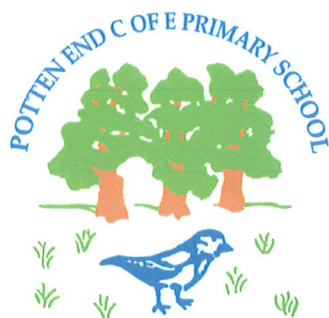


R.D
17/10/23



Potten End C of E Primary School

Minutes of the meeting of the Governing Board held on
Thursday 13th July 2023 at 7.30pm at the school

Co-opted Governors	
Valerie Gunn (VG)	Present
Pam Kirk (PK)	Present
Jane Briffet (JB)	Apologies
Claire Wallis (CW)	Present
Foundation DBE or PCC Appointed Governor	
Beverley Hamilton (BH)	Present
Foundation Ex-Officio Governor	
Joseph Roberts (JR)	Present
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)	Present
Jack Perkins (JP)	Present
Nadia Richman (NR)	Apologies
Staff Governor	
Vicki Ford (VF) Staff	Apologies
In Attendance	
Julie Raybould – HFL Clerk	
Marianne Barker (MB) Associate Member	

Supporting Documents:

8. CEASED Remote Learning Policy 090720 (Resources)

8. Draft Admissions Policy 130723

8. Draft Child Looked After Policy 130723

8. Draft Restrictive Physical Intervention In School Policy 130723

8. Governor Allowances Policy 050723 (Resources - Info Only)

8. Lockdown Procedure 050723 (Resources - Info Only)

9. Safeguarding – Annual Report to the Governing Body 2023-24

11 PE SP 2022-23 Final

Collective worship SIAMS governor report - 20623

Attachments:

Approved FGB Minutes 25.05.23 926 Potten End

Draft FGB Minutes 25.05.23 926 Potten End

Potten End FGB Agenda 13.07.23

6. Heads Report Summer 23

7. Draft Curriculum committee minutes 060723

7. Draft_Resources_Committee_Minutes_05_07_23

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The meeting opened at 7.30pm

Quoracy: 8 Governors	Action	Due
1. Welcome, opening prayer and apologies for absence The chair welcomed all to the meeting. Apologies received and accepted from: JB, NR, AK, VF		
2. Declarations of interest, reminder of the need for confidentiality Governors were reminded of the need for confidentiality. There were no new declarations.		
3. Notification of any other urgent business (AOB) None		
4. Approval of minutes FGB 25.05.23 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	
5. Matters Arising It was agreed that all above matters were either complete, in hand or on the current agenda. MB joined at 19.38 <u>Item 5.6.15: Support Staff Sick Pay</u> DK advised that it is likely that HCC will update support staff pay and conditions and in doing so such terms will reflect that staff will be paid for 2 days sick leave. DK has also taken advice from HfL HR, which is that the school can continue with its current approach if that it what is wishes to do. It was proposed and agreed that the school would continue with its current approach to support staff sick pay. <u>Item 9: Lettings:</u> The Resources committee have agreed not to make changes to charges.		
6. Head's report <u>SATs</u> DK outlines the SATs results just received: Achieving expected in Reading, Writing, Maths combined 65.5% - against a national figure of 59% and a county figure of 59.7%. Achieving expected in Maths 72.4%, national 73%, county 74.5%. The national average scaled score is 104 – the school figure is 104.3, and the county figure is 105.8. Reading scaled score 106.3 school, national 105, county 106. Achieving expected in reading school 75.9%, national 73%, county 75.6%. Achieving expected in Writing school 72.4%, national 71%, county 69.6% Achieving expected in Science school 72.4%, national 80%. Greater depth Reading 33.9% county, school 37.9%. Greater depth Writing 15.7% county, school 6.9%. Greater depth Maths 28.2% county, school 27.6% SPAG school figure 65% against a national average of 72%. DK noted the strong figures and the achievements of children with EHCPs. Year 1 Phonics check outcome is 93% pass – the county figure is 79%. DK noted the impact of the investment in Read, Write Inc. Q: Does the school require further phonics resources? There is no current need. Fresh Start Phonics will be rolled out to Year 5 and some of Year 6 The head's report was share prior to the meeting and questions were invited. Q: What will the key development priorities for 2023-24? Writing across the school and specifically KS2; Maths fluency including multiplications; Persistent absence; Art curriculum; Opportunities for Spirituality.		

