



**Potten End C of E Primary School**  
 Minutes of the meeting of the Governing Board held on  
 Thursday 7<sup>th</sup> July 2022 at 7.30pm via MS TEAMS

<b>Governors</b>	
Robert Dale (RD – Chair) Parent.	Present
Geraldine Salt (GS) Co-opted.	Present
Pam Kirk (PK) Co-opted.	Present
Valerie Gunn (VG) Co-opted.	Present
Beverley Hamilton (BH) Foundation Appointed.	Present
Joseph Roberts (JR) Foundation Ex Officio.	Present
Emma Harris (EH) Foundation Parochial Church Appointed	Present
Denise Kennedy (DK) Headteacher.	Present
Amanda King (AK) Local Authority.	Present
Chris Eaton (CE) Parent. *Term ends 19.09.22*	Present
Marianne Barker (MB) Parent.	Present
Steve Cutler (SC) Parent.	Present
Jack Perkins (JP) Parent.	Present
Vicki Ford (VF) Staff	Present
<b>In Attendance</b>	
Julie Raybould – HFL Clerk	

**Supporting Documents:**

Draft FGB Minutes 19.05.22 926 Potten End

Heads Report Summer Term 2022

Potten End FGB Agenda 070722

Intimate Care Policy 070722

Admissions Policy 070722 minus nursery

Online Safety Policy 070722

Assessment Data - June 2022

PE SIP 2021-22

Constitution-PottenEndPrimary

PE SIP 2021-22 - June 2022

Curriculum committee minutes 21-06-22

Remote Learning Policy 070722

GDPR Policy 070722

Resources Committee Minutes 23 06 22

gdpr-documents-for-compliance-jul-2022\_PottenEnd

Safeguarding Annual Report June 2022

Safeguarding Termly Report June 2022

The meeting opened at 7.35pm

Quoracy: 7 Governors	Action	Due																											
<p><b>1. Welcome, opening prayer, apologies for absence</b>            RD took the chair and welcomed all to the meeting.            It was noted that AK and JR would arrive late.            PG's resignation is in hand, with immediate effect.            GS's resignation is in hand, effective from the end of term.            It was noted that CE's term of office expires in September.  <b>Action: GIAS and Ghub to be updated</b></p>	DK/Clerk																												
<p><b>2. Declarations of interest, reminder of the need for confidentiality</b>            Governors were reminded of the need for confidentiality.            There were no declarations.</p>																													
<p><b>3. Notification of any other urgent business (AOB)</b>            None</p>																													
<p><b>4. Approval of minutes 10.03.22</b>            The minutes were agreed an an accurate record of proceedings and <b>are to be signed by the chair and filed by the school</b></p>	RD/DK																												
<p><b>5. Matters Arising</b></p> <p><b>Actions</b></p> <table border="1" data-bbox="181 904 1279 1357"> <thead> <tr> <th>Item</th> <th>Action</th> <th>By/when</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>Approved minutes to be signed and dated by the chair and filed in school</td> <td>RD</td> </tr> <tr> <td>5.1</td> <td><u>Governorhub</u> and GIAS to be updated with VF's change in role</td> <td>Clerk/DK</td> </tr> <tr> <td>5.5a</td> <td>Group equalities/inclusion options to be pursued</td> <td>EH</td> </tr> <tr> <td>5.5b</td> <td>Pupil voice feedback to be provided at next meeting</td> <td>DK</td> </tr> <tr> <td>5.6</td> <td>SIAMS SEF to be progressed through Curriculum committee/FGB agenda</td> <td>EH/RD</td> </tr> <tr> <td>5.11</td> <td>Parent governor election to be arranged in September</td> <td>DK</td> </tr> <tr> <td>9</td> <td>EH to review training records and signpost safeguarding training as required.</td> <td></td> </tr> <tr> <td>12.</td> <td>Breakfast club policy to be circulated</td> <td>DK</td> </tr> </tbody> </table> <p>It was agreed that all matters were either complete, in hand or on the current agenda.  <b>Action: Action 5.5a carried forward</b>  <b>Action: Action 5.5b carried forward</b>  <b>Action: Action 5.11 carried forward</b>  <b>Action: Action 9 carried forward</b></p>	Item	Action	By/when	4	Approved minutes to be signed and dated by the chair and filed in school	RD	5.1	<u>Governorhub</u> and GIAS to be updated with VF's change in role	Clerk/DK	5.5a	Group equalities/inclusion options to be pursued	EH	5.5b	Pupil voice feedback to be provided at next meeting	DK	5.6	SIAMS SEF to be progressed through Curriculum committee/FGB agenda	EH/RD	5.11	Parent governor election to be arranged in September	DK	9	EH to review training records and signpost safeguarding training as required.		12.	Breakfast club policy to be circulated	DK		
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<p><b>6. Head's report</b>            SEN numbers are increasing – there are currently 40 children on the register (increased from 23 since February), including 3 EHCPs in place and 3 under assessment. A summary of needs was shared and acronyms explained. Communication, speech and language and SEMH needs are trends. It was noted that the level of SEN need in the school is higher than the Hertfordshire average.  <b>Q: Is there a point where the school cannot meet the needs of all children?</b> The school has a responsibility to meet the needs of all children. 2 additional TAs have been recruited this academic year and 3 TAs are out of the classroom supporting SEN students.            BH gave some local and national statistical context for EHCPs, and some background details around the decision making process for awarding an EHCP (how significant the childs' needs are, thus requiring a legal document)</p>																													

