

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)	Melanie Hall (MH)
	Denise Kennedy (Head)	Joseph Roberts (JR)
	Chris Eaton (CE)	Geraldine Salt (GS)
	Rob Dale (RD)	Mandy King (MK)
	Emma Harris (EH)	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. <u>Apologies</u> - No apologies were received.	
3. <u>Voting in Chair & Vice-Chair</u> - 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. <u>Conflict of Interest</u> - No conflict of interest was declared.	
5. <u>Approval of Previous Minutes 09/07/20</u> -Minutes from 09/07/20 were approved by all present & will be signed by the new Chair when possible due to Government restrictions.	
6. <u>Matters arising from Minutes 07/07/20</u>	

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.
- The meeting finished at 8.30pm

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

Summary of Actions

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