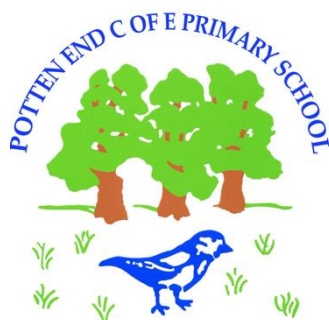




Potten End C of E Primary School

Minutes of the meeting of the Governing Board held on
Wednesday 12th October 2022 at 7.30pm at the school

Co-opted Governors	
Valerie Gunn (VG)	Present
Pam Kirk (PK) Co-opted.	Apologies
Foundation DBE/PCC appointed Governor	
Beverley Hamilton (BH)	Present
Foundation Ex-Officio Governor	
Joseph Roberts (JR)	Present
Foundation Ex-Officio Governor	
Emma Harris (EH)	Present
Headteacher	
Denise Kennedy (DK)	Present
Local Authority Governor	
Amanda King (AK)	Present
Parent Governors	
Marianne Barker (MB)	Present
SteveCutler (SC)	Present
Joanne Moore (JM)	Apologies
Jack Perkins (JP)	Present
Robert Dale (RD – Chair)	Present
Staff Governor	
Vicki Ford (VF) Staff	Apologies
In Attendance	
Julie Raybould – HFL Clerk	
Rachel Hamilton (Diocese observer)	
Jane Briffett – (prospective governor)	

Supporting Documents

Draft FGB Minutes 07.07.22 926 Potten End
Potten End FGB Agenda 12.10.22
Appraisal Policy 280922
Child Protection Policy 010922
Curriculum committee minutes 051022
Draft Curriculum Committee Terms of Reference Autumn 2022

Draft Potten End CE Primary Governing Board Terms of Reference Oct 22
Draft Resources Committee Terms of Reference Sept 22
March 2022 Schools White Paper (Briefing Document)
March 2022 Schools White Paper (Full White Paper)
PE SIP 2022-23final
Resources Committee Minutes 28 09 22
Statutory Guidance - Cost of school uniforms

The meeting opened at 7.35pm

<u>Quoracy: 7 Governors</u>	Action	Due
1. Welcome, opening prayer, apologies for absence RD took the chair and welcomed all to the meeting, including visitors. The chair advised that PK is unable to attend meetings for a period of time for personal reasons. A break until the end of the academic was proposed and agreed. Apologies received and accepted from: PK, VF, JM		
2. Declarations of interest, reminder of the need for confidentiality Governors were reminded of the need for confidentiality. There were no declarations.		
3. Opening Prayer JR led the opening prayer.		
4. Election of Chair (12 months) The clerk asked for nominations, noting that none had been received prior to the meeting. RD nominated himself, Seconded by DK. There were no other nominations. All in agreement. RD was duly appointed as chair.		
5. Election of Vice Chair (12 months) EH nominated herself, Seconded by VG. There were no other nominations. All in agreement. EH was duly appointed as vice chair.		
6. Notification of any other urgent business (AOB) Appointment of Co-opted governor JB left the room. EH advised that JB wishes to join the board and has family connections to the school. EH gave a brief outline of her skills and proposed that the GB agree to the appointment. The nomination was seconded by JR. All were in agreement. JB was duly appointed Co-opted governor for a term of 4 years Action: Ghub and GIAS to be updated JB re-joined the meeting.	Clerk/DK	
7. Approval of minutes 07.07.22 The minutes were agreed an accurate record of proceedings and are to be signed by the chair and filed by the school	RD/DK	
8. Matters Arising It was agreed that all matters were either complete, in hand or on the current agenda. The following were raised: 4.5.5b Pupil Voice – action carried forward. 4.5.11 Parent Governor Election - after a successful parent governor election, Joanne Moore has been duly elected for a term of 4 years. Action: Ghub and GIAS to be updated. 4.9 Freedom of Information policy – carried forward.	Clerk/DK	
9. Election of other officers (committee chairs) It was noted that the committee chairs and vice chairs had been elected by each committee as follows: Resources: Chair: JP, Vice Chair SC Curriculum: Chair: MB, Vice Chair: RD		
10. Committee reports <u>Resources</u> JP provided a brief overview of the most recent meeting as follow		

