



Potten End C of E Primary School

Minutes of the meeting of the Governing Board held on
Thursday 23rd March 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)	Apologies
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)	Apologies
Headteacher	
Denise Kennedy (DK)	Present
Local Authority Governor	
Amanda King (AK)	Present
Parent Governors	
Robert Dale (RD – Chair)	Present
Steve Cutler (SC)	Apologies
Joanne Moore (JM)	Present
Jack Perkins (JP)	Present
Nadia Richman (NR)	Apologies
Staff Governor	
Vicki Ford (VF) Staff	Present
In Attendance	
Julie Raybould – HFL Clerk	
Marianne Barker (MB) Associate Member	

Supporting Documents

Draft Confidential FGB Minutes 02/02/23 926 Potten End (FW)	Mobile Phone Policy 230323 - For Information Only
Draft FGB Minutes 02/02/23 926 Potten End	PE SFVS FY2023_V10
Potten End FGB Agenda 230323	PE SIP 2022-23 final
Curriculum committee minutes 060323	PE_2023_Self-assessment dashboard_Final
DRAFT Curriculum Committee Terms of Reference Mar 2023	Policy Delegation Schedule - March 23
DRAFT Resources Committee Terms of Reference Mar 2023	PSHE incl SRE Policy 221020 - For Information Only
ECT Policy 230323 - For Information Only	Resources Committee Minutes 16_03_23
Geography Learning Walk March 2023	termly report to governing body Spring
Heads report Spring 23	

