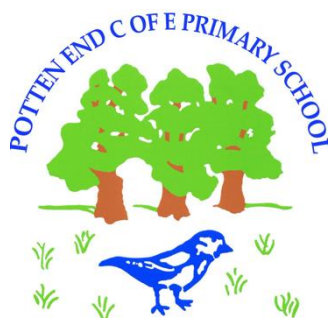




Potten End C of E Primary School

Minutes of the meeting of the Governing Board held on
Wednesday 13th December 2023 at 7.30pm at the school

Co-opted Governors	
Valerie Gunn (VG)	Present
Pam Kirk (PK)	Apologies
Jane Briffet (JB)	Present
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	
Amanda King (AK)	Apologies
Parent Governors	
Robert Dale (RD – Chair)	Present
Steve Cutler (SC)	Present
Joanne Moore (JM)	Apologies
Jack Perkins (JP)	Present
Nadia Richman (NR)	Present
Staff Governor	
Vicki Ford (VF) Staff	Present
In Attendance	
Julie Raybould – HFL Clerk	

Supporting Documents:

	17. Complaints Policy 13.12.23.doc 4 days ago by Robert Dale
	17. Info Only - Disposals Policy 131223.doc 4 days ago by Robert Dale
	17. Info Only - Spiritual Moral Social Cultural Policy 151222.doc 4 days ago by Robert Dale
	17. Info Only - Spirituality Policy November 23.docx 4 days ago by Robert Dale
	17. Pay Policy 2023-24.doc 4 days ago by Robert Dale
	17. Restrictive Physical Intervention In School Policy 13.12.23.doc 4 days ago by Robert Dale
	17. Whistleblowing Policy 131223.doc 4 days ago by Robert Dale
	RE SIAMSWalk through link governor report - Collective Worship -9 7 17.11.23.docx 2 days ago by Emma Harris

	0. Potten End FGB Agenda 13.12.23.docx 4 days ago by Robert Dale
	6. Draft FGB Minutes 12.10.23 926 Potten End.docx 4 days ago by Robert Dale
	8. Heads report autumn term 23.docx 4 days ago by Robert Dale
	8. Ofsted _ Inspection Data Summary Report.html 4 days ago by Robert Dale
	8. Parent questionnaire feedback.docx 4 days ago by Robert Dale
	9. SEF Year 23-24.docx 4 days ago by Robert Dale
	9. SIAMS 2023 Summary Self Evaluation.docx 4 days ago by Robert Dale
	11. Draft Resources Committee Terms of Reference December 2023.docx 2 days ago by Robert Dale
	12. HR termly-report-to-governing-body-Autumn 23.doc 4 days ago by Robert Dale

The meeting opened at 7.30pm

Quoracy: 7 Governors		Action	Due																																							
1.Welcome RD took the chair welcomed all to the meeting. Governors were reminded of the need for confidentiality.																																										
2.Apologies for absence Apologies received and accepted from PK, JM, AK.																																										
3. Opening Prayer EH led the opening prayer																																										
4. To receive any items of AOB AI and the sharing of imaging of children online - NR																																										
5. 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: All to complete declarations for 2023-24.		All																																								
6. Approval of minutes FGB 12.10.23 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. Item 7 declared actions – update to read declarations.		RD/DK																																								
7. Matters Arising It was agreed that all above matters were either complete, in hand or on the current agenda. <table border="1"><thead><tr><th>Item</th><th>Action</th><th>By/when</th></tr></thead><tbody><tr><td>7.</td><td>Outstanding Hub declarations to be completed:</td><td>PK, DK, VF,CW, NR</td></tr><tr><td>8.</td><td>Minutes 13.07.23 to be signed, dated and filed by the chair</td><td>RD</td></tr><tr><td>9.8a</td><td>VG to proofread policies and notify as required.</td><td></td></tr><tr><td>9.8b</td><td>RD to remove CLA Policy from the policy review schedule.</td><td>RD</td></tr><tr><td>9.8c</td><td>CLA Policy to be removed from school website</td><td>EH</td></tr><tr><td>11</td><td>Quoracy in relation to headteacher to be reviewed.</td><td>JP</td></tr><tr><td>13</td><td>RD to sign the CP Policy</td><td>RD</td></tr><tr><td>14</td><td>Resources Committee TORs ratification deferred to next meeting.</td><td>JP</td></tr><tr><td>15</td><td>School vision and mission statement to be incorporated within the Governor Code of Conduct. Appendix 1 to be removed.</td><td>RD</td></tr><tr><td>18</td><td>Strategic planning working group to be established</td><td>RD/DK</td></tr><tr><td>20</td><td>RD to upload all committee minutes into Governorhub</td><td>RD</td></tr><tr><td></td><td>RD to ensure new SIAMS framework is available on Governorhub.</td><td>RD</td></tr></tbody></table> The following was raised: Action: Item 18 – working party update to be provided at next meeting.		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	VG to proofread policies and notify as required.		9.8b	RD to remove CLA Policy from the policy review schedule.	RD	9.8c	CLA Policy to be removed from school website	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		RD to ensure new SIAMS framework is available on Governorhub.	RD	RD	
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8. Head's report The head's written report was shared prior to the meeting. Attendance is currently around 92%. Meetings with parents are taking place and letters are being distributed. DK noted that illness is authorised until such point as it becomes persistent. Lateness is also recorded as absent for that session – letters regarding repeated lateness are also to be distributed. Guidance from the attendance officer has been sought regarding individual cases. The challenge of building relationships with parents was noted. Q: Does the school look for patterns? The are no patterns to be seen. There is a lot of Friday absence. DK noted that there is also high staff absence, and provided some additional context.																																										

