**West Wight: All Saints and Yarmouth Schools - Implementation meetings**

**Purpose**

The purpose of the implementation meetings is to decide how best to enact the decisions made regarding All Saints and Yarmouth schools following the recent West Wight consultations, and to monitor the progress of the actions decided such that the education and wellbeing of the pupils and staff at the schools are maintained whilst all transition and completion processes are undertaken and finalised.

**Decisions**

Decisions regarding the relevant issues around All Saints and Yarmouth schools will be agreed at the implementation meetings only.

**Minutes**

An executive summary will be created and published within two weeks of each meeting. This will be emailed by the support officer of the implementation group to:

* Councillor Brading
* Relevant staff at the LA and Diocese
* West Wight Headteachers and Chairs of Governors
* West Wight preschools

The executive summary will be published:

* On the school website
* Through the school newsletter
* On the IoW Council website (This will happen from 12th February 2020)

Any questions that arise from the executive summary will be answered by the mechanism described below.

**Questions**

Questions from staff, parents and the wider community are to be shared with the HT of the school.

At least one week before each implementation meeting, the HT will collate the questions and send them via the support officers to the implementation group.

The implementation group will have at least a week to consider the questions and draft answers.

There will be an agenda item at each implementation meeting under which the answers to each question will be discussed and agreed. If no answer is possible at that time, this will be agreed and provided as a response.

Within two weeks of the meeting the questions and answers will be published:

* On the school website
* On the IoW Council website

**Dates of next implementation meetings:**

27th Feb

31st March

20th May – updated as some people couldn’t make 12th May

30th June – updated as some people couldn’t make 24th June

23rd July