

**THE GOVERNING BODY OF PURLWELL INFANT AND NURSERY SCHOOL**

Minutes of the meeting of the Governing Body held at 5.30 pm virtually via Zoom on Wednesday, 6 March 2024.

**PRESENT**

Mrs S Palmer (Chair), Mrs S Nazam (Head Teacher), Mrs H Cassamoali (part), Miss L Hinchliffe, Mrs A Khan, Mr A Patel, Mrs T Rafique, Mrs Z Badat, Dr F McGregor.

**In Attendance**

Mrs A Houlker (School Business Manager, part)  
Mrs S Gallivan (Deputy Head Teacher)  
Pam Suman (Minute Clerk)

The meeting was quorate.

**46. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

The Chair welcomed everyone to the meeting.

There were no declarations of interest. Mrs A Khan had completed her Register of Business Interest.

**47. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS**

There were no items notified to be raised under any other business.

**48. REPRESENTATION**

(a) The following matters of representation were noted:

<u>Appointment Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Asma Khan	Parent	16/01/2024

The Chair welcomed Mrs A Khan to her first meeting of the Governing body as a Governor.

(b) Appointment of two Co-opted Governors

Governors noted the vacancies. The Headteacher had no update and reported that they continue to seek potential governors. The clerk advised that there was a governor recruitment taking place currently.

(c) LA Governor Vacancy

Governors noted the vacancy. This had been advertised with Governors for Schools but as yet a candidate had not been sourced. The clerk advised that there was a governor recruitment taking place currently.

49. MINUTES OF THE ANNUAL MEETING HELD ON 29 NOVEMBER 2023

**RESOLVED:** That the minutes of the meeting held on 29 November 2023 be approved and signed by the Chair as a correct record.

50. MATTERS ARISINGFuture Meetings

Previous discussion had to hold face to face meetings and feedback was requested. The Headteacher advised that no feedback was received.

**RESOLVED:** That the next full Governing Body meeting would be held at school on Wednesday, 22 May 2024 at 5.30 pm. All future meetings would be in person.

**ACTION:** (i) GCS to note the next meeting to be held at school.  
(ii) Clerk to speak with Headteacher regarding clerking at school.

51. REPORTS FROM COMMITTEES(a) Standards and Effectiveness Meeting held on 28 November 2023

The committee had met on 28 November 2023. Minutes had been circulated prior to the meeting. The Chair requested for any questions. The Headteacher advised that the minutes were self-explanatory as they were very detailed but any further questions were welcomed.

**Q: Have any parents been taken to court for taking children out of school during term time?**

**A:** Not taken to court, but parents had fines to pay. The process is to be taken to court after the two fines. School does not deal with the fines and presumably the parents pay the fines as no further court action has been mentioned before.

The Chair advised that, at another school, if parents were taken to court, then the school was aware due to the paperwork required as part of the court process. Dr McGregor advised that she was also a Justice of the Peace and she had noticed an increase in fines due to persistent absenteeism.

The Headteacher reported that there was more challenge from parents going on unauthorised leave and was spending more time speaking to parents. School needs to be consistent to the policy with regard to parent's challenge. The Junior school Headteacher conveyed the same policy message which helps.

(b) Finance Committee Meeting held on 21 February 2024

The committee had met on 21 February 2024. Minutes had been circulated prior to the meeting. The main purpose of the meeting was to satisfy the SFVS checklist which consisted of 30 questions in 6 resource management areas. Governors needed to consider each one and be satisfied that requirements were being met. Mrs Houlker had inserted a narrative in the comments box for each question to evidence how the school met the requirements.

There were no questions asked. The Headteacher advised that these minutes were also self-explanatory as they were very detailed and any questions could be sent to the Headteacher, if need be. The SFVS was recommended to be ratified by the full Governing Body at the 6 March 2024 meeting.

## 52. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The report was circulated prior to the meeting. The Chair commended the Headteacher had produced very thorough document and shows a good picture of what was happening in school. All Governors were encouraged to ask questions and thoroughly examine what was taking place in school.

The Headteacher provided her update:

### (a) Staffing Update

An overview of updated current staff (in blue) and areas of responsibility was shown.

