



**Full Governing Body Meeting  
17 March 2016  
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 G Huntley  
Mr D Redington, Mr M Turner, Miss T Webster

**Apologies:** Mr S Rubra

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

No.	Item	Action
1.	<b>Welcome, apologies for absence</b> Apologies for absence were received and approved from Mr S Rubra.	<b>Apologies approved</b>
2.	<b>Notification of Any Other Business</b> None.	
3.	<b>Conflict of Interest</b> No conflicts arose during the course of the meeting.	
4.	<b>Approval of the Minutes of the previous meeting on 3 December 2015.</b>  The Minutes of 3 December 2015 were agreed as a true and accurate record.	<b>Minutes approved</b>
5.	<b>Matters Arising not on tonight's agenda</b>	
5.1	<i>Minute 5.1 – Business/Pecuniary Interest Forms</i> Actioned	<b>Actioned</b>
5.2	<i>Minute 5.10 – FGB Minutes – School Website</i> Actioned	<b>Actioned</b>
5.3	<i>Minute 6.4 – Inspection of premises</i> Walkround carried out. Feedback to be given to Resources Committee at next meeting.	<b>Actioned</b>
5.4	<i>Minute 6.5 – Security Check</i> Will be added to next check Safety Check. LG also to consider as part of Safeguarding Check.	<b>Ongoing</b>
5.5	<i>Minute 7.1 – Distribution of Governor Code of Conduct Forms</i> Actioned	<b>Actioned</b>
5.6	<i>Minute 7.2 – Self Assessment Form to be completed</i> Actioned.	<b>Actioned</b>
5.7	<i>Minute 8.15 – Complaints/Commendations to be received by Resources Committee</i> Ongoing.	<b>Ongoing</b>

<p><b>5.8</b></p> <p><b>5.9</b></p> <p><b>5.10</b></p> <p><b>5.11</b></p> <p><b>5.12</b></p> <p><b>5.13</b></p>	<p><b>Minute 8.16 – March 2016 Survey</b> Process currently ongoing. To date the percentage of parents satisfied or above is 87%. There have been lots of positive comments and parents have been asked to elaborate if they are dissatisfied with anything. TW is obviously disappointed that not all children are happy in the school, but this may be due to the dislike of school generally. TW will investigate areas of dissatisfaction further. Final results will be circulated to Governors and included in the Newsletter.</p> <p><b>Minute 9.2 – Governor meeting attendance on website</b> Actioned.</p> <p><b>Minute 10.3 – SIC Minutes to be signed</b> Actioned</p> <p><b>Minute 11.2 – Governor Visit Day Report</b> Report prepared and circulated from BD.</p> <p><b>Minute 13 – Updated HR Policies</b> TW currently considering</p> <p><b>Minute 15.4 – Safeguarding Training</b> Following confirmation that Safeguarding Training was not compulsory for all Governors, Preparing for Ofsted training had been arranged instead.</p>	<p><b>Ongoing</b></p> <p><b>Actioned</b></p> <p><b>Actioned</b></p> <p><b>Actioned</b></p> <p><b>Ongoing</b></p> <p><b>Actioned</b></p>
<p><b>6.</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p> <p><b>6.4</b></p>	<p><b>Headteacher’s Report to Governors including after school and nursery proposal</b> The Headteacher’s Report had been circulated in advance of the meeting and questions invited. It was noted that the SENCo had been omitted from the report. The following questions arose:</p> <p><b>Q Did the two children allocated places at DAOS get in through exam or sibling rule?</b> One on exam and one sibling. TW has looked at tests previously and built on them within the school where possible.</p> <p><b>Q Governors sought elaboration on plans for the SLT for next year?</b> Those teachers on Maternity Leave are returning and will resume their role on the SLT alongside MLF and JT. Each member will be responsible for 2 year groups.</p> <p><b>Q Why is the school ending the I Love Literacy initiative?</b> Mainly due to unreliability of I Love Literacy staff. There were also concerns regarding the wide age range of children attending and problems caused by children missing sessions.</p> <p><b>Q What is the breakeven number for the Wake Up and Shake Up club and are you confident you will attract sufficient numbers?</b> The Wake Up and Shake Up Club is being introduced to allow pupils to be more active and will consist of varying sessions run by Emma Groves. The Club will initially be offered to ILL children and</p>	

