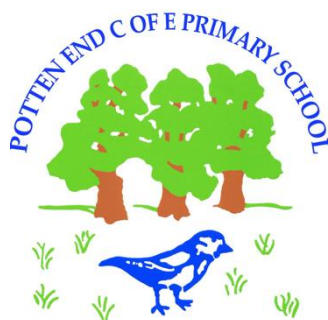




Potten End C of E Primary School
 Minutes of the meeting of the Governing Board held on
 Thursday 19th May 2022 at 7.30pm at the school

Governors	
Robert Dale (RD – Chair) Parent.	Present
Geraldine Salt (GS) Co-opted.	Apologies
Pam Kirk (PK) Co-opted.	Apologies
Pat Gale (PG) Co-opted.	Apologies
Valerie Gunn (VG) Co-opted.	Present
Beverley Hamilton (BH) Foundation Appointed.	Apologies
Joseph Roberts (JR) Foundation Ex Officio.	Apologies
Emma Harris (EH) Foundation Parochial Church Appointed	Present
Denise Kennedy (DK) Headteacher.	Present
Amanda King (AK) Local Authority.	Apologies
Chris Eaton (CE) Parent. *Term ends 19.09.22*	Present
Marianne Barker (MB) Parent.	Present
Steve Cutler (SC) Parent.	Present
Jack Perkins (JP) Parent.	Present
Vicki Ford (VF) Staff	Present
In Attendance	
Julie Raybould – HFL Clerk	

Supporting Documents:

Circulated FGB Minutes 10.03.22 926 Potten End .docx
3 days ago by Julie Raybould

Potten End FGB Agenda 19.05.22.docx
6 days ago by Julie Raybould

Capability Policy 190522.doc
3 days ago by Valerie Gunn

Charging Remissions Policy 190522.doc
3 days ago by Valerie Gunn

Code of Conduct for Employees Policy 19052022.docx
3 days ago by Valerie Gunn

FY21-22 PE Final Monitor 926.xlsx
3 days ago by Robert Dale

Health Safety Policy 190522.docx
3 days ago by Valerie Gunn

Hertfordshire Report Pack with HLTA cover - Governor copy.xls
2 days ago by Robert Dale

Hertfordshire Report Pack with teacher cover -Governor Copy.xls
2 days ago by Robert Dale

Resources Committee Minutes 04 05 22.docx
16 hours ago by Chris Eaton

Safer Recruitment Policy 190522.doc
3 days ago by Valerie Gunn

Social Media Policy 190522.docx
3 days ago by Valerie Gunn

Staff Bullying and Harassment policy 190522.doc
3 days ago by Robert Dale

The meeting opened at 7.37pm

Quoracy: 7 Governors	Action	Due																														
1. Welcome, opening prayer, apologies for absence RD took the chair and welcomed all to the meeting. Apologies received and accepted from: PK, PG, JR, BH, GS, AK																																
2. Declarations of interest, reminder of the need for confidentiality Governors were reminded of the need for confidentiality. There were no declarations.																																
3. Notification of any other urgent business (AOB) - Curriculum Committee - Breakfast club																																
4. Approval of minutes 10.03.22 The minutes were agreed an an accurate record of proceedings and are to be signed by the chair and filed by the school Subject to the following amendment Item 1: Resignation not registration	RD/DK																															
5. Matters Arising It was agreed that all matters were either complete, in hand or on the current agenda. Actions <table border="1"> <thead> <tr> <th>Item</th><th>Action</th><th>By/when</th></tr> </thead> <tbody> <tr> <td>1</td><td>Staff governor election process to commence</td><td>DK - asap</td></tr> <tr> <td>1</td><td>M.Hall's registration – website & databases to be updated</td><td>DK/Clerk - asap</td></tr> <tr> <td>4</td><td>Approved minutes to be signed and dated by the chair and filed in school</td><td>RD</td></tr> <tr> <td>5.8</td><td>Equalities/Inclusion group training to be arranged</td><td>EH</td></tr> <tr> <td>5.8</td><td>Pupil Voice feedback to be presented at next meeting</td><td>DK</td></tr> <tr> <td>6</td><td>SIAMS SEF – consider working party/sub committee, or to be progressed through Curriculum Committee</td><td>EH/RD</td></tr> <tr> <td>10</td><td>Church/Diocese link visit report to be shared</td><td>JR</td></tr> <tr> <td>11</td><td>Parent governor election to be arranged in summer term</td><td>DK</td></tr> <tr> <td>12</td><td>Link visit reports to be circulated</td><td>ALL</td></tr> </tbody> </table> The following were raised: Item 1: Staff governor nomination process has been completed. VF duly elected as staff governor Action: Governorhub and GIAS to be updated. Item 5: 3 governor attended HfL equalities/inclusion/behaviour training. Action: Group session options to be pursued Item 5: Action: Pupil voice feedback to be presented at next meeting Item 6: After further consideration, a working party arrangement is not being progressed. Action: SIAMS SEF to be progressed through Curriculum committee/FGB agenda. Item 11: Action: Parent Governor Election to be arranged in September	Item	Action	By/when	1	Staff governor election process to commence	DK - asap	1	M.Hall's registration – website & databases to be updated	DK/Clerk - asap	4	Approved minutes to be signed and dated by the chair and filed in school	RD	5.8	Equalities/Inclusion group training to be arranged	EH	5.8	Pupil Voice feedback to be presented at next meeting	DK	6	SIAMS SEF – consider working party/sub committee, or to be progressed through Curriculum Committee	EH/RD	10	Church/Diocese link visit report to be shared	JR	11	Parent governor election to be arranged in summer term	DK	12	Link visit reports to be circulated	ALL	Clerk/DK EH DK EH/RD DK	
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6. Budget sign off 2021-22 The overview was shared in advance of the meeting.																																

