

**HERTFORDSHIRE COUNTY COUNCIL**  
**Potten End C of E Primary School**  
Minutes of a meeting of the Governing Board held on  
Thursday 23 September 2021

Present: Rob Dale ( SB Chair) Marianne Barker (MB)  
Emma Harris ( EH Vice) Beverley Hamilton (BH)  
Denise Kennedy (Head) Joseph Roberts (JR)  
Chris Eaton (CE)  
Pam Kirk (PK)

In attendance: Ann Hingston (Clerk)  
Observing : Patricia Gale

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| Meeting commenced at 7.38pm                                                                                                                                                                                                                                                                                                                                                             | ACTION |
| 1. <b><u>Welcome</u></b> -The Clerk welcomed the Governors to the first meeting of the academic year. Our potential new Governor, Patricia Gale, was welcomed to the meeting.                                                                                                                                                                                                           |        |
| 2. <b><u>Apologies</u></b> - Apologies were received from Melanie Hall, Geraldine Salt, and Mandy King, which were considered and approved.                                                                                                                                                                                                                                             |        |
| 3. <b><u>Voting in of Chair &amp; Vice-Chair</u></b> - Nominations for Chair were requested by the Clerk and only one name was put forward and seconded. A vote was taken and Rob Dale was unanimously voted in as Chair. Nominations for Vice Chair were requested and one name was put forward and seconded. A vote was taken and Emma Harris was unanimously voted in as Vice Chair. |        |
| 4. <b><u>Conflict of Interest</u></b> - No conflict of interest was declared.                                                                                                                                                                                                                                                                                                           |        |
| 5. <b><u>Approval of Previous Minutes 08/07/2021</u></b> -Minutes from 08/07/2021 were approved by all present & will be electronically signed by the Chair.                                                                                                                                                                                                                            | Chair  |
| 6. <b><u>Matters arising from Minutes 08/07/2021</u></b>                                                                                                                                                                                                                                                                                                                                |        |
| <ul style="list-style-type: none"> <li>Carry over the item to ask leaving Governors for a quote.</li> </ul>                                                                                                                                                                                                                                                                             | RD/EH  |
| <ul style="list-style-type: none"> <li>Clerk has updated the Governor part of the website and removed governors who have left. EH &amp; RD to review the wording.</li> </ul>                                                                                                                                                                                                            | RD/EH  |
| <ul style="list-style-type: none"> <li>Clerk to book Exclusion training for January 2022 so it can include new governors.</li> </ul>                                                                                                                                                                                                                                                    | Clerk  |
| <ul style="list-style-type: none"> <li>RD was shown SFVS.</li> </ul>                                                                                                                                                                                                                                                                                                                    |        |
| <ul style="list-style-type: none"> <li>No feedback was received.</li> </ul>                                                                                                                                                                                                                                                                                                             |        |

