HERTFORDSHIRE COUNTY COUNCIL

Potten End C of E Primary School

Minutes of a meeting of the Governing Board held on Thursday 24th September 2020 Held remotely due to COVID 19 restrictions on Microsoft Teams.

Present: Simon Barnard (SB) Marianne Barker (MB)

Maura Gillespie(MG)

Denise Kennedy (Head)

Chris Eaton (CE)

Rob Dale (RD)

Emma Harris (EH)

Melanie Hall (MH)

Joseph Roberts (JR)

Geraldine Salt (GS)

Mandy King (MK)

Jamie Lam (JL)

David Bowker (DB)

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

Meeting commenced at 7.35pm

ACTION

- 1. <u>Welcome-</u>The Clerk welcomed the Governors to the first meeting of the academic year.
- 2. **Apologies** No apologies were received.
- 3. Voting in Chair & Vice-Chair- Nominations for Chair were requested and Rob Dale offered to stand and was seconded. No other nominations were made, and after a unanimous vote Rob was voted in as Chair of Governors. Nominations for Vice-Chair were requested and Emma Harris offered to stand, and was seconded. No other nominations were made and after another unanimous vote Emma was voted in as Vice-Chair. The FGB wished to minute their huge thanks to Simon, who acted as Chair for the last year when no one else was able to commit to the role, and likewise Maura as Vice-Chair. Both Simon and Maura also confirmed that they would be standing down as governors, but are willing to remain until replacements are appointed. The Clerk will arrange a Parent Governor election next week to replace Maura. JR will speak to members of his congregation about replacing Simon in his role as DBE Foundation Governor.

Clerk JR

- 4. **Conflict of Interest-** No conflict of interest was declared.
- **5.** Approval of Previous Minutes 09/07/20 -Minutes from 09/07/20 were approved by all present & will be signed by the new Chair when possible due to Government restrictions.
- 6. Matters arising from Minutes 07/07/20

Mandy King has agreed to become the new LEA Governor. The Clerk had confirmed with HFL Governance that this was acceptable. They agreed that this was a suitable appointment and that her new term should run from the date of this meeting. All governors present approved this change to the board and the Clerk will now update Governorhub.

Clerk RD

RD to train Governors about Ofsted at next meeting in Nov.

7. Other Business-

Policies for Approval

Child Protection Policy- updated to include Covid 19 measures -Approved. Clerk to just amend the name of the Chair of Governors who will take on the Safe-guarding role.

Clerk

- Positive Behaviour Policy- amendments to reflect Covid 19 Approved- this had been approved remotely over the summer.
- Complaints Policy Approved
- Lettings Policy and Covid 19 compliance doc from HFL-Approved. This new Lettings policy is significantly different from the previous version, and has new lettings rates included, as well as Covid 19 amendments

Misc

All Governors have confirmed they have read and agree with the following on Governorhub:

- Declaration of Interest (Pecuniary interest)
- KCSIE agree they have read and understand their role.
- **Child Protection Policy**
- Governor Code of Conduct
- Social Media Policy agreement
- On-line Safety Policy agreement
- The Financial Delegation flow chart and table were approved by all present.
- Governors were asked to check their personal details on GovernorHub, as these details are used by the Clerk to update Edubase for DFE.
- Governors were reminded that their training records are on GovernorHub and if they require assistance updating any that were none HFL, then to ask the Clerk. The FGB may consider appointing a Link Governor responsible for training- Nov meeting.
- It was decided that the GB would like to request a free training session "Knowing your school"- Clerk to arrange.
- The meeting timetable for the academic year can be found on the meeting agenda, and on the Governorhub calendar.

Clerk

All

All

- The Terms of Reference for the Full Governing Board was approved by all present but can't be signed by all Governors at this point.
- Link Governor roles will be discussed in November due to recruitment taking place this month. The new Chair of Governors however will take on the role of Safe-guarding/ Child Looked After and Radicalisation.

• Committees were reminded to have *agreeing their terms of reference* as the first item on their agenda for the next meeting.

- Election of complaints committee- due to the turnover of experienced governors it was decided that all governors should try and undertake Complaints and Exclusion training as soon as possible.
- Any Governors who have not done safe-guarding training MUST sign up for the next session for us to be compliant. Some were advertised last week via email.
- Prevent training- Clerk to check the certificates in the Office as most Governors have undertaken the training but not necessarily updated Governorhub.

S.D.P

DK: We are not far enough into the term to produce an updated SDP. It will be a replica of the last one due to the fact that there are still areas of orange to address.

Q: Is it the role of the Governing Board to propose the contents, or is that the role of the Head?

A: It is the role of the Head & SLT in their operational capacity, the Governors are there to question and support them.

- RD: We shouldn't lose sight of the fact that a huge amount was achieved last year, despite the circumstances, and so much progress has been made.
- DK: There are English and Maths catch up plans already in place, and there is a focus on pupil's emotional well-being. The SDP just needs re-activating. Subject leaders will be in touch with their Link governors after half term.
- Governor recruitment- the skills matrix was mainly amber, so it
 was agreed that the advert for the new parent governor could be
 more general this time. Someone with time and energy to
 commit to the school was considered, as well as other skills. We
 do pay into HFL HR and financial services, so these are not so
 crucial.
- EH immediately put out an advert on the local community Facebook page for the Co-opted roles. Clerk to give an advert to JR to put into the local newsletter.
- Head Teacher appraisal- RD & EH will attend the remote appraisal with the HIP.
- Clerk to update the Chair email address so that it goes to RD.

Safe-guarding

Committees

All Governors

All Governors

Clerk

Clerk

Clerk

Clerk

Q: Do we have any pupils not back in school due to concerns about the pandemic?

A: Yes, we have one pupil who has not returned, but DK has been in close contact with the family.

Q: Do you have any concerns about pupils?

A: Yes, quite a few. The GB needs to be aware that there are significant emotional issues, and the lack of space in the school makes it challenging to provide the interventions required – bigger spaces are needed. The school are also supporting a lot of families

Church distinctiveness

- JR: this newly titled standing item on the minutes better reflects talking about Collective Worship, Christian ethos etc.
- JR is producing Collective Worship videos weekly for the school with Olivia on roots and fruits, and values.
- Also each year group is going to church to talk about well-being and different emotions. They are lighting a candle too.
- DK & JR have met to discuss Collective Worship going forward.
 A year group will go to church and take part in a live recording including the whole school.

Next FGB Meeting: Thursday 19th November 2020 at 7.30pm

• The meeting finished at 8.30pm

Summary of Actions

Action	Person	Deadline	Actioned
Amend Child Protection Policy	Clerk	Asap	
with new Chair name.			
Check personal details and training	FGB	Asap	
are correct on Hub			
Book free training session- know	Clerk	Asap	
your school			
Book Complaints, Exclusion,	FGB	Asap	
Safe-guarding training			
Check Prevent training record	Clerk	Asap	
Arrange Parent Gov election	Clerk	Asap	
Give advert to JR for village	Clerk	Asap	
newsletter			
Change Chair email address to RD	Clerk/	Asap	
	Janette		