Potten End C of E Primary School

Minutes of the meeting of the Governing Board held on
Thursday 8th February 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)	Present
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)	Present
Joanne Moore (JM)	Present
Jack Perkins (JP)	Present
Nadia Richman (NR)	Apologies
Staff Governor	
Vicki Ford (VF) Staff	Present
In Attendance	
Julie Raybould – HFL Clerk	

Supporting Documents:

Draft FGB Minutes 13.12.23 926 Potten End

Potten End FGB Agenda 08.02.24

Draft Governor Training Policy 080224

Draft Positive Behaviour Policy 080224

The meeting opened at 7.30pm

<table>
<tr><td><u>Quoracy: 7 Governors</u></td><td>Action</td><td>Due</td></tr>
<tr><td>1.Welcome, apologies, opening prayer
RD took the chair welcomed all to the meeting.
Governors were reminded of the need for confidentiality.</td><td></td><td></td></tr>
<tr><td>2. Declarations of interest
• Governors were reminded to declare any new interests, of conflict with any agenda item.
None declared.
• All were reminded to update their declared actions for the new academic year.
Action: VF to complete declarations.</td><td>All</td><td></td></tr>
<tr><td>3. Notification of any AOB
• Inclusion/SEND Access policy
These policies are in the process of being finalised.</td><td></td><td></td></tr>
<tr><td>4. Approval of minutes FGB 13.12.23
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.</td><td>RD/DK</td><td></td></tr>
<tr><td>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>Actions</u>
<table>
<tr><td>Item</td><td>Action</td><td>By/when</td></tr>
<tr><td>5.</td><td>Outstanding Hub declarations to be completed:</td><td>PK,VF,NR</td></tr>
<tr><td>6.</td><td>Minutes 12.10.23 to be signed, dated and filed by the chair</td><td>RD</td></tr>
<tr><td>7.18</td><td>Strategic working party update to be provided at next meeting.</td><td>RD</td></tr>
<tr><td>11.</td><td>Resources Committee TORs deferred to next meeting.</td><td>RD/JP</td></tr>
<tr><td>14.</td><td>EH to contact AK, and update Governorhub accordingly in relation to the LA role</td><td>EH</td></tr>
<tr><td>18.</td><td>Curriculum TORs to be ratified at next FGB.</td><td>RD</td></tr>
</table>
7.18: Strategic working party – action deferred.
11: Resources committee TORs – action deferred.
18: It was noted that the Curriculum Committee TORs have not been updated since last approved by FGB in Autumn term.

The matter of the Spirituality Policy was raised, and requires review.
Action: Spirituality Policy to be circulated online and ratification to be recorded at next FGB</td><td></td><td></td></tr>
<tr><td>6. Head’s update (verbal)
There are currently 205 children on roll (5 vacancies).
2 new children are expeted to join after half term, 1 with an EHCP. There may be 2 children leaving.
Whole school attendance is 94.6% against the national figure of 94.3%. Persisent absence is being impacted by specific vulnerable groups.
Persistent absense is 12.9% (23 children) against a national figure of 17.9%.
Lateness 0.49% which is an improvement on Autumn term.
Q: Any feedback re the attendance hub? The school has signed up but is waiting to hear more.
The SIAMs inspection has taken place and the outcome remains confidential until the report is published. Overall the visit went well. The report is awaited.</td><td></td><td></td></tr>
</table>

