

Mayflower Primary School

Attendance

Last year, as we were recovering from the COVID-19 pandemic, our work was confined to the following 3 areas:

- Full Governing Body
- School-based meeting
- Finance and Personnel

This year, we feel the time is right to return to the full committee structure, including Leadership and Management, and Curriculum. Governors are notified of meeting dates at least a year in advance, and school leaders expect full attendance at all meetings as a result.

Apologies are part of the formal agenda, and governors do not have to accept the reasons that have been given for absence. While we remain deeply appreciative of the work that governors carry out, we also recognise that they have a specific function to fulfil, and this level of commitment, facilitated through high expectations, will help to ensure they have a positive impact on the Quality of Education that the school has a capacity to offer.

Where an absence has been recorded, this will be followed up, both by the Chair and the Clerk to the Governing Body. All governors express a strong commitment to the school and recognise that responsibilities can best be exercised through attendance at meetings, and also the termly monitoring visits that all governors should carry out, in-line with the specific responsibilities they have.

This section of the website will be split into 5-sections, as follows:

1. Full Governing Body Attendance
2. School-Based meeting of the Governing Body Attendance
3. Finance and Personnel Committee
4. Leadership and Management Meetings (fortnightly)
5. Curriculum Committee

All meetings are closely minuted, and these can be made available by request. Attendance is also recorded, allowing checks and balances on the summary data that has been recorded in this part of the school's website. Finally, if governors are unable to attend, it is expected that they contact the Clerk to the Governing Body or the Head Teacher prior to the meeting. In this way, expectations can be maintained, with a strong emphasis on consistent attendance and **Impact** overall.

Attendance Register

Full Governing Body			
Governor	21.09.22		
Mr. K. Bhogaita	Attended		
Mr. Imtiaz Patel	Attended		
Mr. Z. Adam	Attended		
Mrs. S. Ismail			
Mr. Imran Patel	Attended		
Mrs. A. Salleh	Attended		
Mr. R. Khan	Attended		
Mrs. S. Wright	Attended		
Ms. A. McKenley-Ballantyne	N/A		
Mr. Luke Whitney	Attended		
Mr. T. Abdullah			
Mrs. A. Meah	N/A		

The minutes and associated paperwork are retained in school, and the Clerk to the Governing Body oversees this process. Retention is in-line with national guidance, and where requests are received to gain access, this will be done in-line with GDPR guidance. On occasion, it may be necessary for sensitive information to be redacted and where this is a requirement, the Head Teacher, Chair of Governors, and Local Authority representative will agree this course of action.

Attendance Register

Full Governing Body			
Governor	23.11.22		
Mr. K. Bhogaita			
Mr. Imtiaz Patel			
Mr. Z. Adam			
Mrs. S. Ismail			
Mr. Imran Patel			
Mrs. A. Salleh			
Mr. R. Khan			
Mrs. S. Wright			
Ms. A. McKenley-Ballantyne			
Mr. Luke Whitney			
Mr. T. Abdullah			
Mrs. A. Meah			

As these meetings are the responsibility of the Head Teacher, the post-holder will oversee the production thereof. The primary emphasis relates to training and development, and on occasion, particularly in relation to monitoring, sensitive matters may be considered. As with the full Governing Body, any request to gain access, will be done in-line with GDPR guidance. On occasion, it may be necessary for sensitive information to be redacted and where this is a requirement, the Head Teacher, Chair of Governors, and Local Authority representative will agree this course of action.

Attendance Register

Finance and Personnel Working Group				
Governor	27.09.22			
Mr. Z. Adam	N/A			
Mr. Imran Patel	Attended			
Mrs. S. Wright	Attended			
Mr. K. Bhogaita	Attended			
Mr. Luke Whitney	Attended			
Mrs. F. Mulla	Attended			

The School Business Manager, Mrs. F. Mulla attends meetings of the Finance and Personnel Committee, and is also responsible for taking the minutes and circulating to the committee for further consideration.

Attendance Register

Curriculum Committee			
Governor			
Mr. Imtiaz Patel			
Mrs. Aneesa Salleh			
Ms. A McKenley-Ballantyne			
Mrs. S. Ismail			
Mr. L. Whitney			

Attendance Register

Leadership and Management Meetings			
Governor	28.08.22	09.09.22	23.09.22
Mr. K. Bhogaita	Attended	Attended	Attended
Mr. L. Whitney	Attended	Attended	Attended
Governor	07.10.22	04.11.22	11.11.22
Mr. K. Bhogaita	Attended	Attended	
Mr. L. Whitney	Attended	Attended	

The Head Teacher provides formal minutes for the meetings, ensuring that the quality of communication between school leaders and the Governing Body are as effective as possible.