	<p>then offered to everyone else. Aim is for 30 children Mon/Tue/Wed and 20 tops when in outdoor classroom. The numbers will allow income to be in excess of breakeven and all profits will be ploughed back into resources.</p>	
6.5	<p><b><i>Q Were the Parents Consultations well attended and what action is taken to engage those parents that do not attend?</i></b></p> <p>Approx one family per teacher outstanding, mainly due to illness. All consultations have been rearranged for the future with the exception of one.</p>	
6.6	<p><b><i>Q Can you expand on your progress in terms of Distributive Leadership.</i></b></p> <p>The school is currently looking at subject leadership and involving everyone where possible. The changes to assessment have hindered this process and work is still ongoing. All subject leaders run drop ins, talk to Student Voice and each coordinator receives a report on their subject showing pupil progress which enables them to identify any problem areas. Once the standard for assessment has been confirmed, more focus will be given to this area.</p>	
6.7	<p><b><i>Q Governors sought further information on the outcomes of the moderations of writing and maths with Cranbourne School.</i></b></p> <p>Moderation has gone well with Cranborne and judgements tend to agree. Moderation with Brookmans Park School is still in the pipeline.</p>	
6.8	<p><b><i>Q New tablets have been purchased and are in use. Are you able to assess the benefits of these at the present time or to a future SIC/GB meeting?</i></b></p> <p>It is currently too early to assess the impact. They are very popular with the children and are used a great deal. TW to update in due course.</p>	<p>Update on impact of new tablets to be given in due course. <b>Action: TW</b></p>
6.9	<p><b><i>Q 60% of teaching is outstanding or good with outstanding teaching which is fantastic (as per the Governors' Report to Ofsted). Can you elaborate on the other 40% of teaching and what is being done to improve this?</i></b></p> <p>This 40% relates to teaching within the "Good" range Support work is going on with these teachers to look at where to improve their teaching.</p> <p>TW gave further information regarding staff changes:</p>	
6.10	<p><b><i>Caretaker</i></b></p> <p>There is concern that sharing with another school may cause problems if there is a snowy day etc. Although no applications have been received, a staff member's husband may be interested and the Clerk may also be aware of someone.</p> <p>Governors questioned and discussed the places the school has advertised this position and LG agreed to pursue other areas of</p>	

<p><b>6.11</b> <i>Vacancies</i></p> <p>One additional member of staff needs to be recruited due to the change in hours of one staff member. Due to the requirements that the position does not need to be advertised externally, it has been advertised internally in the first instance. Proper procedures will be followed and one staff member has already expressed an interest. Governors confirmed their support for progressing in this manner.</p> <p><b>6.12</b> <b>Nursery Extended Hours</b></p> <p>TW had circulated a document detailing costings for extending Nursery hours in advance of the meeting.</p> <p><b>6.13</b> <i>Q 30 free hours – how much does the school get?</i></p> <p>Not sure but the current amount (15 free hours) covers the morning session.</p> <p>TW elaborated on the rationale behind increasing the nursery hours available at the present time:</p> <ul style="list-style-type: none"> <li>• All members of staff get on really well and have already worked together.</li> <li>• There is a clear vision for the foundation unit.</li> <li>• Budget based on last year’s nursery figures so extra children would be beneficial.</li> </ul> <p><b>Agreed</b></p> <p>Governors agreed that extending the hours was the way forward for the Nursery and approved the proposal.</p> <p><b>6.14</b> <b>After School Club</b></p> <p>TW had circulated a document detailing costings for the After School Club in advance of the meeting.</p> <p><b>6.15</b> <b>Q Governors were mindful of the need to ensure adequate staffing ratios.</b></p> <p>TW confirmed that once children had booked onto the programme, staffing numbers would be determined on a daily basis to ensure adequate cover.</p> <p><b>Agreed</b></p> <p>Governors approved the proposal for the introduction of the After School Club.</p>	<p>advertising, eg Streetlife, local noticeboards. TW confirmed she will advertise again and interview later next term.</p>	<p>Additional advertising to be pursued. <b>Action:</b> <b>LG/TW</b></p> <p><b>Nursery Extended Hours Proposal approved</b></p> <p><b>After School Club Proposal approved</b></p>
<p><b>7.</b></p>	<p><b>Safeguarding Report to Governors</b></p> <p>TW presented the school’s Annual Report to Governors on Safeguarding Children.</p>	

