



## Full Governing Body Meeting 7 September 2017 Minutes

**Present:** Mrs D Bedford, Mr A Corke, Mrs D Corke, Mr P Cunningham (Chair),  
Mrs B Dewberry, Mrs L Gawen, Mr D Redington, Mr M Turner (part),  
Miss T Webster

**Apologies:** Mrs Z Durrani, Mr G Huntley, Mrs H Romain

**Absent:**

**In Attendance:** Ms S Mansfield (Clerk)

No.	Item	Action
1.	<b>Welcome and sign in.</b>	
2.	<p><b>Apologies for Absence</b> Apologies for absence were received and approved from Mrs Z Durrani, Mr G Huntley and Mrs H Romain. Mr M Turner had advised that he would be joining the meeting later in the evening.</p> <p>The Chair advised that he had been contacted by Mr S Rubra to advise that he had decided not to stand as LA Governor for a following term. Governors expressed their thanks for SR's hard work and contribution to the Governing Body over the past 13 years.</p> <p>It was noted that DB and ZD's terms as Parent Governor were due to end on 18 September 2017. TW advised that she intended to invite nominations for Parent Governor in the Newsletter and to send out a letter/nomination for to all parents. The Governing Body thanked DB and ZD for their contribution to the Governing Body during their term of office. It was noted that both DB and ZD had indicated they would be willing to put themselves forward to a further term of office.</p> <p>Governors discussed the need to carry out a skills audit for the Governing Body which would identify any gap in skills and enable them to appoint an LA Governor with the skills needed. Clerk to send NGS Skills Audit Matrix to TW for sending out to Governors.</p>	<p><b>Apologies approved</b></p> <p>NGA Skills Audit Matrix to be sent to TW for circulation. <b>Action: Clerk</b></p>
3.	<p><b>Notification of Any Other Business</b> a) Insurance – TW b) Governor Issues – PC</p>	
4.	<p><b>Conflict of Interest/Confidentiality Reminder</b> No conflicts arose during the course of the meeting.</p>	
5.	<p><b>Pecuniary Interest Sheet/Code of Conduct</b> Those present completed a Pecuniary Interest Sheet and signed the Code of Conduct for the following year. TW advised that she had already received completed forms from GH &amp; ZD.</p>	<b>Forms completed and signed</b>
6.	<p><b>Governor Details Check/Profiles</b> Governors were circulated with a copy of the information held on the HfL Governor Database in order to check for accuracy.</p>	<b>Governor Details Checked</b>

	PC had circulated an updated copy of the Governor profiles prior to the meeting. Those Governors that had not submitted their profiles to PC were asked to do so asap. Once received, profiles will be added to the school website.	Gov Profiles to be sent to PC ASAP. <b>Action: AC, GH, DR</b>
<b>7.</b>	<b>Appointment of Chair and Vice Chair of Governors</b>  Following a show of hands, PC was elected Chair and LG was elected Vice Chair for the forthcoming year. PC asked Governors to feed back any comments they had regarding his execution of the role of Chair over the past year to either himself, TW or the Clerk.  Governors were mindful of the need for succession planning and agreed to consider this once the upcoming vacancies on the FGB were filled.	FGB Succession Planning to be considered following upcoming Governor appointments. <b>Action: Agenda Item</b>
<b>8.</b>	<b>Approval of the Minutes of the previous meetings on 6 July 2017.</b>  The Minutes of 6 July 2017 were agreed as a true and accurate record.	<b>Minutes approved</b>
<b>9.</b>	<b>Matters Arising not on tonight's agenda</b>	
<b>9.1</b>	<b><i>Minute 5.1 – Governor Profiles</i></b> Covered under item 6 above.	<b>Ongoing</b>
<b>9.2</b>	<b><i>Minute 5.2 - Strategy &amp; Vision Review</i></b> To be added to the Agenda for the next meeting. PC advised he had discussed briefly with TW and they felt it is something the whole school community should be involved in.	Agenda Item for next meeting. <b>Action: TW/PC</b>
<b>9.3</b>	<b><i>Minute 5.3 - Governor References</i></b> The Clerk had forwarded a copy of the HfL proforma Governor Reference Request Form prior to the meeting and a paper copy was circulated. It was noted that HfL Governance have advised that it is statutory for references to be sought on all Governor appointments after September 2016 and is considered best practices for appointments prior to that date. TW advised that GMcC (Office Manager) would contact Governors asking them for contact details of at least one referee.	GMcC to contact Gobs to obtain referee contact details. <b>Action: TW</b>
<b>9.4</b>	<b><i>Minute 5.4 - Fire Panel</i></b> This has now been installed	<b>Completed</b>
<b>9.5</b>	<b><i>Minute 5.5 – Cyber Bullying</i></b> Local secondary schools to be contacted regarding older children coming in to speak on internet safety. Outstanding.	Outstanding <b>Action: TW</b>
<b>9.6</b>	<b><i>Minute 5.6 - LA Governor</i></b> Covered in item 2 above.	<b>Ongoing</b>

