor	0/1	
Saqib Hussain	Co-opted Governor	1/1	Saqib Hussain (SH)
Nezma Begum	Co-opted Governor	1/1	Nezma Begum (NB)
Tara Rogers	Co-opted Governor	1/1	Tara Rogers (TR)
Carlene Nisbett	Parent Governor	1/1	Carlene Nisbett (CN)
Catherine Walters	Parent Governor	1/1	Catherine Walters (CJW)
Georgina Ainscough	Partnership Governor	1/1	Georgina Ainscough (GA)
Nikhita Hodge (formerly Saggi)	Partnership Governor	1/1	Nikhita Hodge (NH)

Apologies: Sarah Crafter
Not in attendance:
Also in attendance: Eleanor Grylls (EG) – Head of School Heather Harris (HH)– School Business Manager Eve Piotrowski (EP) – Head Prefect Darius Tatu (DT)– Head Prefect
Minutes: Sue Newman (SN) - Clerk to Governors

Item No.	Item	Action
1.0	Welcome and apologies Apologies were accepted from Sarah Crafter. The Chair welcomed everyone to the meeting and all present introduced themselves.	
2.0	Confirmation of Chair – CB was reappointed as Chair for a further year. Appointment of Vice Chair – NB was reappointed as Vice Chair for a further year.	
3.0	Declaration of Pecuniary and Other Interests: Annual declarations – All Governors were asked to complete the circulated annual declaration of interests form and return to the Clerk. For this meeting – There were no interests declared.	All
4.0	Governing Board Governance: Welcome and appointment of new Governors – The Clerk had approached the LA several times to request that AD be accepted as the LA Governor for a further term. Unfortunately, no response had been received so Julia Newman at the LA had recommended that a final message be sent to say that AD would be reappointed at tonight’s meeting unless Member Services responded to say they did not accept this. The Clerk had written to Lesley Blue at the LA on 18 th July 2023 to confirm this would be the approach. No response had been received and so it should be assumed that they were content for AD to be reappointed. As such, the FGB confirmed that AD should be reappointed for a further 4 year term. DB had also put a call out to the school community to seek interest in the 2 co-opted Governor vacancies. Five individuals had come forward. TR had been appointed by the FGB by e-mail over the summer and this appointment was confirmed by the Governors present. Of the remaining four applicants, 2 had since stepped down, DB had held an initial meeting with one and was still to make contact with the other. If both were suitable and still wanted to join the Governing Board, it would be possible to appoint one as a co-opted Governor and the other as an Associate Member. Code of Conduct 2023/24 – Governors discussed the key messages included within the circulated Code of Conduct (which was based on the NGA model). It was unanimously agreed to adopt the proposed Code of Conduct for this academic year.	

Signed as a true and accurate record

Chair:..... Date:.....

