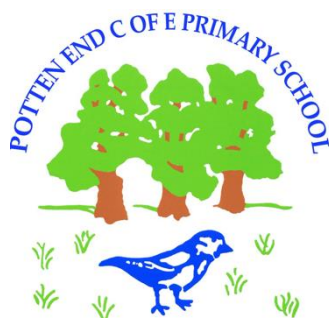




Potten End C of E Primary School

Minutes of the meeting of the Governing Board held on
Thursday 2nd February 2023 at 7.30pm at the school

Co-opted Governors	
Valerie Gunn (VG)	Present
Pam Kirk (PK)	Apologies
Jane Briffet (JB)	Present
Claire Wallis (CW)	Present
Foundation DBE or PCC Appointed Governor	
Beverley Hamilton (BH)	Present
Foundation Ex-Officio Governor	
Joseph Roberts (JR)	Apologies
Foundation Parochial Church Appointed Governor	
Emma Harris (EH)	Present
Headteacher	
Denise Kennedy (DK)	Present
Local Authority Governor	
Amanda King (AK)	Apologies
Parent Governors	
Steve Cutler (SC)	Apologies
Joanne Moore (JM)	Present
Jack Perkins (JP)	Present
Robert Dale (RD – Chair)	Present
Staff Governor	
Vicki Ford (VF) Staff	Apologies
In Attendance	
Julie Raybould – HFL Clerk	
Marianne Barker (MB) Associate Member	
Nadia Richman (NR) – newly elected parent governor (vetting pending)	

Supporting Documents

Pinned Items

DRAFT EGB Minutes 24.01.23 926 Potten End v2

Draft FGB Minutes 15.12.22 926 Potten End v2

Potten End FGB Agenda 02.02.23

DRAFT Curriculum Committee minutes 18/01/23

DRAFT Resources Committee Minutes_26_01_23

Inclusion Policy Jan 2023 - CHANGES

Inclusion Policy Jan 2023 - CLEAN

Policy Delegation January 23

The meeting opened at 7.28pm

Quoracy: 7 Governors		Action	Due																											
1.Welcome, opening prayer, apologies for absence The chair welcomed all to the meeting. New governors were welcomed and introductions were made. Apologies received and accepted from: AK,JR,SC, PK, VF																														
2. Declarations of interest, reminder of the need for confidentiality Governors were reminded of the need for confidentiality. There were no declarations. The agenda moved to item 5																														
3. Notification of any other urgent business (AOB) • Staff sickness - RD • Strikes - RD																														
4. Approval of minutes FGB 15.12.22 And EGB 24.01.22 The minutes of both meetings were agreed an an accurate record of proceedings and are to be signed by the chair and filed by the school The agenda moved to item 6		RD/DK																												
5. Matters Arising – 15.12.22 It was agreed that all matters were either complete, in hand or on the current agenda. <table><tr><th colspan="3">Actions</th></tr><tr><th>Item</th><th>Action</th><th>By/when</th></tr><tr><td>5.</td><td>Minutes to be signed, dated and filed by the chair</td><td>RD</td></tr><tr><td>6.</td><td>Delegation of policy approvals to be agreed at next FGB</td><td>RD</td></tr><tr><td>6.</td><td>Resources TORs to be updated to reflect: Ensuring the school's resources are used to promote the school's distinctive Christian vision</td><td>SC/RD</td></tr><tr><td>13.</td><td>Parent governor election to be arranged asap</td><td>DK</td></tr><tr><td>13.</td><td>Pre-appointment checks for CW to be completed, databases/website to be updated to reflect new appointments</td><td>DK/Clerk</td></tr><tr><td>14.</td><td>SIAMS training date to be agreed</td><td>DK/RD</td></tr><tr><td>16.</td><td>Inclusion policy to be updated and ratified at next meeting</td><td>BH/DK</td></tr></table> The following were raised: Item 5.6: Resources TORs update Action: Carried forward to next meeting. Item 13: In follow up to the recent appointed of a Co-opted Governor and an Associate Member it was proposed that the roles are swapped and that MB moves into the role of Associate Member and CW moves into the role of Co-opted Governor. All agreed. The term of office for the Associate Member was set for 1 year. Action: Governorhub roles to be updated CW left at 19.39 Action: Curriculum Committee TORs to be updated to reflect that Associate Members may chair (this must be agreed by FGB at next meeting) The agenda moved to item 3.		Actions			Item	Action	By/when	5.	Minutes to be signed, dated and filed by the chair	RD	6.	Delegation of policy approvals to be agreed at next FGB	RD	6.	Resources TORs to be updated to reflect: Ensuring the school's resources are used to promote the school's distinctive Christian vision	SC/RD	13.	Parent governor election to be arranged asap	DK	13.	Pre-appointment checks for CW to be completed, databases/website to be updated to reflect new appointments	DK/Clerk	14.	SIAMS training date to be agreed	DK/RD	16.	Inclusion policy to be updated and ratified at next meeting	BH/DK	Clerk MB	
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6.Head's Update – verbal There has been a focus on Christian vision and SIAMS across the school in expectation for an imminent SIAMS inspection. The school was open to 2 classes on the initial strike day, vulnerable children were invited in and meals were offered for FSM children – take up of both was low. The impact of future strikes (the next is 1 March) is as yet unknown. Communication between staff and senior leaders on the matter of striking is positive. Other unions are re-balloting members including the NAHT. Staff will be invited to inform their intentions for the 1 March strike. Work continues on whole school writing. Attainment remains low across the school but pupils are making progress.																														

