

HERTFORDSHIRE COUNTY COUNCIL
Potten End C of E Primary School
Minutes of a meeting of the Governing Board held on
Thursday 18 November 2021

This meeting was held remotely on Microsoft Teams due to an outbreak of
Covid 19 within school.

Present: Emma Harris (EH Acting Chair) Joseph Roberts (JR)
Denise Kennedy (Head) Geraldine Salt (GS)
Chris Eaton (CE) Mandy King (MK)
Pam Kirk (PK) Valerie Gunn (VG)
Steve Cutler (SC) Pat Gale (PG)
Mel Hall (MH) Jack Perkins (JP)
Marianne Barker (MB)

In attendance: Ann Hingston (Clerk)
Vicki Ford- Associate Governor

Meeting commenced at 7.32pm	ACTION
1. <u>Welcome</u> -The Acting Chair welcomed the Governors to the meeting. She extended a special welcome to the four new Governors- VG, PG, JP, SC.	
2. <u>Apologies</u> - Apologies were received from Rob Dale and Bev Hamilton, which were considered and approved .	
3. <u>Time of Reflection</u> - JR led a prayer and moment of reflection before the main meeting commenced.	
4. <u>Conflict of Interest</u> - No conflict of interest was declared, however the Clerk noted that DK & MH would not be able to vote on the Nursery item, as they have an interest in the result.	
5. <u>Approval of Previous Minutes 23/09/21</u> -Minutes from 23/09/21 were approved by all present & will be electronically signed by the Chair.	
6. <u>Matters arising from Minutes 23/09/21</u>	
• Quotes have been received by Jamie and Jon is supplying them shortly. • Review wording on Governor webpage-carry item over to next meeting. • Exclusion course in the process of being booked –awaiting confirmation of date.	RD/EH Clerk

