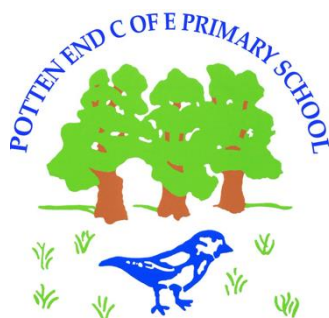




Potten End C of E Primary School

Minutes of the meeting of the Governing Board held on
Thursday 12th December 2024 at 7.30pm at the school

Co-opted Governors (4)	
Valerie Gunn (VG)	Present
Pam Kirk (PK)	Apologies
Jane Healy (JH)	Present
Vacancy	
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)	Apologies
Headteacher	
Denise Kennedy (DK)	Present
Local Authority Governor (1)	
Jane Briffet (JB)	Present
Parent Governors (5)	
Robert Dale (RD – Chair)	Present
Joanne Moore (JM)	Apologies
Jack Perkins (JP)	Present
Danny Richman (DR)	Present
Vacancy	
Staff Governor (1)	
Vicki Ford (VF) Staff	Apologies
In Attendance	
Julie Raybould – HFL Clerk	

Supporting Documents:

-  Draft FGB Minutes 21.10.24 926 Potten End
-  Potten End FGB Agenda 12.12.24
-  7. Heads report autumn term 24
-  7. Inspection Data
-  10. annual-and-termly-safeguarding-practice-report-gb-24-25autumn
-  12. 271120-RB-926-Autumn Visit Report
-  12. CSVPPVisit1PottenEndOct24 a
-  12. SIAMS Walk through link governor report - Christian Distinctiveness 22.11.24
-  14. Complaints Policy 051224
-  14. Mental Health and Wellbeing Policy 09.12.2024
-  14. Pay Policy 2024-25

The meeting opened at 7.40pm

Quoracy: 7 Governors	Action	Due
1. Welcome, apologies RD took the chair and welcomed all to the meeting. Apologies received and accepted from: EH,PK,JM,VF		
2. Opening prayer BB led opening the meeting with a prayer.		
3. Notification of any AOB None		
4. Declarations of interest None declared at the meeting. All were reminded to review/update/complete declarations for the new school year. Action: All to ensure declarations are up to date and 'confirmed' in Governorhub. Outstanding: VF,BB,DR	All	
5. Approval of minutes 21.10.24 The minutes 21.10.24 were agreed as an accurate record of proceedings. Action: To be signed, dated and filed appropriately Action: RD to check status of JH's link role	RD RD	
6. Matters arising It was agreed that all matters were either in hand, complete or on the current agenda The following was raised: 9a: The strategic working party have met and a follow up meeting is planned for next term. 13a: Action C/F: DK to liaise with HfL HR regarding wording in Alcohol, Gambling and Drugs Policy	DK	
7. Head's written report Questions were invited of the report shared prior to the meeting. Action: DK to provide previous report data for comparison. Q: Any feedback from parents in response to the 21 attendance letters? 3 meetings have taken place. Much of the absence is term time holiday. There is also a lot of pupil illness. 21 is not unusually high for the school. Q: Are parents invited into school for meetings? Yes Q: Are the 21 letters all for different children? Yes – all with attendance of less than 90%. There is also a fine being issued in January. Q: Was the fines related training useful? Yes, in underlining the new guidance/process. Q: What is the situation with the Year 5 teacher? There is a long-term supply in place January to July. Q: Sports premium – what is sensory circuit? For children needing a movement break and is an effective intervention. Q: Re the support from HfL in Maths – is the school paying for this? Yes, with PPG funding, to upskill the Maths lead and to provide some ECT support. Q: What is Picture News? It's like a newspaper and used for class worship. It focuses on current affairs and incorporates values, including Christian values. DK flagged the reading fluency project, which is having an incredibly positive impact and is being financed by PPG funding and rolled out in years 2 and 3 for PPG children. So far, children are making very positive progress. The plan is to roll-out to other pupils/year groups. Q: What is the asbestos log? It records where asbestos is located and is checked during H&S visits. Q: How has the efficacy of the reading fluency project been assessed? Various external organisations including the Education Foundation Endowment.	DK	

