



The Federation of Bedenham & Holbrook Primary Schools

**MINUTES OF THE FULL GOVERNING BODY MEETING OF THE FEDERATION OF
BEDENHAM AND HOLBROOK PRIMARY SCHOOLS
HELD ON MONDAY 12TH SEPTEMBER 2016 AT 6PM**
Held at Holbrook Primary School

Present:

J Heath (JH)	CHAIR Co-opted Governor
T Potter (EHT)	Executive Headteacher
S Reed (SR)	Co-opted Governor
L Newman (LN)	Co-opted Governor
L Dovell (LD)	Co-opted Governor
K Lethbridge (KL)	Local Authority Governor
C Landon (CL)	Co-opted Governor
N Mell (NM)	Co-opted Governor from 6.58pm
A Foice (AF)	Staff Governor
I Wood (IW)	Parent Governor

In attendance:

J Dunn (Clerk)	Local Authority Clerk
Z Dudley (ZD)	HOS Holbrook Associate Member
C Wood (CW)	HOS Bedenham Associate Member

Apologies: J Garrett Parent Governor

Quorum: Present: 6 required

Agenda	ACTION POINTS
<p>1. Welcome and Apologies for Absence: JH welcomed everyone and started the meeting at 6pm. JH confirmed that apologies had been received and accepted from J Garrett. A quorum was declared.</p>	
<p>2. Presentation by TKAT <i>The following discussion was confidential and is recorded on a separate document.</i></p>	
<p>3. Appoint Chair and Vice Chair of Governors and Agree Term: The clerk confirmed that self-nominations had been received for the post of chair of governors by J Heath and Vice Chair of Governors from K Lethbridge. No further nominations were received. JH and KL left the room whilst the governors discussed the appointments.</p> <p>The governors unanimously approved the appointment of J Heath as Chair of Governors and K Lethbridge as Vice Chair of Governors and they returned to the room to be informed of the decision. The governors discussed and agreed that due to need for succession planning and the strategic needs of the Federation that the appointments be for two years until 30th September 2018.</p> <p>The clerk thanked the governors for their deliberations and passed the meeting to the chair.</p>	
<p>4. Appointment of New Co-opted Governor Mrs Nikki Mell:</p>	

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	<p>The chair explained that Mrs Mell had been approached to be a governor due to her knowledge and experience with Special Educational Needs and Disability (SEND). Mrs Mell explained that she has a child with SEND and wanted to give back her knowledge and experience to the school in some way and to become more actively involved in ensuring all children receive the best education. Mrs Mell confirmed that she has previously worked within a large corporate IT company.</p> <p>Mrs Mell left the room at 6.55pm to allow the governors to discuss her appointment. The governors agreed that Mrs Mell would bring the right skills and experience around SEND to the governing body (GB) and her appointment was unanimously approved for a 4 year term. Mrs Mell returned to the meeting at 6.58pm and was informed of the decision, the governors welcoming her to the GB. Introductions were made and LD was confirmed as mentor.</p> <p>The clerk confirmed that an application form had been completed and three forms of identification obtained to request an enhanced Data Barring Service (DBS) check. The clerk was requested to ensure the induction pack is sent to Mrs Mell.</p>	Send NM induction pack (Clerk)
5.	<p>Appointment of Local Authority Governor Mrs Kelly Lethbridge: The chair confirmed that following the resignation of Mr Cull from the GB the Local Authority had been asked to endorse the appointment of KL as LA Governor, following the previous recommendation by the FGB. This endorsement had been duly received and KL had completed a new application form.</p> <p>The governors unanimously approved the appointment of Mrs Kelly Lethbridge as the Local Authority Governor for a 4 year term.</p>	
6.	<p>Agree Any Urgent Business: None.</p>	
7.	<p>Confirmation of Reconstitution With Effect From the 1st September 2016: The signed Instrument of Government (IOG) had been previously circulated. The clerk explained that Governor Services had confirmed since the last FGB meeting that only one HT position is required and the IOG presented is therefore for a total of 15 (fifteen) governors. The revised IOG was unanimously approved.</p>	
8.	<p>Declare and Sign Governor/Associate Member Annual Declarations of pecuniary Interests: The clerk tabled forms for signing and these were completed by all governors present. The clerk confirmed that the information will be published on the school websites.</p> <p>The clerk declared a pecuniary interest for today's meeting under agenda item 17.f.</p>	
9.	<p>Adopt and Sign Annual Governor Code of Conduct: Previously circulated.</p> <p>The governors unanimously adopted the code of conduct and the clerk tabled individual declaration forms which were signed by those present.</p>	
10.	<p>Review and Agree Annual Schedule of Business, Revised Standing Orders and Meeting Dates: Previously circulated.</p>	

