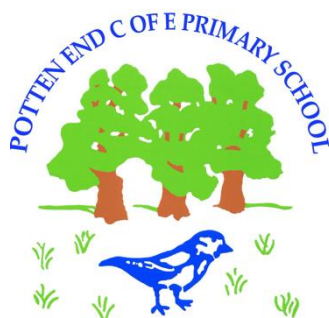




Potten End C of E Primary School

Minutes of the meeting of the Governing Board held on
Thursday 11th July 2024 at 7.30pm at the school

Co-opted Governors (max 4)	
Valerie Gunn (VG)	Present
Pam Kirk (PK)	Present
Jane Healy (JH)	Present
Foundation DBE or PCC Appointed Governor (1)	
Claire Wallis (CW)	Present
Foundation Ex-Officio Governor (1)	
Ben Brady (BB)	Present
Foundation Parochial Church Appointed Governor (1)	
Emma Harris (EH)	Present
Headteacher	
Denise Kennedy (DK)	Present
Local Authority Governor (1)	
Jane Briffet (JB)	Present
Parent Governors (max 5)	
Robert Dale (RD – Chair)	Present
Steve Cutler (SC)	Present
Joanne Moore (JM)	Present
Jack Perkins (JP)	Present
Danny Richman (DR)	Present
Staff Governor (1)	
Vicki Ford (VF) Staff	Apologies
In Attendance	
Julie Raybould – HFL Clerk	

Supporting Documents:

The meeting opened at 7.34pm

<u>Quoracy: 7 Governors</u>	Action	Due
1. Welcome and opening prayer EH took the chair. BB led opening the meeting with a prayer. The chair welcomed all to the meeting.		
2. Apologies and approval of absences Apologies received and accepted from: VF RD to arrive late.		
3. GB vacancies and appointments DR has been elected parent governor. DR introduced himself and gave a background of his skills and experience. DR will be assigned to the curriculum committee.		

BB has taken up the ex-officio church role. BB introduced himself. JH introduced herself and outlined her skills and experience. JH left the meeting at: 19.38 EH proposed that JH is co-opted to the board. All agreed. JH returned at: 19.39 EH noted that PK's co-opted role is due to end in November.																																
4. Declarations of interest Governors were reminded to declare any new interests, of conflict with any agenda item. None declared.																																
5. Notification of any AOB None																																
6. Approval of minutes FGB 16.05.24 & matters arising The minutes were agreed an an accurate record of proceedings and are to be signed by the chair and filed by the school. Actions <table border="1"> <thead> <tr> <th>Item</th><th>Action</th><th>By/when</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Hub and GIAS to be updated with parent governor resignation</td><td>DK/Clerk</td></tr> <tr> <td>4.</td><td>Minutes 20.03.24 to be signed, dated and filed by the chair</td><td>RD</td></tr> <tr> <td>5.5.7.18</td><td>Strategic working party to report at next FGB.</td><td></td></tr> <tr> <td>5.5.11</td><td>P to produce Pay and Pay Appeals Committee TORs.</td><td></td></tr> <tr> <td>5.10</td><td>JM to follow up with colleagues regarding appropriate Safeguarding training</td><td></td></tr> <tr> <td>8a</td><td>GDPR policy would be updated to reflect that personal data AND INFORMATION will not be shared.</td><td>EH</td></tr> <tr> <td>8b</td><td>Attendance Policy to be updated to clarify the deadline for children to be in class.</td><td>DK</td></tr> <tr> <td>8c</td><td>Home School Agreement to be reviewed and shared with parents annually</td><td>DK</td></tr> <tr> <td>11</td><td>Hub to be updated re governor resignation and associate member appointment</td><td>Clerk</td></tr> </tbody> </table> It was agreed that all actions were either completed, in hand or on the current agenda. The following was raised: Action 5.5.7.18: Action carried forward Action 5.10: Modern Governor Safeguarding training was flagged for all to complete. JM advised that Diocese safeguarding training will be advised. Action: 8c: Home School Agreement will be shared with parents in September.	Item	Action	By/when	1.	Hub and GIAS to be updated with parent governor resignation	DK/Clerk	4.	Minutes 20.03.24 to be signed, dated and filed by the chair	RD	5.5.7.18	Strategic working party to report at next FGB.		5.5.11	P to produce Pay and Pay Appeals Committee TORs.		5.10	JM to follow up with colleagues regarding appropriate Safeguarding training		8a	GDPR policy would be updated to reflect that personal data AND INFORMATION will not be shared.	EH	8b	Attendance Policy to be updated to clarify the deadline for children to be in class.	DK	8c	Home School Agreement to be reviewed and shared with parents annually	DK	11	Hub to be updated re governor resignation and associate member appointment	Clerk	RD/DK RD All	
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7. Head's report The head's report was shared in advance and questions were invited. EH noted that attendance has stabilised, including PPG and SEND attendance. Attendance is currently 94.7%. SEN attendance is 94.61% and PPG attendance is 92.31%. PPG children dominate the persisent absence figures. There are 26 children who are persistently absent and the GB noted the vulnerable groups applicable. Persistent absence is 15.8% compared to the national figure of 16.9%. DK noted the incoming updated attendance guidance, reflecting an increase in fines, applicable once 10 sessions (5 days) are missed. DK noted that term time holiday is a vulnerability for the school. The GB noted the administrative burden on the school of dealing with absence related paperwork. Q: How will the school deal with sickness absence? The school is aware that some children who have been registered as unwell are actually absent to a holiday. DK noted that monitoring and communication by the school remains robust. Q: Has the school considered attendance awards? This has been tried, unsuccessfully. Q: Would removing term time holidays enable the school to reach its 96% target? Possibly. DK was thanked for the wide variety of activities provided for the children. Q: Is the racist incident linked to previously reported incidents? No	6																															