7.1	Governors were invited to attend Safer Recruitment training. DB confirmed she could attend if held on a Thursday. Date to be advised by TW in due course.	Safer Recruitment training date to be advised. <b>Action: TW</b>
7.2	The Safeguarding Governor advised that she had spoken to HfL Governance regarding training for Governor should any allegation be made against the Headteacher. They advised that this training is offered by HCC HR Department. TW to find out further information.	Further info to be sought regarding from HR. <b>Action: TW</b>
7.3	TW confirmed that all staff had now received WRAP Training (Workshop to Raise Awareness of Prevent). TW to email Governors an access key to complete online WRAP training.	Access Key for online WRAP training to be emailed to Gobs <b>Action: TW</b>
7.4	<p>Following an amendment to The School Governance Regulations 2016, it was noted that all Governors are required to have an enhanced DBS check. Guidance from HfL Governance states:</p> <p>‘The requirement is that a governor must have an enhanced DBS check, we are satisfied that an enhanced check carried out in some other capacity could fulfil this requirement, but it is the governing body’s decision as to whether it accepts that the person meets the requirement. Equally, where a governor already has had a check carried out in the past, the governing body may decide that due to the length of time of the certificate being issued, it requires that a further check to be made.</p> <p>The Governing Body agreed the following:</p> <ul style="list-style-type: none"> <li>• An enhanced DBS check carried out in some other capacity would be accepted.</li> <li>• Where an enhanced DBS check was carried out some time ago, steps would be taken to ascertain that no issues had subsequently arisen.</li> </ul> <p>All Governors were requested to visit GMcC in the office (with their NI Number, Passport, Driving Licence and birth certificate).</p> <p>The Clerk advised that she believed the DBS form could be completed online at home following an email link from the Office Manager. TW to pursue.</p>	<p><b>Details of acceptance of enhanced DBS checks agreed.</b></p> <p>All Governors to provide GMcM with identification. <b>Action: All</b></p> <p>Online DBS checks to be investigated. <b>Action: TW</b></p>
7.5	The Safeguarding Governor advised that she will be looking at the Safeguarding Checklist. The possibility of asking Student Voice whether they feel safe etc. is being considered.	Next Gov Visit to be on Wellbeing.
7.6	It was suggested, and agreed, that the next Governor Visit should be on Wellbeing.	<b>Action: TW</b>