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	<p>The clerk confirmed that the schedule of business reflects the change to monthly FGB meetings and shows a clear focus on statutory duties, policy reviews, data release dates and requirement from the School Improvement Plans (SIP). The standing orders had been updated to reflect the meeting changes.</p> <p>The governors unanimously approved the revisions. The chair explained that the schedule of business will be flexible to take account of changes through the year.</p>	
<p>11.</p>	<p>Confirm Officers and Governor/Committee/Panel Membership and Roles: The chair confirmed that she had previously circulated a list of intended roles and that all governors would be responsible for reviewing and monitoring literacy and maths during the year as this was a high focus for the GB. The governors discussed and agreed:</p> <ul style="list-style-type: none"> • Finance Lead Governor – KL • School Improvement Lead Governor – JH • HT Performance Review Panel – LN, JH and the Learning and Leadership Partner (LLP) as an external advisor. • Pay and HR Committee – KL (Chair), LD, JG and JH. • Governor Pupil Discipline Committee - three non-tainted governors to be drawn from the whole GB (no staff) and asked in turn. Governors were asked to undertake e learning or face to face training in this area. • Governors’ staff discipline and Dismissal committee- three non-tainted governors to be drawn from the whole GB (no staff) and asked in turn. • Governors’ Appeal Committee - three non-tainted governors to be drawn from the whole GB (no staff) and asked in turn. • Governors’ Complaints Committee - three non-tainted governors to be drawn from the whole GB (no staff) and asked in turn. • Development and Training Governor (DTG) – LN • South East Forum Representative – KL • SEN Governor – NM • Child Protection/Safeguarding/Looked after Children (LAC) Governor – LD • Safeguarding Complaints Against the HT – JH (Chair of Governors) • Early Years (EY) Governor – JG • More Able Children Governor - KL • Designated Safeguarding Leads (DSL) – Holbrook School ZD (deputies L Golding and J Stedman). Bedenham School CW (deputies J Richards and S Edwards) • Health and Safety (H&S) Governor – SR • Safer Recruitment – T Potter, CW, JH and LN • Policy Working Party – ZD, CW, SR and LN • Data Working Party – CL, JH and KL • Pupil Premium Governor - IW 	<p>Non staff governors to complete the pupil discipline e learning (as required)</p>
<p>12.</p>	<p>Review and Approve Committee/Panel Terms of Reference (TOR) and Delegated Powers:</p> <p>Post meeting note; as there is no Resources and Finance Committee in this academic year, the delegated authority noted within previous TOR continues: The Headteacher can authorise items of expenditure up to the value of £5,000 (five thousand pounds). All other items must be drawn to the attention</p>	

