



**Ladbroke JMI School**  
**Minutes of Full Governing Body Meeting**  
**Thursday 6<sup>th</sup> July 2023 at 7.15pm**

**Attendees:**

Debbie Bedford (DB); Claire Brazil (CB); Alex Corke (AC); Donna Corke (DC); Phil Cunningham – CoG (PC); Jaime De Verteuil (JDV); Lesley Gawen (LG); Jon Mackley (JM); Tracey Webster – Head (TW)

**Apologies:**

Kevin Dobson (KD); Mark Turner (MT);

**In Attendance:**

Mrs Friend; Mrs H Romain – Deputy Head (HR); Nicola Thrussell – Clerk (NT)

Item	Description	Action
1.	<b>Apologies for Absence &amp; Declaration of Interests</b>	
1.1	There were two apologies for absence which were approved.	
1.2	There were no Declarations of Interests.	
2.	<b>Notification of Any Other Business</b>	
2.1	None.	
3.	<b>EYFS Presentation</b>	
3.1	Mrs Friend presented to Governors.	
3.2	The Governors were taken through a PowerPoint presentation about EYFS (Nursery and Reception).	
3.3	A comprehensive outline detailing how EYFS is run and managed was given.	
3.3.1	There was information relating to the four guiding principles (unique child, positive relationships, enabling environments, learning and development), characteristics of creative learning, child-led and adult-led learning, phonics (Read, Write, Inc.), Maths (White Rose is used in Reception), and weekly planning based around a book. It was also noted that each child has a focus week each term and the interests of the children are utilised to move their learning forward. While time consuming – around 40 minutes per child – baseline assessments are completed for all children, although offer little usable data. Parent input is also received and there are half-termly assessments which feed in to planning for the following half-term. There was some discussion over early learning goals and ‘In The Moment’ planning.	
3.4	Q. Do children with English as an additional language (EAL) affect planning?	
3.4.1	A. We adapt depending on the cohort. Assessing children can be difficult when they are first learning English.	
3.5	Q. Are you finding a lot of developmental differences between the children?	
3.5.1	A. Yes, needs are increasing, for example, more children are coming in not fully toilet trained. This can have some impact.	
3.6	Mrs Friend was thanked for her presentation	
4	<b>Minutes of the Meeting Held on 9 March 2023</b>	
4.1	Accepted and signed as accurate.	

5.	<b>Matters Arising 9 March</b>	
5.1	Item 5.1 – Exclusion Refresher Training. A course is running in November.	
5.2	Item 5.2 – Safeguarding Group Training has been arranged for 28 September.	
5.2.1	This training is for all and not just the Safeguarding Link Governor.	
5.3	Item 5.6 – AC and DC have completed their agreed visits. See Item 10. Ongoing.	<b>Action All</b>
5.4	Item 7 - TW to write to County regarding length of Safeguarding Audit document is to be removed as an action.	
6.	<b>Minutes of the Budget Meeting Held on 18 May 2023</b>	
6.1	Accepted and signed as accurate.	
7.	<b>Matters Arising 18 May</b>	
	Item 2.2.2 – TW to check if Lettings have been updated on the website.	<b>Action TW</b>
8.	<b>Headteacher Report</b>	
8.1	The report was circulated prior to the meeting.	
8.2	Q: With regards to student numbers, I was going to ask about the 31 students in reception and how this admin error occurred and whether there was anything that could be done?	
8.2.1	A: The admin error was due to a child not having the sibling link applied. I tried to appeal it but parents appealed and one of the reasons an infant class can go over is where there is an admission error. As this was the case there was nothing I could do.	
8.3	Q: What year groups have limits of 30 - for the Y2 child with a twin, if there should be a limit of 30, is there not another school in the area with capacity for 2 students?	
8.3.1	A: All infant classes have a limit of 30. The only exception is where there is an admission error or the final place is allocated to a twin. Then the twin should be allocated. As far as I am aware in this year group there is no school with 2 places in Y2.	
8.4	It was noted that the member of staff going on maternity leave is leaving earlier than anticipated on medical advice and will now be leaving on Monday.	
8.5	We will consider using local social media groups to advertise vacancies in addition to Teach in Herts and we will look to have more students next year who could potentially apply for any vacancies we get.	
8.6	Q: How have students performed in the Y1 phonics screening? How does this compare with previous years? Were there any children in Y2 who had to redo this check?	
8.6.1	A: I will do a full overview of data at the start of the year. Y1 phonic screening was 76%. This is lower than in previous years but this cohort only had a GLD at reception of 63% so this is huge progress and we are pleased with the outcome. This will probably be below national data but we were expecting that this year.	