<p><b>8.</b></p>	<p><b>Attendance</b> Following the circulation of Attendance Figures for September – February Half Term 2016 in advance of the meeting, TW advised the following:</p> <ul style="list-style-type: none"> <li>• Attendance 95.3% overall for the above period.</li> <li>• This is to be expected at this time of year and there have been some particularly nasty bugs this winter.</li> <li>• There are very few cases where TW is monitoring due to poor attendance for no reason.</li> </ul> <p><i><b>Q Are stats available from other schools?</b></i> No, but this is occasionally discussed verbally.</p>	
<p><b>9.</b></p>	<p><b>To receive reports from committees</b></p> <p>The Minutes from the Resources and School Improvement Committees had been circulated prior to the meeting.</p> <p>Both minutes were agreed to be true and accurate records.</p>	<p><b>Committee Minutes Approved</b></p>
<p><b>10.</b></p> <p><b>10.1</b></p> <p><b>10.2</b></p> <p><b>10.3</b></p> <p><b>10.4</b></p>	<p><b>To receive updates from Link Governors, including visits and training</b></p> <p><b>Health &amp; Safety</b> The Health &amp; Safety Governor ran through her report and agreed to provide a copy to the Clerk for circulation after the meeting. It was noted that everything was in order. A County H&amp;S audit had highlighted that 2 members of staff must be asbestos trained. TW is currently trained and the new Caretaker will also be trained once appointed. A full report is awaited.</p> <p><b>SEND</b> The SEND Link Governor advised that she was now the leader for autism in the school and will be working alongside the SENCO to ensure that adequate procedures are in place. She also confirmed that she had visited the school and could report that pupil progress meetings have been carried out and that support has been put in place where children aren't progressing.</p> <p><b>Governor Visit Day</b> A report of the Governor Visit Day (Literacy) on 23 November 2015 had been circulated prior to the meeting.</p> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Premises Report to be presented at next Resources Committee meeting.</li> <li>• It was noted that the Headteacher's half yearly review had been carried out.</li> </ul>	<p>H&amp;S Gov Report to be circulated by Clerk. <b>Action: ZT/Clerk</b></p>

<b>11.</b>	<b>Policy Review</b>	
<b>11.1</b>	<b>Child Protection Policy</b> It was noted that this Policy follows the Hertfordshire County Model Policy.	
<b>11.2</b>	LG/PC confirmed they are happy for their home number to be included in the Policy.	
<b>11.3</b>	<i>Q Is the school compliant with HCC's School Safeguarding Practice: Pupils Safeguarding Records for Educational Establishments?</i> TW confirmed it is.	
<b>11.4</b>	<i>Q Following recent training, Governors questioned whether original notes are kept, signed and dated?</i> TW confirmed that this had not been done in the past but will ensure that this is done from now on.  <b>Agreed</b> Child Protection Policy approved.	All original CP notes to be kept, signed and dated. <b>Action: TW</b>  <b>Policy Approved</b>
<b>11.5</b>	<b>Safer Recruitment Policy</b> It was noted that this Policy follows the Hertfordshire County Model Policy.  TW advised that the Policy has been amended to state that it should be reviewed by the FGB, not the School Improvement Committee. TW/HR are both Safer Recruitment trained and one of them would be on each panel.  <b>Agreed.</b> Safer Recruitment Policy approved.	         <b>Policy Approved</b>
<b>11.6</b>	<b>E-Safety &amp; Data Protection Policy</b> It was noted that this Policy follows the Hertfordshire County Model Policy. TW advised that she had reviewed the Policy in great detail.  An E-safety session for parents has been arranged for the end of the school day on 23 May.	
<b>11.7</b>	<i>Q Will the Letter to Parents included in the Policy be sent out to all years?</i> No. To be issued on entry and possibly in year 2/3 however it will be covered annually within school.	
<b>11.8</b>	<i>Q Governors were concerned about parent helpers etc. taking photos on their mobile phones.</i> TW agreed that this was a big issue. TW ensures that all parents are made aware when attending show/plays etc. TW to include guidelines in the Visits Policy which is given out to parents before they come into school.	Visits Policy to be amended regarding taking photos on mobile phones. <b>Action: TW</b>

