

'Living life to the full'
John 10:10



Tas Valley Church Schools Federation

Preston CE VC Primary and Saxlingham Nethergate CE VC Primary

Full Governing Board Meeting

Monday 11 December 2023 at 6.30pm, Microsoft Teams

Minutes

Present:

Diane Perry-Yates DPY (Chair of Governors)
Matthew Walker MW (Executive Headteacher)
Katie-Rose Lightfoot KRL
Claire Crawshay CC
Rebecca Orford RO
Fiona Webb FW
Claire Smith CS
Will Defoe WD
Anne Fry AF

Apologies:

Lesley Allgood LA
Daisy Sutcliffe DS

In Attendance:

Christopher Perry-Yates CPY (Governance Professional)
Laura Knight LK (Head of School, Saxlingham)
Jasmin Smith JS (Item 3)
Emma Elliot EE (Item 3)

Item No.	Item and discussion	Owner	Target Date
1.	<p>Register of attendance and apologies:</p> <p>Apologies had been received from Lesley Allgood, Daisy Sutcliffe and Jo Firman. All other governors were in attendance and agreed to accept the apologies offered.</p> <p>The Governance Professional advised that the meeting was quorate.</p>		
2.	<p>Declarations of pecuniary interests:</p> <p>There were no new pecuniary interests declared.</p>		
3.	<p>Maths presentation (Jasmin Smith and Emma Elliot):</p> <p>The governing board received a presentation from the Maths subject leads at both schools. It was noted that children were able to speak positively about maths and there had been great improvements. All staff were embedding Maths Mastery approaches in the schools.</p> <p>Governors were advised that children were showing more of a command of Maths vocabulary. It was noted that the Federation supported Number Day which was an NSPCC event run in February every year and children got involved in a variety of activities that were delivered focussing on Maths. The school was also using Times Tables Rock Stars which was a positive</p>		

programme for children to learn the Times Tables. Evidence showed that all children had passed the Year 4 Multiplication Tests as a result of the Times Tables Rock Stars implementation. An inter school competition was planned for the new year across both schools.

[Katie Lightfoot joined the meeting at 6.38pm]

It was highlighted that enrichment was very strong and a link had been established with Sir Isaac Newton Sixth Form who were providing outreach support. It was noted that the data from Autumn term assessments were showing positive achievements at Saxlingham with children achieving at Expected Standard. Maths Mastery would allow the school to push to get more children to Greater Depth. The aim in the New Year was to focus on those children who were working below Expected Standard with imaginative ways of creating intervention time for those children who were struggling. A review of the Maths resources was also planned to ensure it was accessible to all.

Governors were advised that White Rose Maths had been introduced during lockdown at Preston. Training had been undertaken and questionnaires sent to all teaching staff to find out how teaching staff were delivery the scheme. The aim was to ensure that the scheme was consistent and cohesive across all classes to. A long-term plan had been created with different objectives for different year groups and small steps of progress for mixed age classes and teaching in Year Groups when possible.

It was explained that Times Tables Rock Stars had also been introduced at Preston and there had been an evident impact. Children also had a Numberkit objective which was a number fact recall objective which was followed by a test at school after which they could earn stickers. This also supported the Mastery approach to problem solving.

Q (RO): On the documents there didn't seem to be information about how you are working with other subject leads to link with other parts of the curriculum; is this something you are doing?

A: When we looked at the curriculum we tried to see where we could link with other subjects such as science. We could spend more time with other subject leaders.

Q (CC): Are the younger children coping with the new approach better than the older year groups? Are older children having to relearn things?

A: A lot of the Maths Mastery is the approach to teaching, so they are not having to relearn things. Previously, in a class you would differentiate and then set children off on their activities, but with Maths Mastery it is more of a small step approach so that all children work and learn at the same speed and level rather than differentiating. This is almost adding to what they would have had before as it is representing concepts in a different way. We can