The village hall evacuation will not be taking place. The committee have been satisfied that evacuation is possible There will be no more references to Covid in meetings and reports. Regarding the land issue, confirmation is in hand that the land belongs to the Diocese. A Risk Register is to be compiled The budget RAG RATING has been impacted due to the increase of teacher pay scales. Moving forward resources committee meetings will take place on Thursdays <u>Curriculum</u> MB provided a brief overview of the most recent meeting as follows: There was a focus on writing due to updated SIP priorities. Key Stage 1 writing is below the national average. Key Stage 2 is in line with national data. Writing progress is improving but will remain a whole school focus which governors will monitor through link visits. TA resources have been reviewed. Teachers are being supported through CPD, with a focus on increasing expectations in writing. PPG update was provided and there has been a 20% increase in PPG numbers. A significant number are also SEN. Writing is a priority, as are all areas of learning. SEMH needs were noted. Attendance figures are being monitored regularly and are impacted by sickness. There remains a small number of persistent absentees.		
11. Agree governor link roles Link roles were clarified/agreed as follows: PSHE/Mental Health & Wellbeing - JB History - JB Music & Art – JM PE & Sports Premium – JP Governor recruitment – EH/JM Governor induction: EH/PK Training: EH/JM English: MK EYFS: MB Geography: VG Maths: RD RE & SIAMS: JR Science: JP SEN & Inclusion: BH Computing: SC Design & Technology: SC MFL: EH Safeguarding & Health & Safety: RD (H&S Deputy SC) DPO: EH (Deputy JP)		
12. Policies for review - Child Protection The GB approved the Child Protection Policy - Appraisal <i>Q:The 12 Month appraisal period for all staff is runs from September to August? Yes.</i> The GB approved the Appraisal Policy RD referred to the policy review cycle and proposed that non statutory policies are reviewed at committee level and recommended for ratification by FGB. All agreed.		

Action: RD to update policy review schedule and circulate to committee chairs.	RD	
13. Approve Terms of Reference for: - FGB Proposed changes were outlined. Reference to SDP to be updated to SIP. Restrictions regarding remote meetings to be removed. All decisions discussed outside of meetings are to be recorded at the next meeting within the meeting minutes by the clerk. All were in agreement with the updated document. - Resources Committee These have been reviewed by the committee and recommended for ratification. All agreed. - Curriculum Committee These have been reviewed by the committee and recommended for ratification. It was proposed that a reference to spiritual provision is included. Wording proposed: To monitor the distinctive Christian ethos of the school. Action: MB to update accordingly. Ratification to be recorded at next FGB after electronic circulation of updated version.	MB/Chair	
14. Governor vacancies and recruitment See item 6. There is currently 1 vacancy for a Co-opted governor and conversations with a prospective candidate have commenced. A brief overview of the skills and experience of the individual was shared. Governors were asked to look within their own networks for other potential candidates for the vacancy.		
15. Governor Training & Skills EH to arrange a handover to JM. Level 1 Safeguarding is being arranged. It was noted that training focussed on the governance of safeguarding would be preferable. Complaints and Exclusions training were referenced as priority areas. The Modern Governor Exclusions Refresher course was referenced for those governors whose initial training is close to the 2-year limit. It was suggested that the GB collectively agree the frequency expectation of safeguarding training.		
16. Chair's update School uniform: RD referenced the DfE updates regarding school uniform and uniform policy. The governors responsibility around the burden of cost was highlighted. Attention was drawn to the current School Uniform Policy, available on the website. It was noted that the branded uniform available from a single supplier is not mandatory, and that second hand uniform is available for purchase from the Friends of the school. The policy also contains uniform contingency in the event of severe weather. It was noted that the last tendering process with the uniform supplier was approx 12 months ago. Within the policy parents are encouraged to contact the school in case of any difficulties/concerns. Q: Has the school received any comms from parents regarding uniform affordability? No, families in need are well known and the school is proactive in their support in this area. The GB satisfied themselves that the current policy meets the new DfE requirements. <u>Schools White Paper</u> RD provided a brief outline of the white paper and highlighted the academisation agenda and the deadline of 2030. Comms have been received from the Diocese, who are considering starting a brand new MAT. It was noted that the Diocese already have a number of MATs in		