	<p><b>Agreed</b> E-Safety &amp; Data Protection Policy approved.</p>	<p><b>Policy Approved</b></p>
12.	<p><b>Governor Visit Feedback – 14 March (Science Focus)</b></p> <p>Governors responded positively to the Governor Visit Day held on 14 March. A report on this visit had been circulated prior to the meeting.</p>	
13.	<p><b>Governor Discussion</b></p> <p><b>13.1 <i>Share Skills Audit Overview</i></b> Following completion by Governors of the Skills Audit, the results had been correlated and circulated prior to the meeting. The Chair highlighted the comprehensive coverage of issues raised in it within the current Governing Body. The only area that was a little weaker was Facilities Management, however it was not felt this was of major concern.</p> <p><b>13.2 <i>Code of Conduct</i></b> Signed and collected.</p> <p><b>13.3 <i>Governor Report to Ofsted – Update</i></b> An updated report had been circulated prior to the meeting.</p> <p>The Chair advised that the revision included further details on Governor training, self-assessment and visits. The section on the Governors’ Vision had been strengthened to emphasise that Governors are seeking the highest of expectations for all pupils. The report includes our commitment to British Values and explains what we are doing in terms of collaboration. The views of parents have also been included.</p> <p><b>13.4 <i>Q Is this document submitted annually?</i></b> No it is a live document. Ofsted require an Annual Report of Governors to be on the school’s website and this document will used as a starting point. It will also be given to Ofsted when inspecting.</p> <p><b>13.5 <i>Chair’s Report to Governors</i></b> The Chair had circulated his report to Governors prior to the meeting. It was noted that it should state Spring 2016 not 2015.</p> <p><b>13.6 <i>Q The question of whether the review agent for the HT’s Performance Management should be changed every few years, in line with NGA advice, was raised.</i></b> It was generally felt that feedback with the current reviewer was very good however it was agreed that this should be a consideration for the future.</p>	



13.7	<p><b><i>Q The Chair raised the issue of the school becoming part of a MAT following recent press coverage regarding the Government's proposed reforms.</i></b></p> <p>TW advised that she was already researching this area.</p>	
13.8	<p><b>Agreed</b></p> <ul style="list-style-type: none"> <li>• Dialogue to be started in September with other appropriate schools in order to ensure that decisions can be made that will be in the best interests of our pupils.</li> <li>• The possibility of holding a joint fact finding meeting to be considered.</li> </ul>	
13.9	<p><b><i>Training and email issues</i></b></p> <p>As Governors were experiencing problems with accessing their school email accounts, it was agreed to start the next FGB meeting at 7.00 pm for these issues to be investigated. Clerk to circulate Outlook instructions to see if this can alleviate any problems.</p>	<p>Outlook instructions to be circulated. <b>Action: Clerk</b></p>
13.10	<p><b><i>Preparing for Ofsted Training (10 March)</i></b></p> <p>Governors felt that the training had been quite challenging but useful, particularly regarding the 23 questions raised. The Chair asked Governors to consider how best to consider the answers to these questions. Following discussion it was agreed that he would start to prepare draft answers for circulation and comments.</p>	<p>Draft answers to be prepared and circulated for comments. <b>Action: PC</b></p>
13.11	<p><b><i>20 Questions for Governing Bodies</i></b></p> <p>The NGA's 20 Questions Every Governing Board should ask itself had been circulated prior to the meeting. It was agreed to consider a couple of questions at a time at the end of each meeting if time allowed.</p> <p>The Clerk advised that she would be attending an HfL Clerks' Network meeting on 22 March, covering Ofsted Inspections, and would report any matters of relevance to the Chair and Headteacher in due course.</p>	<p>Questions to be considered at the end of each meeting. <b>Action: All</b></p>
13.12	<p><b>In-house Training</b></p> <p>The Chair advised that from April, the Governing Body would be able to choose their next in-house training session. It was agreed to discuss this at the next meeting.</p>	<p>In-house training session to be discussed at next meeting. <b>Action: PC</b></p>
14.	<p><b>Date of Future Meetings</b></p> <ul style="list-style-type: none"> <li>• School Improvement Committee – 28 April 2016</li> <li>• Budget Discussion and Ratification- 12 May 2016 (setting of budget 9<sup>th</sup> May therefore TW may be unable to provide papers before the meeting).</li> <li>• Resources Committee – 16 June 2016</li> <li>• Full Governing Body – 30 June 2016</li> </ul>	

<b>15.</b>	<b>Any Other Business</b>	
<b>15.1</b>	<i>Outdoor Classroom</i> TW advised that the landscaping is almost complete and is looking very nice.  The meeting closed at 9.10 pm.	