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| <ul style="list-style-type: none"> <li>• Four governors did attend the Inset day.</li> </ul> <p><b>7. <u>Other Business-</u></b></p> <p><b><u>Policy for Approval</u></b></p> <ul style="list-style-type: none"> <li>• Child Protection Policy- amended to include new version of KCSIE published over the summer. This policy has already been shared with staff at Inset day on 1 September 2021.</li> </ul> <p><b>Policy was approved.</b></p> <ul style="list-style-type: none"> <li>• Governors were shown on the Hall screen how to access the declarations section on GovernorHub where the Clerk has set up approval links to the relevant policies, to ensure that they can confirm that they have read/declare the following: <ul style="list-style-type: none"> <li>• Pecuniary Interest</li> <li>• Confirm personal details</li> <li>• On-line safety Policy</li> <li>• Governor Code of Conduct policy</li> <li>• Child Protection Policy</li> <li>• KCSIE Part one</li> </ul> </li> <li>• Governors were asked to complete these declarations by 1 October 2021. Clerk to check this has been actioned and feedback to Chair.</li> <li>• BH requested a hard copy of the full KCSIE- Clerk to print.</li> </ul> <p><b><u>Resources Committee</u></b></p> <p>Minutes were received from their meeting on 16/09/2021.</p> <ul style="list-style-type: none"> <li>• Their Terms of Reference have been amended to reflect new approval levels which will enable the school to operate more effectively. This was approved at committee level and they require FGB approval.</li> <li>• Supply staff costs were forecast to run 80% over budget due to Covid related absence.</li> <li>• There has also been a reduction in SEN funding as pupils have transitioned.</li> <li>• DK: “We are an inclusive school and value every child”.</li> <li>• RD: Explained to newer governors how funding works, how pupils need to be assessed and why it can sometimes take up to two years to receive funding-if they even fall into the category which now equates to financial funding.</li> <li>• Two quotes have been received so far for the toilet refurbishment –awaiting final quote before Resources can make a decision.</li> <li>• Q: Which toilets are being refurbished and is this a Capital expenditure project?</li> </ul> | <p>All</p> <p>Clerk</p> <p>Clerk</p> |
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| <ul style="list-style-type: none"> <li>• A: It is a Capital expenditure project to modernise the library toilets and Year 1 &amp; R toilets/sinks. They are roughly coming in at £50k.</li> <li>• Lettings are back up and running after Covid, so we are receiving income again.</li> <li>• Safe-guarding-There is still an ongoing investigation as to who owns the triangle of land and if the trees have a protection order. It is definitely not the property of Herts County Council or the Parish Council, so we are awaiting Ruth Garman at the Diocese to confirm if it belongs to them. Clerk to chase again and to check if the trees are protected, as this may give us to a clue to ownership. The fence is nearly down so it needs to be included on the budget for April if we can go ahead.</li> </ul>                                                                                                                                                                                                                                          | Clerk                                                 |
| <p><b><u>Link roles</u></b></p> <p>The list from Governorhub was displayed. Some teachers have changed subject leader roles, so Head / Chair to update it and at the next FGB vacant roles can be assigned. There should be new Parent Governors/ Co-opted Governors recruited by then and it was felt that this should wait. Also it was felt that experienced governors should not be moved from their roles where they have built a relationship with teachers and understanding of the subject.</p> <p>However MB offered to be Sports Link governor now MH is the subject leader and they already work together on EYFS- there is a strong link. Head was concerned that this role should not remain un-assigned due to the significant Sports Premium which we are obliged to monitor and report.</p>                                                                                                                                                                                                                                                     | Head/Chair                                            |
| <p><b><u>Training</u></b></p> <ul style="list-style-type: none"> <li>• The only governor without Safe-guarding training is booked onto a course in November.</li> <li>• Although some governors have Exclusion training it was felt that there was a need for all governors to be trained due to the high number of parent governors on the board who may be exempt. It was agreed that all non-parent governors should have complaints training for the same reason.</li> </ul> <p>( 8.22 JR arrived)</p> <ul style="list-style-type: none"> <li>• RD, JR and the HIP will attend the Head Teacher performance meeting on 2 November at 2pm.</li> <li>• Clerk to check GS has attended Induction training as not on Hub.</li> <li>• It was agreed after discussion that the second free training session should be “Holding the school to account” in March- clerk to book.</li> </ul> <p><b>Q: How many constitute a quorum at the resources committee?</b></p> <p>A: The approved terms of reference state 3 governors, one of which should be the Head.</p> | <p>Non-parent governors</p> <p>Clerk</p> <p>Clerk</p> |

Concern was expressed over the sign off amount that had been agreed by the resources committee. This was discussed by all present and it was agreed that the limit should be lowered to £30k from £50k so that it comes to FGB if a larger amount is to be spent. It was still agreed that two approvals would be required for over £10k.

### School vision

- EH, RD, GS & JR all attended the inset day on 1 September with the staff to discuss the school vision.
- DK: the vision is based around the parable of the mustard seed. The staff and governors did brainstorming around the vision and values.
- The vision put forward to FGB is: “Rooted in faith, we nurture, grow and flourish”.
- The three main values that staff and pupils (pupils have been included in the discussion process-pupil voice) chose were: *trust, respect, perseverance*. DK will be putting these values out on a survey with other choices, so that we have feedback from parent voice too.
- The aims of the school will be revised in line with these discussions and will be published on the website.
- Q: Do we want to remove the need for high academic achievement from the aims?
- A: We are an inclusive school and we want all our children to achieve their full potential in all areas, not just academically.
- DK to send out the vision and aims for governors to review and governors to feedback to Head and Chair within the week.

DK/All

### Nursery

- EH: A working party of 7 governors from a cross section (not just parent governors) with a mix of views, has started to a process of due diligence. Due diligence will investigate all aspects e.g. birth rates, uptake of Nursery to our Reception class, financial implications, best use of resources etc.
- The findings will be sent out in advance of the November FGB so that any questions or areas that may have been missed have plenty of time to be fully explored before a decision is made on 18 November 2021.
- There are 3 options: close the Nursery, remain as it currently runs, or increase to 30 hour provision.
- It must be decided at the Nov FGB meeting, as the admissions process for next September begins early in the New Year.

Q: How will this be voted on and can it be anonymous?

