














Potten End C of E Primary School

Minutes of the meeting of the Governing Board held on
Thursday 12th March 2026 at 7.30pm at the school

Co-opted Governors (4)	
Valerie Gunn (VG)	Present
Pam Kirk (PK)	Present
Jane Healy (JH)	Present
<i>Vacancy x 1 (pre-appointment checks pending)</i>	
Foundation DBE or PCC Appointed Governor (1)	
Claire Wallis (CW)	Present
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
Staff Governor (1)	
Leanne Hopper (LH)	Present
In Attendance	
Julie Raybould – HFL Clerk	

Supporting Documents

-  [Potten End FGB Agenda 12.03.26](#)
-  [5. Draft FGB Minutes 12.02.26 926 Potten End](#)
-  [7. Heads report spring 26](#)
-  [7. IDSR PE](#)
-  [7. SIP PE 2025-26](#)
-  [9. Resources Committee Minutes_26_02_26](#)
-  [10. Benchmarking_P10_2026](#)
-  [10. Draft PE_SFVS_2026_V2.0](#)
-  [11. termly-report-to-governing-body-March 26](#)
-  [16. Inclusion Policy March 26](#)
-  [School White Paper Summary - Every child achieving and thriving](#)

The meeting opened at 7.30pm

Quoracy: 6 governors

Item:	Action by:
<p>1. Welcome, apologies</p> <ul style="list-style-type: none"> RD took the chair and welcomed all to the meeting. Apologies received and accepted JB 	
<p>2. Opening prayer</p> <ul style="list-style-type: none"> BB led opening the meeting with a prayer. 	
<p>3. Declarations of interest; reminder of the need for confidentiality None</p>	
<p>4. Notification of any AOB</p> <ul style="list-style-type: none"> Letter from Berkhamsted Schools - DK Future meeting format - RD 	
<p>5. Approval of minutes 12.02.26</p> <ul style="list-style-type: none"> The minutes 12.02.26 were agreed as an accurate record of proceedings. <p>Action: To be signed, dated and filed appropriately (subject to corrections:) Action to be added: EH and VG to discuss Ofsted preparation (Chair's briefing) Reception fines turned down (by HCC) – typo Curriculum committee format has changed to 1 in school event per term 15a – should read Curriculum Committee</p>	RD
<p>6. Matters arising <u>Item 15a: Link visits policy</u> VG asked for minor amendments to the link visit report proforma Action: VG to update link visit proforma <u>Item 7.7: Staff survey</u> DK shared the staff survey outcomes at the meeting</p>	VG
<p>7. Heads report The head's written report was shared & questions were invited Q: 42 children with emerging needs – this feels that this is significantly increasing – how is the school coping? It is significant and approx half the school have some level of need. The school is not unique. Staff are very good at identifying needs. Quality First teaching is happening. Adaptations are being made. Staff are quick up pick up on why progress is not being made. Q: Any common trends? Communication, SEMH. It was noted that at some point, funding will not support the level of TA intervention required. Q: Looking at the IDSR, attainment is still not where it should be so why is the significant work that is being done not having impact? Because the school focuses on progress over attainment. Progress is being made. Q: High prior attainers seem not to be progressing? They are making progress. The number of in year PPG admissions was noted. It was also noted that the IDSR does not reflect context. Ofsted will look at at the IDSR given the 3-year trend – the school will have the evidence and context around every child and evidence of where progress is being made. Q: What do governors need to be thinking about in terms of staff workload? Teachers cannot work any harder than they are. Leaders are mindful of staff wellbeing. The focus is relentlessly disadvantaged children. Q: Is there any concern that high prior attainers are not getting as much focus as disadvantaged students? Staff are careful to ensure that all needs are being met. Middle prior attainers do very well. Not all GD children are maintaining GD. There could be some KS1 assessment anomalies. Strategically the school is having to prioritise to some degree. The white paper is a concern in terms of capacity.</p>	

