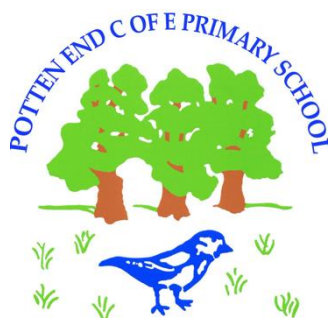




Potten End C of E Primary School

Minutes of the meeting of the Governing Board held on
Wednesday 20th March 2024 at 7.30pm at the school

Co-opted Governors	
Valerie Gunn (VG)	Present
Pam Kirk (PK)	Present
Vacant	
Foundation DBE or PCC Appointed Governor	
Claire Wallis (CW)	Apologies
Foundation Ex-Officio Governor	
Vacancy	
Foundation Parochial Church Appointed Governor	
Emma Harris (EH)	Present
Headteacher	
Denise Kennedy (DK)	Present
Local Authority Governor	
Jane Briffet (JB)	Present
Parent Governors	
Robert Dale (RD – Chair)	Present
Steve Cutler (SC)	Apologies
Joanne Moore (JM)	Apologies
Jack Perkins (JP)	Present
Nadia Richman (NR)	Present
Staff Governor	
Vicki Ford (VF) Staff	Present
In Attendance	
Julie Raybould – HFL Clerk	

Supporting Documents:

6. Heads Report Spring 24
9. PE_SFVS_2024_V1.0
9. Self-assessment-dashboard_PE_2024
10. HR termly-report-to-governing-body-sprin 24(I)
11. PE SIP 2023-4
11. SEF Year 23-24
17. Accessibility Policy and plan
17. Inclusion Policy 02022023
17. Spirituality Policy November 23

0. Potten End FGB Agenda 23.03.23
4. Approved FGB Minutes 08.02.24 926 Potten End
4. Draft FGB Minutes 08.02.24 926 Potten End

The meeting opened at 7.36pm

Quoracy: 7 Governors	Action	Due
1. Welcome and apologies. The chair welcomed all to the meeting. Governors were reminded of the need for confidentiality.		
2. Declarations of interest Governors were reminded to declare any new interests, of conflict with any agenda item. None declared.		
3. Notification of any AOB None NR arrived at 7.38pm		
4. Approval of minutes FGB 08.02.24 The minutes were agreed an an accurate record of proceedings and are to be signed by the chair and filed by the school.	RD/DK	
5. Matters Arising It was agreed that all above matters were either complete, in hand or on the current agenda. The following was raised: <u>Item 5.7.18: Strategic working party:</u> Action: Carried forward – update to be provided at next meeting. <u>Item 5.11: Resources TORs</u> Action: Resources TORs to be reviewed and update to be provided at next meeting. <u>Item 5.18: Curriculum Committee TORs:</u> It was noted that these have not been reviewed since they were approved in Autumn Term and there is currently no need for further review.	RD JP	
6. Head's report The head's written report was shared prior to the meeting. Questions were invited. Q: Has the teacher vacancy been filled? Yes, a teacher vacancy was filled by an ECT. Q: Is there an update on the TA vacancy? Yes this has also been filled Q: There seems a high proportion of SEND children compared to the national average yet a there is a lower-than-average number of EHCPs? One EHCP application was refused and 3 more are in process. There is also some certified sickness within the support staff body. Q: Why is staff absence high? 1 staff member has sustained a back injury. Q: What is the impact on children? It can be a challenge for some SEND children to have different adults supporting them. DK noted the significant difficulty in sourcing staff for the school's wrap around care provision. The school is considering a third-party provider, but it was noted that the cost of the provision and the current flexibility would be impacted. The GB noted that figures reflect a significant improvement in persistent absence. DK advised that fixed penalty notices have been considered as appropriate. Assessment data was reviewed, and DK noted that Year 6 outcomes reflect an improvement in pupils meeting ARE. It was noted that Years 1 and 2 data also looks very positive – Year 5 less so but progress is being made.		
7. Chair's update The vice chair advised that the SIAMS report is now in hand and has been shared with governors. The achievement was noted and all concerned congratulated. A new vicar has been recruited and will take up his post in the summer term. He moves into the parish with his family. Attention was drawn to the new DfE governance guide now available.		

