

Victoria Park Nursery School and Family Hub
MINUTES OF FULL GOVERNING BOARD MEETING
TUESDAY 27TH FEBRUARY 7PM
PART 1



Present Governors:

Gwen Mason	(Chair / Local Authority Governor)	GM	Term end date: 21/02/2020 End of Chair: 26/02/2021
Maria Morgan	(Acting Co-Headteacher)	MM	Term end date: 02/10/2020
Anne Pirouet	(Staff Governor)	AP	Term end date: 15/10/2021

Attendees:

Sally Lawson	(Associate Governor / Family Hub Manager)	SL	Term end date: 21/01/2019
Louise Griffiths	(Acting Co-Headteacher)	LG	Term end date: 18/06/2019
Jane Simpson	(Observer)	JS	Term end date: 26/02/2022
Stacey Wyles	(School Business Manager)	SW	
Selina Hall	(Clerk to the Governors)	Clerk	

Apologies:

Pam Lusby-Taylor	(Co-Opted Governor)	PLT	Term end date: 15/10/2021
Pranav Gupta	(Parent Governor)	PG	Term end date: 26/11/2021

Vacancies

Co-Opted Governor	X 2
Vice Chair	X 1
Parent Governor	X 1

	Meeting commenced 19.00pm
1.0	APOLOGIES, WELCOMES & STATEMENT OF QUORACY
	There were two apologies provided in advance of the meeting from Pam Lusby-Taylor (Co-Opted Governor) and Pranav Gupta (Parent Governor)
	The meeting was quorate as the quorum for any governing board meeting and vote must be one half (rounded up to a whole number) of the complete membership of the governing board, excluding vacancies. Current membership = 5.
2.0	AOB
	<ul style="list-style-type: none"> • Staff Code of Conduct • Instrument-of-Government
3.0	DECLARATIONS OF INTEREST
	MM has an interest in Headteacher recruitment as stated at FGB 21.03.2017. LG no longer has an interest in the Headteacher recruitment. MM will not be able to vote in any proposals on Headteacher recruitment.
	Register of business interests and declaration forms completed by AP. These were previously completed by AP on 27/11/2017, however the wrong version of the forms were provided by the clerk.
	According to the FGB Minutes dated Monday 17th October 2016 the Chair and Vice Chair term was agreed at one year from the date of appointment, expiring on 17.10.17. As the Governors were without a Clerk at this point the matter was not identified and highlighted to the Governing Board. When the matter was discovered by the new clerk, she ensured the matter was brought to the Governors and Governor

Signed by GM:

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Service's attention. The Governors were asked to nominate a Chair and Vice Chair before the FGB meeting on 27/02/2018. At the start of the meeting the Clerk acted as Chair. It was agreed by all Governors that the term of the Chair/Vice Chair position will be 3 years from the date of election – therefore expiring on 26/02/2021. One nomination was received before the meeting from LG for GM. This was seconded by AP at the meeting. No nominations were received for Vice Chair. GM was elected as Chair. Moving forwards, the Clerk has added end of term dates to the minutes and ensured the Governors personnel file is up-to-date with this information and also the VPN website is also up-to-date with this information.

