



Full Governing Body Meeting 7 December 2017 Minutes

Present: Mrs D Bedford, Mr A Corke, Mrs D Corke, Mr P Cunningham (Chair),
Mrs B Dewberry, Mrs Z Durrani, Mrs L Gawen, Mr J Mackley,
Mr D Redington, Mr M Turner, Miss T Webster (Head)

Apologies:

Absent: Mr G Huntley

In Attendance: Ms S Mansfield (Clerk), Mrs H Romain (Deputy Head)

No.	Item	Action
1.	Welcome and sign in.	
2.	Apologies for Absence There were no apologies for absence.	
3.	Notification of Any Other Business None.	
4.	Conflict of Interest No conflicts arose during the course of the meeting.	
5.	Approval of the Minutes of the previous meetings on 7 September 2017. The Minutes of 7 September 2017 were agreed as a true and accurate record.	Minutes approved
6.	Matters Arising not on tonight's agenda	
6.1	Minute 2 - NGA Skills Matrix Still outstanding and currently with GH. Governors were asked to indicate who had already seen it when passing onto the next Governor.	Outstanding
6.2	Minute 5 - Pecuniary Interest Forms JM to complete.	Action: TW/JM
6.3	Minute 6 - Governor Profiles PC to circulate when everyone's has been received and then publish on website.	Outstanding Action: All
6.4	Minute 7 – Succession Planning PC/LG indicated that they are happy to continue in their current roles as Chair/Vice Chair for the foreseeable future unless anybody else wishes to come forward. The Committees are currently well chaired. The FGB therefore agreed they were happy with where they are at the moment and this item should be removed from ongoing actions.	Removed from Actions
6.5	Minute 9.3 - Governor References TW advised that there are 2 Governors that she is awaiting referee details from. All others are awaiting responses from the referees. It was agreed to remove this item from ongoing actions.	Removed from Actions

6.6	<i>Minute 9.5 - Cyber bullying</i> TW still working on this and will approach Mount Grace in due course.	Outstanding Action: TW
6.7	<i>Minute 9.6 - LA Governor</i> It was noted that DB had agreed to stand as LA Governor and that approval of her appointment had been received from HfL.	Completed
6.8	<i>Minute 9.7 - Pension Auto enrolment</i> Completed.	Completed
6.9	<i>Minute 9.10 – First Aid</i> Still outstanding. It was suggested that the Football Club may have a defibrillator which could be sited outside for shared use and that funding may be available for this. TW will pursue.	Defibrillator shared use to be investigated. Action: TW
6.10	<i>Minute 10.2 – Exclusions Training</i> BD/MT to attend Exclusions Training. It was noted that BD has signed up for training and is booked in for March (on waiting list for Jan/Feb).	Ongoing Action: MT/BD
6.11	<i>Minute - 10.6 - Headteachers Performance Review</i> Taking place w/c11/12/17.	Ongoing
6.12	<i>Minute 10.7 &10.8 - Committee Membership</i> Completed. JM will attend both committees for the time being. DB arrived 7.33 pm.	Completed
6.13	<i>Minute 12 – Governor Induction Pack</i> Clerk to circulate electronically. Copy given to JM at last meeting. JM attending New Governor Training in January.	Gov Induction Pack to be circulated. Action: Clerk
6.14	<i>Minute 13.1 – Governor Training</i> PC confirmed the following training dates: <ul style="list-style-type: none"> • School Data – 18 Jan 2018 • School Visits 3 May 2018 PC is also looking into a MAT/HfL training course.	Completed
6.15	<i>Minute 13.2 – Safeguarding Training</i> DR advised he had attended this training earlier in the week. TW advised that Governors cannot attend the training given to staff. The Clerk mentioned that it would appear there is now a £15 charge per person for attending HfL group training sessions.	Completed
6.16	<i>Minute 13.3 - Safer Recruitment Training</i> It was noted that there is a requirement for one person sitting on a panel to have completed Safer Recruitment Training and they would	