- There had been seven years of consistent senior Leadership Team. Mrs Houlker, SBM, had resigned from her role at the end of the year.
- One part-time ETA resigned in January and a new member of staff had joined the nursery team.
- There were currently three volunteers in school who had undergone interviews and need to be at a certain criteria to volunteer.
- SEN Rainbow room provision – children were being supported in class from February 2024, individuals access the provision, if needed.
- Home School Support and Admin tasks had been undertaken by the office staff and SLT as the budget did not allow for hiring additional post.

**Q: Do you feel that the reduction of support staff in school has added pressure on the remaining staff?**

**A:** Yes, it has, due to reduced support staff the focus is working with children and other tasks had been reduced (additional provision for parents, etc).

- Mrs Gallivan updated that the impact was a gap working with parents in the early years and pre-nursery. The staff member previously worked with parents to make the children school ready. The current nursery cohort required a significant level of support and had missed out on getting their children developmentally ready for school. Previously, the staff member had worked with parents identifying issues with pre-nursery families to enable signposting to services and support families before starting nursery and consequently the current cohort were behind. The school budget does not allow for a support staff to undertake the role currently.

### (b) Safeguarding

- A breakdown of children in each category (LAC, CP, CIN etc.) as well as actions was shown and discussed.
- Although there were no children identified as Child in Need, Team around the Family Plan and Family Support, some parents did not want to access Early Help support (which was all voluntary) and therefore supported by the school nurse and Mrs Gallivan on a regular basis.
- The nurse referred a substantial number of Early Years families to the Locala service, Child Development Practitioner, which was supporting families in the

home with development needs short term. This was not included in the report and Mrs Gallivan highlighted the importance to note this extra support.

**Q: Is the school nurse paid for out of the school budget?**

**A:** Yes, this is not a statutory service. The school has decided to keep the nurse as additional information received is invaluable and allows for support to be put in place if required. Due to NHS cuts, missed 2 year old checks or missed immunisations are not always followed up and the nurse is able to meet with parents to explore this further.

- Workshop to Raise Awareness of Prevent (WRAP) was being delivered on Tuesday, 7 May 2024 at 3.30-5pm at school by the LA. Teachers, ETAs, and most lunchtime staff would be in attendance. Governors were welcome to attend.

**ACTION:** (i) Headteacher and Chair to discuss which governors needed to attend the WRAP training.  
(ii) Headteacher to note that Mrs Z Badat had undertaken the Prevent WRAP training already (Minute 62 refers)

- Mrs Gallivan and the Headteacher had attended virtual Channel Awareness training in February 2024.
- The new staff member had read all the relevant safeguarding documents.
- The Chair had met with SBM to go through the SCR (single central record).
- Mrs Gallivan and the Headteacher continued to make home visits to absent children who presented as safeguarding risks and those where attendance was an issue.
- There had been a number of issues arising which DSLs need to investigate further or seek external guidance, this was very time consuming.
- Families had been supported with referrals to Batley Food Bank, additional vouchers, and support with getting suitable beds.

*The Headteacher, Mrs A Khan, Mr A Patel, Mrs T Rafique and Mrs Z Badat left the meeting for a short break at this time and returned 6 minutes later.*

**ACTION:** Mrs Gallivan to re-introduce Staff safeguarding quiz twice per half term.

- HT or DHT attending BMAT and DSL networks network to keep up to date.
- Headteacher received the BBest Hub Seen and Heard Policy regarding children whose parents were in prison and would be looking at adopting the policy and ensuring the practices matched.

(c) Premises, Health & Safety

- Replacement panels had finally been fitted to the playground MUGA. The new panels were much more robust and appear to be fit for purpose (more so than the originals). Following discussions with the supplier, and given the lengthy delay in solving the problem, the school had not been charged for the replacement panels.
- A full written report following the RAAC Survey had now been received. RAAC was not found in our building so no further action was required.
- Gutters were cleaned out during half term as part of the ongoing maintenance schedule. The school building, and in particular the roof was very complex and consequently the services of a specialist company was required.

**ACTION:** Mrs A Khan reported that a couple of roof tiles had moved on the school roof and SBM to be informed.

*The SBM arrived at this point.*

- A problematic tree had also been removed during half term. This had been identified during the recent Health & Safety audit.
- A Fire Drill was planned for later in the term.