<u>Data:</u> Phonics screening: 90% SATs results were less lower than last year, as predicted. The school is below floor standards (national and county averages) in every area, however the cohort have made good progress. Outcomes are considered positive given the needs and starting points of the cohort. Reading: 70%; Writing: 63%; Maths: 70% (national 73%); SPAG: 66%; RWM combined: 60%. Greater Depth: 30% DK noted that all children expected to reach 'expected' did so. Children with SEND have made good progress. Q: What is the potential for repercussions on the school? Ofsted will look at the data, which will reflect 2 years of decline on paper. Data will be shared on the website for parents and prospective parents to see. RD joined at 20.04 DK advised that writing remains a school development priority. DK also noted the low attainment level of children coming into the school. Q: How does the needs of the cohort compare to the national average? The needs are higher. This school has 21% SEND compared to the county average of 16.3%		
8. Committee reports <u>Curriculum – VG</u> Minutes have been shared and are available for review. The DT report was received. KS2 focus on maths and writing. Committee discussion around global citizenship The Reading deep dive went well. The is a high level of need in the incoming Reception cohort. <u>Resources – JP</u> Minutes have been shared and are available for review. The draft Pay Committee TORs have been shared prior to the meeting and require approval. JP noted that the FGB TORs require updating in relation to responsibility for providing a Pay Appeals Committee if needed. PK asked for more detail regarding the process of monitoring of pay decisions. The GB agreed the TORs as presented. Action: RD to update annual planner to ensure that the 3 October meeting defines the key GB business processes. The boiler will cost £60k to replace. Asbestos is present. A business case is required, as is a 5 year asset management plan. A school condition survey is also required (at cost). The bid deadline is November. Q: How much of the cost will HCC cover? Hopefully all of it. Q: What is the likelihood? Difficult to say. The school will do its best to comply with all requirements to support the bid as well as it can.	RD	
9. Chair's update Nothing to report.		
10. Policies for review It was noted that the below all are model policies. • Employee code of conduct • Disciplinary Minor formatting changes noted. • Grievance • Social media		

• Freedom of Information The GB agreed the above policies. EH outlined key changes. <u>Non model policies</u> • Governor Training Item deferred and to be ratified at next FGB Action: Governor Training Policy to be ratified at next FGB JM raised the matter of the Attendance Policy and the time that children are to be in class. DK noted that children have to be in the classroom at 8.50 and this will be changed to 8.45 in September, with the change of the school day. Action: Attendance Policy to be updated to reflect 08.45 in classroom, register at 08.50, registers close 8.55, as of September Q: What time does the school gate close? 08.50	RD/JM	
11. Safeguarding and SCR update Supporting documentation was shared prior to the meeting. Questions were invited. Q: Re cyber security, is any up-skilling of the GB required? It is recommended that there is a cyber security link governor. Staff training will be arranged for September. Q: There has been 1 suspension, is more governor training required? This is not currently required. The GB noted the report. Action: Governors to consider opportunities for exclusions and suspensions training	All	
12. GDPR update No breaches, SARs or FOIs to report.		
13. SDP update The RAG-rated SDP was shared. There were no questions. The GB noted the update.		
14. Church/Diocese update EH welcomed BB to the community. The investiture ceremony was a great event. Feedback from visitors was positive. There will be a focus on engaging families and the youth programme. BB has led worship in the school and will be attending the Y6 leavers assembly. Governors are also invited to the Year 6 leavers events. BB and DK will meet to discuss future opportunities.		
15. GB business: • GB succession planning Not discussed. • Training & skills See items 6,10,11 Link visit training was suggested. • Link visit reports Not discussed. • Meeting dates for 2024-25 3 Oct, 12 Dec, 13 Feb, 13 Mar, 22 May, 10 July (clerk to provide Jan availability) Action: Clerk to add agreed dates to hub	Clerk	
16. AOB • SC resignation – EH SC has provided his resignation, as of the end of term. SC was thanked for his work on behalf of the board. Action: Databases & website to be updated • After School Club – PK	DK/Clerk	

PK queried the progress of after school club recruitment. DK advised that this is addressed. Numbers for wrap around care continue to grow, including in breakfast club. An apprentice will be supporting in breakfast club as well as in PE for 1 year, next year. • TA resignations – DK DK briefly outlined resignations. Interviews are in progress. CW thanked DK and all staff for their hard work over the school year.		
17. Date of next meeting: 03.10.24 @7.30pm The meeting closed at 20.51		

Actions

Item	Action	By/when
6.	Minutes 13.05.24 to be signed, dated and filed by the chair	RD
6.5.5.7.18.	Strategic working party to report to next meeting	RD
6.5.10.	All to complete Modern Governor Safeguarding training	All
8.	RD to update annual planner to ensure that the 3 October meeting defines the key GB business processes.	RD
10a. 10b.	Governor Training Policy approval to be recorded at next FGB Attendance Policy to be updated to reflect 08.45 in classroom, register at 08.50, registers close 8.55, as of September	Clerk/RD VG
11.	Governors to consider opportunities for exclusions and suspensions training	All
15.	Clerk to add agreed dates to hub	Clerk
16.	Databases and website to be updated to reflect appointments & resignations.	DK/Clerk