The DT curriculum is under way and progressing well do far, and there is a positive impact in the building of the children's skills. The school has invested into resources. There will be a re-focus on Art in summer term. In Autumn Term there will be a model of half term Art, half term DT. A Maths link governor meeting took place. The SEA will visit in March and a deep dive is planned. Year 6 booster maths sessions have started. A grammar booster is planned after half term. The GB extended thanks to the teacher leading the booster sessions. Trips have include O2, Bentley Priory, Pizza Express and Tring museum. 1 member of SLT will depart on maternity leave in May. ***Q: What maternity cover arrangement is being put in place?*** Workload will be covered internally. Assurance was sought and provided that SLT has the capacity for managing cover. There is a staffing gap in after school club which the school is working to fill – a temporary solution is in place. ***Q: Any opportunity to outsource the running of the club?*** This could be investigated. 1 member of SLT is commencing the NPQSL. VF has passed her NPQH. DK is looking to apply for her NPQEL. There has been some staff absence issues this term. 3 families are receiving support from Team Around The Family and there have been 6 referrals to family support workers. ***Q: Is this a pattern at this time of year?*** No, this is significant this term and is impacting the workload of teaching and key leadership staff. ***Q: Does the school have enough support in this regard?*** It has been particularly challenging and issues are beyond the school's control. There is not much that can be done, staff are supportive of eachother. There have been 85 reception applications, with 37 first choice applications, 23 second choice and 15 sibling claims.		
7. Chair's update A complaint from within the school community is in hand and looks to be progressing to stage 2. A panel has been identified (VG,PK,JM) and a date and clerking support are currently being established. The chair extended thanks to staff and governors in the SIAMs inspection.		
8. Committee reports <u>Resources</u> Current budget Rag Rating green (11%). An £8k anomaly was flagged but has now been accounted for (posted in the wrong area). The fund account is in excess of £26k with fencing expenditure to be taken from the capital budget. The SFVS will be finalised at the next committee and presetned to FGB in March. P10 financial reports are awaited. ***Q: Is there a plan for spending any of excess funds?*** Short term staffing needs are being reviewed. Improvements to the staff room area are planned and some other improvements to the school environment. DK advised that the Initial budget setting meeting is 20 March, budget year end is 26 April. The final budget meeting is set for 22 May. It was noted that all goverenors are welcome to attend the Resources Committee review of the budget in summer term. <u>Curriculum</u>		

Minutes are available on governorhub. The english presentation was deferred. The school will undertake some internal assessment at the end of KS1. The current Year 6 cohort ARE 53% compared to 73% last year. The high level of SEND children in the cohort was noted. The Pupil premium spending strategy was reviewed. The sports PE premium is being used to upskill staff. A maths learning walk was undertaken by the maths link governor. A science link meeting is planned. VG will attend the upcoming SEA visit. RD thanked governors for their undertaking of link role responsibilities.		
9. Safeguarding update See item 6. No incidents to report. Filtering and monitoring is taking place fortnightly and there is nothing to flag at this time. 2 additional staff will be undertaking DSL level 2 training.		
10. GPDR update No breaches to report since the last meeting. There have been 2 FOI requests this half term.		
11. Church/Diocese update See item 6. An update on the recruitment for a new leader of the church was provided.		
12. Governor training, Skills & vacancies Current vacancies were noted (2). Recruitment for a co-opted governor will be undertaken. Exclusions and complaints training has been completed by some colleagues since the last meeting. A group training session will be planned for summer term, potentially around effective link visits. **Action: Clerk to share supporting documentation regarding changes to constitution**	**Clerk**	
13. Policies for review • **Governor Training Policy** Policy to be updated to reflect that Safeguarding training is mandatory and Prevent training is preferred. It was noted that all governors serving exclusions panels must have training, and ideally as many governors as possible have HR and complaints panel training. **Action: Policy wording to be updated to training requirements in respect of safeguarding, prevent, HR panels and complaints.** The GB approved the Governor Training Policy. • **Behaviour Policy** Some editing and formatting tweaks were agreed. Some re-organisation of the position of the vision within the wording was agreed. The matter of staff training in relation to aspects of the policy was raised. It was noted that STEPs training is in place, and there is a separate policy in relation to restricted physical intervention. It was also noted that the policy is an updated version of an existing school behaviour policy. DK noted that to date the policy has worked very effectively. The GB approved the Behaviour Policy.	**JM**	
14. AOB See item 3		
15. Date of next meeting: 20.03.24 @7.30pm		

The meeting closed at 21.11		

Actions

Item	Action	By/when
2.	Outstanding Hub declarations to be completed:	PK,VF,NR
4.	Minutes 13.12.23 to be signed, dated and filed by the chair	RD
5 5.7.18 5.11	Spirituality Policy to be circulated online and ratification to be recorded at next FGB Strategic working party report to be provided at the next meeting Resources Committee TORs to be approved at next meeting	EH/DK RD RD
13	Governor Training Policy wording to be updated to trianing requirements in respect of safeguarding, prevent, HR panels and complaints.	JM