



Potten End C of E Primary School

Minutes of the meeting of the Governing Board held on
Thursday 13th March 2025 at 7.30pm at the school

Co-opted Governors (4)	
Valerie Gunn (VG)	Apologies
Pam Kirk (PK)	Present
Jane Healy (JH)	Present
Vacancy	
Foundation DBE or PCC Appointed Governor (1)	
Claire Wallis (CW)	Apologies
Foundation Ex-Officio Governor (1)	
Ben Brady (BB)	Present
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 (5)	
Robert Dale (RD – Chair)	Present
Joanne Moore (JM)	Present
Jack Perkins (JP)	Present
Vacancy	
Staff Governor (1)	
Vicki Ford (VF) Staff	Apologies
In Attendance	
Julie Raybould – HFL Clerk	

Supporting Documents:

[Potten End FGB Agenda 13.03.25](#)

[5. Draft FGB Minutes 12.12.24 926 Potten End](#)

[7. HCC Commissioned School Visit Report\(Visit 2 PP Review\)](#)

[7. Heads Report Spring 25](#)

[7. PE SIP 24-25](#)

[10. SFVS_PE_2025_V2.0](#)

[10. SFVS_Spending_priorities_for_PE_2025](#)

[10. SFVS_Workforce_and_Pupils_for_PE_2025](#)

[11. termly-report-to-governing-body-Spring 2025](#)

[16. Inclusion Policy March 25](#)

The meeting opened at 7.30pm

Quoracy: 6 Governors	Action	Due
<p>1. Welcome, apologies RD took the chair and welcomed all to the meeting. Apologies received and accepted from: VF,JB,CW,VG It was noted that Danny Richman’s resignation has been received since the last meeting.</p>		
<p>2. Opening prayer BB led opening the meeting with a prayer.</p>		
<p>3. Declarations of interest None</p>		
<p>4. Notification of any AOB</p> <ul style="list-style-type: none"> • Delegation of Policies – RD • Easter at the Church - BB 		
<p>5. Approval of minutes 12.12.24 The minutes 12.12.24 were agreed as an accurate record of proceedings. Action: To be signed, dated and filed appropriately</p>	RD	
<p>6. Matters arising It was agreed that all matters were either in hand, complete or on the current agenda The following was raised: <u>Item 4 Declarations</u> Action: All governors to ensure declarations and confirmations are complete Action: All governors to ensure ‘confirmations’ are completed: KCSIE: VF,JM,JP; <u>Item 6.13a</u> Action: DK to liaise with HfL HR regarding wording in Alcohol, Gambling and Drugs Policy <u>Item 13 training:</u> Action: Governors to ensure mandatory training is completed and recorded on their hub training records: Safeguarding (every 2 years): JB,DK,VF,PK,JM,JP,CW,BB Induction: CW,BB,VF</p>	VF,JM VF,JM,JP	
<p>7. Head’s written report (to include SEF/SDP update and 2025 assessment update) The head’s report was shared in advance, and questions were invited. Q: How long will the most Y3 teacher long term absence be? Unknown. Supply is in place and planning is being covered internally. Q: Is the Year 5 teacher supply? Yes, planning is being done by DK. DK noted that the supply arrangements in place are working very well. Q: What is impact the persistent absence data currently - despite all the hard work that is being done? There are still some holidays, frequently around weekends. There have also been some genuine authorised medical absences. Some is lateness. Other parents are not informing the school the reason for absence. There is also a group of vulnerable pupils – the school is doing all that it can and this is supported by external advisors. Q: Y1 phonics projections are good? Yes 90% anticipated – outcome will be known in June. The current reception cohort are unlikely to be as strong at the Y1 phonics test stage. DK also noted that current Year 3 did well with the phonics however some significant mobility within the year group since year 1 – where ARE children have moved out of the school - has since negatively impacted the data for this year group. Q: What is the mobility reason? This is due to relationship issues within the year group, between pupils and parents. Q: What does ‘one child is off track’ mean? This is a child significantly below the expected level who may be excused from the test.</p>		