<b>9.7</b>	<b><i>Minute 5.8 - Pension Auto-enrolment.</i></b> TW advised that all staff have been opted back into the pension scheme and she was awaiting responses from those members that wished to opt out.	<b>Ongoing</b>
<b>9.8</b>	<b><i>Minute 5.9 – Lighting</i></b> TW advised that emergency lighting had been installed over the summer. A quote of approx. £17,000 had been obtained from Thorntons regarding the installation of LED lighting. DR agreed to speak to another local company regarding quoting for this also and about the possibility of Governors visiting a school site where LED lighting had already been installed. Quotes to be brought to the Resources Committee in due course.	DR to contact local electrical supplier for quote and site visit. To be brought to Resources Committee. <b>Action: TW</b>
<b>9.9</b>	<b><i>Minute 15 - Letter to parents from Governors</i></b> Actioned and on website.	<b>Actioned</b>
<b>9.10</b>	<b><i>Minute 17.1 – First Aid</i></b> CPR training for children to be investigated. Outstanding.	Outstanding <b>Action: TW</b>
<b>10.</b>	<b>Governing Body Committee Update – Details</b>	
<b>10.1</b>	<b>Review of Committees</b> Governors considered and approved the Committee members as follows:	
<b>10.2</b>	<b><i>Pupil Discipline Committee</i></b> Members: AC, BD, LG, GH, DR, MT Those Governors not appropriately trained were asked to attend exclusions training as soon as possible.	Gov to attend exclusions training where applicable. <b>Action: BD/MT</b>
<b>10.3</b>	<b><i>Resources Committee</i></b> Members: AC, PC, ZD, LG, GH, DR, MT	
<b>10.4</b>	<b><i>School Improvement Committee</i></b> Members: DB, DC, PC, BD, DR, MT	
<b>10.5</b>	<b><i>Staff Grievance</i></b> Members: AC, PC, LG, DR, MT	
<b>10.6</b>	<b><i>HT Performance Management</i></b> Members: DR, MT It was noted that no date had been set for TW's PM. TW advised that a new HIP was starting and she would obtain available dates from her when they meet.	Date for HT PM to be arranged. <b>Action: TW</b>
<b>10.7</b>	The Clerk agreed to contact those Governors not present to ascertain whether they were still willing to serve on the Committees as listed above.	Absent Gobs to be contacted re committee participation. <b>Action: Clerk</b>

<b>10.8</b>	Governors agreed to review the Committee membership at the next meeting following new Governor appointments.	<b>Committee membership to be reviewed at next meeting.</b>
<b>10.9</b>	<p><b>Link Governors</b> The following Link Governors were agreed:</p> <p>Safeguarding – LG H&amp;S - ZD (subject to re-election) SEND - DC Educational Visits – DB (subject to re-election)</p>	
<b>10.10</b>	<p><b>Review Terms of Reference for all Committees</b></p> <p>Governors reviewed the Terms of Reference for each Committee and approved them unchanged.</p>	
<b>11.</b>	<b>End of Year Attainment and Progress Analysis</b> End of Key Stage Results 2017 had been circulated prior to the meeting and the following questions/comments had been raised:	
<b>11.1</b>	Governors agreed, as noted at the last meeting, that the SATS results were excellent. It was also noted that the Y1 phonics were above the national average. Governors acknowledged that some pupils did not pass the Y2 phonics check, but welcomed the fact that targeted support will be available in Y3.	
<b>11.2</b>	Governors also noted that, while the KS1 results were very good (above National and Herts average), there were still 20-27% of pupils below the expected standard. Again, it was welcomed that targeted support will be available in Y3.	
<b>11.3</b>	<p><b><i>Q Is there any reason the Science results are not reported for KS1?</i></b> TW advised that, no, they should have been included and these have subsequently been added to the document. KS1 was 83% and KS2 was 90%.</p>	
<b>11.4</b>	<p><b><i>Q Is there any reason why the average scaled scores for KS2 writing and RWM Combined are not reported?</i></b> TW advised that, in writing, the result is based on teacher assessment, there is no raw score that is then transferred into a scaled score. For the purposes of determining a progress score, they allocate a score of 93 to children who have not met the standard, 103 to children who have met the standard and 113 to those that have exceeded the standard. This allows the school to calculate a progress score for the whole cohort, but is not very accurate when looking at individuals.</p>	
<b>11.5</b>	Governors noted that the progress from KS1 to KS2 is good compared to the national outcomes. It was also noted that for reading and maths, the results were comfortably within the top 25% of schools and for writing we are close to the top 25% of schools.	