4.0 ACTION POINTS ARISING FROM MINUTES OF PREVIOUS MEETINGS				
<i>Status</i>	<i>Date</i>	<i>Ref no</i>	<i>Details</i>	<i>Responsible</i>
Ongoing	24.10.17	15	The pathway and lighting outside VPN and Family Hub (The Hub) requires improvement – it was agreed to remove this matter from the action points as it was being handled by the Town Council.	GM
	27.11.17		It was agreed to reopen this item as GM has an opportunity to take this matter up with the NAG team. Update to follow at next FGB.	
	18.01.18		GM to chase matter with NAG team.	
	27.02.18		It has been agreed that VPN will be given lighting but no install date has been provided. Awaiting date.	
Ongoing	21.09.17	4	Some online training is still outstanding – IT issues have been identified re staff using laptops in school.	MM / LG
	27.02.18		Laptops are currently being added to the wifi by IT support. Training will resume once laptops have been added.	
Ongoing	27.11.17		Two potential Parent Governors (EP/PG) present at the meeting. Parents to confirm if they would like to join committee; to be covered during AOB. These are the only two parents to express an interest in becoming Parent Governors.	GM / CLERK
	18.01.17		At the FGM held on 27.11.17 both nominated parents became Parent Governors. Unfortunately due to personal circumstances EP has had to stand down leaving 1 Parent Governor position open. Clerk to work with MM/LG to ensure the correct election process is followed to sought a new Parent Governor.	CLERK / MM / LG
	27.02.18		It was agreed that the recruitment for a new Parent Governor will happen in April 2018 after the Easter holidays to reach maximum audience and ensure the expense and effort is well spent. The clerk has drafted the letter to be sent out to all parents and shared the WBC process with MM. MM has advertised for a Parent Governor in the VPN newsletter but no one has come forward. It has been a difficult role to fill.	
Ongoing	21.09.17	7	SLA for Governor Support has been set up. Clerk to find out date of next new governor training.	CLERK
	27.11.17		New Parent Governors (if nominated) and PLT will need introduction training. CLERK to contact Governor Services Team.	
	18.01.17		PG/PLT have been contacted by Governor Services with introductory & training information. Training to be booked via Clerk to ensure accurate record is maintained.	CLERK / PG / PLT / GM
	27.02.18		PG/PLT still need to book Governor introductory training; clerk to send email to remind them. Clerk to record all training attended by Governors in personnel file. GM to send MM dates of Leadership Forum and Health and Safety training to PG.	
Ongoing	20.06.17	13.0	Add item to October agenda about Capital Project to review and revamp conservatory with ideas provided by MM/LG.	CLERK
Ongoing	20.06.17	14.0	MM & LG to work with new HR & Finance Assistant and Clerk to ensure smooth links especially regarding policy reviews.	MM / LG
	27.11.17		Clerk to work with SW and MM to write a policy process.	

Signed by GM:

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	18.01.18		Clerk Awaiting Training before finalising process with SW/MM	CLERK
	27.02.18		Process written and shared with MM and SW. We will start using as from next month.	
Ongoing	20.06.17		Governor visits – bring forward when new governors are in place.	LG / CLERK
	27.11.17		Governor visits need to be made more structured/meaningful and less ad-hoc	
	18.01.18		Discussion held regarding Governor visits. New Governors who did not know the Nursery/Hub well, as a first step, a tour would be arranged. PG / MM / LG are going to work together to think of appropriate 'Themes' – for example items in the SDP, Data & Process, Pupil Premium etc. that would be of interest/usefulness to the Governors and can be the focus of subsequent visits.	
	27.02.18		Clerk is working on a welcome pack for new Governors. This is wrapped up into the work she is also doing with updating the standing order.	
Ongoing	21.09.17	1	LG and MM will attend alternate meetings as Headteacher Governor.	MM / LG
Ongoing	18.01.18	8	Applications for the Head Teacher closing date 28th January, shortlisting to take place by the 5th February and interviews will take place on 20th February, proposed interview panel will be GM, CC, PLT, AA, IP	GM
	27.02.18		This item will be covered at the end of the meeting as Part 2.	
CLOSE	24.09.17	14	SLT working on best method for chasing up unauthorised absences. This is a safeguarding issue (Chadrack Mulo case) so an effective system needs to be developed.	SLT
	27.11.17		This item needs to be wrapped up with defining role responsibilities as the process currently in place is not always followed effectively and needs to be made stronger; this however is introducing other issues. Item to remain on agenda; work in progress	MM / LG / SW
	18.01.18		This is still on-going; the defining of roles and responsibilities to be completed and resolved by Easter 2018.	
	27.02.18		Action completed. Office staff will phone the child's guardian when a child is absent if a call hasn't been received to say they will be absent.	
Ongoing	27.11.17	12	Data provided as part of the FGB pack. High-level information not satisfactory for MM. SIMS used historically but the input of data was cumbersome. SIMS have been contacted to see if they can make things simpler. PG to work with MM/LG to see if he can assist in making the data work to their satisfaction.	PG / MM / LG
	18.01.18		SIMS assessment package has been developed to include Early Years and this has been demonstrated to MM. This is going to be used for this academic year and it is free of charge. There are however some data entry issues as historical data needs to be inputted first to get the information required moving forward – this is cumbersome. Tapestry is more of a snap-shot / very new in comparison to SIMS and not able to provide the data needed. PG to still look at data with MM/LG to see if there is an easier way forward.	PG / MM / LG / AP
	27.02.18		Tapestry has had a software update which is now allowing children to be measured/baselined from 1 st arrival and again at end of term. It can also show individual progress information as well as group data. Unfortunately it does not allow the two baselines (beginning to end of term) to talk and join up. There are a few other little issues, but it appears this almost has everything MM/LG require. AP going to pilot Tapestry with the new software update and report back.	
Ongoing	21.09.17	13	Ensure policies & PPG statement are on new website and are up to date.	MM / LG
	27.11.17		Clerk to update approved policies on internal/external views of the website. Clerk to check PPG statement is up-to-date.	CLERK