	<p style="color: red;">teach in different ways before they practice so that they can see that it is about recognising that a skill is applicable to a variety of contexts.</p> <p>Governors commended the Times Tables Rock Stars. There was anecdotal evidence that parents felt that they could see the progress their children were making through that scheme. Governors were advised that parents had commented on how much their children were motivated by the Times Tables Rock Stars.</p> <p style="color: red;">Q (KL): Why in Numberkit not used at Saxlingham too?</p> <p style="color: red;">A: We had used Numberkit but for us it was not working very well as a school, so we made the decision not to use it. I am open to trying it again.</p> <p style="color: red;">Q(DPY):What is Numberkit?</p> <p style="color: red;">A: In the curriculum you have objectives about mental recall of facts. We have sheets for each year group with an objective about recall for that year group. This is coloured in so that children can earn stickers for each objective. It also forms part of celebration assembly every Friday so that children can work towards a collaborative achievement. At Preston they are very motivated by it. Children are wanting to know how many stickers they have got and how they have achieved their targets.</p> <p>Governors thanked the Maths Subject Leads for their time and commended their work. It was agreed it would be useful to have an update later in the year.</p> <p><i>[Jasmin Smith and Emma Elliot left the meeting at 7pm]</i></p>		
4.	<p>Minutes of the previous meeting on 16 October 2023:</p> <p>The minutes of the meeting on 16 October 2023 were reviewed and approved as an accurate reflection. The minutes were digitally signed by the Chair.</p> <p>Proposed: CS Seconded: RO</p>		
5.	<p>Matters arising:</p> <p>The action list from the previous meeting was reviewed.</p> <p>The Executive Headteacher advised that he had spoken to the LA Finance Officer about a finance health check and was awaiting feedback.</p> <p>All other actions were noted as completed.</p> <p>Governors commended the amount of work that had been carried out on the SIAMS SEF. It was suggested that the way that behaviours and rewards</p>		

	<p>were linked to SIAMS would be useful as a discussion at a future FGB.</p> <p>ACTION: Governance Professional to add SIAMS presentation to the next FGB agenda.</p>	CPY	22/01/24
6.	<p>Items for discussion under Any Other Business:</p> <p>There were no items declared for discussion under AOB.</p>		
7.	<p>Executive Headteacher's report:</p> <p>The governing board reviewed the headteacher's report. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>Q(DPY):How is the class structure at Preston likely to be arranged in September? From the data Caterpillar is going to have the current Y4 of 19 children and 20 Y3 moving up. Will the dragonflies drop to 22?</p> <p>A: A discussion for SLT, but likely numbers are approximate:</p> <p>Reception/Y1 = 25 Y1/Y2 = 27 Y3/4 = 25 Y4/5 = 23 Y5/6 = 27</p> <p>Q(DPY):Is the number of persistent absentees (PA) improving since the previous report?</p> <p>A: Overall, there has been a slight dip. Preston has seen an outbreak of Scarlet Fever which has contributed to this. Attendance Data was discussed by DSLs at their meeting; PAs were discussed case by case (in the majority of cases, the data is skewed by the fact that a small number of days here and there through illness or unauthorised holiday can cause attendance to drop below 90%. Through looking at the herringbones, we can see that the vast majority of cases show that this is not a long-term trend.</p> <p>Q(DPY):What is being done to support the families with low attendance?</p> <p>A: In some cases, there are medical needs (referrals have been made previously). 1 child is returning to school after several weeks in hospital. Support can be triaged through the Attendance Team but we also work with a number of other agencies who will provide support (e.g. Gypsy Roma Traveller service, Schools and Communities Team, Inclusion Team). In most cases, it is not that the parent or child does not want to attend, and so other circumstantial issues need to be addressed to support them.</p> <p>Saxlingham has a higher percentage of persistent absence and shows 2 below 85% with boys registering absence higher than girls.</p>		