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	of the FGB as appropriate.	
12.a	Pay and HR Committee: Previously circulated. The TOR were unanimously approved.	
12.b	Complaints Panel: Previously circulated. The TOR were unanimously approved.	
12.c	Governors' Appeal Committee: Previously circulated. The TOR were unanimously approved.	
12.d	Governors' Pupil Discipline Committee: Previously circulated. The TOR were unanimously approved.	
12.e	Governors' Staff Discipline and Dismissal Committee: Previously circulated. The EHT was given delegated powers to dismiss and the TOR were unanimously approved.	
12.f	Headteacher's performance Management Committee: Previously circulated. The governors discussed and unanimously agreed that the wording be changed to reflect the need for the EHT, Heads of School and external advisor to be present in meetings. With this amendment the TOR were unanimously approved.	
12.g	Policy Working Party: Previously circulated. The TOR were unanimously approved.	
13.	Adopt the Manual of Personnel Practice (MOPP) and Any In Year Revisions Issued: The Governing Body confirmed adoption the Manual of Personnel Practice for 2016-2017 including any subsequent in year amendments, having reviewed all of the policies contained within the Manual and having previously localised policies where required.	
14.	Review Procedures and Adopt the Hampshire County Council (HCC) Governors' Good Practice Guide: Previously circulated. The guidance was unanimously adopted.	
15.	Adopt Manual of Financial Practice and procedures: The statement of financial expectations had been previously circulated. The manual was unanimously adopted.	
16.	Executive Headteacher Verbal Report: <ul style="list-style-type: none"> Progress Data: The EHT explained that as previously discussed the attainment data for both schools at Key Stage 2 (KS2) was not where they wanted it to be. The EHT said that she was however very pleased to inform the governors that both schools had hit the floor targets for progress. This is the first time in three years for Holbrook School and Bedenham continue to meet the targets. <p>The governors congratulated the EHT, staff and children on this achievement.</p> <p>The EHT confirmed that she had held discussions with the Learning and Leadership Partner (LLP) with regard to the results. Over the summer holidays the EHT said that she had worked hard with the Heads of School on the School Self</p>	