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	18.01.18		Clerk is updating policies internally/externally on the website and the process for this will be described within the VPN Clerk policy process. PPG statement still to be checked.	
	27.02.18		Policies are being updated and policy process has been written. The PPG statement is on website. Awaiting new version at the end of the financial year (April 18).	
CLOSE	27.11.17	26	There has been a request from WBC to significantly decrease the amount budgeted to the Family Hub for this financial year. This was due to a mix-up in the amount given at the start of the financial year when the budget was initially set. There are already a number of projects relying (most significant the new fencing) on the Family Hub budget in order to be completed. A discussion was held regarding how this request should have been handled as per the SLA. Meeting to be held tomorrow (28 th Nov) to draft a response to WBC. FGB to be kept in the loop regarding any correspondence.	GM / LG / MM / CLERK
	18.01.18		Correspondence was sent explaining the impact of the budget reduction on the Family Hub. A response was received explaining in detail that a mistake had been made. Both parties will now to work together to reduce the impact of cuts and ensure any available additional funding; for example appropriate grants are sought after to assist in making up the shortfall.	
	27.02.18		Action to be closed. Letter was sent and an agreement on the way forward agreed.	
CLOSE	18.01.18	27	The Instrument of Government needs to be updated to reflect the name change of Children's Centre to Family Hub. All board members were provided with a copy of the Instrument of Government and all agreed that in line 1 the name of the school will change to: 'Victoria Park Nursery School and Family Hub'. The name of the school will also change in line 3 to 'Victoria Park Nursery School and Family Hub'. A copy of the minutes and a draft instrument of Government showing the changes will now be sent to Governor Services. This will then be checked before being sent onto the legal department for the changes to become official. Once we have the updated Instrument of Government, the new version will be circulated to all Governors and it will also be updated on the VPN website.	CLERK
	27.02.18		Action completed. Updates to Instrument of Government sent to Governor Services and changes made. A copy of the updated Instrument of Government has been sent to all Governors and the new version has been updated on the VPN.	
Ongoing	18.01.18	28	PG has agreed to become the nominated governor responsible for health and safety. PG will meet with MM/LG to have a Health and Safety walkthrough around the Nursery/Hub.	PG / MM / LG
	27.02.18		Health and Safety walkthrough completed on 27.02.18. Findings to be discussed in section 7.0.	
5.0	MINUTES OF LAST MEETING			
	Minutes from the FGB meeting held on Tuesday 18 th January 2018 were agreed and approved by the FGB and signed by GM. These will be stored in file and a PDF copy added to the website.			