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	<p>Terms of reference for FGB and Discipline (Exclusions) Committee – The proposed terms of reference for the FGB were approved. There was a requirement to hold one FGB meeting a term, but BISSC had decided to hold 4 a year (2 in the Autumn term and one in each of the remaining terms). The FGB had also recently completed a skills audit. The proposed terms of reference for the Discipline Committee were approved subject to all references to “fixed term exclusions” being updated to “suspensions”. The school had very few permanent exclusions and a low level of suspensions. The Membership of this Committee was not fixed but would be drawn from available Governors as required.</p> <p>Membership of Committees (inc Pay) – Proposed membership for each Committee had been circulated and was agreed. It was agreed that TR would join the B&W Committee. It was further agreed that SH, NH and CJW would form the Pay Committee for this year. There had been no need for a Strategy Committee meeting for some time, but this would be kept under review.</p> <p>Governor Responsibilities & Visits – The headline responsibilities would not change this year, but there would be a refocusing of the priorities within these. EG would complete some initial work on this and table a recommendation to the Curriculum and B&W Committees. It was also proposed to simplify the Governor Visits Report Form.</p> <p>Governor Awayday / training session – DB and CB would discuss a possible format and arrangements for a session later in the year.</p> <p>Keeping Children Safe in Education (Revised September 2023) – All Governors were asked to read the revised Keeping Children Safe in Education guidance (circulated) and would be contacted in due course to confirm they had done this. Governors discussed the importance of safeguarding at all levels within school. The LA were running an on-line safeguarding training session next Tuesday - led by the LA’s Safeguarding Officer – and Governors were encouraged to attend if possible. <i>In response to a Governor query, it was confirmed that all Governors would be asked to redo their safeguarding training later in the year, most likely the Key’s on-line course.</i> In addition, CW would provide her regular safeguarding update at the November FGB meeting.</p> <p>Governors’ Annual Report – CB agreed to draft the Annual Report.</p> <p>Principal’s Performance Appraisal – CB would be agreeing a date for later in the term, and she requested that at least one other Governor be involved with this.</p>	<p>SN</p> <p>EG</p> <p>DB/CB</p> <p>All</p> <p>CB</p>
5.0	<p>Minutes of the last Full Governing Board meeting held on 28th June 2023 and matters arising.</p> <p>The minutes of the meeting held on 28th June 2023 were agreed as a true record and could be signed as such. An update on the LA Governor and Governor Awayday had already been provided. The new Chair of the B&W Committee would be agreed at the Committee’s next meeting. The Clerk had gathered evidence of a number of additional Governor Visits, but these had not all been recorded in the suggested format. All other actions had been completed. <i>In response to a Governor query, it was confirmed that there had so far been no Government guidance issued on the appropriate use of pronouns in school.</i></p>	
6.0	<p>Report from Head Prefects</p> <p>DT confirmed the beginning of term had gone well, although there had been some issues with Wednesday period 5 (sports) which had been resolved by the provision of additional options. The Senior Prefects had yet to have their first official meeting but had already had many discussions and developed an initial list of activities they planned for the year. They were looking to develop a programme of 1-2-1 meetings for each year group, involving the Heads of Year, and a selection of students – effectively creating a student body for each year group supported by the Senior Prefects. There were also plans to repeat “Christmas in a Box” this year, possibly running this twice (before and after Christmas). Governors asked for parents to be given plenty of notice of when donations would be required. There were early thoughts of running a “University Challenge” within the school, incorporating the idea of the school Houses (which weren’t currently used much outside of sports day). The Discover Society would be continuing and it was hoped to make this more accessible to students, helping a greater number with CVs, personal statements, job applications etc.. Senior Prefects were considering running weekly sessions, and developing academic societies for each subject, led by students to provide peer support. The Head Prefects would be able to provide an update on all of these issues at the next FGB meeting. EP then advised Governors that the Student Forum had met yesterday and had an interesting discussion on the school’s Student Harassment Form and whether this should remain anonymous. Although anonymity encouraged students to report issues, it would be more useful to understand who had been affected and more of the context. The Student Forum had therefore suggested that an optional to include identity be added. The Student Forum had also identified a potential weakness in the new detention process, which currently included a 1 month gap between the first and last detention for incidents of low-level disruptive behaviour. The Student Forum had suggested this be reduced to a 2 week gap. The Forum had also discussed the use of mobile phones in school, with younger students feeling that staff may be showing too much leniency in managing phone use in class. They had also discussed the possible use of pouches (such as Yonder). <i>In response to a Governor query, it was confirmed that these could be used to promote a positive working environment, which would be especially effective for younger students.</i> Staff were investigating the possibility of</p>	