<p>Q: Was the suspension a last report and has there been an impact? Yes it was and there has been no real impact on behaviour at this time – additional support has been put in place but there have been no more suspensions</p> <p>Q: Does this stay on the child’s record? Yes.</p> <p>Q: Has the bullying issue been resolved? There have been no other incidents. DK noted that SATs reading outcomes are not expected to be great and this is cohort specific. There is 18% SEND in the year group and the data has been scrutinised by the curriculum committee. It is not expected that current data will improve much between now and May. Interventions continue and teaching staff are doing all that they can. Year 4 data is being impacted by in year mobility, where incoming children have low starting points.</p> <p>Q: How do you ensure the teaching of other pupils is not impacted by children with higher needs? Work is appropriately differentiated. More able children are sufficiently challenged. TAs are predominantly supporting low achieving children. The GB discussed attainment V achievement. DK advised that staffing needs for the new academic year are currently being assessed. The GB noted the current teacher recruitment challenges.</p> <p>Q: Is any additional support needed from governors? The school will need to allocate more resources for additional TAs.</p> <p>Q: Why is there still a clear PPG gap despite the targeting of PPG grant resources? The reading fluency project has had an impact. For Maths, resources are being used to up-skill teachers, and it is hoped the impact will become evident in lower year groups. Pupil mobility is also having an impact. DK also noted that it is likely that additional pupils, currently being monitored, will be added to the SEND register. The GB extensively debated the reasons for the increasing local and national SEND needs picture.</p>		
<p>8. Chair’s update</p> <p>RD noted that whilst the staffing challenges are now impacting less on the headteacher’s time there is still some way to go before the situation is resolved. Some non urgent activities are likely to be on hold or delayed. The school’s finances remain healthy despite these challenges.</p>		
<p>9. Committee reports</p> <p>a) Resources – JP 27.02.25</p> <ul style="list-style-type: none"> • The current C/F projected is £153k – RAG rating green • The Fund account balance is £16,324k. • The school has covered approx £3k for trips that parents have not paid for, and this will now need to be budgeted for moving forward. • There has been a £14k supply overspend due to staff absence. • The school has requested a building condition survey, to assess the entire site, and to inform the state of the premises and potential future capital expenditure needs. • The need for an AMP was noted and this is being followed through by the committee. • The SFVS and benchmarking was reviewed and scrutinised – the detail of which is available within the meeting minutes. The committee understood the reasons for the major variances. • All SFVS questions have been responded to and there are no issues to flag <p>The GB noted the SFVS documentation, the Resources committee minutes and the committee’s verbal report and agreed to approve the SFVS for submission by the month-end deadline.</p> <p>Thanks were extended to JP for his support with this process.</p>		

<p>Q: Is there budget for paying staff for assuming additional responsibilities? There are some options for staff not on the leadership scale.</p> <p>b) Curriculum – PK 06.03.25</p> <ul style="list-style-type: none"> • This was the first committee since October due to challenges with meeting attendance. • The committee received an excellent SEND presentation – which is available in the document folder for colleagues to review. • The committee discussed the impact of PPG funding and of CPD. 		
<p>10. Finance update to include:</p> <ul style="list-style-type: none"> • SFVS approval <p>See item 9</p> <ul style="list-style-type: none"> • Budget 24/25 update <p>See item 9.</p>		
<p>11. Safeguarding & SCR update</p> <p>The termly report was shared and noted. There was nothing of significance to report.</p> <p>Q: What is the CPOMS on-boarding process for supply staff? All are DBS checked and trained by their agency. They have an induction process with a pack – including CP Policy, quick reference guide, who the DSLs are. All are now added to CPOMS.</p> <p>Q: Has the school had some e-safety education recently? Yes, there was a dedicated e-safety day recently but education about this is constant. One of the biggest e-safety challenges is the use of Whats App.</p> <p>Q: How often is Safer Recruitment training refreshed? Every 5 years. The HT is every 2-3 years.</p> <p>The SCR was audited by HfL in Feb 2025 and feedback has been actioned. No major issues to flag.</p>		
<p>12. Church/Diocese update</p> <p>BB noted that some events have been impacted by to illness. The Jacob’s Ladder assemblies have been received very positively. The memorial service (celebration of life) for Simon Barnard is on 7th April 12.30pm.</p>		
<p>13. Governor training, skills & vacancies</p> <p>It was noted that there are currently 3 vacancies (2 x parent, 1 x co-opted).</p> <p>Action: Vacancies to be discussed at next FGB</p> <p>Action: Clerk to pull training record and highlight current training gaps.</p>	<p>RD/EH Clerk</p>	
<p>14. Governor link visits</p> <p>VG attended the December CSV visit and has completed Reading link visits. EH has also completed a SEND link visit. Governors were reminded to sure link priority areas are adequately covered – as the school is able to accommodate. Governors were requested to support the 30 March Science SEA visit, and to complete an EYFS visit. Maths and Writing visits can be accommodated in summer term.</p>		
<p>15. GDPR report</p> <p>No breaches, SARs or FOIs to report at this time.</p>		
<p>16. Policies for ratification</p> <ul style="list-style-type: none"> • Inclusion (no changes) <p>The committee approved the Inclusions Policy</p>		
<p>17. Website compliance check</p> <p>An audit will be completed as part of the migration over to the planned new website.</p>		
<p>18. AOB</p> <ul style="list-style-type: none"> • Delegation of Policies – RD 		

Action: Statutory policies and policy delegation to be added to the agenda for next FGB • Easter at the Church – BB	Clerk/RD	
Action: BB to liaise with DK regarding pupil involvement in an Easter competition.	BB	
19. Date of next meeting: 16.05.25 @7.30pm The meeting closed at 21.10		

Actions

Item	Action	By/when
5	Minutes 12.12.24 To be signed, dated and filed appropriately	RD
6	All governors to ensure declarations and confirmations are complete	All
13a	Vacancies to be discussed at next FGB	EH/RD
13b	Clerk to pull training record and highlight current training gaps.	Clerk
18a	Statutory policies and policy delegation to be added to the agenda for next FGB	Clerk/RD
18b	BB to liaise with DK regarding pupil involvement in an Easter competition.	BB/DK