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6.0	SAFEGUARDING
	<p>MM had been required to fill in one MASH referral, but the child concerned had only accessed universal services and was not known to the Hub or School.</p> <p>No safeguarding issues need to be declared to the FGB for this month.</p> <p>New WBC Safeguarding Policy has been updated and a copy provided to all Governors as part of the meeting pack (Child Protection and Safeguarding 2018). This was approved by the FGB and a signed copy provided to MM to be stored at VPN.</p>
7.0	HEALTH AND SAFETY
	<p>Health and Safety walkthrough completed on 27.02.18. Findings were summarised by MM in the absence of PG as follows:</p> <ul style="list-style-type: none"> • Old H&S system is offline whilst a new system comes on-board (Cress). This is the same for all schools. An interim paper-based system is being managed by the VPN office until such time. • Risk assessment findings need typing up. • Fire log books are part online / part offline. Need to ensure the web address is clear in the policy for the online parts • Evacuation notices need to be updated and available on the wall in every room. Evacuation system to be reviewed next week (w/c 05th March) • VPN should have one adrenaline pen onsite. Need to ensure all staff are trained and to check with WBC that VPN is insured to administer and have onsite. MM to check. • Asbestos training overdue. MM/SW working on resolving. • Fixed wiring inspection due 3rd April 2018. The hub will need to close for the day except for appointments.
8.0	FINANCE COMMITTEE UPDATE AND RECOMMENDATIONS FOR CAPITAL PROJECTS
8.1	<p>2 year old space – the current space for the 2 year olds is not sustainable in the longer term as there are now up to 16 children in each session. It was agreed that this should be the priority in terms of development of the school.</p> <p>Update on 27.11.17: Meeting to be held on Thursday 7th December to discuss. Action: MM/LG</p> <p>Update on 18.01.18: An additional meeting will now be held on 08.02.18 with an update to the FGB expected at the next meeting. ACTION: MM/LG</p> <p>Update: 27.02.18: Meeting was cancelled and rescheduled for 05.03.18.</p>
8.2	<p>SW highlighted the main points from P9 Budget Monitoring and Forecast report looking at Fund 01, 08, 37 & 76. In summary we are in a stable finance position at the moment with a number of projects in the pipeline has discussed below. SW also discussed the SPAR process and how cumbersome it was and how this adds delays in moving things forward.</p>
	<p>Points 8.2 to 8.6 are financially discussed at the Finance Committee meeting. The potential cost/cost of the projects are weighed up against the total capital available Vs. priority. Agreement of what work will go ahead is decided at the Finance Committee meeting. A summary is provided to the FGB.</p>
8.3	<p>Telephone system – this is not meeting the needs of the office staff and there are no telephones for teaching staff to use. The hub's phone is not flexible enough in terms of when it goes to answerphone. The school phones do not have a capacity to chase to a phone that is not being used – too many calls go to answerphone.</p> <p>Update on 18.01.18: It has become clear that the current telephone system is not fit for purpose and lines are being paid for which are not being utilised correctly. Although the current supplier is investigating the matter, they have historically not been very helpful. Therefore it has been deemed more prudent to terminate our current contract and setup a new VoIP system with a new provider that can meet the needs of the Nursery and Hub. Although there will be a cost associated with terminating the contract, the amount of money which will be saved in doing so is significant. 3 quotes have been sought after and one supplier has been identified as 'favourable'. A local school also uses this supplier; therefore SW will organise a visit to the school to observe the system in use and ask questions / understand any teething problems. PG also offered to take a look at the quotes and also examine the current contract to see if we can contest the contract as it's not fit for purpose.</p>

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	<p>Update on 27.02.18: SW provided a cost breakdown of the phone system and the two suppliers which are currently being looked at along with the options for VoIP or fixed lines. SW had discussion with the local school who currently uses one of the suppliers and they have had no major issues. Concerns were raised as to if VoIP would work with the alarm system and what happens if connection is lost, how would that affect the alarm. Security of VoIP was also questioned. The Hub will lose its own number as one number will cover both VPN and the Hub with options presented to the caller on where they would like to be directed. This didn't appear to be an issue and direct lines will be available. It was agreed that guidance from PG would be advantageous before making any decisions. SW to make contact with PG.</p>
8.4	<p>Double glazing – not all the windows in the school side of the building are double glazed and the doors at the garden end of school do not fit well. Capacity here to save on heating bills. Update on 18.01.18: 2 quotes for new double glazing have been obtained. One of the potential suppliers has revisited to view the windows in the main part of the nursery. Each window has been assessed to make sure the best possible cost saving has been achieved. Work will not go ahead until the summer holidays. Awaiting revised quote. Update on 27.02.18: SW has received the quote and is going through SPAR process. Small discussion was held regarding the end appearance of the windows and it was agreed staff would need to agree on the finish before the windows were ordered.</p>
8.5	<p>Development of the outdoor area – this was last developed 6 years ago and needs a rolling plan to keep it in good condition. Estimates have been received regarding the development of a water play area. Update on 18.01.18: Discussion took place regarding what MM would like to happen to the outside area including areas to be resurfaced, the creation of a bike path, water play area, moving of the mud kitchen and planting. The idea is to revisit the outdoor area each year to make sure the garden stays current and does not fall into disrepair. MM to look into different quotes from different suppliers and present back to the Finance Committee. Update on 27.02.18: MM has a quote and SW has a comparison quote. Plans on what to do have been taken to the staff for comment.</p>
8.6	<p>Office redesign – There is a need for a dedicated office for the Finance Clerk and Business Manager due to data confidentiality. Update on 27.11.17: It has been recommended by FGB this is made a priority and a decision regarding the room needs to be made before deciding on the new setup for the phone system. LG/MM to discuss with staff and decide on a new room for Parent Meetings. Update on 18.01.18: HR & Finance Administrator and School Business Manager to move into the PPA Room. Head Teacher room to also be updated – old desk/cupboard to be removed. New air conditioning unit to be installed before desk/cupboard are replaced. Update on 27.02.18: Changes have been made to the Headteacher's room and office move will commence during Easter 18 holiday.</p>
8.7	<p>Air conditioning – The air conditioning unit in PPA room and Head Teacher room are approved. Update on 27.02.18: Cost and work approved in Finance Committee. Hope to take forward but progress will depend on SPAR process.</p>
8.8	<p>Architect of building – safeguarding issues with parents using the garden to come in and out of school. Office not well designed for confidential materials. Pond Group classroom is not big enough to accommodate 26 children. Update on 27.11.17: On-hold until Victoria Park Nursery and Family Hub Management can discuss with Castle Management as decisions will affect both parties. Update on 18.01.18: No update Update on 27.02.18: No update</p>
9.0	GOVERNOR TRAINING 2017/18
	<p>Introductory and Training information has been sent to PG and PLT but nothing has been booked. Clerk to chase. All training must be booked via the clerk or the clerk made aware so a record can be kept in the Governors personnel file.</p>