<p>What is being done and why higher at Saxlingham?</p> <p>There are 2 boys out of 16 in Owls with very specific issues which are leading to this statistic. Support is being provided to both families.</p> <p>If these two children are removed from the data, Owl Class would have an attendance rate of 94.6%</p> <p>Q(DPY): Our best wishes go to Lesley. How are we covering her absence particularly as she is a DSL?</p> <p>A: DSL cover is not required as we have Matt Walker, Jo Firman, Rachael Farley, Laura Knight, Claire Smith. A number of TA's are temporarily increasing hours to ensure we have sufficient TA cover.</p> <p>Q(DPY): The grid shows 1 suspended at Preston but nil total days of suspension.</p> <p>A: It should be 0.5 days</p> <p>Q(DPY): Is prejudice related incidents a cumulative since the beginning of the year?</p> <p>A: Since the last FGB meeting</p> <p>Q(DPY): Can you explain 'talk Partners'?</p> <p>A: A strategy to engage children in whole class feedback and discussions. Encouraging children to talk to each other to generate ideas and responses before inviting feedback from the whole class.</p> <p>Q(DPY): What additional workload does flexi schooling have for staff.</p> <p>A: None for office or teaching staff; additional work for HT in completing due diligence checks and setting up an agreement with the parent.</p> <p>Q(DPY): Is 'suitable full-time education' defined?</p> <p>A: I think this is a bit woolly: Education is considered suitable if it allows children to reach their full potential and prepares them for adult life in their community.</p> <p>Q(DPY): How do the school define a 'child at risk' when home schooling</p> <p>A: For example, there might be identified safeguarding concerns or a history of concern/heightened risk around the family, e.g. there where the child might be, who they might be with, or what they might be experiencing/exposed to if they were not in school.</p> <p>Q(DPY): When the Headteacher receives requests for flexi schooling how do</p>		
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<p>they ensure the Child's wishes are met?</p> <p>A: Through dialogue with the child and the parents.</p> <p>Q(DPY): What does 'whether arrangements being sought can be made outside of normal working hours' mean?</p> <p>A: For example, if a parent wishes for their child to attend Forest School, the question should be asked 'is this possible outside of the normal school day?'</p> <p>Q(DPY): How does the school ascertain that the home/school constitutes full time education?</p> <p>A: In the specific case, the parent wishes for their child to attend a Forest School, which is on the list of Norfolk approved Alternative Provision Providers. This gives some security. However, the school is advised to complete a large number of due diligence checks to ensure that they are satisfied that the child will be safeguarded. This will fall to the EHT.</p> <p>Q(DPY): How is this recorded on attendance data?</p> <p>A: It will count in our data as it should be a C code.</p> <p>Q(DPY): How do the school establish 'effects on the wider community'?</p> <p>A: Obviously, this could set a precedent – this is the only potential effect I can see.</p> <p>Q(DPY): Is this greater responsibility for the school / teacher?</p> <p>A: In some ways it will be, as it will need to be discussed with Ofsted and the school will need to demonstrate it has completed the necessary checks.</p> <p>Q(DPY): Are we implementing the comments from Wensum Hub, with particular reference to the 'C' grade? Some of the C recommendations would be more pressing in a larger setting.</p> <p>A: Has dedicated time to fulfil the role:</p> <p>It was discussed with the auditor that this is difficult to maintain on a weekly basis, and potentially is not necessary given the size of the school. Both Early Reading Leads have time as required.</p> <p>Coaching TAs/Teachers:</p> <p>Informally this has taken place and will develop through the monitoring schedule</p> <p>Organising Regular Progress Meetings:</p>		
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	<p>More difficult to implement within a small school</p> <p>Communication and Language Lead: none in place</p> <p>Intervention Program: Neli intervention has been introduced and training has been arranged.</p> <p>Q(WD): The LA have requested a push from a PAN of 17 to 10 at Preston; are we in a position to refuse this?</p> <p>A: At the moment we are in a position to refuse, and I have advised the Admissions Team of this. There is no advantage in lowering it because if we do we would have difficulty increasing it again.</p> <p>Q AF): Why is the LA continually asking?</p> <p>A: There is a lower birth-rate, and some schools are not filling Reception classes. It is based on the number of anticipated pupils in catchment. Historically both of our schools have attracted children from neighbouring villages where they may be an alternative school. We are a business as a school and there is an argument that parents should have a right to choose.</p> <p>Q (RO): There are a high number or prejudice related incidents; what is the nature of these?</p> <p>A: They are not connected. One was something that a child had heard which we still logged. Another was a homophobic remark made to another child. The third was at Saxlingham with a child mentioning a historical comment made some time in the past and this was to do with race. The original perpetrator was difficult to identify.</p> <p>Q(DPY):How had these incidents been addressed?</p> <p>A: We have addressed this with the children. Sometimes these are things that children have overheard, and it is difficult to identify where this started.</p> <p>Q(DPY):Is there any pattern?</p> <p>A: No.</p>		
<p>8.</p>	<p>Safeguarding report:</p> <p>The governing board reviewed the safeguarding report section of the Executive Headteacher report. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>There were no other questions.</p>		