**Q: Recent staff CPD does not seem to cover any SEN requirements – are additional resources required to support?** There has been training provided earlier in the year. Some additional training, including in ASD, is planned for next term. Staff wellbeing has been a focus this term bearing in mind the recent Ofsted visit.

BH signposted additional free training sessions (Autism Training) available for next term.

**Q: The TAs joining in September do they have specialist SEN background?** They are not being recruited for SEN provision specifically, SEN provision will be supported within the existing TA team.

An overview of staff absence was provided. Covid is currently impacting staff attendance. Whole school attendance is currently 93.1% against a national figure of 94.2% Current PA is 14.4%, and parents taking children out of school for holidays was flagged as a concern. The attendance officer is providing support and fines are being considered. FSM attendance is 90.9%

**Q: What happens if parents receive more than 1 fine?** The fixed penalty arrangement is under control. The fine in Hertfordshire is £60. It is possible that the government will consider a uniform fine across the country and a figure of £500 has been quoted. Fines can be issued once 15 sessions have been missed.

**Q: Who makes the decision to fine?** The head will pursue this through the attendance officer. Fixed penalty warning letters will be issued before the end of term.

**Q: Where does the money go to?** The local authority.

**Q: In what instance would you not authorise absence for sickness?** At the point of a fixed penalty notice being applicable.

**Q: Can parents appeal fixed penalty notices and would this impact the school?** Yes they can appeal. The important issue for the school is that children are not missing school. Fixed penalty warning letters will be issued before the end of term.

**Q: Any context regarding the families taking children on holiday?** There will be various reasons for each individual family.

**Q: Have you seen an adverse impact on the children concerned?** Yes – emotional wellbeing, social development and academic progress. Some of these children have approx 60% attendance.

**Q: Regarding checking out the social media profiles of new recruits, what will the school be doing?** The school will be implementing social media profile checks should this become statutory.

Pupil attainment headlines were shared.

Headline SATs data:

EYFS: GLD lower than usual – approx 68%. This is in line with the national picture. Writing is highlighted as a specific area of concern.

Phonics screening 70%, national data not yet released. 7 children did not pass. Children on the SEN register are struggling to pass.

Year 2: 43% at ARE in writing. Many are close to ARE but need to be secure.

46% are working at expected in maths, 53% working at expected in reading. 20% GD in maths.

Year 4 multiplication check: 12 children scored 25 (full marks), 12 scored 20+ and 4 did not take the test. DK stressed the challenge of the test for the children.

Year 6: 63% at ARE in writing. 3 at GD (moderated by HfL).

