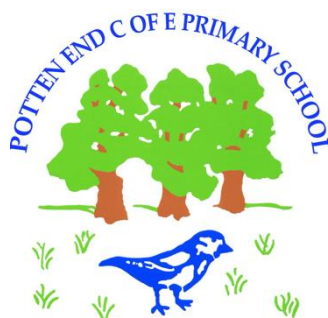




Potten End C of E Primary School

Minutes of the meeting of the Governing Board held on
Thursday 16th May 2024 at 7.30pm at the school

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

Supporting Documents:

0. Potten End FGB Agenda 16.05.24

4. Draft FGB Minutes 20.03.24 926 Potten End

5. 926 Potten End - Budget Summary 2024-25 inc TPECG - Day 2

5. Budget 24-25 Governors

7. Pay_Boards_Proposal

8a. Curriculum Committee Draft Minutes 30 April 2024

8b. DRAFT_Resources_Committee_Minutes_07_05_24

8c. Attendance Policy

8c. Child Protection Policy 010923 Non-website version

8c. Complaints Policy 13.12.23

8c. FGB requests from complaint process

8c. GDPR Policy 070722

The meeting opened at 7.34pm

[illegible]

The GB noted the poor state of repair of the boiler, which may utilise spare funds if additional capital funding for it is not forthcoming. Q: Can the school cope with a reduced number of TAs given the needs of the children and the increasing SEND needs? In an ideal world the school could use 4 additional TAs but the cuts reflect what the school can just about manage with. The estimated C/F Rag Rating at the end of Year 1 is approx 12%. Q: What is the reason for the increase of 10% in teaching staff? This includes both pay scale uplift and pay progression awarded. There are staff on M6 which can also apply for UPS and this is also factored in. DK also noted the impact of maternity pay and related supply costs. The GB noted the school's prudence in avoiding setting in year deficit budgets and duly ratified the 2024-25 budget. The agenda moved back to item 4.		
8. Committee/panel reports <u>Curriculum</u> • A PE and sports premium presentation was received. • The matter of no football at break times has been raised at parent forum. • A sports gold award is being pursued, and a sports apprentice is being sought. • The Ofsted PE review was signposted. • School attendance is such that additional DfE support is not currently required. • The minutes are available for review. • An update on Essentials Maths and Reading was received. • Science and Maths link visit reports were received. • Good progress is being made across the school particularly in KS1 and that a target of 70% in SATs would be a good outcome for his cohort. <u>Resources</u> See items 6 and 7. <u>Complaints</u> A complaint hearing was conducted at the end of last term. The complaint has resulted in some recommendation for the board to consider. Refer to Part 2 confidential minutes. Action: It was agreed that the GDPR policy would be updated to reflect that personal data AND INFORMATION will not be shared. Action: Attendance Policy to be updated to clarify the deadline for children to be in class. • Aggressive & Vexatious Behaviour. Action: Home School Agreement to be reviewed and shared with parents annually JM left at 21.00. It was noted that the meeting remained quorate.	RD DK DK	
9. Church/Diocese update Rev Ben Brady has moved in and will be installed on 15 June in Church. Governors are welcome to attend.		
10. Policies for review None for ratification at this meeting.		
11. AOB • Associate Member appointment - EH It was proposed and agreed that Nadia Richman is appointed as an Associate Member, assigned to the Curriculum Committee. Action: Hub to be updated. • GDPR – there has been 2 SARs, 1 of which was over 470 pages of information. The school has made a charge for the information requested.		

Amazon wishlist – RD RD advised that there is a suggestion that an Amazon wishlist is established to support school supplies. The opportunity to purchase from Boomerang was noted.		
12. Date of next meeting: 11.07.24 @7.30pm The meeting closed at 21.35		

Actions

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 5.5.11 5.10	Strategic working party to report at next FGB. P to produce Pay and Pay Appeals Committee TORs. 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