8.7	Q: How have students performed in the times tables check?	
8.7.1	A: There is no pass mark as such with the MTC. Our average score was 20.1.	
8.7.2	66% of children got between 20 and 25 marks	
8.7.3	31% of children got between 10 and 20 marks	
8.7.4	3% got less than 10 marks.	
8.7.5	We had an issue with the iPads on the day and this might affect some of the scores.	
8.7.6	Children who regularly use Times Table Rock Stars and Doodle are performing better in class assessments.	
8.8	We will be using Jane Considine writing planning to support our development of writing next year. This will be particular focus in Y3 and Y4 as the process is highly scaffolded.	
9.	Behaviour Issue	
9.1	Please see Part 2 Minutes	
10.	<b>Link Governor Reports</b>	
10.1	DC and AC's reports are available on GovernorHub.	
10.2	DC completed and Art visit earlier in the year. Kapow has been used and while we have not re-subscribed, teachers have downloaded videos that may be of use. DC will be working with the school on Art planning following her successfully introducing sketch books to Year 6 and will put together some example sketch books.	
10.2.1		
10.3	AC completed a French visit and was happy with the new syllabus and its implementation.	
11.	<b>SEN Commissioned Visit Actions</b>	
11.1	The visit report stated there was no rush on actions but it was felt that it was important to get them done and all actions have now been completed.	
11.2	Q: I note the action plan detailed in the Accessibility Plan but there is no mention of the poor sound in the Hall. Has there been an opportunity to have a fresh look at this, as I think it could have a greater impact on certain pupils?	
11.2.1	A: You are quite right. This has been missed. I will look to add this to the plan with a view to investigate further. My concern is the cost of doing something compared with the amount of time children spend in the hall means it may not be a priority. This has been added to the plan.	
11.3	The Accessibility Plan was approved unanimously and will be added to the website.	<b>Action TW</b>
12.	<b>Premises Update</b>	
12.1	We are awaiting a third quote following the tree survey and hope to have the work completed over the summer along with the new carpet fitting and PAT Testing.	
12.2	There was some discussion over the new house on Watkins Rise as it appears the driveway may be infringing on the foot path. TW is trying to access the planning application.	
12.3	Potters Bar Football Club want to extend their lease for 25 years and want to install an astro pitch which the council intends on requesting use for the local	

	community. It was noted that they need to complete their car park, especially if these plans are to go ahead.	
13. 13.1	<b>2023/24 and 2024/2025 Term Dates</b> These were approved by governors. For the 2024/2025 date there are still two Inset Days left to allocate.	<b>Action TW</b>
14. 14.1 14.2 14.3	<b>End of Term Governor Letter</b> PC circulated a draft letter prior to the meeting. Some comments raised were a suggestion to soften the first paragraph, to be consistent with language used, e.g. choose we or I not interchanging between both and add a comment about our sadness at Mrs Dowdall's departure. PC will circulate another draft in the coming days.	<b>Action PC</b>
15. 15.1 15.2 15.3	<b>Governor Membership</b> AC, PC and MT are all coming to the end of their Term of Office. All are happy to remain for another three year term and were all unanimously approved. LG announced her decision to stand down from the Governing Body after 28 years. LG commented that she feels it's time for new blood on the GB and that TW has built an excellent team at the school. Thanks were expressed to LG for her years of dedicated service to the school.	
16.	<b>Dates of Next Meetings</b> <ul style="list-style-type: none"> <li>• <b>FGB Meetings:</b> 14th September 2023; 7th December 2023; 7th March 2024; 16th May 2024 (Budget Ratification 8pm); 4th July 2024</li> <li>• <b>Resources Meetings:</b> 19th October 2023; 1st February 2024; 13th June 2024</li> <li>• <b>SIC Meetings:</b> 23rd November 2023; 11th January 2024; 25th April 2024</li> </ul>	

The Meeting closed at 8.42pm.