

HERTFORDSHIRE COUNTY COUNCIL

Potten End C of E Primary School

Minutes of a meeting of the Governing Board held on

Thursday 11th March 2021

Held remotely on Microsoft Teams due to Covid 19 Lockdown

Present:	Rob Dale (RD-Chair)	Melanie Hall (MH)
	Denise Kennedy (DK/Head)	Joseph Roberts (JR)
	Emma Harris (EH- Vice)	David Bowker (DB)
	Chris Eaton (CE)	John Slupek (JS)
	Marianne Barker (MB)	Pam Kirk (PK)
	Geraldine Salt (GS)	Beverley Hamilton (BH)
	Mandy King (MK)	Vicki Ford (VF)
	Jamie Lam (JL)	

Ann Hingston (Clerk)

Meeting commenced on Microsoft Teams at 7.35pm	ACTION
1. <u>Welcome</u> -The Chair welcomed the Governors to the meeting. .	
2. <u>Apologies</u> - None received- Rev Joe- late arrival through work commitment.	
3. <u>Conflict of Interest</u> - No conflict of interest was declared.	
4. <u>Approval of Previous Minutes 28/01/21</u> -Minutes from 28/01/21 were approved by all present.	
5. <u>Matters arising from Minutes 28/01/21</u>	
- Prevent Certificate received by Clerk. - Recruitment- Chair & Clerk met. There will be 2 Co-opted vacancies- one current and David Bowker is standing down at the end of the academic year due to new work commitments. EH to send advert to local Village newsletter and Clerk to add to school newsletter. If no one comes forward then try websites recommended on Chair's training course.	EH/Clerk
Q: What experience or background are we looking for?	
A: Leave the advert open and general. From the skills matrix earlier in the academic year we are quite well balanced.	
Q: Has anyone got an area they feel we are weak in?	
A: These gaps have got closed out with Jon's finance experience and Bev's educational/ SEN/Pupil Premium experience.	
Q: Would it be valuable to ask new governors to complete the skills matrix and then re-evaluate the matrix?	
A: Yes- Clerk to send skills matrix to new governors and re-input results. Then put it onto Hub for FGB to review.	Clerk/new governors

A: Yes, usually new governors would meet with the Clerk who would go through paperwork and explain the systems- Hub email etc at Induction but this has been made harder with lockdown. PK: PK to coordinate feedback from new Governors on how they feel the Induction process could be improved. <u>Head's Report</u> <u>Return to school</u> DK: After the first week back after Lockdown the children have all returned positively and behaviour is developing daily. The strategic decision of a soft 3 week return has been justified. There are a lot of planned breaks so that the children can reconnect with staff and each other which they were desperately needing. There has been a significant number of parents requesting mental health and well-being support for their children after this lockdown. There are systems in place at school and we also tap in to other agencies (Dacaorum Family Services). Three children have just been referred and received requests for help for two more today. This does add pressure onto teachers and the school but is to be expected. SLT and teachers have planned next three weeks before Easter and have carefully thought about the curriculum for the summer term, prioritising subjects not covered as much during lockdown. <u>Absence/ Attendance</u> DK: This is not a concern at present. Absence this term has been low, and the Autumn term primarily due to Covid19. Pupil attendance has been very high- good improvement. Some SEND children are on reduced timetables with individualised plans for return to full time. We are working carefully with other agencies e.g DESC to get their provision right. Q: Is the 0.3% unauthorised? A: Yes. The reduced timetable children have code C which indicates that when they are not in it is pre-authorised. <u>Remote Learning</u> DK: During Lockdown 3 the remote learning engagement was very good. There was 90% attendance for Google Meets. If they did not attend, teachers contacted the families and they monitored and tracked these children. Reason for non-attendance would not have been lack of technology as we lent out numerous iPads and laptops to whoever requested them. We also provided hard copy packs of worksheets to a few families. Q: Does engagement mean that they showed up at the live sessions or was it based on work submitted? How could you gauge their engagement? A: The teachers would have tracked who attended live sessions and submitted work. Actual engagement is easier to measure in the older children who will have submitted more work and engaged independently with their teacher. Younger children will have gained	PK & new governors
--	-------------------------------