<b>11.6</b>	The high level of progress and good attainment of disadvantaged pupils in KS2 was noted and applauded.	
<b>11.7</b>	<p><i><b>Q TW was asked to explain how the standard/progress for all 22 disadvantaged children is measured between KS1 and KS2?</b></i></p> <p>TW responded that the school does its own assessments for reading and maths and these assessments have been translated into scaled scores in order for progress to be measured in this way. The progress scores of the children has been taken from the average of these children.</p>	
<b>11.8</b>	TW added that staff Performance Management reviews will be carried out at the end of this term. They will look at the progress of their class at the end of the previous year/current position and strategies developed to tackle issues. Staff will then be judged against this throughout the year.	
<b>11.9</b>	<p><i><b>Q – Teacher Led Assessment – is there any review/moderation of the assessment process?</b></i></p> <p>TW advised that this applies mainly to writing. Internal moderation is carried out between teachers, and moderation is also carried out with Cranborne School and other local Herts schools.</p>	
<b>12.</b>	<p><b>Governor Induction Pack</b></p> <p>MT joined the meeting at 8.10 pm</p> <p>The Clerk agreed to update the Governor Induction Pack and circulate to Governors electronically.</p>	<p>Gov Induction Pack to be updated and circulated electronically. <b>Action: Clerk</b></p>
<b>13.</b>	<p><b>Training Needs</b></p> <p><b>13.1</b> PC advised that 2 free group training sessions were available from HfL. Governors agreed that the following training would be beneficial:</p> <ul style="list-style-type: none"> <li>• Understanding school performance data (following equivalent of RAISEonline publication).</li> <li>• Governor visits.</li> </ul> <p>PC agreed to arrange data training for January and Governor Visits for the summer term. It was agreed that Thursday was the most convenient day for Governors to attend.</p> <p><b>13.2</b> <i><b>Safeguarding Training</b></i> It was noted that this training should be carried out every four years. TW will check if Governors can attend staff Safeguarding training.</p>	<p>Training to be arranged. <b>Action: PC</b></p> <p>The possibility of attending staff training to be investigated. <b>Action: TW</b></p>

<b>13.3</b>	<p><b><i>Safer Recruitment</i></b> Governors were asked to consider attending Safer Recruitment training.</p>	Governors to consider attending Safer Recruitment Training. <b>Action: All</b>
<b>14.</b>	<p><b>Dates for the Year</b> The schedule of meeting dates for the academic year had been circulated prior to the meeting and these were agreed.</p>	<b>Meeting dates agreed</b>
<b>15.</b>	<p><b>Any Other Business</b></p>	Report on forms & procedures carried out to be reported to Resources Committee. <b>Action: TW</b>
<b>15.1</b>	<p><b><i>Insurance</i></b> TW advised that she had received information from County regarding the new insurance cover following the tender process. One thing highlighted, was that the theft of cash from school or in transit was no longer covered. TW has sent out a message to parents stating that we will now be a cashless school. The School Gateway can be used for making payments. Assistance for parents to make payments in school has been offered and GMcC/RG have been showing parents how to use the Gateway. Cash will still be accepted for FOLS/charity events as cash is removed from the premises straight away.</p>	
<b>15.2</b>	<p><b><i>Q Could a coffee morning be held to help parents?</i></b> TW agreed this was a good idea.</p>	
<b>15.3</b>	<p><b><i>Q Governors asked whether pupil medical forms had been recirculated to parents for checking.</i></b> TW advised that this had been done. It was agreed that TW would report this, together with any other procedures carried out, to the Resources Committee</p>	
<b>15.4</b>	<p><b><i>Q Are there complex medical needs?</i></b> TW responded that not individually, but when put together, becomes complex but nothing that is unmanageable.</p>	
<b>15.5</b>	<p><b><i>Knapp House</i></b> TW raised the subject of Knapp House following reports in the media regarding a fatality that had occurred there recently in the swimming pool. Whilst only being aware of the facts reported, TW stated that she believed that Knapp House did not have responsibility for what had happened. At no time over the many years the school has been attending Knapp House has she ever seen anything that would raise concerns for the children's safety. She added that she had never seen the door to the swimming pool left open and it also has a keypad installed. No concerns have ever had to be raised with Knapp House. A member of school staff would always be with any child using the swimming pool and all school procedures in place supports what Knapp House does.</p>	

	<p>It was agreed to await the Coroner's Report and then consider further if appropriate.</p> <p>The Governing Body agreed to ensure that due diligence is undertaken when preparing the risk assessment. TW reassured Governors that a new risk assessment was prepared before each visit and that she would obtain all evidence following the coroner's enquiry and prepare the risk assessment accordingly. An updated risk assessment from Knapp House is also obtained every year and safety is paramount for them.</p>	
<b>15.6</b>	<p><b><i>MATs</i></b></p> <p>PC advised that this will remain on the agenda and will be considered in more detail in due course.</p>	
<b>15.7</b>	<p><b><i>20 Year Anniversary</i></b></p> <p>LG brought to Governors attention that the school moved into its current site 20 years ago at Easter.</p>	
	<p>The meeting ended at 8.30 pm.</p>	