9.	<p>Safeguarding checklist:</p> <p>It was agreed that the Chair of Governors would arrange a meeting with the Executive Headteacher to go through the governors safeguarding checklist.</p> <p>ACTION: Chair of Governors and Executive Headteacher to arrange a meeting to complete the Safeguarding Checklist and Single Central Record.</p>	DPY, MW	15/01/24
10.	<p>Resources reports:</p> <p>Budget Revision 2 (BR2)</p> <p>The governing board reviewed the draft of Budget Revision 2 (BR2). A copy of this was circulated prior to the meeting and can be found filed with these minutes.</p> <p>Governors noted that the revised BR2 was much more positive. It was highlighted that the biggest change was the increased SEND funding of £46,711. Costs had increased slightly although not as much as the additional funding. This resulted in a surplus in Year 3 of 3.58%, however the Federation was still spending more funding than it was bringing in which would still need careful monitoring.</p> <p>The Executive Headteacher advised that the Federation had held a meeting with the Inclusion Team who had confirmed the figures that were included in the budget. It was noted that it was unlikely that there would be significant changes in SEND funding, although there were two children for who their needs had changed, and an application had been made for additional funding.</p> <p>Q(WD): Do we need to be looking at additional resources and costs to meet the additional needs?</p> <p>A: The situation in some of these cases was that we were having to put staffing in place for some of these children without the funding. Potentially there are staff in place for some of these children. There will be some cases where some things need to be provided. We couldn't have managed the children's needs without the levels of staffing we had, so in theory we are getting some of the money back that we had to spend.</p> <p>The EHT advised that the Federation may need to be more challenging to the Inclusion Team in future where there was an identified need and funding was required to support that need.</p> <p>It was agreed that the budget revisions should be uploaded without commentary that could identify individuals.</p> <p>Q (RO): You have a SEND watchlist of pupils; how large is that and will it impact?</p>		

<p>A: It is a very small number.</p> <p>Q(DPY): Pupil Premium has been slightly reduced for Year 2 and 3; what is the reason for this?</p> <p>A: This is because we know the numbers of PP pupils that will leave in July 2024 and July 2025; their income has been taken out at the correct points in time. However, we do not know the numbers of Pupil Premium children we will gain in September 2024 and September 2025. Rather than estimating, we always wait until this information is confirmed.</p> <p>Q(DPY): E02 - Supply has dropped by half year 2/3. Is this realistic based on what has happened this year? Also, I10 there are very few receipts for supply insurance so are we on the right cover? It seems that we might be having a lot of 5-day absence which seems to have cost us £14K.</p> <p>A: We adjusted the Supply up in view of recent absences. In addition, supply cover has been needed to release staff for Subject Leader Monitoring etc. Hopefully the figures are realistic; the projection has only changed in the last couple of weeks.</p> <p>Q(DPY): E02 Premises staff appears to be moving and down?</p> <p>A: This is because the Preston cleaner is on maternity leave. Therefore, the costs have reduced in the short term, offset against Contract Cleaning. This will adjust back in September when the cleaner returns to work.</p> <p>Q(DPY): E09 Staff training is set at £6726 this year but drops to £3556 YR2 and up again YR3. Is there a significant reason for this?</p> <p>A: Some of the mandatory training completed this year will not be repeated next year. In Year 3, we have budgeted for the National Award for SENDCO (although whether this takes place sooner is a discussion to be had with Zoe)</p> <p>Q(DPY): E12 Building Maintenance remains static does this allow for all general maintenance?</p> <p>A: Yes</p> <p>Q(DPY): E13 Grounds Maintenance remains static is this a 3-year fix term contract?</p> <p>A: This is an annual contract, and we can put in a small uplift each year.</p> <p>Q(DPY): E14 Cleaning drops YR3 are we assuming our clearer will be back?</p>		
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A: Yes, based on what she has indicated thus far. Obviously, she is not obliged to let me know until nearer the time.