from live sessions even if it is was for their mental well-being and social contact. The responses to the parent questionnaire on Remote Learning came back extremely positive. RD to upload onto Hub for all FGB (seen in Curriculum meeting). The school should be proud of their staff as not many schools in the area provided live lessons daily – a lot did pre-recorded teaching. It has been a steep learning curve for the staff and they rose to the occasion- DK extremely proud of them all! <u>CPD</u> DK: CPD this term was around the recovery curriculum. Q: Does Prevent training have to be annual? A: No but we believe it is good practice to refresh this training at least every two years. Governors should ensure that they complete it early on in their 4 year term- all our Governors have had the training. <u>Safe-guarding</u> RD: HCC conducted an SCR audit and he had a follow-up meeting with Office Manager (he explained what the SCR is for the benefit of the newer governors). The audit was positive with minor adjustments. All action points have now been rectified. RD: question over whether a hard copy of the DBS certificate should be kept on a personnel file came up as guidance confused. EH: GDPR would imply that a personal document should just be viewed and a record of the details taken and kept on the SCR securely on-line. RD: The Office Manager has emailed HCC Safe-guarding Team and they replied that as schools can be inspected i.e. Ofsted then they expect schools to hold a hard copy securely. DK: will ask other local Heads what they do about DBS certificate copies. RD: Another action governors should be aware of on the SCR is that a decision was made by RD /DK/AH to remove all volunteers (about 20) from the current volunteers section and add to leavers. They will then be re-instated when school can receive them back and checks will be carried out again. It won't mean that they will all need fresh DBS checks but we will request to see them again and have new references, as most had a risk assessment instead. DK: Sadly, we are unlikely to be able to welcome volunteers back until September 2021. <u>Pupil Progress</u> DK: The phrase being used now is not a “sprint” but a “marathon” to get children back on track with their progress- looking more likely to take 24 months. They lost significant learning and socialisation. Pupils were assessed as a baseline in Dec 2020 and they were significantly below age-related or gone backwards. Now after another 6 weeks of lockdown is could have worsened. There are no formal assessments this year but will look at doing baseline assessments in July for September.	RD DK
---	---------------------

Teachers are constantly assessing their progress and at the moment it will be formative assessment. Teachers are using verbal feedback and there is a greater use of interventions.

Q: How long will it take to understand how much lost learning there is?

A: This will be on-going. Teachers are constantly going over areas and will pick up any gaps.

VF: Teachers are already getting an idea of what they accessed during lockdown and are constantly re-capping and adapting their teaching daily.

DK: There will be no statutory testing –only had Yr 2 Phonics screening. Out of a class of 30 24 passed and 6 didn't. These children have been having catch-up boosters which is on-going. Some of them were in school during lockdown so received extra sessions with staff throughout the 6 weeks. Year 1 will be baselined going into year 2 and Mrs Drane is already taking phonics boosters with Year 1 children.

RD: With no data it is important that governors start to come into school to visit for their link roles.

DK: Governors just need to be mindful that they get to know their area for development and not rely on just data.

Sports Premium

DK: There will be some carry forward, as Mrs Sharpling hasn't been able to arrange the amazing workshops and sports events that usually enrich the children. It has not been officially confirmed that we will receive it next year, however schools who have already set budgets have been told to factor it in.

Pupil Premium

DK: There has been an underspend as the children have not all been in school. Some of the funding would normally pay for trips, sporting events and residential.

DK is considering possibly using this to provide the children with a laptop for at home to use for Reading Eggs etc.

Catch-Up Funding

DK; The catch-up funding report is on the school website.

Rosie Reid is already back 2 days a week giving catch-up interventions. It has also been used to pay for the Back on Track resources.

HIP Visit

DK: Was done remotely.

RD to put the visit report on the Hub.

DK: We were rag-rated as "Good". When she is in next it is to work with the subject leaders to be able to articulate the three "I's". She will focus on Mrs Hall (EYFS), Mrs Paton (PSHE) and Mrs Ridgway (SEND). She has already worked with the English, Geography, Maths and Science Leads.

Q: Could the Link Governor be present at these sessions?

A: They are more for staff CPD, so not appropriate at this point.

RD

DK: Subject leaders are so much stronger with their subjects from a year ago and will now embrace a governor link visit from next term onwards.

Q: How many staff are participating in the Lateral Flow Testing?

A: All but 1 which you can't do anything about as it is not compulsory and they don't need to be risk assessed for refusing. The testing process is going well.

Parents can now access test kits and this has gone out to parents.

DK: The final assessment from the Well-Being Quality Mark is tomorrow. It is an opportunity for the school to highlight all the hard work that has gone into well-being over the last 2 years. Thanks to GS who has offered to represent the GB at the assessment.

Q: When will you find out if we have been successful?

A: There is a meeting at the end of the day when they will inform you of their decision.

Q: How are the Nursery applications going?

A: Disappointingly only 6 so far. This will need to be discussed at length as decisions will need to be made going forward.

MB offered to be part of the discussion as EYFS link governor with MH as EYFS lead.

(RD declared a conflict of interest in this matter as he is one of the applicants).

Q: Are the number of EHCP's increasing and does it affect the school budget?

A: EHCPs get banded now so there is not always funding attached to an EHCP. For example we have a child who we would band as level 4 who has no funding allocated so the school takes on the cost of a one to one T/A or extra support.