Q: What were the SATs arrangements for EHCP children? The expectation is all children sit the tests with access arrangement in place. The school continues to work extremely hard in partnership with families to improve absence, particularly persistent absence. 30 children are persistently absent. Holidays in term time remain a concern. Q: Is attendance poor in Year 6 at the time of year usually? No this is more about the context of the cohort. Q: What is the wrap-around care uptake? High, additional staff are being sought. Up to 21 children in after school club. Q: Will an external provider be arranged for Art? A new scheme has been purchased and staff CPD will be provided. The focus will be on changing how art is done. The staff survey was reviewed. Q: Any actions to follow up from the survey? No. Q: What is the training for asbestos management? This tracks all the places in the school where asbestos is located. The greatest concentration is in the boiler room. Any works on the boiler would require the asbestos to be removed. The asbestos log must be signed when works are completed in the school. The governor health and safety log monitors this.		
7. Committee reports <u>Curriculum</u> Refer to minutes for detail. The HiP reports have rated subjects positively, other than Art, hence why this will be an SDP priority. The expectation is that students are performing well in all subjects not only the core subjects. The matter of high achieving children was raised. It was noted that school does not use interventions to support students at greater depth – children are stretched through quality first teaching. The GB noted that it is important to track the progress of high achieving children, as well as low achievers and those at Expected. It was also noted that there are SEND children who are also high achieving children. <u>Resources</u> The current carry forward is £91k, the rag rating is 9%. 3 quotes received for fencing – the committee have approved the works by Hemel Fencing, which has commenced. Further fencing is planned. The new KCSIE 2023 is available, the need for governors to ensure internet searches are working effectively was noted.		
8. Policies for review Admissions Policy The need for accurate grammar and punctuation was noted. Action: VG to proof-read policies and notify as required. The GB approved the Admissions Policy Looked After Child Policy It was noted that there are inaccuracies within the policy. Action: Policy approval deferred. RD to liaise with DK. Restrictive physical intervention Policy Out of date reference flagged. Subject to the above update the policy was approved. First Aid Policy The GB approved the policy, which had been updated following a review at curriculum committee. Governor Allowances Policy Lockdown Policy The above policies were approved at committee level	VG RD/DK	

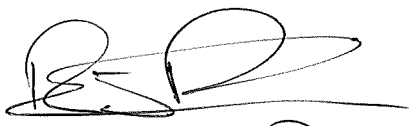
Remote Learning Policy The above policy is now obsolete.		
9. Safeguarding and SCR Update The annual safeguarding report was shared prior to the meeting and has been scrutinised by the safeguarding link governor with the DSL. The out of date KCSIE references within were noted. Context regarding some of the data within was noted. The safeguarding link governor provided reassurance that recording is thorough. The GB sought reassurance that the DSL is receiving sufficient and appropriate support from external agencies. The GB noted the report. A CPOMS audit has been completed. RD raised the requirement for a job description for the DSL. HR advice has been sought, and it is proposed that rather than change the HT job description to include DSL duties, a stand-alone job description is produced and assigned to the appropriate staff as required. This was agreed.		
10. GDPR Update There has been 1 non-noticeable breach, and 1 'near miss' since the last report. A brief overview of both events was provided. Training has been provided as appropriate and mitigations put in place to avoid a repeat. Thanks were extended to the DPO for her support.		
11. SIP Update Rag-rated supporting documentation was shared prior to the meeting. Progress has been positive. The GB noted the document.		
12. Church/Diocese Update JR's current tenure at the church is coming to an end. The last reflection club was held today. A collective worship handover has been undertaken with DK and there has been some engagement with local clergy. Supporting documentation has been shared with the school. SIAMS – A vision discussion has been held and supporting slide and documents have been shared. It was noted that governors need to be confident in triangulating information and fully versed in the framework criteria.		
13. GB Business Vacancies & Succession Planning The GB extended thanks to MB and JR for their hard work and support of the board during their service. The sub committees will require new chairs and vice chairs in Autumn Term - nominations were invited. RD noted that his term of office expires in October and a parent governor election will take place before the next FGB on 12 October. Training & Skills Skills gaps have been identified and will be shared by email. Actions: JM to share skills information. Link visit reports A collective worship visit took place. A SEND visit has also been completed and included a learning walk. Pupils were able to articulate their progress. VG & BH watched the Year 6 show, which by all accounts was a very accomplished and entertaining event. Action: EH to update and share link roles Meeting dates for 2023-24 12.10.23; 13.12.23; 08.02.24; 20.03.24; 16.05.24; 11.07.24	JM EH	

RD.
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14. AOB Teacher strikes It was noted that these are suspended following the government pay offer of 6.5%, which unions have urged their members to accept.		
15. Date of next meeting: 13.07.23 @7.30pm		
The meeting closed at 21.23		

Actions

Item	Action	By/when
3.	Outstanding Hub declarations to be completed:	PK, DK, VF,CW, NR
5.	Minutes 25.05.23 to be signed, dated and filed by the chair	RD
8.	VG to proofread policies and notify as required	VG
8.	LAC policy deferred – RD and DK to liaise.	RD/DK
13.	JM to share skills information	JM
13.	EH to update link roles and share	EH


ROBERT DALE
17/10/23