• All governors including new governors to complete declarations by the end of this week. • Diocese has been chased about the landownership four times-JR offered to intervene if necessary. • DK to update teachers on Link sheet and EH/RD to allocate Link roles to new governors-EH asked new governors to let them know if they had a preference/ skill/background to offer a particular role. • Book “Holding school to account course” for March 22-Clerk by next FGB. • Governor Induction process- PK has compiled a paper and will send out to Governors before next meeting so it can be an agenda item at next FGB. 7. <u>Other Business-</u> <u>Policy for Approval</u> • Alcohol Drugs and Gambling Policy- Approved • Anti-Bullying Policy-Approved • Data Security Policy-Approved • Delegation of Authority- a working group from Resources will annotate the HCC template for the next FGB. • Gifts & Hospitality Policy- Approved • Q: CE observed that if the amount collected by parents to give teachers gifts were to exceed £200 it would need to be declared to tax office. • A: DK/VF both confirmed that the gifts kindly given to teachers by parents is split between the teaching staff within the class so never exceeds the value of £200 per person. • Governor Code of Conduct Policy-Approved. NB a completely new format has been adopted. • Inclusion Policy- Approved • Positive Behaviour Policy-Approved • School Meal Debt Policy-Approved- changes made to reflect the introduction of ParentMail. • Spiritual Moral Social Cultural Policy-Approved. PK suggested the addition of including a link to the website for the school ethos. Clerk to amend before publishing onto website. DK told the FGB that she is part of a working group with other Church school Head Teachers to review this policy. <u>Head Teacher Report</u> • Q: Is the PAN lower? • A: Nursery is very low and Year 6 is also very low. Next year we hope to get 30 into Reception. We had three new pupils actually start today into Years 2,,3 & 5.	All DK/RD/EH Clerk PK/new Clerk. Clerk
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• Q: How do we compare nationally with our SEN numbers? • A: There is no current data to compare nationally. However the I.D.S.R (Inspection Data Summary Report) just released gives some data, but is still based on 2019 stats. DK will send out for Governors to look at. • Q: Why are you monitoring a significant number of children and is this by the teacher? • A: Pupils are monitored by the teacher and if they feel further support is required the SENDCO will also monitor to see if additional support is required. The SENDCO works alongside outside agencies to offer this support, which can be social and emotional needs- DESC, or maybe learning difficulties- Learning Difficulties Base. • Q: Are there 34 children in addition to the Official SEN number? • A: Yes, realistically the role of SENDCO at the moment should be full-time due to the number of children, however the needs can and are met through quality first teaching in the classroom. DK explained for the new governor's benefit how EHCP funding works and the banding system, and how the 1:1 Teaching Assistants tend to come out of the school budget because we either are awaiting funding or don't receive it. • Q: Do you need a medical diagnosis to get an EHCP? • A: No, but it helps speed it up. • Q: how does the number of FSM compare to national average? • A: There is no data available to answer the question but the number has increased significantly since Covid 19. • Q: How do we compare nationally with our absence? • A: The National average published changes frequently but currently approx 94%. Ofsted are not looking too closely at this at present due to absence from Covid 19, however that will change and we do still focus on any persistent absence. • Q: Why has it been necessary to go back to Bubbling in school this week? • A: DK invoked the Outbreak Management Plan with advice from HCC due to the high level of cases in one year group. Year 5 have had 9 positive PCR results so they hit and exceeded the threshold of 5 in a class. DK decided to Bubble the whole school before HCC responded due to other cases throughout the school. HCC confirmed that the correct measures have been adopted and complimented her on her quick, sensible response. There are no staggered start and finish times but the breaks and lunches are staggered and some classes are eating in their classrooms. There is no Collective Worship in the Hall, but this is continuing in their rooms and one class at a time can go to church. There is increased cleaning in school, clubs have stopped if there is more than one year group, fixtures have been cancelled, visitors to school have been limited, and school trips have been rearranged to the new year, including swimming lessons. • Q: Have you received any feedback to the measures?	DK
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• A: Parents have been fantastic and are wearing masks in the playground & when going to the office. Although we can't tell parents to test their children with LFT's we can advocate it and suggest that they might like to test their children, especially in the classes where there has been a significant outbreak. Parents have been embracing this and this has enabled positive cases to be highlighted quickly, especially when the children have been asymptomatic. • Q: Should parents keep their children off until they get a PCR result? • A: If the child has gone for a PCR and has symptoms we would expect them to stay off school until they get their result, but if they have had a test just to check, they are allowed to return to school. • The Bubble for Year 5 will remain as the HCC advice is that it stays for 28 days from the last case, which takes it up to the end of term. The rest of the school Bubbling will be reviewed in two weeks. The children have been amazing- they have been a credit to themselves and very resilient to the changes in working environment/ timetables etc. The Nursery class joined with Reception this week as there have only been two children, so they formed a EYFS unit. • EH: Thanked DK and team for their speedy response, and work involved in making it so successful and efficient. • Q: Has the Wraparound provision been affected? • A: GoldKey are still operating but are keeping family units together and spreading the children out around the Hall. • MB: Asked VF & CW to be congratulated on their fantastic provision for the Bubbled Year 5 class. "It has been seamless and the online time with their classmates for the isolating children has helped their mental well-being immensely". The blended offer of live teaching and Google Classroom has not been easy for teachers but gratefully received by pupils/parents. The teacher's workload has massively increased as they still have to provide for the children at school but have risen to the challenge. • Q: Why can Game On still offer a club when others are cancelled? • A: They can offer two coaches, so can keep Year 3 & 4 totally separate. • EH: Please feedback to the whole staff how grateful the Governors are for all their extra work and professionalism. • GDPR: EH: There are no notifiable data breaches. There have been two Subject Access Requests by parents. These have been responded to by staff and were for legal reasons and an EHCP application. • Q: What is done around Bullying in school and how is it recorded?	
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• A: It has been a themed Anti-Bullying week this week and school have been focusing on Peer on Peer abuse. The school has its Anti-bullying Policy and bullying is part of the curriculum in PSHE. It is thread through the curriculum through prayers, and Christian values in classrooms, and it is gone back to constantly. • If there is a case of bullying then SLT work with both the bully & victim and their families. It is monitored closely and diarised in CPOMS. The parents have fortnightly meetings with school and if necessary outside agencies become involved. DK has added tabs onto CPOMS for Sexual Harassment, as this is potentially happening in every setting. • DK:-the school has had 2 HIP visits this term- reports are on GovernorHub. DK walks the school constantly to assess progress and checks exercise books. There has been huge progress and the children' stickiness in knowledge shows they are remembering more. In English the children are doing Cold and Hot tasks which evidences their improvement. There has been a huge impact for the children due to staff CPD and a focus on monitoring. The children have lost skills during Lockdown and lost stamina in writing due to using screens, but we are starting to see a shift back. It is the same in Maths but is going to be "a Marathon not a sprint". • Q: How do you anticipate Year 6 will come out of Year 6 SATS? • A: 14 of them are on the SEN register so we are not confident about the outcome. • EH: We may need to review how we present the results, especially to new parents who will look at those possible results without a context. • DK: There have been 5 In –Year admissions into that class and they have all come in with additional needs. • There has been a push around Phonics within school. Year 2 have their Phonics screening next week and there is a hope that the hard work through catch-up funding interventions by Mrs Drane, Mrs Reid, Miss Craddock and Mrs Paton will have helped the children. Even if the identified children do not pass the school will continue to help them. • Christmas- DK will review the numbers of Covid 19 before deciding on what can go ahead. • Q: How did you mark Remembrance in school? • A: The Reflective Leaders read a poem and prayers outside in the playground with the whole school, Pre-School and members of the community present. • JR: Members of the community commented about how impressed they were by the children's respect and their engagement was excellent. • DK : "Immensely proud of each child-they were a credit to themselves, compassionate, thoughtful and respectful".	
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- GS: This was also reflected on the recent Year 1 trip she attended. The children were a credit to the school.
- PK: Spent a day in school as part of her Governor Induction and reported that the behaviour throughout the school all day was “outstanding”.
- VG/PG: Whilst touring the school as new governors they found the children to be “polite and orderly-impressive”.
- Q: When talking about quality of education within the deep dive it comments on one teacher not differentiating enough-has this been addressed?
- A: Yes, this particular teacher has received support as this cohort has such a massive range within it.

