HERTFORDSHIRE COUNTY COUNCIL
Potten End C of E Primary School
Minutes of a meeting of the Governing Board held on
Thursday 8 July 2021

Present:	Rob Dale (RD Chair)	Marianne Barker (MB)
	Emma Harris (EH-Vice)	Joe Roberts (JR)
	Denise Kennedy (DK-Head)	Jon Slupek (JS)
	Jamie Lam (JL)	
	Mandy King (MK)	
	Beverley Hamilton	
	David Bowker(DB)	

In attendance: Ann Hingston (Clerk) Vicki Ford (Associate Governor)

	ACTION
Meeting commenced at 7.36pm	
1. **Welcome-**The Chair welcomed the governors to the meeting. This meeting was held remotely on Microsoft Teams.	
2. **Apologies-** Apologies were received from Geraldine Salt, Melanie Hall and Pam Kirk, which were all **approved.**	
3. **Conflict of Interest-** No conflict of interest was declared.	
4. **Approval of Previous Minutes 13/05/21 -**Minutes from 13/05/2021 were **approved** by all present.	
5. **Matters arising from Minutes 13/05/21**	
• Skills matrix- RD sent out a spreadsheet which was an abridged version to the Governors showing it without the leaving governors and staff governor. The weakest areas were again finance, experience in another school and HR. BH as a new governor brings a wealth of education experience but the spreadsheet works out an average.	
DK: We buy into the HFL HR services which are really supportive.	
Q: How are we going to fill the positions?	
A: We will have 2 Parent Governor vacancies and 2 Co-opted vacancies. It would be advisable to update the Governor website explaining more about the role and adding in the links available.	
EH: suggested that the out-going governors could write a brief "what I got out of the role?" quote we could use.	JS/JL/DB
RD & EH to look at the website.	RD/EH
We could use the Governor recruitment website and Teach in Herts for the Co-opted roles.	
• Governor training course to happen now in November so that hopefully newly recruited Governors can attend-Clerk to book.	Clerk
• Induction process-carry item to next meeting.	PK

- MB: Governor crib sheet-It is a fantastic piece of work with the purpose of informing new governors and gives a high level of understanding. Thanks also go to EH, JS & BH who all contributed to the document through their link roles. It should mean that every governor is on the same page. MB will publish it before the end of term so that governors can digest it before the start of the academic year.
- RD- massive thank you to MB for writing the initial document and collating it.
- Future staffing was covered in the SFVS -so item closed.
- Health & Safety work to be re-scheduled to next week due to staff shortages.

School at the moment:

DK: Two bubbles had to close due to a member of staff testing positive. Both had to close due to it coinciding with a transition session and also cross over in the staffroom.
Staff remote teaching has been a different experience each time. The first lockdown was more paper based, the second was learning how to navigate Google Classroom and the last one was much smoother with lessons flowing well and lasting all day.
Q: Have you been monitoring Google Classroom sessions for the closed bubbles?
A: The registers were taken and anyone not attending were contacted to see if they needed assistance, and what the barriers were. It went well and staff adapted their planning quickly on the Sunday. They were all brilliant and stepped up to engage the children who were very resilient to the changes. We received some lovely emails from parents thanking the teachers. The teachers were definitely upskilled from before and could do more as they were only doing their own class, not key worker groups in school at the same time.
VF: It modelled classroom learning and was useful that it was already available on Google Classroom. The children in Year 1 & 6 had their teacher on the whiteboard with another member of staff in the room. Year 1 embraced the fact that they had a supply teacher or their own teacher on screen. There was no virtual teaching in Reception as they are too young. Year 2&3 and Nursery were all closed and received lessons remotely.
Q: How are the rest of the staff doing?
A: It has been very tough.
Q: How can we support you too?
A: It has been awful timing with report writing etc. Very kind to offer support- the culture of the school is to pull together.
Q: In hindsight would you.do things differently?
A: No, we had a robust risk assessment in place. The transition was for 1 hour with the teacher moving, not the children, and for the children's mental well-being for September it was the right thing to do. BASH have all done the same. As for the staffroom, teachers need a break from their room as they are doing break duty daily and the children are eating

in the classrooms. For their mental well-being it is important they have time away as they were beginning to feel very isolated.
Q: How is the member of staff?
A: Recovering. They had had both jabs but were still ill.
Q: Have more families been offered laptops to support the learning?
A: Our Pupil Premium children have already been given their own laptop. Two more have been given out on loan when parents have contacted the school.