BH: Explained the banding to GB from her SEND experience- that children are compared against all of Herts so some cases may seem extreme to our setting but in the context of Special Needs provision they are in a lower banding.

Q: Do children on the SEN register get funding?

A: The school receives a SEN funding pot to use for all children on our register. SEN children in the school are making good progress in their lessons and benefit from good quality first teaching. There is also scaffolding in place in lessons.

Q: Can we have the contextual data in a table showing previous data for comparison.

A: Yes- will set it up for the next FGB

Q: We had 4 leavers- what were the reasons?

A: Children moved out of area, some for Covid 19 reasons and one to another local school due to friendship issues that we tried to resolve but the family made the decision to go. We did however have 5 starters which balances it out.

DK/AH

Q: It was a steep learning curve for the staff and pupils with remote learning. Are they going to be able to keep these skills up to date?

A: It is a valid point- they will still use Google Classroom for homework and if we have a bubble closure/ isolation then they will have to revert to remote learning.

Resources Committee- Minutes Accepted

Budget setting meeting with FSS is on 24th March- finance governors invited to attend from 1pm.

Lettings are starting up again after Easter following Government guidance.

EH: Go ahead with quotes for door security upgrade as quotes are reasonable- can't get better deal.

RD & DK to move forward with new door security.

Assessment management plan- Clerk to send to CE. Had guidance so need to look at ensuring we implement it.

Nursery- 2 decisions to make-for this Sept and following Sept as not financially viable with less than 9 children.

Q: Could we close it mid-year?

A: No we wouldn't do that.

Curriculum Committee- Awaiting final approval of minutes

MB: There have been a lot of positives and successes.

The parent survey showed overwhelming support for the approach of the school. There was a small minority who thought provision could have been offered in the afternoons, however the vast majority thought the school balanced it well.

The 2016 Ofsted commented on the importance of Subject Leads. This is up and running well and the CPD is paying off. The staff can articulate and identify gaps.

GDPR

EH: Nothing to report

Christian Distinctiveness

JR: The spiritual provision has been excellent in school during lockdown and should be applauded. There have been videos and CW from JR, DK & Staff.

Hopefully children can start to attend the church even it is in class groups. Planning videos for the rest of this term for Mothering Sunday and Easter celebrations.

JR been on diocese courses –“SIAMS for Incumbents” which drew out the key pointers for an inspection and a “spiritual development “course.

Q: Do we think the vision is part of the strategy? And is it woven through the school?

Clerk

A: Yes, it needs to be mapped out. <u>Knowing Your School & Ofsted course feedback and action points</u> Each Governor has contacted the Clerk with 3 /4 take-aways from the course which she collated into a table for discussion. MB offered to pull together a crib sheet. It will be a framework document which every governor can refer to. A folder will be created on GovernorHub by RD. JS will maintain the folder with all key data required when Ofsted visit. MB has already identified the documents previously- Clerk to send JS the email list. EH to create a WhatsApp group for non-staff governors to enable quick communication in the event of an inspection. This is optional and will only be used in an emergency. All Governors to complete the GovernorHub Health check questionnaire on-line. RD: There Should be a separate meeting for a discussion on the Vision and strategy of the GB rather than trying to timetable it into a FGB. Q: Would it be wise to hold the course as a cluster first? A: Yes- will discuss at next FGB. <u>A.O.B</u> None Meeting closed at 10.07pm Next FGB Meetings is on Thursday 13 May 2021 at 7.30pm.	MB RD JS Clerk EH All

Summary of actions

Action	Person	Deadline	Actioned
Advert to the village newsletter	EH	asap	
Advert into school newsletter	AH	asap	
Send Skills matrix to new governors to complete	Clerk/new governors	asap	
Update website SEND offer	BH/SENDSCO	By next FGB	
Ask governance about equality wording	Clerk	For advert	
Look to book in-house exclusion training session-summer term	Clerk	After Easter	

Feedback on Governor induction to PK to collate	Newer governors /PK	asap	
Upload parent questionnaire results to Hub	RD	asap	
Ask local Heads about their approach to DBS certs being kept	DK	asap	
Upload HIP report to Hub	RD	asap	
Add contextual data table on Head's report for comparison	DK/AH	asap	
Send CE/JS/JL/EH asset register info	Clerk	asap	
Crib sheet for Ofsted	MB	asap	
Create folder for Ofsted info on Hub	RD	asap	
Maintain Ofsted folder on Hub	JS/Clerk	ongoing	
Send JS MB's list of docs for folder	Clerk	asap	
Create Governor WhatsApp group for Ofsted	EH	asap	
Complete Governor Health check on Hub	All governors	asap	