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**WF School Business Manager Network**

**9.00-12 noon, Tuesday 17th September 2019**

**Location:** Edinburgh Primary, Queens Road, Walthamstow, London E17 8QR

**Please note:** there is no parking available at the school. It is well served by public transport and there is a £1 per hour carpark at Kelmscott Secondary or parking permit can be purchased from the school office for £1 per hour for the CPZ area surrounding the school (please bring correct change)

**Agenda**

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| **Item** | **Time** | **Agenda Item** | **Lead** |
| 1 | 9:00 - 9:10 | Welcome and introductions | Lindsay Jackson |
| 2 | 9:10 - 9:30 | Minutes and Follow up Actions from Network meeting 11th June | Bisi Oyekanmi & Lindsay Jackson |
| 3 | 9:30 - 10:15 | Key Updates | Bisi Oyekanmi & Lindsay Jackson |
| 4 | 10:15 - 11:00 | Health and Safety Update | David Garioch |
| 5 | 11:00 - 11:15 | Break | |
| 6 | 11:15 - 11:45 | Training/support needs | All |
| 7 | 11:45 - 12:00 | AOB:   * + - Dates of next meeting     - Hosting availability | Bisi Oyekanmi |

**Please note,** every maintained school is able to attend the Network **free of charge**. Alternative members of the school business/ administrative team are welcome to attend on behalf of the SBM.