



**Full Governing Body Meeting  
10 September 2020– 7.15 pm  
Held remotely via MS Team  
Minutes**

**Present:** Mrs D Bedford, Mrs C Brazil, Mr A Corke, Mrs D Corke, Mr P Cunningham (Chair), Mrs L Gawen, Mr J Mackley, Mr D Redington, Mr M Turner, Miss T Webster (Head)

**Apologies:** Mr G Huntley

**Absent:**

**In Attendance:** Mrs S Tiramani (Clerk)

No.	Item	Action
1.	<b>Welcome and sign in and Apologies for Absence.</b> Apologies were received and approved from Mr G Huntley.	<b>Apologies approved</b>
2.	<b>Appointment of Chair and Vice Chair of Governors</b>	
2.1	<b>Appointment of Chair</b> The Clerk asked if any Governor wished to stand as Chair for the current academic year. PC advised that he was happy to stand as Chair again for another year if nobody else wished to do so. PC was unanimously elected Chair.	<b>PC elected Chair</b>
2.2	<b>Appointment of Vice Chair</b> LG informed Governors that she felt it was time for her to step down as Vice Chair. JM stated that he was happy to stand and was unanimously elected as Vice Chair.	<b>JM elected Vice Chair</b>
3.	<b>Conflict of Interest</b> No conflicts arose during the course of the meeting.	
4.	<b>Notification of Any Other Business</b> None.	
5.	<b>Governor Checks/Pecuniary Interests and Dates</b> The Clerk thanked those Governors that had checked their details and confirmed their pecuniary interests/agreement to abide by the Governor Code of Conduct/reading of KCSIE via GovernorHub. DR verbally gave his confirmations as he had been unable to access this via GovernorHub. PC/GH still to complete.	PC/GH to check details and complete confirmations on GH <b>Action: PC/GH</b>
6.	<b>Approval of the Minutes of the previous meeting on 9 July 2020.</b> The Minutes of 9 July 2020 were agreed as a true and accurate record.	<b>Minutes approved</b>
7.	<b>Matters Arising not on tonight's agenda</b>	
7.1	<b>Minute 5.2 – Governors to look at website and feedback any comments to TW.</b> Governors to carry on doing this, but to be removed from minute actions. <b>Minute 5.3 – Governors to complete safeguarding training online</b>	Safeguarding

7.2	The Clerk advised that AC/GH's training had expired, and JM was yet to do.	training to be completed <b>Action: AC/GH/JM</b>
7.3	<b>Minute 5.6 – Chairs/VC's/TW to meet to discuss strategic direction</b> To remain on agenda for action when Covid-19 has eased.	<b>Ongoing</b>
7.4	<b>Minute 5.7 – Link Governors to document their role</b> PC asked Governors to circulate notes on their role to the FGB when completed. LG reported that previously safeguarding had been considered from an Ofsted point of view, but that this had not been possible due to Covid. TW reassured Governors that she didn't believe there were any safeguarding issues and LG will resume visiting when things have settled down. PC reminded Governors that previous training had highlighted that all Governors should know what the safeguarding governor role entails and therefore a document detailing what LG does is essential. Item to be left on actions.	<b>Action: All</b>
7.5	<b>Minute 5.8 - Parent Governor Vacancy</b> TW advised that this would be included in the next newsletter to parents.	<b>Ongoing</b>
7.6	<b>Minute 5.9 – Clerk to put Governor work programme on GH.</b> Actioned. It was noted that the Policy Review Schedule was due to be updated and TW agreed to do this. TW to review work programme for accuracy.	Policy Review Schedule to be updated and work programme reviewed <b>Action: TW</b>
7.7	<b>Minute 5.10 – Governor Visit Week</b> It was noted that the Governor Visit Week did not go ahead due to Covid. It was agreed that for everyone's safety, no one should visit school unless essential and therefore Governor business would continue remotely for the time being.	<b>Agreed</b> Governor business to continue remotely
7.8	<b>Minute 9.2 - Review of maintenance plan to be added to resources meeting agenda.</b> To be actioned by TW/Clerk. PC asked the committee Chairs to review their terms of reference at their next meeting and ensure the committee was carrying out all duties delegated to them. Any actions not taking place should be minuted with an explanation.	Committees to review actions to ensure they are taking place <b>Action: Chairs</b>
7.9	<b>Minute 9.3 – All meetings to go ahead</b> PC stated that, as agreed at the last meeting, all meetings should proceed, albeit with limited material/feedback from TW in certain areas. Meetings were worth holding, even if virtually.	
7.10	<b>Minute 10.0 – Letter to parents from Governors</b> PC advised that he had received feedback from Governors on the letter. TW confirmed that the letter was on the website.	