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<p>Evaluation Forms (SEF) and although they feel that both schools are “Good” schools on an upward trajectory, the data means that they must judge themselves as Requiring Improvement. A letter explaining the self-evaluation had been sent to all parents on Friday.</p> <p>Governor questions to the EHT: Have you had any feedback from parents since the letter went out? No. I engaged with parents in the playground at Bedenham but the only feedback I got was that they were very pleased with their child’s teachers and generally pleased with the school.</p> <p>Governor commented that the open and honest wording of the letter was very good.</p> <ul style="list-style-type: none"> • Draft Strategic Plans <p>The EHT confirmed that she had met with each HOS and LLP to create a new strategic plan, which are similar but not identical to each other. Ideas from the LLP had been included. The EHT tabled the strategic plans and confirmed that governors should take some time to read through them and e mail any questions before the next FGB meeting.</p> <p>The EHT said that it is very important that governor monitoring is robust and commences early in the term and that the Heads of School had met JH, LD and LN to make a start on the monitoring plan. The governors discussed and agreed that whole governing body training should be focussed on “Holding Leaders Account” and LN was asked to book this as soon as possible.</p> <p>The governors spent some time discussing the strategic plans under the headings:</p> <ul style="list-style-type: none"> • Learning in all lessons to be good or better every day • High quality support and challenge for every learner • High quality leadership at all levels • Preparing children for life in the modern world <p>The EHT explained that there are lot of new staff this year in both schools and it will take a little time for them to get settled in and be consistent. Governors can see evidence of progress and improvement through book scrutinies, learning walks and lesson observations, which have been built into the plans.</p> <p>Would it be possible to give us prior data within the target and progress analysis? Yes, I will ensure that is provided going forward.</p> <p>The EHT tabled the English and Maths action plans for both schools and the EHT asked that governors take some time to review these and send questions for the next meeting. The EHT confirmed that these plans have fed into the strategic plans. The governors agreed that the strategic plans are brought to each FGB meeting.</p> <p>The EHT tabled data summary reports and confirmed that these will be circulated</p>	<p>Book WGB training on Holding Leaders to Account (LN)</p> <p>Strategic plan to be a standing item on the FGB agenda (clerk)</p>
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<p>when fully complete. The EHT referred the governors to Holbrook data and the 20% increase from 2014 in Good Level of Development (GLD) in the Early Years Foundation Stage (EYFS). The EHT explained that progress is extremely good in years 1 and 2 and tails off from Year 3 onward.</p> <p>What are the figures in blue? The test results are in blue and the teacher assessments are in black. We can show evidence that teacher assessments are accurate and it is the test results that are the problem. We have discussed test preparation for this year and there is some work to be done.</p> <p>What are you doing for those boys in Year 3 who are 31% age related expectations (ARE) in writing? The Year 4/5 team are aware and are planning some boy specific activities to engage them more.</p> <p>The EHT tabled the Pupil Premium and Sports Premium reports for each school and confirmed that the format has been changed slightly this year on the recommendation of the LLP.</p> <ul style="list-style-type: none">• Pupil Premium grant expenditure spending and impact review 2012-2013, 2013-2014, 2014-2015, 2015-2016• Pupil Premium allocation, spending and impact 2016-2017• Sports premium expenditure and impact 2013-2017 <p>The governors were asked to read through the reports and send her questions if clarification is required.</p> <ul style="list-style-type: none">• Receive Plan For and Approve Offsite Visits <p>The EHT confirmed residential visits planned for 2016-17:</p> <ol style="list-style-type: none">1. Year 4 Minstead for Holbrook2. Year 6 Wales for both schools3. Year 4 Stubbington Study Centre for Bedenham <p>The EHT explained that day trips will be tailored to topics and a schedule cannot be developed with any certainty Although at the "Meet 'n' Greet" sessions next week each year team will be explaining to parents their initial plans – these can be forwarded to governors as long as governors are aware that there may be changes.</p> <p>The governors discussed ensuring trips add value to the curriculum and that reports of impact and expenditure are brought to governors for review. The governors unanimously approved the residential trips outlined and requested the schedule be presented to the March 2017 FGB meeting. The governors unanimously agreed that any visits costing parents over £50.00 (fifty pounds) must be approved by FGB.</p> <ul style="list-style-type: none">• Approve Staffing Structure 2016/17 <p>The EHT confirmed that the staffing structure 2016-2017 had been presented and approved at previous FGB meetings.</p> <p>The chair thanked the EHT for her report.</p>	<p>Send EHT questions on data and pupil/sports premium through the clerk before next FGB (all)</p> <p>Send off site visit schedule to March FGB meeting (EHT)</p>
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17.	Governing Body Matters:	
17.a	<p>Governor Monitoring Plan: The chair confirmed that as the strategic plan had not been available until now it had not been possible to add governor monitoring into it. This will now be agreed. The chair explained that she had met with CW, ZD, LN and LD to look at governor monitoring of maths and literacy specifically and had agreed the priorities under the governors' holding leaders to account mandate. The chair reiterated that the GB must be seen to be more challenging and that all governors are expected to have involvement to ensure they have broader knowledge across the core subjects as well as their specific link roles.</p> <p>The chair tabled a monitoring plan for the Autumn 2016 term and confirmed that this will be circulated after the meeting. The chair outlined:</p> <ol style="list-style-type: none"> 1. Guided reading monitoring using National Association of Headteachers (NAHT) guidelines. JH to complete in Bedenham school. 2. Maths and English learning walks, to be carried out with the English and Maths leaders to provide expertise. By 23rd September 2016, volunteers to contact the chair. 3. Governor attendance at the staff meeting on the 12th October 2016 around school improvement for maths, English and science. Volunteers to contact the chair. 4. Feedback and marking monitoring to be completed by the end of Autumn 1. Followed by lessons observations with the HOS (governors are not allowed to comment on the quality of teaching), using the non-negotiables check list, reviewing the impact of policies and under NAHT guidelines. 5. Governors to link to specific year groups so that evidence can be seen over time. Following visits governors should speak to children and specific children's progress could be followed anonymously over time. <p>The governors discussed monitoring. It was agreed that the chair will allocate governors to year groups and circulate through the clerk. The EHT asked governors to ensure they commence their monitoring as soon as possible.</p> <p>Governor question:</p> <p>Are the staff aware why governors are monitoring and that it is not a case of us not having confidence in them? I believe it is important that they know they have our support and we are not trying to catch them out. ZD confirmed that she had spoken to Holbrook staff at the last staff meeting explaining this. CW confirmed that she had discussed monitoring with new staff. The chair explained that the governor monitoring is not new and a continuance of what they have always done but with an increased focus.</p>	Circulate governor monitoring plan, with assigned year groups (JH)
17.b	<p>Fischer Family Trust (FFT) Governor Resources Leaflet: Previously circulated.</p> <p>The EHT confirmed that the FFT dashboard will be published this week and this will be circulated to the governors.</p>	