place. It was proposed and agreed that future FGB agendas include academisation for information sharing purposes. <u>School Complaints.</u> The GB noted that a stage 1 complaint has been successfully dealt with by the headteacher.		
17. School Improvement Plan The SIP was shared prior to the meeting. Writing is a focus, as is assessment. Work is progressing on the Arts Mark. It was noted that spelling is more of a challenge for pupils than grammar. Persistent absence was flagged as an area of concern. There are a high number of SEN persistent absentees. Q: Is it solely SEN children? Yes. This is due to their individual needs, the school are working with external agencies accordingly Q: Behaviour and Attitudes section – query the missing bullet point? This will be checked and updated.		
18. SIAMS update It was noted that a SIAMS inspection is due this academic year. Distinctive Christian Vision was proposed as a focus area. It was also noted that the inspection criteria is due to change for next academic year. Training opportunities for the GB will be provided. It was noted that there is a 2 week notice period prior to an inspection. It was noted that the last inspection report is available on the school website. Action: EH to consider training opportunities Action: Benchmarking exercise to be completed. Q: Is there a SIAMS action plan? Yes, available on Ghub. It was suggested and agreed that the following is included within the FGB TORs ‘How effective is the school’s distinctive Christian Vision established and promoted by leadership at all levels, in enabling pupils and adults to flourish’	EH DK	
19. Safeguarding update See item 15 regarding governor training. There was no specific safeguarding issues to flag. A governor Health and Safety walk is planned for later in the term. It was noted that a termly safeguarding link visit is to take place. The SCR was reviewed in July, there were no issues flagged. The annual audit submission is imminent. Q: Is there a DBS renewal limit? No but the school aims to renew after 5 years.		
20. AOB See item 6. - GB social activities – EH EH proposed a Christmas gathering following the December FGB - Head’s PM - RD It was agreed that the committee would comprise EH, VG plus 1 other to be decided post the meeting. - Parent Forum - EH A replacement for BH to attend parent forum meetings is required. It was noted that the next meeting is Dec 6 at 13.30 via Zoom. VG agreed to attend. Feedback from a recent meeting was provided. - Curriculum Committee - MB The need to ensure that the committee membership is reviewed was noted. - Persistent absence/fines - MB		

It was noted that there are currently 15 persistent absentees, no fines have been issued as yet but advice on this from the attendance officer is expected imminently. It was noted that no absence is authorised. The potential for more formal proceedings was noted. The GB were assured that extensive external agency and also school support is being provided for these families, but with little impact. The GB debated the matter of fines and the impact. It was noted that whole school attendance is currently less than 95%. • Governor Prayer EH proposed that a Potten End governors' prayer is prepared.		
13. Date of next meeting: 15.12.22 @ 7.30pm The meeting closed at 9.40pm		

Actions

Item	Action	By/when
6	GIAS and Ghub to be updated with newly appointed co-opted governor	Clerk/DK
7	Minutes to be signed, dated and filed by the chair	RD
8	GIAS and Ghub to be updated with newly elected parent	Clerk/DK
12	Policy schedule to be updated and shared with committee chairs	RD
13	Curriculum Committee TORs to be updated and ratified at next FGB under matters arising	MB
18	DK to undertake SIAMS benchmarking exercise	DK
18	EH to consider SIAMS training opportunities	EH