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	<p>installing a system, but acknowledged this would be very expensive and logistically difficult. <i>In response to a further Governor query, it was confirmed that the school policy currently said that phones had to be out of sight during class, and there was an escalating response from staff to this rule being ignored (3 warnings then confiscation, with parents having to collect in cases of repeat offenders). Staff had recently sent out a letter to parents explaining the expectations and possible sanctions and would now be enforcing this more robustly. In response to a Governor query, it was confirmed that other local schools were using a pouch system, and staff had viewed this in operation at Bedford Academy.</i> The Student Forum had received some complaints about cold food being served in the canteen, and reports that some of the staff could be a little mean. <i>In response to a Governor query, it was clarified that some of the staff had caused embarrassment to students who had no credit on their accounts, by shouting at them and insisting they return their food. Staff confirmed this was not the school policy, and that no child should be going hungry.</i> There was an agreed “tolerance” in place and the school frequently exceeded this. It was agreed that HH would speak to the Canteen staff to ensure they were all aware of the school policy. <i>One Governor had also received feedback that the lunch queues were very long and queried whether students found this a problem.</i> The Head Prefects confirmed this was an issue, particularly on a Tuesday (due to the later start to the day). DB explained there were now 6 different food outlets – one more than last year (although not all served hot food). However, it had not yet been possible to recruit additional staff for the new servery. Staff outlined some of the things they were doing each day to move the queues through quickly. This included encouraging students to come in early for a free breakfast on a Tuesday, to take the edge off their lunch time hunger. It was accepted that the queues would also speed up as the Year 7 students got into more of a routine. <i>In response to a Governor query, it was confirmed that Year 7 & 8 students still got to go to lunch 5 minutes earlier than other year groups but increasing this further had too much of an impact on the school day.</i> Staff confirmed that students were generally served within 10-12 minutes, that students appreciated what staff were doing to reduce the queues and were generally very well behaved whilst queuing. Governors requested an update on the speed of serving at the next FGB meeting. <i>Governors also noted that this would be an issue to consider as the school expanded.</i> School lunches were proving popular, and students clearly liked the food that was being served (other than the occasional complaint about temperature of food). <i>Governors noted that Sixth Form students had access to a kettle and microwave and queried whether it would be possible for younger students to also have access. Staff did not believe this would be safe. It was also noted that the 6th Form microwaves had reduced from three to two over the summer break and HH agreed to investigate why the third had been removed and if it could be replaced.</i> The 6th Form currently took part in a “Culture Day” and the Senior Prefects hoped to filter this through into other year groups, possibly during a Wednesday wellness session.</p> <p>DT and EP left the meeting.</p>	<p>HH</p> <p>DB</p> <p>HH</p>
7.0	<p>Budget update and financial approvals</p> <p>The August budget update had been circulated before the meeting, along with a forecast report. HH stressed that it was too early in the year to make any meaningful outturn predictions. The school had received some additional income streams, which had increased the income projections. An update on the situation with teacher pay had been circulated <i>and in response to a Governor query, it was confirmed that there was no news yet on any additional funding to cover the proposed increases.</i> The Government still seemed to be assuming that schools could pay a 4% increase out of existing funding streams but it was hoped that additional funding would be made available to cover anything above this. However, there was currently no information on when or how this would be done. HH had therefore included a 4% increase within the school budget. Overall, the increase would be in the region of 6.5%, but this would depend on the demographic of the staff team. It had not yet been possible to recruit the additional education support staff, so these budget lines were running behind. <i>In response to a Governor query, it was confirmed that it had so far only been possible to recruit enough TAs to cover those that had left, and not the additional TAs included in this year’s budget.</i> In addition, there had been 4 cover staff in the budget but only one had been recruited (with another just about to be confirmed). <i>A Governor informed the meeting that several people had reported having tried to apply but were having difficulties with the application software.</i> It was confirmed that applications were being managed through the My New Term system, but that people should be encouraged to get in contact with the school if they were having difficulty. <i>Governors suggested the vacancies be advertised through the school newsletter</i> and it was confirmed that the posts had been widely advertised. Two recent Admin. posts had received a high number of applications and had been successfully filled. <i>In response to a Governor query, it was confirmed that the school finances were currently in good order, despite the pressures of the teacher pay rises.</i> Governors confirmed their approval of the budget forecasts, which had previously been agreed by e-mail. Governors were advised that the capital expenditure had been increased by £12k to cover the purchase of some additional computers. Governors also noted that expenditure on the new block had been significant and HH confirmed that she had yet to claim the £100k contribution back from the LA (although it was shown in the income). The LA had yet to make contact to arrange the annual audit.</p> <p>HH left the meeting.</p>	