Signed by GM:

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	<p>Training courses circulated by clerk. GM has a larger list and will pass this onto the clerk for circulation.</p> <p>LG to attend Governor Today 1 and 2 as a refresher. If JS joins as a Co-Opted Governor she could also attend.</p>
10.0	GOVERNING BOARD VACANCIES/NOMINATIONS/PROPOSALS AND GOVERNING BOARD VISITS
	<p>LG to still arrange for PLT to visit Nursery School & Family Hub. PG covered visit as part of his H&S walkthrough.</p> <p>JS attended the evening as an observer. JS could assist and bring experience in data protection and policies. All Governors were extremely keen for JS to join, especially with her experience in data protection and GDPR coming in May. JS agreed she would become a Governor – MM proposed and GM seconded. JS became a Co-Opted Governor. The FGB is delighted to have JS on-board.</p> <p>LG to resume as Co-Opted once Headteacher role fulfilled as she cannot be Co-Opted whilst acting as joint Headteacher. This has been confirmed by Governor Services to GM.</p> <p>Chair position now filled, Vice Chair Position still vacant. Co-opted x2 and Parent x1 positions still vacant.</p>
11.0	COMMITTEE MEMBERSHIPS 2017/18
	<p>VPN and Family Hub Terms of Reference for the Finance Committee have been updated by SW and circulated to the FGB. These were approved by the FGB and signed off by GM. The signed copy will be kept in the clerks file and an unsigned copy will be made available on the internal view of the website.</p> <p>Clerk currently working on standing order; there is a section that needs to be updated regarding the Finance Committee. Clerk to work with SW.</p> <p>Finance Committee attendance also needs to be added to the VPN website under the Governors section. Clerk to resolve with SW.</p>
12.0	NURSERY SCHOOL AND FAMILY HUB STRATEGIC DISCUSSIONS
12.1	<p>30 HOURS UPDATE:</p> <p>Update on 27.11.17: Some afternoon spaces remain for January but the Nursery is now at full capacity regarding 30hr spaces and needs children to leave before they can offer anymore 30hr spaces. A waiting list needs to be created as well as an Admissions Panel. For every 30hr space fulfilled, 2 x 15hrs spaces are lost. Admission Policy has been updated and signed.</p> <p>Action: update to be provided in the Spring term – MM</p> <p>Update 18.01.18: VPN is adopting a flexible model regarding 30hrs class allocation – there will be children attending 30hrs in all classes. MM spoke positively regarding 2yr olds moving to the 30hr model meaning more parents are able to get back into work. Numbers are positive up until mid-term at the moment. Concern was raised regarding the impact of Brexit on European families and how this will affect employers such as Vodafone who are large users of the nursery.</p> <p>Updated 27.02.18: It is being questioned nationally if the 30hr funding is targeting the right people. VPN and family hub are proud to have helped a number of families back into work due to the 30hrs funding with the hope moving forwards this continues.</p>
12.2	<p>2 YEAR OLDS:</p> <p>There have been a lot of very needy 2 year olds this term and the team has found it hard to settle them. In particular 2 year olds (funded and self-funded) who only come for 3 days a week. Agreed to consider this in the admissions policy review.</p> <p>Update 27.11.17: Not discussed; Clerk cannot see this item addressed in new Admission Policy. To be discussed at next FGB</p> <p>Update 18.01.18: Meeting to be held on 8th Feb 18 to take a view on 2yr olds. At the moment the nursery has taken on less 2yr olds which has resulted in a slightly calmer environment.</p> <p>Updated 27.02.18: A rate increase will come into effect from September 2018 for 2yrs.</p>