The year 2 cohort has 8 children with extreme SEND needs. Teaching assistant support is being deployed where need is greatest. Q: Any leeway for children with SEND? No the measure is the same for all pupils and SEND pupils' progress and attainment is measured against that of their peers. DK noted that data is not positive but the opposite is reflected in children's books. STEPS training has been recently completed. The support being provided to Flamstead continues – staff are visiting Potten End to observe quality first teaching. Disruption to Potten End so far has been minimal. Q: What is the impact for Flamstead so far? Positive. It is also proving positive for Potten End leaders The budget has been reviewed and the carry forward is now projected to be 10%. The budget for 23-24 will be set in March, the resources committee chair will be supporting. The government are providing an additional grant of approx £23k, and a further payment has been received to support energy costs. DK raised the prospect of an imbalance in school meals income v expenditure due to significant increases by Herts Catering. An annual administration payment of £1500 is to be made to all schools, plus a price increase of 4 pence per child. This will mean that UFSM costs will no longer be fully covered and the school will have to meet this deficit. The total anticipated impact on budget is approx £4k. The option to go out to tender for catering was flagged. It was noted that this is not appropriate at this moment in time due to kitchen equipment being owned by Herts Catering. The agenda moved to item 8.		
7. Chair's update The chair outlined the tight timeframes for budget setting and noted that the board need to approve the budget by 29 May. Thus the chair proposed that the May FGB is moved to 25 May. All agreed. Action: Governorhub calendar to be updated. PK has advised that she will be able to return to governor duties in March. The agenda moved to item 9	Clerk	
8. Committee reports <u>Resources</u> The minutes were shared prior to the meeting. Highlights included: • Finance reports were reviewed. • The SFVS is in progress, with 50% completed. The return is due at the end of March • JM and JP will review the asset management plan and contracts during a forthcoming finance link visit. • The school fund account is to be audited. <u>Curriculum</u> The minutes were shared prior to the meeting. Highlights included: • The PE link governor has completed a visit with a focus on sports premium. The school is looking to move away from current external providers. There has been a focus on gymnastics and dance training • The PE action plan was reviewed, with a focus on meeting the needs of SEND children • The Bronze sports award has been achieved. • The Read Write Inc leader gave an overview of progress of the programme. Current Reception will be the first cohort to have the programme from the start. The impact of the programme is clearly evident, particularly on writing. Pupils have strong enthusiasm for phonics. The agenda moved to item 7		