7.11	<p><b>Governors Report</b> PC to circulate the Governors Report for review and comments to him by the end of next week, prior to report going on website.</p>	<p>Governors report to be circulated for comment by 18/9/20. <b>Action: All</b></p>
8.  8.1	<p><b>HT Update – Risk Assessment</b> TW gave a verbal update as follows:</p> <p>It has been lovely seeing the children back at school. The vast majority appeared excited and eager to be back which was lovely and a sign of how resilient they are.</p> <p>Our risk assessment has been updated after a few tweaks were needed and this has been uploaded to GovernorHub. Most things have run smoothly with the main issue being lunchtimes and trying to keep children within their double bubble during this time. We will probably need to arrange for some extra MSA hours/staff to manage parts of the lunchtime as presently the office staff and I are covering and this is not sustainable.</p> <p>We will continue to review and amend our risk assessment as we look to refine and improve our procedures.</p> <p>There is some anxiety amongst a small number of parents about the rising cases of COVID 19. We have one reception child who is staying off as parents have concerns and I need to look into the legality of this. We have also 3 families who have household members who are preparing for operations. Due to this the whole family need to isolate prior to and after the operation to reduce infection. Currently we are preparing work for these children to send home.</p> <p>Long term we are looking to set up a learning platform in the case where a whole class is told to isolate for 14 days. There has already been reported positive cases in many schools but no Potters Bar primary school or secondary schools that I am aware of. There is a government grant available for the facilitation of this and I am looking into this currently. We will be going with Office 365 as this links with Teams which is being used across the county. I will keep you updated on this.</p> <p>Staff remain positive and committed to ensuring the children are happy and safe and the vast majority of our parents are appreciative of all the work that has gone on behind the scenes to keep the children safe.</p> <p>PC added that from a parent point of view, drop/collection had worked well.</p> <p>With regard to the new build, the surveyors attended the site on</p>	

<p>8.2</p>	<p>Wednesday and they are busy putting designs together.</p> <p>PC advised that the surveyors had been in measuring for the steelwork and hopefully we would be able to sign the contract later in the month when the plans were complete.</p> <p>TW informed Governors that she was looking at doing a live link into the classrooms and having teachers give the children their achievements that way.</p> <p><b><i>Q What financial impact has Covid had?</i></b>  A. TW stated that overall, there had probably been no increase. Increased expenditure on cleaning products etc had been offset by savings in electricity costs etc. TW is looking at installing handwashing stations outside to speed up handwashing and was waiting for the next budget monitor before committing to this expenditure.</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p><b>Governing Body Committee Update</b></p> <p><b><i>Review of Committees</i></b></p> <p>PC explained that whilst the Chairs sometimes wish they could do more, it is acknowledged that it is difficult for everyone with work commitments. AC was particularly thanked for his invaluable work on the new build project. TW added that she really appreciates that Governors support her but don't push her when she needs time to get on with things.</p> <p>Governors reviewed the membership of each committee and membership was agreed unchanged.</p> <ul style="list-style-type: none"> <li>• Resources – AC, PC, LG, GH, JM, DR, MT (AC chair)</li> <li>• School Improvement – DB, CB, DC, PC, JM, DR, MT (MT chair)</li> <li>• Staff Grievance – AC, PC, LG, DR, MT</li> <li>• HT Performance Mgmt. – MT, DR - need to succession plan for governors to take on this role in due course.</li> <li>• Pupil Discipline – AC, LG, GH, DR, MT</li> </ul> <p><b><i>Link Governors</i></b></p> <ul style="list-style-type: none"> <li>• Safeguarding– LG (DR to step in if LG is away)</li> <li>• Health &amp; Safety – Vacancy. H&amp;S will be highlighted as a need on the new parent governor vacancy and a new link governor will be appointed at the next Resources meeting.</li> <li>• SEND – DB. Governors agreed that due to greater need, the autism lead Governor role would be separated from the SEND Governor role.</li> <li>• Autism lead – DC</li> <li>• Education Visits –CB</li> <li>• Equality - JM</li> </ul>	

<p><b>9.3</b></p> <p><b>9.4</b></p>	<ul style="list-style-type: none"> <li>• DPO – MT</li> </ul> <p><b><i>Review Terms of Reference for all committees</i></b> The Terms of Reference for the Committees/Panels were agreed unchanged.</p> <p><b><i>FGB Training</i></b> PC asked Governors whether they felt there were any training gaps, either individually or as a Governing Body.</p> <p>The Clerk advised that all training was now through GovernorHub and that records were updated automatically.</p> <p><b>Agreed</b> Aspirational target of each Governor completing one training course per term</p>	<p><b>TOR agreed</b></p>
<p><b>10.</b></p> <p><b>10.1</b></p>	<p><b>To receive an update on Safeguarding</b></p> <p><b><i>Keeping Children Safe in Education/Governor Code of Conduct</i></b> Covered in item 5 above.</p>	
<p><b>11.</b></p>	<p><b>Any Other Business</b></p> <p>Governors expressed a huge thank you to TW and the staff. They acknowledged that it is crazy at the moment and the amount of work they are putting in to keep everyone safe and the children and parents happy is amazing.</p> <p>The meeting ended at 8.12 pm.</p> <p><b>Next meeting – Resources Committee - 15 October 2020</b></p>	