The meeting opened at 7.40pm

Quoracy: 8 Governors		Action	Due																																												
1.Welcome, and apologies for absence The chair welcomed all to the meeting. New governors were welcomed and introductions were made. Apologies received and accepted from: EH, JB, NR, CW, SC																																															
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) None																																															
4. Approval of minutes FGB 02.02.23 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 – subject to the following amendment: Item 14: To note that a geography link visit was also planned.		RD/DK																																													
5. Matters Arising <table border="1"><thead><tr><th>Item</th><th>Action</th><th>By/when</th></tr></thead><tbody><tr><td>4.</td><td>Minutes to be signed, dated and filed by the chair</td><td>RD</td></tr><tr><td>5.6</td><td>Resources TORs to be updated that the school’s resources are used to promote the school’s christian vision</td><td></td></tr><tr><td>5.13</td><td>Governorhub roles to be updated</td><td>Clerk</td></tr><tr><td>5.13</td><td>Curriculum Committee TORs to be updated to reflect that Associate Members may chair</td><td>MB</td></tr><tr><td>7.</td><td>Governorhub to reflect updated May FGB date</td><td>Clerk</td></tr><tr><td>9.</td><td>DK to liaise with Parish Council re fencing</td><td>DK</td></tr><tr><td>11.</td><td>DK to make contact with the RE and Christian Ethos advisor</td><td>DK</td></tr><tr><td>11.</td><td>Chair/VC to organise a SIAMS preparation working party. 23 March at 7pm was set for a remote discussion – chair to send TEAMS invite.</td><td>RD/EH</td></tr><tr><td>11.</td><td>Governors to advise SIAMS preparation availability to the chair.</td><td>All</td></tr><tr><td>13.</td><td>All governors to complete and return skills matrix forms</td><td>All</td></tr><tr><td>14.</td><td>Outstanding link visit reports to be completed</td><td>All</td></tr><tr><td>17</td><td>First Aid Policy to be updated within policy schedule</td><td>RD</td></tr><tr><td>17</td><td>RD to liaise with office manager re policy schedule</td><td>RD</td></tr><tr><td>17</td><td>JP and MB to update committee TORs to reflect policy delegations</td><td>MB, JP</td></tr></tbody></table> It was agreed that all above matters were either complete, in hand or on the current agenda. The following were raised: Item 5.13: Action: Updated TORs to be shared via GHub. Item 9: Costs for fencing are being obtained – a lower cost material will be sourced. Item 11: SIAMS preparation postponed until training on 9 May has been completed. Item 14: Link visit reports - Action: RD to complete and share link visit report form. Item 17: The schedule of delegation was updated to show that the First Aid policy is an operational policy and therefore approval is delegated to the Head Teacher. The GB approved the updated version of the schedule of delegation.		Item	Action	By/when	4.	Minutes to be signed, dated and filed by the chair	RD	5.6	Resources TORs to be updated that the school’s resources are used to promote the school’s christian vision		5.13	Governorhub roles to be updated	Clerk	5.13	Curriculum Committee TORs to be updated to reflect that Associate Members may chair	MB	7.	Governorhub to reflect updated May FGB date	Clerk	9.	DK to liaise with Parish Council re fencing	DK	11.	DK to make contact with the RE and Christian Ethos advisor	DK	11.	Chair/VC to organise a SIAMS preparation working party. 23 March at 7pm was set for a remote discussion – chair to send TEAMS invite.	RD/EH	11.	Governors to advise SIAMS preparation availability to the chair.	All	13.	All governors to complete and return skills matrix forms	All	14.	Outstanding link visit reports to be completed	All	17	First Aid Policy to be updated within policy schedule	RD	17	RD to liaise with office manager re policy schedule	RD	17	JP and MB to update committee TORs to reflect policy delegations	MB, JP	RD
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Q: Staff absence – this appears a lot of absence days – is this an issue? No, this is mainly teaching assistants and covers several staff, rather than 1 or 2 individuals Q: Persistence absence (PA) is 20% of unauthorised absence – is this correct? Yes. A child is classed as PA if they have less than 90% attendance, then it is determined if absence is due to authorised illness or another reason – such as holidays. Children are classed as absent if they have not arrived by 09.30. RD noted that the attendance data compares more favourably to the previous terms data, apart from Y1. DK noted that Y1 has had a lot of illness. Q: Is the prospect of fines having an impact? No. RD also noted that whole school unauthorised absence and persistent absence comparable data reflects an improvement. Q: There is a lack of spiritual training reflected in CPD? This is provided through informal staff briefings etc. AK arrived 19.57 Q: What is Fresh Start Phonics? This is a programme for children in years 5 and 6 – children are grouped by ability up to Year 4, and this programme continues their phonics and is more of an individualised programme. Fresh Start mirrors Read Write Inc (RWI). Q: Is impact evident? Yes, this is most evident in Year 6 children and some have now been able to come off the programme. Phonics outcomes data is greatly improved and predictions are very positive. Q: What is Electric Umbrella? This relates to Equality and Diversity work. This is a band that attended a collective worship event. The band members have SEND. Q: 2 children have advised they do not feel safe at school – what is the context? These responses are from SEND children who responded negatively generally to the survey. The HT has spoken with them and their responses differ according to how they are feeling on any particular day. Overall the pupil voice outcomes were very positive. The head's feedback about what has been happening in school was celebrated by colleagues. Q: How is this information shared more widely? School website and social media. The newsletter could also be utilised. The matter of strategic planning was raised, and how to better promote the school. DK noted that 30 reception places have been offered for September, and that wrap-around care is a key consideration for prospective parents. <u>SIP</u> Attention was drawn to the document shared and questions invited. Q: Is progress on track? Some aspects will be carried forward to 23/24m such as writing and spirituality. Maths and Arts (Arts Mark) will be added for next academic year. The development of Music across the school has been strong. Pupils have enjoyed dance workshops. Q: Is there any opportunity for parents to have online support to help their children with writing? Potentially – there have been several opportunities to provide support, including workshops. However it was noted that it is generally better for parents to support with reading at home which does not require so much specialist knowledge to be effective. Q: What is the rating for Behaviour & Attitudes? This should reflect 'amber'		
7. Committee reports <u>Resources – JP</u> • Education Mutual has been selected at a premium of £6k for staff absence and maternity insurance. There are benefits available to staff • Support Staff Pay matter – see AOB • The budget is on track. <u>Curriculum - MB</u>		