A: The vote can be anonymous-Clerk will create ballot papers and count the votes. It will be a majority vote and if there is not an initial majority then there will be a second vote until a majority is reached, as a decision must be made due to the time restraints.

Clerk

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| <p><b><u>Governor Recruitment / Induction Process</u></b></p> <ul style="list-style-type: none"> <li>• There are currently 2 parent governor vacancies and two co-opted governor vacancies.</li> <li>• Clerk to send out parent governor election letter to parents next week. It was agreed that it should have an emphasis on having time to devote to the role, and possibly a financial background. Clerk to send letter to Chair and Vice for approval before going to parents.</li> <li>• PK looking at Induction process and will report back in November.</li> </ul> <p><b><u>Safe-guarding</u></b></p> <ul style="list-style-type: none"> <li>• EH undertook a health and Safety walk with the Head last term and the resources committee received the report.</li> <li>• The replacement of the fence should be included in the next budget.</li> <li>• A governor from resources will visit school this term to review the school risk assessments and Evolve.</li> <li>• The Single Central Record was spot checked by the Head with the Office Manager last week and no issues were found. New agency staff / new clubs have been added. The Clerk made the governors aware that the SCR is being sent to Herts CC next week for an annual audit- submission deadline of 5 October 2021.</li> </ul> <p>Q: Are there any safe-guarding concerns we should be made aware of at present?</p> <p>A: No.</p> <p>Q: What is attendance like so far this term?</p> <p>DK: Attendance has been an issue already this term and a strong message was sent in the newsletter to all parents last week, with a % table for each class.</p> <p>Q: What are the main reasons for this high level?</p> <p>A: A mix of family weddings that have been rearranged due to Covid, visiting relatives who they haven't seen due to Covid, some families have had Covid and general illness.</p> <p>Q: Are these mainly vulnerable children?</p> <p>DK: No actually they are not. Our SENCO has done an amazing job with our vulnerable families.</p> <p><b><u>Christian Distinctiveness</u></b></p> <ul style="list-style-type: none"> <li>• JR: All the classes were included in the discussion about the mustard seed and school values. JR visited each class to chat to the children and get their thoughts.</li> </ul> | <p>Clerk</p> <p>PK</p> |
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| <ul style="list-style-type: none"> <li>• Key festivals are back in the diary for the whole school to celebrate, and the children are back in church, two classes at a time.</li> <li>• Spiritual leaders have been appointed and the children are writing articles for the weekly newsletter, doing readings in Collective Worship, and designing the reflective area outside ( the school was awarded a grant from the Diocese of £150).</li> <li>• DK is working in collaboration with other Dacorum church schools to share ideas/thoughts.</li> <li>• JR &amp; EH attended the National Church of England Governor conference this week (virtually). There was a talk by the Head of SIAMS –EH has put the link and the new SIAMS framework on GovernorHub for other governors to view.</li> </ul> <p><b><u>GDPR</u></b></p> <p>EH: Nothing to report.</p> <p>JR: Closed the meeting with a prayer and reflection.</p> <p>The meeting closed at 9.30pm</p> <p>Next FGB Meeting: <b>Thursday 18 November at 7.30pm in the school Hall.</b></p> |  |
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### Summary of Actions

| Action                                          | Person                   | Deadline       | Actioned |
|-------------------------------------------------|--------------------------|----------------|----------|
| Sign approved minutes electronically            | Chair                    | asap           |          |
| Quotes from Governors who left                  | RD/EH                    | asap           |          |
| Review wording on Governor webpage              | RD/EH                    |                |          |
| Book Exclusion training –Jan 22                 | Clerk                    | asap           |          |
| Complete declarations on Hub                    | All                      | 1 October 21   |          |
| Print hardcopy of KCSIE for BH                  | Clerk                    | asap           |          |
| Chase Ruth Garman again re land ownership       | Clerk                    | asap           |          |
| Update link governor list with teacher changes  | Head                     | Before Nov FGB |          |
| Complaints training                             | All non-parent governors | asap           |          |
| Check GS completed Induction training           | Clerk                    | asap           |          |
| Head Teacher performance                        | JR/RD                    | November       |          |
| Book Holding the school to account course-March | Clerk                    | By Dec 21      |          |

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| Send out vision/aims to FGB & governors to feedback on vision / values/ aims | DK/All | By 1 Oct  |  |
| Ballot papers for vote                                                       | Clerk  | Nov FGB   |  |
| Parent Governor election                                                     | Clerk  | Next week |  |
| Governor Induction process                                                   | PK     | Nov FGB   |  |