(d) Staff Attendance/Wellbeing

*MyHappyMind information sheet was shared prior to the meeting.*

- Staff attendance continued to be good and was not a concern. Since January 2024 only 1 teaching day and two support staff days were lost through sickness. The Governors commented positively about the record.
- LA wellbeing support continued to be shared with staff on a weekly basis.
- A fully funded programme had been offered to Kirklees schools to support with mental / emotional health and wellbeing. Staff had very recently started delivering this and further information could be found on the myHappyMind information sheet. There was also a staff section.

*Mrs H Cassamoali joined at this point.*

(e) Admissions and Attendance

- Number of children on roll from February 2024 were 243 including 7 children in nursery 1 with a further 7 starting after the Easter holidays. The nursery would then be full with 52 places in the morning. The numbers didn't warrant running an afternoon nursery at this moment in time.
- The unauthorised absences in nursery would be monitored and action taken to ensure arising issues were dealt with prior to the children starting reception.
- A number of children had arrived from abroad to join KS1.
- Historic attendance data was provided for comparison.
- The overall school attendance was 95.36% at the time of the meeting. Headteacher and Governors were very good with the data and the Headteacher explained that the Pakistani pupil's attendance was 95.16%, which was pleasing to see as this group had historically fallen below 95%. There had been chicken pox going around since the data had been published.
- There was no cases of measles and the school had received guidance on this from the LA. The governors suggested asking the nurse to raise the question with parents if the children had been vaccinated.

**ACTION:** Headteacher to send message to parents about the importance of immunisation against measles.

- In Autumn 2, there was high sickness.
- The children from overseas attendance was high which was very positive.
- A breakdown of the current context was shown. This had been discussed in detail.
- Persistent absence was classed at 90% and below.
- Spring 1 had 99 children with 100% attendance (one child on sick leave on the last day otherwise that would have been 100 children).

- Extended leave was an ongoing issue. A breakdown of numbers in each year group to date was shown. The Headteacher met with parents explaining the impact. There was a great deal of hard work to identify attendance and liaise with families to improve the data. SLT made more home visits in the Autumn term and this had deterred some families keeping their children at home longer than necessary.

(f) Standards

**Q: What is GLD?**

**A:** Good Level of development, a measure used at the end of the reception year. The children had to achieve the expected level in numerous areas to get GLD.

- The Headteacher explained the realistic, aspirational, and very aspirational criteria process.
- Progress continued to be made against the SDP.

**ACTION:** The Headteacher to email the date of the next Standards Committee after Easter.

- Various interventions were outlined and discussed.
- Welcomm intervention in nursery was a language and communication programme being trialled.
- Pupil Premium and Early Years Pupil Premium - There were currently 41 children eligible for PP funding (22.41%), and 8 eligible for EYPP (19.05%). Currently some families that were not eligible for FSM/PP, but in financial hardship. These parents were supported on an individual basis with relevant support signposted, including free resources allocated through BBEST. All teaching and support staff were aware of the PP children they work with. Provision and interventions for PP children continue to be discussed during pupil progress meetings. PP children were monitored closely and all abilities of disadvantaged children were targeted to reach their full potential including the more-able disadvantaged. The impact of these would be analysed and discussed with year groups and during pupil progress meetings to evaluate the impact and effectiveness.

(g) Special Educational Needs (SEND)

A breakdown of numbers in each category was shown for March 2024.

- SEND meetings had taken place, all SEND children had been discussed with class teachers and SENCO, new targets implemented as part of Individual Education Plans (IEP), My Support Plans (MSP) or Educational, Health Care plans (EHCP).
- Nursery teacher and SENCO continue to monitor all pupils. 4 pupils had been referred for SALT assessment.
- EYSEN were currently supporting 1 reception children.
- 1 child had received a Decision to assess for an Educational Health Care plan (EHCP).
- 2 pupils had EHCP's in place.
- 2 further pupils had received decision to assess for an EHCP plan.
- Outreach specialist provision support was in place for 2 pupils
- 1 child supported on an EHCP was currently being taught in additional provision alongside mainstream class provision.