	<p>be able to advise other members of the panel accordingly re procedures etc. Both TW/HR have attended, and it would be likely that one of them would be present at a panel.</p>	
6.17	<p><i>Q When would Governors be required to sit on a panel?</i> TW advised that this would particularly be when interviewing internal candidates. Governors noted that they have delegated responsibility to TW for recruitment and agreed they are happy to continue on this basis.</p>	
6.18	<p><i>Minute 15.3 - Medical Forms/Procedures at the beginning of the academic year.</i> TW confirmed that this information was contained in her current HT's Report. Governors noted that there is a reasonably long list of medication required.</p>	
7.	<p>Headteacher's Report to Governors TW's HT's Report had been circulated prior to the meeting. TW added the following verbal updates:</p>	
7.1	<p>The school has entered a Year 6 team into the National Young Mathematicians Award 2017 competition. The first round took place a few weeks ago and the team got through to the semi-finals. We received news last week that they were one of only 5 teams across the country to have got through to the final at Cambridge University on Wednesday 13 December. When the competition is finished, TW will publicise this, perhaps in the local press if possible. Governors all agreed this was a fabulous achievement. Well done to everyone involved.</p>	
7.2	<p>A FOLS member has initiated an application to Tesco Bags for Heroes for funding for cycle/scooter pods. We are delighted that the application has been accepted and will be subject to public voting by blue tokens in stores from Tuesday 2 January until Wed 28 February. The prizes to be awarded are 3rd £1,000, 2nd £2,000 and 1st £4,000 and we will be notified of the result by the end of March. TW has prepared a press release and information for parents regarding how to vote. In order to vote you have to ask for a token in store and these can be collected now ready for voting in January. Governors agreed this was good news.</p>	
7.3	<p>Governors noted from the HT's Report the amazing array of activities that the school does and specifically acknowledged the health and safety fire drills.</p>	
8.	<p>Updated Governors' Report/Issues</p>	
8.1	<p><i>Email Addresses</i> TW advised that she will be attending training on the new Data Protection Act 2018, which comes into force next May. Various</p>	

	<p>issues regarding the Act have been raised at other training courses and answers are needed for these. TW has started gathering items that require clarification and will include Governor emails for raising at the training.</p>	
8.2	<p>Governor Report</p> <p>PC confirmed that this report contains information regarding the Governing Body/key issues/who attends which meeting etc. This is primarily prepared for any Ofsted visit and then used as a basis for reporting to parents at the year end. PC advised that he is currently drafting the report and will hopefully have it available for Governors to consider at the next meeting.</p>	
8.3	<p>School Newsletter</p> <p>The Chair asked whether it would be possible to ask parents to log onto Parent View and give their views? TW advised that she will also be issuing a parent questionnaire in the Spring. TW agreed to action, but it was noted that Parent View is not as beneficial to her as the questionnaire as she is unable to see comments, only the results of ticked boxes.</p>	<p>Parents to be asked in the Newsletter to logon and give their views on to Parent View</p> <p>Action: TW</p>
9.	<p>To receive reports from Committees and approve Minutes</p>	
9.1	<p>The Minutes of the Resources Committee held on 19 October 2017 and the School Improvement Committee held on 23 November 2017 were agreed as true and accurate records. It was noted that the actions contained within these Minutes will be considered at the next meeting of each Committee.</p>	<p>Committee Minutes agreed as true and accurate records</p>
10.	<p>Updates from link governors</p>	
10.1	<p>First Aid</p> <p>TW advised that an emergency EpiPen has now been ordered and will be delivered when in stock. It was raised that children should have 2 EpiPens with them at all times and TW agreed to pursue this further.</p>	<p>Requirement for 2 EpiPens to be pursued.</p> <p>Action TW</p>
10.2	<p>Governor Conference</p> <p>LG reported that she had recently attended the Hertfordshire Governor Conference. The conference was not as well attended as previously, and LG felt the keynote speakers were not as good. Overall, she did not get the benefit as in previous years.</p>	
10.3	<p>Governor Visit Day</p> <p>TW thanked Governors for their visit forms following their recent Governor Day visit. BD offered to collate the forms into one document. Governors agreed it was a fantastic opportunity to come into school although noted 5/10 minutes is not really long enough to be in each classroom. Governors felt that every class was a delight, children were really engaged, and the differing styles of teaching were interesting. There was good learning in all classes and the children</p>	<p>Governor visit forms to be summarised</p> <p>Action: BD</p>