Q: Query 'Behaviour Related Log'? This relates to behaviour incidences. Q: Query 'Cause for Concern'? This relates to any concern raised by a staff member. Many relate to a small number of families. Escalation to child protection has occurred as appropriate. Q: Does the school require any additional resources? Not at this time Q: Verbal/Aggressive incidents – anything of concern? No Q: Query the racist incident? This is a new isolated incident which was dealt with and there has been no repeat. EH noted that in relation to GDPR, there have been 2 SARs, both of which have been dealt with. DK drew attention to the IDSR for 2022-23 (Inspection Data Summary Report), colleagues debated the content. It was noted that 2 recent EHCP applications have been made, and it was noted that the school's EHCP quota is below average. Attention was drawn to the parent survey summary. The low response level was noted. The GB considered the questions posed to parents. DK drew attention to the SEND audit. The outcome of the Art deep dive was positive. The GB noted the report.		
9. SEF & SIAMS update <u>SEF</u> Supporting documentation was shared prior to the meeting. The GB noted the content. <u>SIAMS Update</u> Readiness for a SIAMS inspection is solid, reflecting the hard work undertaken by the school in preparation. Q: Are there any areas where the school feels less than confident? Spirituality is known to be a strong focus area, which the school is focussing on. The GB debated the wider context of spirituality.		
10. Chair's report RD noted the high number of music events this term. PK attended the Nativity – a brief verbal report was provided. DK and RD to meet in January to discuss strategic planning.		
11. Committee reports Resources, including Pay The budget RAG rating Green, C/F at 10%. Quotes are in hand for replacement fencing, to be paid for from the Fund Account. The SBM has undertaken fund account training and regular reporting is now in place. Current balance £26,569. £5k has been earmarked for new fencing. The 'Friends' are funding replacement outdoor play equipment. Internet Filtering and monitoring training has been undertaken. In line with KCSIE DK now has a process for monitoring. Filtering system is provided by RM SafetyNet from HFL. CPOMS has been updated to allow for reporting concerns around internet use. The committee TORs have been reviewed and updated – key changes were outlined. It was proposed and agreed that this matter would be subject to further review in relation to Pay and the potential for a stand-alone Pay Committee. Action: Resources Committee TORs deferred to next meeting. The committee has reviewed and ratified the staff pay award recommendations. Curriculum	RD/JP	

A presentation/update was received from the Art Department – refer to minutes for further detail. PPG spending has been reviewed. PK has shared a History link visit report. An Art deep dive has also taken place. Safeguarding focussed on anti-bullying. EH and CW have completed a spirituality link visit. The committee also reviewed a proposal to review the length of the school day to 32.5 hours per week. The school is proposing an earlier start of 5 minutes per day, to commence September 2024. The GB agreed to the proposal.		
12. Safeguarding The report was shared prior to the meeting. <i>Q: Filming/photography at recent school events has not been adhered to – how will the school manage this?</i> The parents concerned have been spoken to as appropriate. The challenge of policing/preventing this was noted. The matter of the governors’ role in safeguarding was raised and debated, and the significance of KCSIE underlined.		
13. GDPR update See item 8.		
14. Governor vacancies & recruitment EH noted that there are 2 current vacancies (including the Foundation ex-officio role), with a third upcoming vacancy (Local Authority). Recruitment is ongoing. It was proposed and agreed that JB is moved into the Local Authority role, with immediate effect. AK was thanked for her commitment to and work on behalf of the board. Action: EH to contact AK, and update Governorhub accordingly in relation to the LA role	EH	
15. Governor training & skills The training co-ordination has prepared a report of the skills audit and training needs will be outlined to all as required.		
16. Church/Diocese & SIAMS update Worship took place this week at Holy Trinity Church and community carols will take place this week. Work continues with the Diocese, who have supported with SIAMS inspection preparation work. It was noted that recruitment is on-going for the vacant church leader role.		
17. Policies for review • Pay Policy The matter of pay awards for teaching staff at the top of their pay scales was raised, and advice provided to governors to liaise with HR support for further guidance. The GB approved the Pay Policy • Complaints Policy Minor anomalies were noted (Skype etc) and will be removed from the policy. The GB approved the Complaints Policy • Restrictive Physical Intervention Policy The GB approved the Restrictive Physical Intervention Policy • Whistleblowing Policy The GB approved the Whistleblowing Policy • Spirituality (SMCC) Policy (information only) The GB noted the Spirituality Policy • Disposals Policy (information only)		

The GB noted the Disposals Policy		
18. AOB - AI imaging of children for broad online circulation. The GB noted that this matter is out of the hands of the GB unless DfE guidance is updated. The GB also noted that all current safeguarding guidance and requirements are being adhered to – eg KCSIE. - Curriculum Committee TORs Action: To be ratified at next FGB	RD	
19. Date of next meeting: 08.02.24 @7.30pm The meeting closed at 21.25		

Actions

Item	Action	By/when
5.	Outstanding Hub declarations to be completed:	PK,VF,NR
6.	Minutes 12.10.23 to be signed, dated and filed by the chair	RD
7.18	Strategic working party update to be provided at next meeting.	RD
11.	Resources Committee TORs deferred to next meeting.	RD/JP
14.	EH to contact AK, and update Governorhub accordingly in relation to the LA role	EH
18.	Curriculum TORs to be ratified at next FGB.	RD