- 15.6% of pupils had SEND (K and E)
- SEN support with no EHCP = 14.2% and 1.3% EHCP plans.
- National – 13% SEN K with no EHCP and 4.3% EHC plans.
- A SEND audit took place in January, this was led by Natalie Packer an independent SEND consultant, Rajinder Randhawa (BMAT SENCO) was also present. The audit was extremely thorough, Natalie spent time with teachers, TA's, SLT, parents and pupils, alongside observing teaching throughout school.
- Feedback received on a parent's SEND survey was all positive, praising good provision, teaching and communication with teaching staff and SENCO.
- The key findings from the audit were:
  - Key Strengths:
    - SLT had promoted a team approach to SEND; all teachers and support staff understand their responsibilities, demonstrating a high level of commitment to children. Relationships were very positive.
    - Pupils on the SEN register had specific, measurable, and achievable targets based on longer-term outcomes. All staff were very focused on supporting pupils to work towards and achieve their targets.
    - Pupils were able to confidently name a number of strategies they would use to help themselves if they got stuck in their learning and their responses clearly demonstrated the school's focus on developing independent learners.
  - Key Recommendations:
    - SLT to support staff to deliver a broad and ambitious curriculum for all pupils with SEND
    - Support teachers to plan and implement high quality teaching strategies that would benefit pupils with SEND across the whole curriculum – introduce the EEF SEND in mainstream schools 5-a-day principle.
    - Develop a more diagnostic approach to identifying needs so teachers had more detail on exactly what the barriers to learning were for pupils with SEN. Add this information to IEPs, along with HQT strategies.
- Following the audit, the report had been shared with the Governor responsible for SEND and the SEND development plan had been amended to address the recommendations.
- BMAT SENCO and SENCO had met with all teachers to develop a more diagnostic approach to identifying needs, this information was now included on pupil's IEP's.
- Communication and Interaction continues to be the main area of need across school. Issues with access to SALT (Speech and Language Therapy) assessment and support continue to present as significant barriers to offering the most appropriate support for pupils.
- SENCO and school nurse continue to meet regularly with parents to address common developmental issues. Several referrals had been made for parents to access support from a child developmental practitioner (CDP). Typically, these referrals were recommended to support parents of children who were being monitored in school for untypical developmental needs, for example, toileting, feeding and behaviour.
- Governors acknowledged the dwindling support from the LA and recognised lengthy wait times were frustrating for all concerned, particularly for children who were at a crucial stage in their development. Governors complimented the school for trying to fill the gap until external support could be sourced.
- Staff were praised for their ongoing commitment and were proud of SEND provision at the school.

(h) Parental Involvement & Other Events

- A range of enrichment activities and parental engagement events had taken place since the beginning of the year. Dates for the Diary sheets that had been sent out to parents and emailed to governors.
- Clubs (lunchtime and after school) Spring Term - football, Hockey, Archery (very popular), computing, sewing, Lego, nature (feeding the birds).
- Parental open days and workshops had been very well attended. Parents evening meetings held over two nights; there was 100% attendance. One parent governor gave very positive feedback about the parent evening.

**ACTION:** Headteacher to pass on the positive feedback to staff regarding the Parents evening.

(i) Networks, Courses and CPD Opportunities

- Staff continued to attend network meetings and courses to improve practice, the following had been attended since September 2023:
  - Asbestos Awareness, DSL Refresher, High Needs Review, School Readiness, SENCO, Kirklees Primary Heads meetings, Early Year Conference (all EYFS teachers attended), Maths Mastery CPD, Phonics Network, Integris, networking visits to other schools.
- The school continued to benefit from working with the BBEST Hub. Many families had benefitted from receiving additional supermarket vouchers to help with the cost of living crisis.

The Chair updated that the LA's "Attendance and Questions to ask" document was very useful. The governors felt that due to the high standard and comprehensive Headteacher's reports it was important to note that Governors did not ask many questions because they had been given all the information already and thus eliminating the need to ask questions. Governors reiterated that if they had missed any meetings then it was easy to catch-up using all the Headteacher's reports.

The Chair and Governors thanked the Headteacher and other staff for all the hard work put into the comprehensive reports.

53. SAFEGUARDING

This item had been covered within the Headteacher's report.