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<p>17.c</p>	<p>Governor DBS Checks and EduBase Update: The clerk confirmed that she had updated the EDuBase system for both schools with all governor details as requested under new legislation from the DfE. The clerk confirmed that all governors had received enhanced DBS checks and she liaises with the schools to ensure these are actioned for new governors in the required timescales.</p>	<p>Circulate FFT dashboard (EHT)</p>
<p>17.d</p>	<p>Governor Attendance for Posting to the Website 2015/16: Previously circulated.</p> <p>The governors unanimously approved the document for posting to the web sites.</p>	
<p>17.e</p>	<p>Confirm Arrangements for the External advisor on HT Performance Review Panel: The governors discussed and agreed that the LLP Jane Wilson be the external advisor for the HT performance review panel and the EHT confirmed that she will agree dates. Post meeting note: the date agreed with the LLP is 13th Oct at Bedenham, governors will be required later morning / afternoon, times TBC.</p>	
<p>17.f</p>	<p>Clerking Contract Changes 2016/17: Previously circulated. The clerk declared a pecuniary interest and was requested to remain in the meeting.</p> <p>The clerk explained that the changes in the structure of meetings (move to monthly FGB meetings) for this financial year has a financial impact in that her original contract was for 13 hours more at a cost of £234.00 (two hundred and thirty four pounds). The governors discussed and unanimously agreed that the additional work undertaken by the clerk to maintain EduBase and prepare the amendments to the schedule of business and standing orders etc. is sufficient recompense for the extra hours and that no change should be sent to Governor Services regarding her contract.</p>	
<p>18.</p>	<p>Minutes of Previous FGB Meeting 11th July 2016: The minutes had been previously circulated.</p> <p>Approval: The minutes were unanimously approved as a true record and signed by the chair.</p> <p>Matters Arising:</p> <p>Agenda item 11 (Dec 2015): IW asked the clerk to send her another skills form as this item had not yet been completed.</p> <p>Agenda item 4: The EHT confirmed that the strategic plans had been brought to today's meeting as requested.</p> <p>Agenda item 8.c: KL confirmed that the governor vacancies had been placed on the inspiring the future website as requested.</p> <p>Agenda item 2: The clerk confirmed that the induction pack for JG had been sent to LD as requested.</p> <p>Agenda item 6.1: The clerk confirmed that the link to the channel awareness e</p>	

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	<p>learning had been circulated to all governors as requested.</p> <p>Agenda item 6.2: The chair confirmed that the annual safeguarding audits had been circulated to all governors as requested.</p> <p>Agenda item 7.a.1: The clerk confirmed that she had received the self-nominations for the positions of chair and vice chair as requested.</p> <p>Agenda item 7.a.2: The clerk confirmed that she had contacted the Local Councillor as requested to obtain the endorsement for KL as the Local Authority Governor and this had been received and copied to the chair and Governor Services.</p> <p>Agenda item 7.b.1: The clerk confirmed that she had sent the changes in her hours to the chair as requested.</p> <p>Agenda item 7.b.2: The clerk confirmed that she had created and circulated the revised schedule of GB business as requested.</p> <p>Agenda item 14: The chair asked if the governors had completed their revision of the Keeping Children Safe in Education guidance and this was confirmed by all present. The clerk confirmed that this is included in the induction pack for NM.</p> <p>Agenda item 16 (Resources committee): The chair confirmed that the asset register checks had been completed and circulated to governors.</p> <p>Agenda item 22 (Resources committee): The chair confirmed that the comparison of cleaning supplies is to be carried forward to March 2017 meeting.</p> <p>Agenda item 23 (Resources committee): The EHT explained that she has not yet met with the PTA regarding their fundraising foci and this action is to be carried forward.</p> <p>Agenda item 25 (Resources committee): The chair confirmed that cross federation spending will be discussed at the March 2017 meeting.</p> <p>Agenda item 26 (Resources committee): The governors discussed and agreed that the School Financial Value Standard and assurance (SFVS) should be completed by KL and SR on the 14th November 2016 and 13th March 2016, for sending to the March 2016 FGB meeting.</p> <p>Agenda item 27 (Resources committee): The chair confirmed that the annual safeguarding audits had been circulated to all governors as requested.</p> <p>Agenda item 28 (Resources committee): The chair explained that the previous chair had not circulated the H&S report from 2015/16 and as the Summer Term 2016 web form had been completed, this action was no longer relevant. The chair asked that CW and ZD liaise with SR for the Autumn Term web form and circulate this to governors for the October FGB meeting.</p> <p>Agenda item 29 (Resources committee): The chair explained that the TOR for this committee were no longer required.</p> <p>There were no further matters arising not already covered on the agenda.</p>	<p>SFVS 14.11.16 and 13.3.16 (KL & SR)</p> <p>Complete autumn term H&S web form (CW, ZD & SR) and circulate</p>
<p>19.</p>	<p>Policies for Ratification/Approval:</p>	
<p>19.a</p>	<p>Pay Policy 2016/17: The EHT explained that the policy was not ready today as there are a number of personalisations required from the model policy. The governors discussed and agreed that the Pay and HR Committee members review the documents and send their recommendations with the policy to the October 2016 FGB for approval.</p>	<p>Send pay committee members pay policies for review (EHT)</p>
<p>19.b</p>	<p>Sex and Relationships (SRE) Policy:</p>	