Q(DPY): E19 What is being lost under this code in YR2/3?

A: We put in £5k for lunchtime and playtime resources for this year only. We have two residential trips in this year and will then drop to one residential each year. We have not put in any visits other than known residential. Others are not known until nearer the time.

IT WAS RESOLVED that BR2 should be adopted and submitted to the LA.

Proposed: WD Secoded: CS

All voted in favour with no abstentions.

Quotes for replacement door at Preston Primary

The governing board reviewed the quotes received for a replacement door at Preston Primary. A copy had been circulated prior to the meeting and can be found filed with these minutes.

The Executive Headteacher advised that the hope was to claim from the building maintenance fund for the cost of the door.

IT WAS RESOLVED that the capital expenditure for the replacement door at Preston Primary should proceed with the contract awarded to AWD.

Proposed: RO Secoded: CS

All voted in favour with no abstentions.

Quotes for LED lighting

The governing board reviewed the quotes received for LED lighting at Preston Primary. A copy had been circulated prior to the meeting and can be found filed with these minutes.

Q(WD): Will we be paying once the work is complete and not up front?

A: We will pay on completion.

Q(WD): Will the Energy Efficiency Grant cover the whole project?

A: Yes.

Q (CC): The preferred supplier states that their quote is based on getting the work at Saxlingham, so can we approve that quote?

A: We can approve subject to the quotes being received for Saxlingham.

IT WAS RESOLVED that the capital expenditure for LED lighting at Preston Primary should proceed with the contract awarded to Save Money Cut Carbon subject to receipt of quotes for installation at Saxlingham.

Proposed: KL Secoded: DPY

All voted in favour with no abstentions.

	<p>Governors commended the site manager for his comprehensive reports.</p> <p>Norse catering contract update</p> <p>The Executive Headteacher advised that Norse were offering another catering contract extension for another year with a 3% uplift. Governors considered whether the contract should be put out to tender prior to the end of the financial year.</p> <p>Q(DPY): Had there been issues at Saxlingham with Norse?</p> <p>A There had been staffing issues at both schools and some of the staff only had to give 2 weeks' notice which didn't help. We had an issue when they were struggling to find someone to manage the servery, but they have maintained the service.</p> <p>Q(DPY): What is the quality of the food?</p> <p>A: The food is OK. The children had a lot of success with the Eco-Council changing the packaging and Norse really responded well to them.</p> <p>Q (FW): What do other local schools do and what is the feedback?</p> <p>A: There are other schools that use other suppliers, and you can hear mixed things about all of them.</p> <p>After debating it was agreed that the contract with Norse should be extended for one year and that the Federation should investigate alternative provision well ahead of the contract end date.</p> <p>Proposed: DPY Seconded: AF All voted in favour with no abstentions.</p> <p>ACTION: Executive Headteacher to start investigations into new catering provision.</p> <p><i>[Fiona Wilson left the meeting at 7.50pm]</i></p>	MW	Ongoing
11.	<p>Autumn term progress and attainment data:</p> <p>The governing board reviewed the attainment and progress data for both schools. Copies had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>The Executive Headteacher advised that overall attainment was strong, and progress was very positive, showing that children were moving on from their starting points.</p> <p>It was agreed that the data should form the major part of the next FGB.</p> <p>ACTION: Governance Professional to add Autumn term progress and attainment data to the next FGB agenda.</p>	CPY	22/12/24

