Potten End C of E Primary School

Minutes of the meeting of the Governing Board held on
Thursday 12th October 2023 at 7.30pm at the school

Co-opted Governors	
Valerie Gunn (VG)	Present
Pam Kirk (PK)	Present
Jane Briffet (JB)	Present
Claire Wallis	Present
Foundation DBE or PCC Appointed Governor	
Foundation Ex-Officio Governor	
Foundation Parochial Church Appointed Governor	
Emma Harris (EH)	Present
Headteacher	
Denise Kennedy (DK)	Present
Local Authority Governor	
Amanda King (AK)	Apologies
Parent Governors	
Robert Dale (RD – Chair)	Present
Steve Cutler (SC)	Apologies
Joanne Moore (JM)	Present
Jack Perkins (JP)	Present
Nadia Richman (NR)	Apologies
Staff Governor	
Vicki Ford (VF) Staff	Apologies
In Attendance	
Julie Raybould – HFL Clerk	

Supporting Documents:

0. Potten End FGB Agenda 12.10.23

8. Draft FGB Minutes 13.07.23 926 Potten End

4. Potten End Governors - Resourcing and Subject Leads Sept 23

7. HCC Model CP Policy 23-24 GOVERNOR DECLARATION (Appendix 2)

13. Child Protection Policy 010923 Non-website version

13. Child Protection Policy 010923 website version

14. DRAFT Curriculum Committee Terms of Reference Sept 2023

14. Potten End CE Primary Governing Board Terms of Reference Dec 2022

15. Code of Conduct - Governors 121023

15. Code of Conduct - Governors 121023 - CLEAN

16. PE Governor Training Update - Oct23

19. PE SIP 2023-4

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The meeting opened at 7.30pm

Quoracy: 7 Governors	Action	Due
1.Welcome RD took the chair welcomed all to the meeting.		
2. Opening Prayer EH led the opening prayer		
3. Apologies for absence Apologies received and accepted from SC, NR, AK, VF.		
4. Governor resignations,vacancies,appointments,recruitment • BH's resignation has been received, leaving a vacant PCC Foundation role. • It was proposed and agreed that CW would move across into this vacant role, to be approved by the PCC on 30 Oct. At this PCC meeting it is expected that EH will be re-appointed for a further 4-year term. • The ex-officio Foundation role remains vacant. • AK has advised that she wishes to resign once the board are able to fill the LA role. • RD has been successfully re-appointed as parent governor. • NR has advised she is returning from her agreed leave of absence.		
5. Election of chair The clerk took the chair and invited nominations. • RD nominated himself, seconded by EH. There were no other nominations. RD was duly elected as chair for a period of 12 months.		
6. Election of vice chair RD took the chair and invited nominations. • RD nominated EH, seconded by JM.There were no other nominations. EH was duly elected as vice chair for a period of 12 months.		
7. 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 declarations for the new academic year. **Action: All to complete declarations for 2023-24.**	**All**	
8. Approval of minutes FGB 13.07.23 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.**	**RD/DK**	
9. Matters Arising It was agreed that all above matters were either complete, in hand or on the current agenda. The following was raised: <u>Item 8</u> VG – action carried forward. **Action**: **VG to proofread policies and notify as required.** CLA Policy – DK advised that having checked with HCC there is no requirement to have a CLA Policy and there is no updated model policy to adopt. The policy has become incorporated within the Child Protection Policy. **Action: RD to remove CLA Policy from the policy review schedule.** **Action: CLA Policy to be removed from school website**	**VG** **RD** **EH**	
10. Election of other officers The committees have successfully elected the following officers: <u>Curriculum</u> Chair: VG, vice chair: PK <u>Resources</u>		

Chair: JP, vice chair: SC		
11. Committee reports Highlights were outlined as follows: <u>Resources</u> • TORs – to be reviewed at the next committee meeting. **Action: Quoracy in relation to headteacher to be reviewed.** • Budget currently has a 10% Rag Rating. • Committee have approved £2.5k for fencing updates. • The teachers pay increase has been agreed by the unions at 6.5%, pending parliamentary approval. • The support staff increase remain unknown. • H&S link visit to be completed after half term <u>Curriculum</u> • TORs reviewed and approved for FGB ratification. • Discussion on spiritual focus within the school. Rev Gordon has been into school. • Also focus on use of reflection area and board. • A SIAMS training session is to be arranged. • A SIAMS focus governor visit is planned. • HiP visits to focus on Art & DT. • The link visit schedule was reviewed. • The Jigsaw scheme was discussed. • Safeguarding and e-safety also discussed.	**JP**	
12. Governor link roles update Link roles were proposed agreed as follows: • RE: EH, CW • Art & DT: EH • SEND/Mental health: SC • PSHE: JB • English: JM • Mfl & Music: CW • Maths: VG • History & Geography: PG • EYFS & Science: NR • PPG & Safeguarding: RD • PE & Sports Premium: JP • DPO: EH The purposed of link visits and visit expectations were re-iterated. Ofsted's focus on the curriculum was highlighted. The need for governors to be able to see how the curriculum is implemented was noted. **The agenda moved to item 22**		
13. Policies for review • Child Protection Policy It was noted that this is based on the HfL model policy. It was highlighted that there are 2 versions, with the one for the website omitting the name of an individual at the request of HCC. The GB approved he Child Protection Policy. **Action: RD to sign the CP Policy**	**RD**	
14. Approve TORS: • FGB The GB approved the documentation shared within Ghub.		