54. ATTENDANCE – MONITOR HOW ATTENDANCE IS GOING

*The Spring term Information Sheet was shared prior to the meeting along with the . Guidance Document 1 which explains the governors' role in improving school attendance, and ask leaders some of the suggested questions.*

The item had been covered within the Headteacher's report.

55. FINANCIAL MANAGEMENT AND MONITORING:(a) Complete /Approve SFVS

The Guidance Document 2 was shared prior to the meeting.

The Schools Financial Value Standard (SFVS) helped to provide schools with assurance that they were meeting the basic standards necessary to achieve a good level of financial health and resource management.

The SFVS checklist asked a number of questions of governing bodies in six areas of resource management to provide assurance that the school was managing its resources effectively. This can be used to identify possible areas for change to ensure that resources were being used to support high-quality teaching and the best education outcomes for pupils.

This item was completed at the Finance Committee meeting (Minute 51 (b) refers). The SFVS was brought to the full Governing Body to ratify. Governors felt the narrative against each answer evidenced the school's procedures well and agreed the document be recommended for approval.

**RESOLVED:** That the Governors approve the SFVS.

(b) Self-Assessment Dashboard

*The Self-Assessment Dashboard document was shared prior to the meeting.*

The DfE had created a snapshot document called the Self-Assessment Dashboard which showed comparisons across similar schools to Purlwell School on different benchmarking criteria. Mrs Houlker had added notes to explain each section of the report.

There was no cause for concern except for the energy costing but the age of the school made it energy inefficient to retain heat. Mrs Houlker would monitor the costing.

(c) Financial Benchmarking 2024

*Financial Benchmarking Report was shared prior to the meeting.*

Mrs Houlker explained the information in the document.

- The trend over the last 5 years can be seen.
- Expenditure across all areas had generally been on a downwards trend to 2020/21 and had since begun to rise.
- The drop in expenditure correlates directly with the falling roll and the subsequent reduction in budget allocation.
- Expenditure in staffing, premises and supplies and services were all affected as the school had to 'cut its cloth' accordingly.
- Expenditure was on an upward trajectory as prices and costs were rising, some significantly. We would see this reflected in the charts over the next few years.
- Occupation costs show a marked increase due to the higher than average price increases in these areas.
- Teacher costs rose in 2020/21 due to staff returning from maternity leave (cover was with agency teachers so not on payroll).
- Admin costs had come down as we were now operating with just two members of staff (following a resignation in 2021) and the Business Manager now only works four days.
- The spend on Energy can be clearly seen with the impact of rising costs in this area. Total spend £46,200 compared to £17,800 in 2021/22. The spend for this coming year was anticipated to be even higher at £49,500.

- Water costs peaked in 2019/20 when a water leak was discovered under the floor in one of the classrooms. Since then, costs had been fairly stable.

(d) Finalise next year's Budget 2024/2025

*The budget profile 2023-24 document and Guidance Document 3 were shared prior to the meeting.*

Mrs Houlker explained the chart information had been added with notes to explain the data and added that there was nothing significant to report. The carry forward was expected to be around £60,000 which was better than expected.

The budget allocation for 2024/2025 had been received and was £40,000 more than last year but some adjustments were required. Mrs Houlker felt that she would be able to balance the budget although there were substantial increases in teacher salaries and would need to look at whether to buy certain services eg teacher insurance which did not seem worth it.

The Headteacher advised that intake for September 2024 would be lower and this would impact the budget.

*Mrs A Khan left the meeting at this point.*

**ACTION:** To add Finalise Next Year's Budget 2024/2025 to the next agenda.

The Chair thanked Mrs Houlker for the continued thorough reports.

*Mrs T Rafique left the meeting at this point.*

56. HEAD TEACHER WELL-BEING/DEDICATED HEADSHIP TIME INCLUDING STAFF WELLBEING.

*The Spring term Information Sheet was shared prior to the meeting  
Governors were advised to use the agenda item to make sure the school was supporting the wellbeing of the headteacher, senior leaders, staff, and pupils.*

The Chair advised that the Headteacher wellbeing conversation was private with the Headteacher and they were held regularly.  
Wellbeing covered in HT Report.