	<p>were very willing to chat and provide information to Governors. Governors really enjoyed seeing the children's profiles and agreed it was important for the children to see how far they had come and be proud of their achievements.</p> <p>Governors asked for their thanks to be given to the teachers for allowing them into their classrooms.</p>	
10.4	<p>SEND</p> <p>DC gave a verbal report of her termly visit with AP (SENCO). DC is also joint autism lead with AP. The following was noted:</p> <ul style="list-style-type: none"> • Funding is being stripped back and external services are being shut. Speech and Language – The school follows the WellCom programme for speech and language and this means some things can be taken on internally. The school is trying to fill the gap where possible. • Educational Psychology has changed – now consists of a telephone consultation at the beginning of the year and they can only be called in if an EHCP exists for the child concerned. • Plans are being made to replace local bases with a central office, however a survey regarding this has received 600 responses in opposition. • The SENCO has advised that the current trend is for wellbeing and emotional issues. An occupational therapist pilot scheme is being conducted with a couple of children to put strategies in place if they feel their emotions are starting to get out of control. AP/MLF have also attended a course on anxiety. • The school is looking into training by Neil Mackay on dyslexia teaching. DC/TW have attended one of his courses previously and were extremely impressed. 	
10.5	<p><i>Q If it was felt there was a problem at home would the school make home visits?</i></p> <p>The school would not normally be involved unless it has an impact in school. It would be a difficult situation. The school would call in family support who would work with them, but this is considered on a case by case basis.</p>	
10.6	<p><i>Governor Responsibilities for SEND</i></p> <p>At her recent autism meeting, DC was given information about Governors' responsibilities for SEND. DC feels this is already followed and whilst it is useful to have her as a link governor, it would be good for the SENCO to attend a meeting with Governors to report direct. Governors discussed that DC/TW could probably answer everything Governors might raise, and that DC's reports are very involved. It was agreed that new Governors should receive a basic knowledge of SEND as part of their induction. Governors agreed that, as the SENCO only works part time, that, on balance, they would not need to attend a Governor meeting.</p>	

10.7	<p>Health & Safety</p> <p>ZD advised that she had recently met with the PB (Site Manager) for their termly H&S checklist meeting. It was noted that the fire drill was very quick, and the site is very neat and tidy. PB is very enthusiastic, on top of things and happy with the new cleaning company. ZD noted that pictures of pupils in the medical area have been removed for privacy/data protection and that there is a list there now instead. ZD advised she was very happy and felt everything was in order.</p> <p>Thanks were expressed to both Link Governors for their reports.</p>	
11.	<p>Policy Ratification</p> <p>The following policies were ratified:</p> <ul style="list-style-type: none"> • Pay and Appraisal – via Resources Committee • Admissions Policy – via Resources Committee • Child Protection Policy – via Resources Committee 	Policies ratified
12. 12.1	<p>Premises</p> <p>New After School Building</p> <p>TW advised that the ASC is picking up. It is pretty full most days and sometimes those wishing to book on the day are being turned away. Parents are relying on it more and more and it generates much needed funds. TW therefore feels bigger facilities are needed. A new building could also be used for other activities within the school day.</p> <p>As no response in the newsletter for an architect in the local community has been received, TW has today contacted an ex-parent of the school to see if he could help. Planning will be required and this will take 3 months.</p> <p>The proposed building will comprise of a large empty space, toilet (including one disabled toilet), cloakroom, small kitchen area and storage. The entrance will be next to the car park for easy access and the other side will open up onto the field. It was noted that disabled access would also be required.</p> <p>TW has contacted a modular company for a quotation to see if the project is viable and will also look at a brick built building. There is some money in the budget and the school will also look to bid for funding. FOLS will also help.</p> <p>The Chair asked Governors to approve permission for TW to employ an architect and move the project forward provided the costs concerned fit in with the Head/CoG's delegated authority.</p>	

	Agreed <ul style="list-style-type: none"> Document to be electronically circulated to Governors for any comments to PC (cc all) by Friday 15 December. Agreed amendments to be passed to staff for their comments before a final version is approved. 	Document to be circulated electronically for comments prior to comments from staff. Action: All
15.	Dates of future meetings for 2018 <ul style="list-style-type: none"> School Improvement Committee - 11 January 2018 Resources Committee - 1 February 2018 Full Governor Body Meeting - 15 March 2018 	
16.	Any Other Business	
16.1	IR35 TW advised that there is a need for schools to see if anybody self-employed that they contract for services is registered for tax purposes. Clarification is being sought however on the terms of employment of the Clerk. The meeting ended at 8.55 pm.	