There was an in year deficit £47k, leaving a £147,755 year end carry forward. The expenditure level on supply and agency staffing was noted. Additional SEN income was noted. The funding and review process was discussed. The GB noted the 2021-22 budget return.		
7. Budget ratification 2022-23 An overview of the budget was shared at the meeting, and was also shared prior. A brief explanation of staffing changes was shared. Significant changes include: - The supply staff budget is significantly reduced, to reflect the current stage of the pandemic. Q: Is staff sickness insurance cover in place? The school no longer has this, due to premium costs. It was noted that sickness is paid in full for 5 months. The benefit of comparing supply staff costs with the 2019-20 budget was noted - The staff training budget has been reduced. Training for new staff can be arranged in-house. It was noted that a considerable amount of training has already been undertaken. - Ground maintenance expenditure has been reduced. - The energy budget is significantly increased to reflect pricing increases - The earning resources budget is increased by approx £12k - Sports premium funding is being utilised to fund a fitness trail. - Forecast income is increased by £70k - SEN funding is down, due to children leaving and other children still going through the assessment process. - PPG funding is increased by £16k due to a small carry-over and an increase in the number of eligible families - The budgeted in year deficit is £55k, with a projected end of year carry forward of £92k - The 3 year forecast suggests a carry forward of £83k at the end of year 3. - The plan for the new library/intervention space was shared. A £6k contribution is being provided from internal fundraising, along with £2k capital funds. Community funding options are also being pursued. The GB ratified the 2022-23 budget.		
8. GDPR No data breaches or SARs to report. GDCR compliance assurance was sought and provided.		
9. Safeguarding There are no issues to flag. Q: Any update regarding fencing effectiveness? Gaps are repaired as they are identified. The need for all governors to complete/refresh Safeguarding training was raised. Action: EH to review training records and signpost safeguarding training as required Q: Does pupil voice cover 'do you feel safe in school'? Yes.	EH	
10. Church/Diocese Update EH have a verbal update at the meeting. 3 year groups are visiting church. - The Bishop is due to visit the school on 20 June. - Year 5 are undertaking the Young Leaders Scheme - The church has achieved bronze ECO status The need to focus on the SIAMS SEF was noted.		
11. Policies for Ratification - Capability - Charging and Remissions		

• Staff Code of Conduct • Health & Safety Q: P7 – omission where it is stated see...? To be deleted • Safer Recruitment • Social Media • Bullying and Harrassment It was noted that all policies have been approved by the Resources committee. Consistency of heading/logo was noted. The GB duly approved all of the above policies. Action: Copies of all policies to be passed to school office	RD	
12. AOB • Curriculum committee - MBN Next meeting date is to be arranged and committee members duly notified. The need for governors to regularly check their emails was noted. • Breakfast club – DK A new recruit to run a breakfast club has been employed, pending checks and relevant training. Parents have been offered the opportunity to take up the provision, at a cost of £5 per child. Action: Breakfast Club Policy to be shared with the GB	DK	
13. Date of next meeting: 07.07.22 @ 7.30pm	The meeting closed at 9.15pm	

Actions

Item	Action	By/when
4	Approved minutes to be signed and dated by the chair and filed in school	RD
5.1	Governorhub and GIAS to be updated with VF's change in role	Clerk/DK
5.5a	Group equalities/inclusion options to be pursued	EH
5.5b	Pupil voice feedback to be provided at next meeting	DK
5.6	SIAMS SEF to be progressed through Curriculum committee/FGB agenda	EH/RD
5.11	Parent governor election to be arranged in September	DK
9	EH to review training records and signpost safeguarding training as required.	
12.	Breakfast club policy to be circulated	DK