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8.0	Principal's Report	<p>A written Principal's report had been circulated before the meeting. The school had received some positive coverage in the local papers on results days. The official opening of the Pearson Block had gone well and had presented a nice opportunity to thank the builders and to show local councillors and the Mayor around the school. Students were loving the new space and it was operating well. A visual survey had been undertaken around school to see if there was any RAAC concrete on site. An initial report had now been received, confirming that 4 of the buildings were clear (including 2 of the older buildings). However, the remaining buildings would need a more obtrusive survey to be certain. The LA had asked to do this on 12th October but, as it would not be possible to conduct the survey with students in place, DB was hoping to arrange for it to be completed during half term. A DfE Advisor and Architect had also been assigned to the school and staff would be meeting with them shortly to discuss what needed to be done. DB was fairly optimistic that no RAAC concrete would be found on the school site – especially as none had been found during the recent building works - but Governors were aware of the possible risk. <i>In response to a Governor query, it was confirmed that there was no contingency plan should any RAAC concrete be found.</i> Governors discussed this situation and recognised that it had been possible to find alternative ways of working through the Covid pandemic. However, it would be very difficult to find a creative solution if a block was completely taken out of use due to RAAC concrete. DB had attended a Borough wide Heads meeting last week to discuss suspensions and exclusions. The number of exclusions in the Borough was higher than the national average (although suspensions were lower than the national average). During the meeting, the last 4 years of Borough data had been reviewed and this had shown that BISSC had the lowest number of exclusions in all year groups over the last 3 years. It had also been within the lowest 3 schools for suspensions. There had been 54 exclusions last year, across the 17 Borough schools. Only 1 of these had been at BISSC. Overall, this had provided a nice validation of the behavioural work being undertaken at BISSC. There was a need for a focused effort on attendance, which was currently below average at BISSC (particularly for persistent absenteeism). However, this was recognised to be a national issue. The school had a new Attendance Lead in place and DB would work with them – and the existing Attendance Officer - closely to supplement what was already being done in school. In the first 2 weeks of term, attendance had been 94%. Staff were taking a firm but fair approach to absence and would be doing further work with parents to ensure they understood the very strong correlation between attendance and outcomes. <i>In response to a Governor query, it was confirmed that the data on attendance affecting outcomes was shared with parents, and parental engagement was seen as vital to improving this situation.</i> There was also a need to further understand the student groups involved and the reasons behind absence so that staff could better focus their efforts. <i>Governors queried whether there would be benefit in undertaking an anonymised parental survey to understand parental attitudes.</i> It was confirmed that all data was recorded in class charts and that Chris Beeden analysed patterns in this data. However, there was some doubt as to whether parents would be honest about their thoughts and attitudes in a questionnaire. Governors would receive further reports on this throughout the year. <i>Governors queried whether the new gate might be having a negative impact on the situation, and it was confirmed that an intercom – with camera - was being fitted this week.</i> However, it was pointed out that this was not a public footpath and should not be used by anyone other than the school population. It was acknowledged that the school's previous "late gate process" had lapsed during the Covid pandemic and there was a need to relaunch this. The Open Evening would be held on 2nd October, with talks starting at 4.45pm, 5.30pm and 6.15pm. All Governors were invited to attend.</p>	
9.0	Chair's report	<p>The Chair had used the recent opening of the Pearson Block as an opportunity to promote the good work in school with the Mayor and Lead for Childrens' Services.</p>	
10.0	Analysis of summer results	<p>An analysis of the summer exam results had been circulated before the meeting. Overall, there were plenty of reasons to be cheerful, but also lots still to focus on. It was recognised that the school had performed well last year, but this had been seen as an interim year, with some adjustments made nationally. This year, Ofqual had said that standards must return to 2019 levels, which had led to grades dropping nationally. However, when considering the school results from 2018, 2019 and 2023, it was possible to see a general upwards trajectory. Governors were reminded that the A-Level and B-tech value added was based on prior attainment, which was not available for this cohort. Data for 2022 had been created internally but data had not been calculated for 2023 as this would not provide a meaningful comparison. However, staff believed that overall, the top end had done better than expected and the rest of the cohort had been pretty much on target. This was a positive outcome in what was a somewhat difficult year. Twelve subjects were either close to or above targets. There had been considerable variation between subjects nationally, with significant grade boundary moves in many subjects (by as much as 15 marks in some cases). This had made predictions very difficult. There had also been considerable disparity between centres and different areas of the country (with the greatest impact in disadvantaged areas). <i>In response to a Governor query, it was confirmed that most schools had seen a drop in results this year.</i> At BISSC, attainment had increased</p>	