Policies

- Admissions Policy- delayed until September so it can include the proposed DFE code changes.
- Disciplinary Policy- **Approved**
- Feedback Policy-**Approved**
- Grievance Policy-**Approved**
- Leave of Absence Policy-**Approved** but small amendment to be made in September when Government guidance is clearer about bubbles and isolation.
- Remote Learning Policy-**Approved**
- Supporting Children with a medical condition- **Approved**

Head's Report

Q: There seems to be an increase in absence on page 2-why?
A**:** Although we sympathise with re-scheduled holidays due to the pandemic and families wanting to see each other after lockdowns, there has been a big increase in these types of absence.
Q: What level do we fine parents at?
A: They must have 15 sessions of unauthorised absence before we apply a fine-which County will receive not the school.
Q: Is sickness unauthorised absence?
A: Yes, some parents have an awareness of this so can avoid fines.
Q: There seems to be a lot of staff absence-why?
A: These are various reasons: funerals, isolation and one member of staff who has another job elsewhere had two weeks unpaid leave to attend training for their other role.
Q: Will we receive additional funding for the new SEN children?
A: There won't be funding from day 1, we will have to go through the process of collecting evidence then apply for an EHCP or Higher Needs Funding. In April we receive a pot of funding for SEN but this won't cover a 1:1 Teaching assistant.
DK: We know that we will require a 1:1 T/A for this child so an advert has gone out in preparation for their arrival in September. This will be on a Fixed Term Contract.
We have also had another Teaching Assistant resign so we are looking to replace them with a one year fixed term full time Teaching Assistant.
MB: All Years (apart from Reception) received assessments. They were tested termly –Autumn (not Spring this year) and Summer. The pupils were assessed formatively throughout the year and the summative tests

have been used by the school to track progress, which will be passed on to their new teacher.
MB: Formative assessment is more effective in identifying the gaps in subjects. RD & MK have visited school to see their Subject Leads- VF & AS, they are doing a great job- there is constant assessment of learning.
MB: There is rigorous assessment at our school and in the local area.
Q: Why did some children in Year 4 not take the times tables test?
A: They would be children with SEN and/or an EHCP. The school was pleased with the outcomes of the test.
VF: The current Year 6 pupils were the first to do a version of the test.
DK: Since VF has started leading Maths the times tables have been stronger. Mrs Sharpling would agree that the current Year 6 have a better foundation in times tables and are a contrast to previous years. There has been a relentless focus on it in Year 4, which has been outstanding.
Parent Survey-
RD: There are some notable areas that stand out. Bullying seems to require a narrative.
DK: Will put the results of the survey on the website, and the SLT have discussed it in detail.
There are no behavioural issues in school- the pupils are engaged in their learning and the behaviour in the playground is good.
There are SEN children who at times can be unregulated and display perceived "shocking" behaviour.
An incredible amount of work goes on behind the scenes to support these children and their families, however it is parent perception that there is "bullying".
It is an aim for September to help the parent community be more understanding.
Q: Do you think that the remoteness is not helping perception?
A: Whatapp does allow parents to share, however it may not be their own child it applies to. DK would like to invite more parents in to see the good behaviour. There is some swearing but it is not ignored and there are consequences. The school gives ongoing support for the child and family.
There have been very few complaints to DK from parents about cases of bullying. The survey has comments such as "I have heard….not my child but…" We need to communicate to parents what to do if they are concerned.
Q: Are they going to the class teacher and not you as Head?
A: Conversations of concern would be entered by the teachers onto CPOMS which either I or the Phase Leaders would follow up on if necessary.
DK gave a case study as an example of how a situation had been dealt with within school with follow up meetings with parents.
Q: Do we have pupil voice?
A: In the Autumn Term the pupils were positive and felt safe.
VF: Due to the current situation parents don't have chance to have a conversation on the gate with teachers, so the first version of an incident