• A SRE/PSHE presentation was received The school uses 'Jigsaw'. Each cohort contributes to the 'Jigsaw Charter'. • The matter of withdrawing children from SRE lessons was discussed. • Parents are supported to continue with using relative terminology at home.		
8. Finance update – to include: • SFVS - JP A brief explanation of SFVS was provided. The document has been reviewed and completed by the Resources committee and has been presented to the GB for approval. It was noted that staff expenditure is now broadly in line with other similar schools whereas previously it has been highlighted as higher than average. Benchmarking has also been completed – the school is broadly comparable to other schools in most areas, with a few exceptions. • Teacher contact ratio remains a 'red' rag-rating. This is a historical issue relating to PPA contractual arrangements which skews the data. • The anticipated fall in demand for places, due to falling birth rates, was noted. A 'how to' guide for completion of the SFVS has been shared. The GB approved the SFVS. • Budget 23/24 Not discussed as due to be developed by DK in the coming weeks.		
9. Safeguarding & SCR update Attention was drawn to the head's report and questions were invited. The large number of child protection issues was flagged. Some context was provided in relation to children on Child Protection Plans. Q: Where these child protection issues identified and raised by the school, or was the school notified of concerns by other agencies? A mixture, some cases were identified and raised by the school. Q: Does the school receive external support? No. Staff workload has significantly increased as a result. External agencies are severely stretched. Q: Is there anything that the GB can do to support? Not specifically, other than by moral support. Q: How are families supported during the holidays? There is wrap around care provision that parents are signposted to. The staff wellbeing service offered by Education Mutual was noted.		
10. Church/Diocese update Reflection Club has been taking place, Holy Week is a current focus. An Easter collective worship is planned. JR has announced his resignation and will leave the parish over the summer. The Church will then fill the vacancy, although this could take some time. The impending SIAMS visit next academic year was noted. Q: Is there any additional work required by governors? To have the school's vision at the centre of its work. Governors could also attend some collective worship.		
11. Governor training/skills/vacancies It was noted that all vacancies are now filled. Governors were thanked for the skills audits which Emma has compiled and shared with JP for use on the SFVS.	All	
12. Link visits VG has completed a Geography link visit. A brief verbal report was provided, the visit was very positive both in class and around the school. A report is available on Ghub. RD invited governors to advise their link area preferences. Action: Governors to advise any link preferences to chair and vice-chair	All	

It was noted that rag-rated subject action plans have been shared with governors by subject leaders.		
13. GDPR There have been no breaches since the last report. There has been one FOI from ITV. There has also been one SAR. Neither of the above requests have fully followed procedure. The DPO will follow up with further procedural training and review the procedure information provided on the website.		
14. Policies for review • Mobile Phone Policy – approved at Resources Committee • ECT Policy – approved at Curriculum Committee • PSHE/SRE Policy – approved at Curriculum Committee The GB noted the above policies which were provided for information only.		
15. AOB • Support Staff Sick Pay Action: Update to be provided at next FGB. Chair to prepare relevant documentation. • Covid Catch-up – PK Q: What is the current status? Funding is no longer being received, therefore there is no longer a reporting requirement. There is the 'School Led Tutoring Programme' which this school uses for additional after school Maths tuition, which is currently working well. Years 4-6 have benefitted from this. • Flamstead School – JP. Q: Is this support still continuing? Yes, the partnership is having a positive impact.	RD/DK	
16. Date of next meeting: 25.05.23 @ 7.30pm, 13.07.23 @ 7.30pm JR gave a closing prayer. The meeting closed at 9.16pm		

Actions

Item	Action	By/when
4.	Minutes 02.02.23 to be signed, dated and filed by the chair	RD
5.5.13	Updated committee TORs to be shared via GHub.	RD
5.14	RD to complete and share link visit report form.	RD
11.	Governors to forward outstanding skills audit forms.	All
12.	Governors to advise any link preferences to chair	All
15.	Support staff sick pay update to be provided at next FGB. Chair to prepare relevant documentation.	RD/DK