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19.c	<p>Previously circulated. The policy was discussed and unanimously approved by the governors.</p> <p>Performance Management and Capability Policy: It was agreed that the Pay and HR Committee members review and approve the Performance Management and Capability Policy.</p>	Send pay committee members performance management and capability policy for review (EHT)
20.	<p>Correspondence:</p> <ul style="list-style-type: none"> Letter from Steve Crocker, previously circulated. <p>The chair asked if any governors would like to attend a Linked Governor tea party at Harrison Primary School (Pioneer Teaching Alliance) on the 11th October 2016. CW and ZD confirmed they would be attending.</p>	
21.	<p>Any Other Agreed Urgent Business: None</p>	
22.	<p>Items for Next FGB meeting 10th October 2016 Bedenham Primary School:</p> <ul style="list-style-type: none"> EHT verbal report Strategic Plans SIP priorities and progress update <p><u>Safeguarding:</u></p> <ul style="list-style-type: none"> Prevent duty <p><u>Governing Matters:</u></p> <ul style="list-style-type: none"> Matters arising from the confidential minutes Governor Training including WGB topic Plan governor monitoring schedule Governor recruitment Governor development/action plan <p><u>Policies:</u></p> <ul style="list-style-type: none"> Staff discipline, conduct and grievance policy Pay Policy 2016/17 ICT Policy Safeguarding Policy Statement of Allegations of Abuse Against Staff Allegations of Abuse Against Pupils Child Protection Policy <p>The chair thanked the governors for their attendance and inputs and apologised for the longer meeting. The meeting closed at 8.20pm.</p>	

Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
1	11 (Dec 15)	Send IW skills form for completion	Clerk
2	22(4.b)	Bring comparison of cleaning supplies to spring term meeting March 2017	SP/SK

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	Resources)		
3	23 (4.b Resources)	Meet PTA re their fund raising foci	EHT
4	25 (4.a Resources)	Report to the March 2017 meeting on cross federation shared spending	SK/SP
5	26 (4.b Resources)	SFVS updates to FGB Autumn (November 2016) and Spring (March 2017). Visit to schools 14.11.16 and 13.3.16	KL and SR
6	4	Send NM induction pack	Clerk
7	11	Non staff governors to complete the pupil discipline e learning	Non staff governors
8	16	Book WGB training on Holding Leaders to Account	LN
9	16	Strategic plan to be a standing item on the FGB agenda	Clerk
10	16	Send EHT questions on data and pupil/sports premium through the clerk before next FGB	all
11	16	Send off site visit schedule to March FGB meeting	EHT
12	17.a	Circulate governor monitoring plan, with assigned year groups	JH
13	17.b	Circulate FFT dashboard	EHT
14	18	Complete autumn term H&S web form and circulate	CW, ZD and SR
15	19.a	Send pay committee members pay policies for review	EHT
16	19.c	Send pay committee members performance management and capability policy for review	EHT

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