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for disadvantaged students, but it was likely that the progress gap would have increased again. Nationally, the gender gap had narrowed. At BISSC, females had performed better overall, but the top performers were all male. Governors were provided with case studies for some of the top performing students. One student – who had achieved A* in Maths, Chemistry and Further Maths and an A in EPQ, had been turned down by Cambridge University. *In response to a Governor query, it was confirmed that no BISSC students had been accepted to Oxbridge this year.* However, there were lots of very positive student stories. The impact of poor attendance was once again very evident to see. Governors were reminded that this was the first set of formal exams for many of the students within this cohort. Staff had noticed an increase in unconditional offers again this year, which could have a negative impact on student motivation. Some students had clearly been hit by the grade boundary changes, achieving lower than expected grades. However, they all still had positive destinations. Governors reviewed a pie chart depicting the breakdown of this year’s destinations. There was still a significant number going to university but there had been an increase in the number of students taking a gap year (possibly due to finances). There was also an increase in the number of students doing apprenticeships / apprenticeship degrees or retaking a year (possibly due to disappointing grades as a result of grade boundary changes). There were still a small number for whom staff did not have destinations (10% compared to 12% at this point last year). *In response to a Governor query, it was confirmed that many of the students taking a gap year were intending to work during this period.* Governors also recognised that more employers were offering alternative study options that avoided huge debt.

KS4 students from last year and this year had KS2 scores, so staff were able to measure their progress data. Staff reminded Governors how progress 8 and attainment 8 were calculated. *In response to a Governor query, it was confirmed that Religious Studies was included within the Open Bucket.* Results at BISSC were up from 2019 to 2023 in many areas, including progress 8, attainment 8, Basics, English, Maths, Ebacc and Open. In addition, progress 8 was only just lower than 2022, which was really positive (although this was all based on SISRA data as the official data would not be published until October). Governors were again advised that there had been significant disparity between subjects and centres, with a north / south divide and a widening gap between advantaged and disadvantaged students. Governors reviewed the school’s results against last year’s targets, and then reviewed the new targets set for 2023/24. At a national level, the gap between advantaged and disadvantaged students had widened but had narrowed slightly at BISSC this year (and was better than national). Progress of disadvantaged students at BISSC was also better than national. Students with EHCPs and K students had both performed well, at considerably better than the national average. *Governors queried whether BISSC offered functional skills to KS4 students and were advised that a range of alternative approaches were on offer.* However, these did not fill progress 8 buckets. *In response to a further query, it was confirmed that staff would begin to put support in place for any student suspected of having an additional need and would not wait for a formal diagnosis.* HAPs had met target and were higher than national. Low and middle prior attainment students had also made good progress. EAL students – which was a significant cohort – had done very well, achieving 2/3 of a grade higher. *In response to a Governor query, it was confirmed that staff did analyse EAL data by subgroups, and this analysis could be found on pages 6 and 7 of the circulated exam results booklets.* Governors queried how BISSC’s progress 8 score would compare nationally, and it was confirmed that this was not yet known. However, staff were optimistic the school would be in the top 20% nationally. Governors discussed the Government / LA’s focus on attainment but recognised that progress could be much more important in judging a school’s performance. However, they accepted that attainment was what counted in “the real world”. Governors reviewed the sub-group progress 8 data and noted the impact of starting late at the school. This would be reduced going forward as the school was now full in every year group. Whilst there would still be students transferring in and out of the school, it should be a much more stable cohort moving forward. The impact of non-attendance – which was currently much higher than pre-pandemic – was once again noted. Areas for particular focus going forward would include Ebacc, Geography, Science and some of the Visual Arts. Staff recognised that the Science results had been particularly disappointing despite some strong subject teachers and leadership. However, they had already developed a Science Achievement Plan (which would be reviewed in more detail at the next Curriculum Committee meeting). Governors discussed the impact of the school’s approach to single Sciences and recognised this was a somewhat unusual approach. *Governors then queried whether the Science results had come as a surprise to staff and students, and whether staff understood why this had happened.* In response, it was confirmed that the poorer results were probably due to a combination of factors, including staffing changes, maternity leave, difficulty in predicting and not enough time on exam practice. In other schools, access to single Sciences would normally be limited to students with higher prior attainment, so the whole cohort approach at BISSC possibly led to an unfair distribution compared with other schools. This approach was to be reviewed, with a view to increasing the number of students taking combined Science instead. There had also been significant grade boundary changes within all the Sciences, which had meant the school’s predictions had been widely out. *Governors noted there had been quite a lot of change within the Science team in recent years and queried whether staff were in place for this academic year. It was confirmed that appropriate staffing was in place.*