57. UNDERSTANDING YOUR SCHOOL'S PLANS FOR 2024 TESTS OR EXAMS

*The Spring term Information Sheet was shared prior to the meeting.*

Year 2 SATs were non-statutory this year. They were being used to at Purlwell to back up teacher judgements as in previous years. A meeting had been held for Y2 parents to explain this.

58. MONITOR YOUR SCHOOL IMPROVEMENT PLAN (SIP)

*The Spring term Information Sheet was shared prior to the meeting.*

This item was discussed in the Headteacher's report and would be discussed in detail at the Standards Committee.

59. REVIEW OF POLICIES

There were no policies to review.

60. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2023/24 (Minute 42 refers)

**ACTION:** To defer the item to the next meeting. The Chair would share the Governing Body Development action plan for feedback from all the Governors.

61. GOVERNOR TRAINING AND GOVERNOR VISITS

*(Sharing learning outcomes and key points)*

The Governor Link Class document had been circulated prior to the meeting.

The Headteacher advised that governors had been allocated as links governor to different classes. This would allow governors to make links and visit school at a time that was suitable to them. Class email information was shared.

- Mrs A Khan had completed the induction training.
- Mrs T Rafique (SEN Governor):
  - had visited school and met with Mrs Gallivan (SENCo)
  - had attended the SEND for Governors course in January 2024
  - had been part of the SEND audit.
- Mrs S Palmer had met with SBM to go through the SCR (Single Central Record).
- Dr McGregor had visited school on Monday, 4 December 2023
- Mrs Z Badat had undertaken the WRAP Prevent training.
- Mrs Gallivan and Headteacher had attended virtual Channel Awareness training in February 2024.

**ACTION:**

- (i) All governors to arrange with the teachers a visit to their allocated class before the next meeting.
- (ii) Chair to circulate the Governor feedback form for completion after a school visit.
- (iii) All governors to look at the training on offer and book with Mrs Houlker.

62. ANY OTHER BUSINESS

There were no items of Any Other Business.

63. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED:** That the next Full Governing Body meetings would be held at school on Wednesday, 22 May 2024 at 5.30 pm – **now to be held at school.**

64. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.

The Chair thanked everyone for their attendance and contribution in the meeting.

The meeting closed at 7.41 pm.

## Action Log:

No.	Min Ref	Action	By Whom
1	50	<u>Future Meetings</u>  GCS to note the next meeting to be held at school.  Clerk to speak with Headteacher regarding clerking at school.	GCS  CLERK PS
2	52(b)	<u>Safeguarding</u>  Headteacher and Chair to discuss which governors needed to attend the WRAP training.  Headteacher to note that Mrs Z Badat had undertaken the Prevent WRAP training already.  Mrs Gallivan to re-introduce Staff safeguarding quiz twice per half term.	HT / CHAIR  HT  SG
3	52(c)	<u>Premises, Health &amp; Safety</u>  Mrs A Khan reported that a couple of roof tiles had moved on the school roof and SBM to be informed.	AK
4	52(e)	<u>Admissions and Attendance</u>  Headteacher to send message to parents about the importance of immunisation against measles.	HT
5	52(f)	<u>Standards</u>  The Headteacher to email the date of the next Standards Committee after Easter.	HT
6	52(h)	<u>Parental Involvement &amp; Other Events</u>  Headteacher to pass on the positive feedback to staff regarding the Parent evening events.	HT
7	55(d)	<u>Financial Management And Monitoring</u>  To add Finalise Next Year's Budget 2024/2025 to the next agenda.	GCS
8	60	<u>Governing Body Development: Actions And Priorities 2023/24</u>  To defer the item to the next meeting.  The Chair would share the Governing Body Development action plan for feedback from all the Governors	GCS  CHAIR ALL GOV
9	62	<u>Governor Training And Governor Visits</u>  All governors to arrange with the teachers a visit to their allocated class. Chair to circulate the Governor feedback form for completion after a school visit. All governors to look at the training on offer and book with Mrs Houlker.	ALL GOV  CHAIR  ALL GOV

## **Governor Courses Leaflet**

The leaflet was available here - <https://secure2.sla-online.co.uk/v3/Resources/PageSetup/12609> and attached.

### **PRIVACY NOTICE (How we use school governor information)**

A copy of [The Governor Clerking Service Privacy notice](#) was available on Kirklees Business Solutions.