9. Safeguarding update All staff have completed level 1 training, and have also completed Prevent Training. DK has completed a course on Safeguarding Culture. Monitoring of the SCR has been completed by DK and there are no issues to flag. Some fencing quotes are anticipated for the area around nursery. The need to meet a minimum height requirement was noted. The conservation area location of the school was flagged and it was noted that fencing would need to be in keeping with the area. A quote already in hand is for a metal fence, as per the current style already in place. Action: DK to clarify with the Parish Council All governors have also completed level 1 safeguarding, with newly appointed governors to complete. Governor have undertaken the HfL safeguarding, which was considered to be less effective than the level 1 course. The need for governors to monitor safeguarding during their link visit monitoring visits was flagged. Aspire training was also flagged.	DK	
10. GDPR update (to include FOI,SAR) There has been one SAR, which has been fulfilled. Training has been provided to ensure that such requests fully follow due process. No breaches to report. The Freedom Of Information policy is being updated and will be presented to the next FGB.		
11. Church/Diocese update A SIAMS visit is due imminently. An inspection will be based on the current framework, which changes in September. The need for governors to be prepared for their participation was noted. Action: DK to make contact with the RE and Christian Ethos advisor Action: Chair/VC to organise a SIAMS preparation working party. 23 March at 7pm was set for a remote discussion – chair to send TEAMS invite. Action: Governors to advise availability to the chair. There was no update from the Diocese for this meeting.	DK RD All	
12. Finance update (to include budget 23/24, SFVS) See items 6 and 8.		
13. Governor training/skills/vacancies It was noted that all governor roles are now successfully filled. See item 9 re training. SIAMS training is planned as per item 11. JM is to take up the Governor Development Officer role. The GB plan to undertake a group training session in April – link visits was suggested as a focus. NGA skills matrix forms have been circulated for all to complete, which will identify skills gaps and support the SFVS. Action: All governors to complete skills matrix forms as circulated	All	
14. Link visits SEND, Reading, PE, EYFS, Computing and RE link visits have been completed. SEND, RE and EYFS reports are outstanding Action: Outstanding link visit reports to be completed. Maths, History, Science and MFL visits are planned. Governors were signposted to centralised questions stored in Governorhub. The need to be able to evidence the curriculum map and impact was noted.	All	
15. School website check An audit has been completed by Primary Site, monitored by governors. Compliance was found to be strong.		

1 issue was flagged, in relation to equalities, and an Accessibility Policy has been recommended. Improved visibility of the phonics scheme was also recommended. Thanks were extended to those involved.		
16. Policies for review Inclusion Policy The GB approved the Inclusion Policy, which has been reviewed by the Curriculum committee.		
17. Delegation of policy approvals The chair highlighted the need to streamline policy reviews, to lessen GB workload. Statutory policies were signposted, including those to be ratified by FGB. A proposed delegation of approval was shared prior to the meeting, including those where it is proposed that approval is delegated to the headteacher. The GB agreed to the proposal. Action: First Aid Policy to be updated within policy schedule Action: RD to liaise with the school officer manager re policy schedule Actions: JP and MB to ensure changes are reflected in committee TORs (to be signed of by FGB at next meeting)	RD RD JP,MB	
18. AOB - Staff sickness – RD See Part 2 Confidential minutes - Strikes – RD See item 6.		
18. Date of next meeting:23.03.23 @ 7.30pm The meeting closed at 9.28pm		

Actions

Item	Action	By/when
4.	Minutes to be signed, dated and filed by the chair	RD
5.6	Resources TORs to be updated that the school's resources are used to promote the school's christian vision	
5.13	Governorhub roles to be updated	Clerk
5.13	Curriculum Committee TORs to be updated to reflect that Associate Members may chair	MB
7.	Governorhub to reflect updated May FGB date	Clerk
9.	DK to liaise with Parish Council re fencing	DK
11.	DK to make contact with the RE and Christian Ethos advisor	DK
11.	Chair/VC to organise a SIAMS preparation working party. 23 March at 7pm was set for a remote discussion – chair to send TEAMS invite.	RD/EH
11.	Governors to advise SIAMS preparation availability to the chair.	All
13.	All governors to complete and return skills matrix forms	All
14.	Outstanding link visit reports to be completed	All
17	First Aid Policy to be updated within policy schedule	RD
17	RD to liaise with office manager re policy schedule	RD
17	JP and MB to update committee TORs to reflect policy delegations	MB, JP