they hear is from their child- which is obviously only one version of events. DB: Agrees completely-From his experience in the school he teaches in, it has been more difficult in Covid times not having face to face contact with parents- it has definitely made it more difficult in all schools. DK: We have responded to the concerns expressed already and have signed up to the Anti-Bullying Quality Mark for the Autumn Term. VF: PSHE and ICT have a strong focus on Cyber Bullying and it is covered regularly within the curriculum. Year 5 have already been having "Mini Police" sessions with local police, which has focused on Bullying. The SLT are not waiting until September to address the issue and have been pro-active in their response. The survey will go out again next Spring to get a benchmark, but DK fully believes that the result has been exaggerated by Covid. Pupils have only been with the same 30 children all year-even on the playground. **Resources Committee-** Minutes received and approved. • Finances- on track with budget. • There are plans to get new toilets for the new year. • JS has kindly automated the SFVS and will show RD before he leaves. • Terry Douris had to cancel. • Mike Penning MP due in to visit next week. **Curriculum Committee** Minutes received and approved. • SENDCO was invited to their meeting which was informative and encouraging-thanks to Harriet. • The curriculum priorities are to constantly re-evaluate the gaps in learning. • Staff are focusing on core skills to get breathe and depth, but there is also a focus on DT & Computing too. • Staff have been ambitious in their curriculum provision. • MB had a positive visit from EYFS partner. • Every child knows their targets. • There has been a notable impact by subject leaders. Q: There seems to be a marked increase in SEN-why? A: Teachers are identifying it earlier, especially lower down the school. There have also been some challenges from new in-year admissions in Key Stage 2 where we had spaces. 43 children are currently being monitored- it is good that we are getting ahead so that their needs can be met. There is a much more structured approach in school to SEN and the mapping of SEN children. The SENDCO is working closer with families and we are getting some excellent support from DESC and Occupational Health.	JS/RD

Q: Do we need more space? A: Yes- this is an ongoing discussion. **Strategic Plan** All Governors to pass their thoughts back to Chair and Head. Q: What is the timeline on the vision of the school? A: All governors are invited to the September Inset on 1 Sept 10.30-12.00pm to be part of the discussion about the vision of the school. The parable of "the mustard seed" has been chosen already- we now need to come up with 5 aims and then do work with the children around the vision for the first week back. Action on this needs to be approved at the September FGB. **GDPR** • Nothing to report. • Staff need a training update which is recommended to be delivered bi-annually- to be delivered on a staff meeting. **Safe-guarding** (MB left the meeting) • Chair signed off the Annual Safe-guarding Statement with Head. **Church/ Diocese** • 22nd September is the first National Virtual Church Governor Conference- **AOB** • Hopefully a social can be arranged for after the September meeting. • EH: Thanks to the governors who are leaving: JL, DB, JS. • Chair: You will all be missed-thank you. • DK: Thank you for all your support and partnerships with your link staff. • EH: written a letter of thanks to parents and staff-will send to FGB before they go out. • Chair: Thanks to all staff/SLT and all Governors. JR: Reflection prayer. Meeting closed at 9.47pm Next FGB Meetings**:** • September FGB – Thursday 23 September at 7.30pm.	FGB FGB FGB

Summary of Actions

Action	Person	Deadline	Y/N
Quote on "what I got out of the role"-send to EH /RD	JL/DB/JS	Asap	
Update website Governor info	EH/RD	Asap	
Book Exclusion free session	Clerk	Autumn	
Show RD the SFVS	JS	Asap	
Feedback on the Strategic plan	ALL	Before next meeting	
Invitation to attend Inset Day to be part of the vision workshop	ALL	1 Sept 10.30-12.00	
Approve Vision	ALL	Sept FGB	