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	Governors reviewed the Year 11 destination data and noted that the number of students being retained in the school's 6 th Form had increased slightly from last year. The number of students going to Bedford College and Bedford 6 th Form had both reduced slightly. There were a few more unknown destinations than usual, but staff would continue to track these students. <i>In response to a Governor query, it was confirmed that where students had failed to get into the school's 6th Form, staff had supported them to find more suitable routes forward.</i> AS left the meeting.	
11.0	Review of School Improvement Plan, School Priorities and Governor targets The revised School Improvement Plan Headlines and proposed targets for the year had been circulated before the meeting. The School Improvement Plan had been streamlined down from 6 focus areas to 4, to increase clarity and focus (although there was still significant detail sat behind each area, including detailed targets and outcomes). The Headlines had also been adapted to fit with the key Inspection Framework headlines. The higher-level priorities had not changed but there would be some refocusing within them. Key areas for focus would be attendance, literacy and reading, comprehension, effective feedback (so students know what to do to improve), curriculum and sequencing, and adaptive inclusive teaching. The new format also allowed for the inclusion of RAG ratings and evaluative sections. Governors were reminded that this was based on a three-year plan, which would be reviewed at the end of 2024. Governors recognised that attendance needed to remain a key priority as attainment really depended on students being in school and engaged. The FGB broadly accepted the revised School Improvement Plan and proposed targets but agreed these should be interrogated further by the Curriculum Committee.	SC/EG
12.0	Policies for approval: Children with Health Needs – The revised policy was agreed for immediate use. First Aid - The revised policy was agreed for immediate use. Lettings – The revised policy was agreed for immediate use. Anti-Bullying – <i>In response to a Governor query it was confirmed that this policy had been amended to reflect that this subject was being filtered into tutor time</i> (as well as being covered in PHSE sessions). The revised policy was agreed for immediate use. Behaviour Management – The BISSC teaching standards – which set out the school expectations – had been added. Governors noted that this would support a consistent understanding of expectations and behaviours throughout the school. The revised policy was agreed for immediate use. <i>In response to a Governor query, it was confirmed that there was no specific policy covering vaping on the school site, but that this would be dealt with under “unacceptable behaviours”.</i> Governors discussed this and accepted that it was not possible to individually list all forms of unacceptable behaviour, nor to be too prescriptive in detailing sanctions (which would vary depending on circumstances). DB confirmed that if a student were found vaping on the school site, there would be an escalating response, including letters to parents, staff speaking to the student about the dangers of vaping and the antisocial behaviour involved, and finally internal isolation. He knew of some schools that had taken a stronger stance and suspended students for vaping in school toilets. This year, BISSC had placed staff on duty around the outside toilets, which seems to be working well in reducing this type of behaviour. EG added that behaviour in classrooms was generally managed through the disruptive behaviour logs scheme.	
13.0	Any Other Business Meeting schedule for 2023/24 – the revised schedule had been circulated. There was no other business to discuss.	
14.0	Next Meeting The next meeting was scheduled for 29 th November 2023.	

ACTION POINTS		
Item No.	Item	Action
1	All Governors to complete the annual declaration of interest form and return to the Clerk.	All
2	Terms of reference for the Discipline Committee to be amended to change “fixed term exclusions” to “suspensions”.	SN
3	Governor Link responsibilities and report form to be amended and discussed by Curriculum and B&W Committees.	EG
4	DB and CB to discuss Governor Awayday / training session.	DB/CB
5	Keeping Children Safe in Education (Revised September 2023) – All Governors to read the revised Keeping Children safe in Education guidance.	All
6	CB to draft the Governors’ Annual Report.	CB
7	HH to ensure all canteen staff are aware of the school policy on meal payments.	HH
8	Update on lunch serving speed to be provided at next FGB meeting.	DB/HH
9	HH to investigate missing student microwave and arrange replacement.	HH
10	Revised School Improvement Plan and proposed targets to be interrogated further by the Curriculum Committee.	SC/EG

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