• Resources Resources TORs are yet to be reviewed by committee. **Action: Resources Committee TORs deferred to next meeting.** • Curriculum This has been reviewed by the committee and minor changes outlined. The GB approved the Curriculum TORs.	**JP**	
15. Governor Code of Conduct 2023 • The GB agreed to abide by the Potten End Governor Code of Conduct, which is based on the NGA 2023 model. **Action: School vision and mission statement to be incorporated within the Governor Code of Conduct. Appendix 1 to be removed as it duplicates the declarations on Governorhub.**	**RD**	
16. Governor training & skills • Training gaps and expectations for each governor were shared at the meeting. • Disciplinary hearing, exclusions, complaints and safer recruitment training were specifically flagged. • Non-parent governors were particularly encouraged to complete exclusions and complaints training. • A group exclusions training sessions was suggested. **The agenda moved to item 18**		
17. Head's verbal update DK provide an overview which included: • The term has started positively. • Reception children have settled in well – a couple are not fully toilet trained – baseline assessments have been completed (focus on language and numbers) and reflect that there are weaknesses in both areas. • Parents have reacted positively to the nurture environment. • The SCR has been externally audited – anomalies flagged by the school were re-iterated in the audit and these are being addressed. • The increasing mental health needs of children across the school are evident. A parental workshop for parents has been held to try to address parental anxieties. Additional workshops are to be offered to parents. Parents have fed back that they appreciated the ability to be able to discuss anxieties. PPG funding is supporting this initiative. • The school vision and values were re-visited during inset day. • Trips include History and Sport. • Recent parental meetings have been well attended. • Appraisals for teachers and TAs are in progress. • The school census has been completed. • Reception tours for 2024-25 entry will commence before half term. Governors were invited to support. • The HiP visit focus will be Art and a commissions school visit with a SEND focus is planned. • An internal history deep dive is planned – the link governor is invited to attend. • A teaching assistant vacancy has arisen and has been filled. ***Q: Has the local school partnership work finished?*** Yes. **The agenda moved to item 13**		
18. Chair's verbal update • All governors encouraged to come into school as frequently as possible. • The need for a GB strategic plan was raised with the intent of completing this during this academic year.		

Action: Strategic planning working group to be established	**RD/DK**	
19. School Improvement Plan Documentation is available on Governorhub. ***Q: Examples of diversity in the curriculum and trips – can you give examples?*** Religious school trips, looking at ethnicity diversity among historical figures - black history month is current focus. ***Q: Any development opportunities for staff?*** The Well Being Quality Mark included a diversity focus. ***Q: Any barriers to you achieving your SDP priorities?*** Manpower and finances. ***Q: Any risk of changes in teaching staff?*** Not currently. ***Q: How are staff at the top of their pay scales motivated?*** This is a matter of school culture, staff buy-in, and effective performance management processes. ***Q: Why is the whole school attendance target set at 92%?*** This is a typo and should read 95% ***Q: Are children aware that there is an award for 100% attendance?*** Yes, this is new this year and extra play time is the award. ***Q: Have any attendance fines been handed out?*** There is one in progress. ***Q: How good is Reception attendance?*** Excellent – 100%. ***Q: Is parental home-working impacting absence?*** Not notably. There is a core group of persistent absentees and the school is working daily with those families. ***Q: Where there is a meeting with the head for attendance under 90% - is this with parents?*** Yes. ***Q: Art & DT are a focus area – how will you measure progress?*** HiP visits will be used to support - improvement is expected a the next visit in November.		
20. SIAMS update • Refer to curriculum committee minutes for the update. • Governors reminded to monitor and record distinctive christian ethos when visiting school and writing up reports. **Action: RD to upload all committee minutes into Governorhub** **Action: RD to ensure new SIAMS framework is available on Governorhub.**	 **RD** **RD**	
21. Safeguarding update – to include KCSIE 2023 • The boundary fencing has been fixed. Further fencing repairs have been identified. • KCSIE 2023 has been circulated and all have reviewed the document – the GB's responsibilities around filtering and monitoring was highlighted and this is on the annual plan for the Finance committee. • RD noted the need for low level child on child concerns to be monitored. ***Q: Do staff ask the children if the feel safe?*** Yes • Absenteeism should remain a focus for the board. ***Q: Do parents engage with meetings regarding attendance?*** Not well – parental buy-in is a challenge. • The SCR has been audited – see item 17.		
22. GDPR There are no breaches, SARs or FOIs to report. **EH left at 20.16** **The agenda moved to item 17.**		
23. AOB None		
24. Date of next meeting: 13.012.23 @7.30pm **The meeting closed at 21.52**		

Actions

Item	Action	By/when
7.	Outstanding Hub declarations to be completed:	PK, DK, VF,CW, NR
8.	Minutes 13.07.23 to be signed, dated and filed by the chair	RD
9.8a 9.8b 9.8c	VG to proofread policies and notify as required. RD to remove CLA Policy from the policy review schedule. CLA Policy to be removed from school website	 RD EH
11	Quoracy in relation to headteacher to be reviewed.	JP
13	RD to sign the CP Policy	RD
14	Resources Committee TORs ratification deferred to next meeting.	JP
15	School vision and mission statement to be incorporated within the Governor Code of Conduct. Appendix 1 to be removed.	RD
18	Strategic planning working group to be established	RD/DK
20	RD to upload all committee minutes into Governorhub RD to ensure new SIAMS framework is available on Governorhub.	RD RD

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