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12.3	<p>Registration Fee: A registration fee of £20 for self-funded children was agreed by the FGB from September 2018. This is to stop parents taking a place for their child and then not using it without giving sufficient notice when the place could be used by someone else.</p>
13.0	<p>NEIGHBOURS PARKING IN SCHOOL CARPARK</p>
	<p>Car parking issue was discussed, please see Part 2</p>
14.0	<p>OPERATIONAL UPDATE</p>
	<p>An Admissions Panel has been created which consists of GM / MM / SW and Gillian Brind. The panel will be meeting on Tuesday 30th Jan 2018 to look at Admissions. An update will be given at the next FGM. Update 27.02.18: Admissions panel is functioning and priority of pupils was discussed. All new potential pupils were sorted by priority – however everyone who has asked for a place has been offered one.</p> <p>Everyone currently working hard on budgets ready for April 2018.</p> <p>MM gave a quick update with regards to the SDP. SDP runs in the financial year so must be linked to budget:</p> <ul style="list-style-type: none"> • Short term objectives in progress • Curriculum planning in progress • More abled children are now being tracked in Tapestry • Behaviour policy updated, staff code of conduct updated • Fire drills practised • Working on maintenance of VPN and a number of projects in the pipeline • ½ termly meetings are conducted to discuss children's progress and low attainment • Website fully updated with all statutory information
15.0	<p>POLICY REVIEW</p>
15.1	<p><u>Outstanding Policies:</u></p> <p><i>Finance Group Terms of Reference (A) (from Nov)</i> Update 27.2.18: SW provided an updated version of the policy. It was approved by the FGB and a signed version kept in the Clerk's file. Unsigned copy to also be kept on the internal view of the website.</p> <p><i>Looked after Children (A) (from December 2017)</i> Update 27.2.18: Updated version from WBC. This was approved by the FGB and a copy is kept in the clerk's file. Copy to also be kept on the internal view of the website.</p> <p><i>Child Protection and Safeguarding 2018</i> Update 27.2.18: Policy has been updated and was approved by the FGB. A copy has been signed by GM and MM. The signed version was handed back to MM to be kept at VPN.</p> <p><i>Severe Weather Plan</i> Update 27.2.18: It was agreed by the FGB that this policy will move to Oct/Nov 2018. There is something in place for now if severe weather is expected. In the meantime a number of actions need to be completed to ensure this policy is up-to-date including surveys. Clerk to move policy in the calendar.</p>
15.2	<p><u>February Policies:</u></p> <p><i>Safer Recruitment Policy 2018</i> – GM would like more time to review – move forward to next FGB.</p> <p><i>Procedure for Allegations of Abuse against Staff 2018</i> – FGB approved and staff aware</p> <p><i>Failure to Collect a Child Procedure 2018</i> – It was approved by the FGB and a signed version is kept in the clerk's file. Copy to also be kept on the internal and external view of the website. Charge has also been increased and updated in the Charging and Remissions Policy.</p>
16.0	<p>HEADTEACHER APPROVAL PANEL – PART 2</p>
	<p>Headteacher approval panel was discussed, please see Part 2</p>

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17.0	AOB
17.1	<ul style="list-style-type: none"> • Staff Code of Conduct – FGB made aware this is a statutory requirement and is now available in the external view of the VPN website. • Instrument-of-Government – Already discussed, has been updated and a copy sent out to all Governors and an updated version on the VPN website.

Meeting closed at 21.24

**DATE OF NEXT MEETING;
TUESDAY 27 MARCH 2018 7PM
IN THE FAMILY HUB**

Signed by GM:

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