It is proposed that the GB consider appointing a governor responsible for cyber security including filtering and monitoring. Attention was drawn the the June HfL training course with a focus on staff wellbeing.		
8. Committee reports <u>Resources</u> The completed SFVS and benchmarking was reviewed, and the document shared with the full board. Benchmarking reviewed that teaching costs have increased and that energy costs are high - context was provided. The school requires a sustainability lead and a climate action plan. The contact ratio is flagged. The GB approved the SFVS. The fund account currently stands at £27k Plans for a new boiler at a cost of £60k may need to be put on hold due to budget constraints, and there would also be additional costs involved due to asbestos removal. Carry Forward currently projected as £102,700 (P10 monitor). The 2024/25 budget prediction currently reflects an in-year £10k deficit budget. The school is projected to have a significant negative budget position at the end of Year 2025-26. The GB debated the school's financial decision and the challenge ahead to make ends meet. The increasing staff costs were highlighted and DK noted the need for the school to continue be mindful of staffing levels. The GB discussed fundraising possibilities. <i>Q: Has the school had any feedback regarding the estimated C/F from the HfL finance advisor?</i> No, the year-end figure is not yet available. <u>Curriculum</u> Attention was drawn to the minutes previously circulated. An English presentation with a focus on grammar was well received. Read Write Inc continues to be embedded successfully. The Science link visit report was received.		
9. Finance update to include SVFS See item 8.		
10. Safeguarding & SCR update VF left at 20.43 The safeguarding report was shared prior. DK noted the increase in safeguarding issues since the last report, and the increasing number of families needing support. The impact on the school and staff time was noted. 2 more deputy DSLs are being trained. Improvements to boundary security was noted. Safeguarding remains high profile around the school and in staff briefings. <i>Q: Does the school receive the level of external support that it needs?</i> No <i>Q: Query the 'racist' incident?</i> This was not an incident it related to a parental concern that was investigated and is recorded in CPOMS. EH noted that governor safeguarding training for 2024 requires completing and this will be arranged asap. Action: EH to establish a safeguarding training session for governors. The SCR has been reviewed this half term by the school and no issues raised.	EH	
11. SDP & SEF review DK noted that SEF and the school's assessment of 'Good' in all areas.		

DK briefly talked through each judgement area with some additional context. The GB noted the school's progress through the school development plan. Q: What is the progress with diversity within the curriculum? Work has been done in Art (artists), English (texts), History (significant figures). The GB discussed the importance of the inclusivity of all the school's ethnic groups.		
12. School assessment plans 2024 update DK noted that no significant change to current assessment data is anticipated. Writing and Maths remains a challenge for Year 6 and intervention sessions remain ongoing. Year 2 SATs papers will be used for summative assessments although the figures will not be reported.		
13. Church/Diocese update See item 7. Governors are invited to the installation ceremony for the new vicar, due to take place in June.		
14. Governor training, skills & vacancies There are currently 2 co-opted vacancies and 1 Ex-Officio Foundation role, soon to be filled by the incoming vicar. See items 7 and 10 for training commentary.		
15. Governor link visits Governors have supported improvement partner deep dives in Science, DT and Maths. NR reported that the Science visit was extremely positive. Key points: Attainment is a challenge in upper key stage 2; There is a lack of resources for investigative work – an Amazon wish list is being considered to address this.		
16. GDPR There have been no breaches since the last report. There has been 1 SAR which has been fulfilled.		
17. Policies for ratification • Spirituality Policy • Inclusion Policy • Accessibility Policy and plan Q: Are funds available to support accessibility arrangements? Funds can be found if and when needed. The GB approved the above policies.		
18. AOB None		
19. Date of next meeting: 16.05.24 @7.30pm EH closed the meeting with a prayer. The meeting closed at 21.35		

Actions

Item	Action	By/when
4.	Minutes 08.02.24 to be signed, dated and filed by the chair	RD
5.7.18	Strategic working party update to be provided at next meeting.	RD JP
5.11	Resources TORs to be reviewed and update to be provided at next meeting.	
10	EH to establish a safeguarding training session for governors.	EH