Numbers are expected to increase by 5% after some pupil number adjustment

Reading: 72% versus national 74%. 6 achieved GD.

Maths: 77% versus national 71% - 47% GD.

<p>Writing: 63% versus national 69%. 3 achieved GD.  Reading &amp; Writing combined: 59% versus national 59%  The GB congratulated the school for the positive results. DK stressed the significance of these results against the backdrop of the pandemic.  <b>Q: Supporting children with EAL – how do we support staff in this respect?</b> Staff plan and research well, share resources and knowledge, HCC also provide some specialist support which has cascaded to staff. Additional resources have been purchased. The school development has supported additional equipment. Workload for teachers has increased.  <b>Q: Why has there been changes in subject leaders?</b> There has been some rotation due to staffing changes and maternity leave cover.</p>		
<p><b>7. Committee reports</b>  Committee minutes were shared prior to the meeting.  The GB noted the content.  EH noted that the GDPR policy is not a county model policy.  The land ownership matter was queried - EH noted that this has been verified, and the land concerned belongs to the Diocese.</p>		
<p><b>8. Policies for review</b></p> <ul style="list-style-type: none"> <li>• GDPR Policy  <b>Q: Does the GDPR policy require any updates?</b> No, there are some minor tweaks that could be considered regarding documentation standardisation but this is not essential.  The GB approved the policy</li>   <li>• Online Safety Policy  The GB approved the policy</li>   <li>• Remote Learning Policy  The GB approved the policy</li>   <li>• Admissions Policy  The GB approved the policy</li>   <li>• Intimate Care Policy  <b>Q: Does every child requiring changing have their own changing mat?</b> Yes.  The GB approved the policy</li> </ul> <p><b>AK joined at 20.50</b>  <b>Action: EH to share Freedom of Information Policy</b></p>	EH	
<p><b>9. Safeguarding &amp; SCR update</b>  Termly and annual reports were shared prior to the meeting.  The safeguarding link governor has completed a visit to review the annual and termly reports. The annual report has been sent to HCC. Files have been spot-checked for compliance.  An overview of the annual report was provided.  It was noted that an additional DDSL has been trained.  An explanation of section relating to individual children casework practice was provided.  The SCR has been spot-checked for compliance. It will be submitted for audit next term.</p>		
<p><b>10. GDPR Update</b>  There have been no SARs, FOI requests or breaches since the last FGB.</p>		
<p><b>11. SDP updates</b>  Item deferred.  <b>Action: DK to share RAG-rated version of SDP on Ghub.</b>  <b>JR joined at 21.00</b></p>	DK	
<p><b>12. Church / Diocese update</b></p>		

The Bishop has completed a successful visit. DK and JR have met to reflect on collective worship which will resume next term. Children will come to church for significant events eg Remembrance.		
<b>13. GB Business</b> <ul style="list-style-type: none"> <li>• Meeting dates for 22-23 – all at 7.30pm</li> </ul> 12.10.2022 15.12.2022 02.02.2023 23.03.2023 18.05.2023 13.07.2023		
<b>14. AOB</b> <ul style="list-style-type: none"> <li>• White paper: RD</li> </ul> RD drew attention to the white paper and proposed that the GB become familiar with the detail within, particularly the academisation aspect. <ul style="list-style-type: none"> <li>• Farewells – RD</li> </ul> Thanks were extended to CE and GS for their hard work and support to the GB during their terms of office.		
<b>13. Date of next meeting: 12.10.22 @ 7.30pm</b>		
<b>The meeting closed at 9.13pm</b>		

#### **Actions**

Item	Action	By/when	
1	Ghub an GIAS to be updated in relation to CE's term	Clerk/DK	
4	Approved minutes to be signed and dated by the chair and filed in school	RD	
5	Actions from minutes 10.03.22 carried forward: Action: Action 5.5a carried forward Action: Action 5.5b carried forward Action: Action 5.11 carried forward Action: Action 9 carried forward		
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8	EH to share Freedom of Information Policy	EH	
11	RAG rated SDP to be shared on Ghub	DK	