12.	<p>School Improvement and Development Plan (SIDP) progress:</p> <p>The governing board reviewed the progress made against the SIDP. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>There were no questions.</p>		
13.	<p>SIAMS:</p> <p><i>How does the curriculum reflect the Federations theologically rooted Christian vision?</i></p> <p>The governing board reviewed the Spirituality in School document. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>It was noted that the SIAMS SEF (Self-Evaluation Form) reflected the new framework and staff meetings were focussing on how curriculum subjects linked to the Christian vision and values and developed children's spirituality.</p> <p>The Executive Headteacher advised that SLT were doing more work on how the school planned for spiritual moments, although recognising that it was not always something that could be planned as spirituality was individual and unique. Floor books were used to demonstrate the integration of spirituality. It was noted that all subjects were getting a consistent and even focus in terms of monitoring.</p> <p>Governors commended the work on spirituality and noted the change in the emphasis of ensuring that being a church school ran through everyday life in the school. The Executive Headteacher advised that when subject leaders were monitoring and talking to children about their learning it was evident that they could distinguish between the different learnings in the curriculum. Staff were also having the chance to reflect on what spirituality meant and how it linked to the curriculum which helped teachers to frame their lessons. Having 'Living Life to the Full' on display everywhere ensured that it was threaded through school life.</p> <p>Q(DPY): Is being a School of Sanctuary something we can look into?</p> <p>A: The schools had historically been Schools of Santuary. Once we were coming out of Covid with other priorities it was not felt that there was the passion to continue to pursue it.</p> <p>ACTION: CC to investigate what was needed to become Schools of Sanctuary.</p>	CC	29/01/24
14.	<p>Pupil Premium impact statements:</p> <p>The governing board reviewed the Pupil Premium impact statements and strategy documents for both schools. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p>		

	Governors approved the impact statements for adding to the school websites.		
15.	<p>Feedback from Marketing Working Party:</p> <p>The governing board reviewed the notes from the Marketing Working Party. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>There were no questions.</p>		
16.	<p>Governor CPD:</p> <p>WD and DPY advised that she had attended the Budget Revision 2 meeting.</p> <p>Governors were reminded to take their Safeguarding for Governors training.</p> <p>ACTION: All governors to ensure they have undertaken safeguarding training.</p>	All	20/12/23
17.	<p>Governor monitoring:</p> <p>The governing board received the monitoring form for SEND from the Link Governor. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>RO advised that she had attended the school to monitor curriculum. Three governors had attended Preston Primary to monitor mental health and wellbeing.</p> <p>AF advised that she had attended a parents SEND coffee morning which had gone very well.</p>		
18.	<p>Governing board correspondence:</p> <p>The governing board was advised that the school had received two letters from the Local Authority categorising the Federation as Category A, which meant that neither school were seen as a risk based on their results.</p> <p>Governors commended the staff at both schools for this outcome.</p>		
19.	<p>Policy review:</p> <p>The following policies were reviewed and approved:</p> <p>a) SEND Information Report Governors reviewed the SEND Information Report.</p> <p>Q (KL): Other schools were using the NCC format which were more appropriate and accessible; is it possible to change the format for</p>		

	<p style="text-align: center;">the Federation?</p> <p>A: This is something we can look at, but in terms of timescales we need to upload the document.</p> <p>Governors debated the format of the reports and proposed that the SLT should research other SEND Information Reports to ensure that it was as accessible as possible, which it was highlighted was also relevant to the marketing opportunities being discussed.</p> <p>IT WAS RESOLVED that the SEND Information Reports should be adopted subject to the changes agreed. Proposed: DPY Secoded: CS All voted in favour with no abstentions.</p>		
20.	<p>Any other business:</p> <p>There was no other business.</p>		
21.	<p>Items deemed confidential:</p> <p>There were no items deemed confidential.</p>		
22.	<p>Reflection: how have discussions today helped the children and school to live life in all its fullness:</p> <ul style="list-style-type: none"> • Discussed new doors and lighting to improve the environment at Preston Primary. • Discussed the use of floor books. • Staff welcomed the new iPads and laptops which were very welcome by staff and children. • Discussing Maths Mastery and how this was impacting on the children's learning. • Reviewing all that the school does for vulnerable children. • Questioning what the school is doing in a bid to improve. • Reviewed the budget to ensure funds were available for the future. 		
23.	<p>Date of next meeting:</p> <p>29 January 2024 at 6.30pm via Microsoft Teams</p>		

Meeting closed at 7pm

Actions:

Item No.	Action Description	Owner	Target Date
5	Governance Professional to add SIAMS presentation to the next FGB agenda.	CPY	22
9	Chair of Governors and Executive Headteacher to arrange a meeting to complete the Safeguarding Checklist and Single Central Record.	DPY, MW	15
10	Executive Headteacher to start investigations into new catering	MW	Ongoing

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	provision.		
11	CC to investigate what was needed to become Schools of Sanctuary.	CC	29/12/23
16	All governors to ensure they have undertaken safeguarding training.	All	20/12/23