Curriculum Committee

Minutes were received and approved.

- An Extraordinary meeting will be called to discuss the SIP (School Improvement Plan) so that every governor has a good understanding of how it is written, implemented and the impact.
- There is a new framework for PPG (Pupil Premium grant) which is evidence –based which should be more positive for school.
- Sports Premium- prioritising dance and Gym as these are weaker areas. Game On offer CPD to teachers on teaching Gym for one lesson a week and this is paid for by Sports Premium.
- Spiritual provision- the R.E. curriculum is mapped out and the school uses “Understanding Christianity Scheme”. The SIAMS Health check is on GovernorHub for Governors to read.

Resources Committee

Minutes were received and approved.

- Budget- there is extra cleaning which is the effect of Covid 19.
- Over spend on staff- agency staff have been brought in to cover staff absence, training and also to fill a T/A role that couldn’t be filled by normal recruitment. A job advert went out yesterday to try and fill this role on a 1 year fixed term contract from January. All new T/A’ s going forward will be recruited on Fixed Terms.
- The committee Terms of Reference has been amended to reflect the new approval levels and approved by the committee and now FGB.

Nursery

- Nursery- Due diligence has been done on future Nursery provision and thanks go to the working party for their thorough work-PowerPoint on GovernorHub.
- Result of the anonymous vote is confidential at present and is minuted separately.

Safe-Guarding-

- Covered in Resources minutes.
- Governors to return Childcare disqualification Declarations to Clerk.

Christian Distinctiveness

- Children continue to go to church on a Thursday.
- Reflective Leaders are embracing their roles and have written in the school newsletter as well as taking a key role in the Remembrance service.
- Governors to read SIAMS HealthCheck.

AOB

- The four new Governors gave a brief introduction about themselves to the rest of the Governing Board. EH will be doing a Governor newsletter to introduce them to the school community properly.
- The meeting closed at 9.54pm

Next FGB Meeting: **Thursday 27 January 2022 at 7.30pm in the school Hall.**

Summary of Actions

Action	Person	Deadline	Actioned
Wording on Governor page on website	EH/RD	Asap	
Exclusion training-notify date to governors	Clerk	When confirmed by HFL	
Assign Link roles to new Governors	EH/RD	Asap	
Book Holding School to Account course for March 2022	Clerk	By Jan 2022	
Amend SMSC Policy before publishing	Clerk	Asap	
Send out IDSR	Head	Asap	