<p>Q: Persistent absenteeism has dipped – why is this? This relates to different children. Many are in Reception and some are not of statutory school age. The school remains aligned to its Attendance Policy and this is not a concern within the IDSR. Some Year 6 children who had been removed from the school for home education have recently returned.</p> <p>Q: What else can be done to improve persistent absence? Fines for holidays and a formal approach where parents are not engaging in the communication and support being offered. Fines for persistent absence will be used as a next step.</p> <p>DK noted that the persistent absence being reviewed is for autumn term which reflects more seasonal illness than that of the previous term (summer 2025)</p>	
<p>8. Chair’s report</p> <p>The recent white paper was referenced, most notably the proposed SEND changes. Key points were outlined.</p> <p>The consensus was that there will be more responsibility pushed back to schools.</p> <p>Changes to the identification of PPG children may lead to better identification of disadvantaged children and therefore – increased PPG income.</p> <p>The plan for inclusion hubs within secondary schools and within some primary schools was noted.</p> <p>The MAT agenda was also noted.</p> <p>The plan for increased speech and language and ed psych support was also noted.</p>	
<p>9. Committee reports</p> <ul style="list-style-type: none"> • Finance Committee - JP <p>The key discussion was the SFVS review – see item 10.</p> <p>The fund account balance is £9700</p> <p>The current budget rag rating is amber C/F £114</p> <p>The first budget draft will be in hand shortly – a 3 balanced position is currently looking unlikely.</p>	
<p>10. Finance update:</p> <ul style="list-style-type: none"> • SFVS approval <p>There is nothing of concern in any of the submission responses. The details has been robustly reviewed by the finance committee. Benchmarking was scrutinised and there were no areas of concern.</p> <p><u>The GB agreed the SFVS for submission by 31 MARCH</u></p> <ul style="list-style-type: none"> • Budget 25/26 <p>See item 9.</p>	
<p>11. Safeguarding & SCR update</p> <p>The written report provided was noted.</p> <p>Q: What is the situation with DfE’s RSE updates? Yes a new policy has to be implemented by September – this is now under review – much of the changes relate to secondary schools.</p> <p>Q: Referral numbers appear low? That was the case when the report was completed by there has been an uptick. TAFs have been increased (early intervention). Child protection cases have reduced.</p> <p>Q: Did children enjoy the e-safety day and online assemblies? Yes. Safety is embedded through the school. A staff filtering and monitoring training session has been completed.</p> <p>The matter of governor safeguarding training was raised.</p> <p>Action: BB to complete safeguarding training by 23 April</p> <p>The expectation of updating safeguarding training every 2 years was stressed.</p> <p>DK has recently audited the SCR – no issues to flag. It was noted that it is considered good practice to renew DBS checks every 5 years and these are being undertaken.</p>	BB
<p>12. Church/Diocese/Christian Distinctiveness update</p> <p>Nothing of note to update since the last meeting. Mothers’ Day and Easter events are planned and will be updates at the next meeting</p>	
<p>13. Governor training, skills & vacancies</p>	

<p><u>Training</u> See item 11. Mandatory training is otherwise complete</p> <p><u>Recruitment</u> Pre-appointment checks are progressing for the newly recruited co-opted governor. A parent governor election process is under way. Action: Recruitment update to be advised at next FGB</p> <p><u>Succession Planning</u> The need to have a board leadership succession plan in place was highlighted.</p>	EH/DK
<p>14. GDPR No breaches, SARs or FOIs since the last report. The SAR previously reported unfortunately over-run by a week. Q: <i>What was the reason for the delay?</i> Available staff time versus the workload of the request.</p>	
<p>15. Policies for ratification</p> <ul style="list-style-type: none"> • Inclusion Policy <p>The GB approved the Inclusion Policy</p>	
<p>16. AOB</p> <ul style="list-style-type: none"> • Letter from Berkhamsted Schools – DK <p>A letter has been received on the subject of smart phone free schools. Action: DK to email letter to all – item to be on the May FGB agenda</p> <ul style="list-style-type: none"> • Future meeting format – RD <p>It was proposed that the date of the May meeting is moved to 7pm</p> <ul style="list-style-type: none"> • Friends of Potten End (PTA) <p>Changes in the PTA leadership were noted.</p>	DK
<p>17. Date of next meeting: 21.05.26 @ 7.00pm The meeting closed at: 21.06</p>	

Actions

Item	Action	By/when
5	Minutes 12.02.26 to be updated, signed, dated & filed	Clerk/RD
6	VG to update link visit proforma	VG
11	BB to complete safeguarding training by 23 April	BB
13	Recruitment update to be provided at next FGB	EH/DK
16	DK to email Berkhamstead school letter to all – item to be picked up at next FGB	DK