8. Chair's report Key issues to flag to the board include: • Staffing remains to be a school pressure both in absence and costs. • The boiler is in need of replacement. • The GB will need to think about provision of intervention space. • The strategic party will be ready to share a strategy document next term • An updated home-school agreement is to be shared, and feedback is invited. • Work on the SFVS will take place next term. Q: What impact is the planned local primary school likely to have? Unknown at this time. It may not be built if the LA place planning team agree there is not the school place demand.		
9. Committee reports I. Resources - JP • The C/F at P7 is £136k, with extra supply costs not included in this figure. • Reception tours have been well attended and hopefully there will be 30 children in reception 2025. • There is £16k in the fund account and this will be audited externally. • Boiler quotes are being obtained and it is hoped that the boiler will be replaced in early 2025. II. Pay – JP • The committee met and agreed the head's and the HTPM panel's pay progression recommendations III. Curriculum – VG • The planned meeting did not take place and the SMSC policy will be carried forward to the next meeting.		
10. Safeguarding The termly safeguarding report was shared in advance and questions were invited Q: Do ALL staff have to sign they have read the CP Policy? Yes Q: Are staff up to date with filtering and monitoring training? Yes. The recent lockdown drill went very well. There are less CP cases, but more TAF cases.		
11. GDPR There are no GDPR events to report since the last meeting.		
12. GB business • Membership/vacancies Current vacancies: 1 x co-opted, 1 parent governor vacancy and the board agreed that recruitment processes will take place in January. NR's resignation as associate member is in hand. • Link visit reports BB and CW have completed a Christian Distinctiveness link visit, and the report has been shared for governors to review. EH has also completed a SEND link visit, and a report will be shared. Governors have joined recent SEA & CSV visits (English and PPG) – the reports of both have been shared with governors. Agreed Actions include: PPG CSV • Headteacher to consider with SLT a mentoring programme for PPG Year 6 children • Headteacher to share next strategic plan with consultant so that suggestions can be considered. SEA English/writing		

- To continue to implement the HfL Essentials Writing & monitor consistency across the school - Adapt plans to support those children not working at curriculum related expectations - Training & Skills Nothing to report by the GDC at this time. Some governors have completed exclusions training. Action: Governors to ensure mandatory training is completed and recorded on their hub training records Safeguarding: BB,CW,VF Induction: CW,BB,VF	BB,CW,VF CW,BB,VF	
13. Church/Diocese update BB enjoyed his recent wedding! BB also attended the harvest event at St Albans Cathedral with Year 4. Harvest assemblies have also taken place at the local church. Children have also attended Christingle services. BB attends school for weekly collective worship, including a spiritual worship assembly. Community carols take place the last week of term. DK and BB meet monthly to plan events. There will be a visit on behalf of the diocese director of education in the new year		
14. Approval of policies Pay Policy (model) Mental Health and Wellbeing Complaints Policy (model) The GB agreed the above policies.		
15. Agree the Potten End GB Code of Conduct It was noted that this had been agreed in the October meeting		
16. AOB - Email access – RD Governors were reminded to access their emails regularly. - School production – DK Governors are invited to attend the performances/events 16-19 Dec.		
17. Date of next meeting: 13.02.25 @7.30pm The meeting closed at 21.00		

Actions

Item	Action	By/when
4	All to ensure declarations are up to date and 'confirmed' in Governorhub. Outstanding: VF,BB,DR	AVF,BB,DR
5a	Minutes 21.10.24 to be signed, dated and filed by the chair	RD
5b	RD to check status of JH's link role	RD
6.13a	DK to liaise with HfL HR regarding wording in Alcohol, Gambling and Drugs Policy	DK
13	Governors to ensure mandatory training is completed and recorded on their hub training records Safeguarding: BB,CW,VF Induction: CW,BB,VF	BB,CW,VF CW,BB,VF