



**Full Governing Body Meeting
12 September 2019
Minutes**

Present: Mrs D Bedford, Mr A Corke, Mrs D Corke, Mr P Cunningham (Chair), Mr J Mackley, Mr D Redington, Mr M Turner, Miss T Webster (Head)
Apologies: Mrs C Brazil, Mrs Z Durrani, Mrs L Gawen, Mr G Huntley
Absent:
In Attendance: Mrs S Tiramani (Clerk)

No.	Item	Action
1.	Welcome and sign in and Apologies for Absence. Apologies were received and approved from Mr G Huntley, Mrs L Gawen, Mrs Z Durrani and Mrs C Brazil.	Apologies approved
2.	Appointment of Chair and Vice Chair of Governors	
2.1	<i>Appointment of Chair</i> 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.	PC elected Chair
2.2	<i>Appointment of Vice Chair</i> TW advised that she had spoken to LG who was happy to continue, but also happy to stand down. PC stated that the GB needed to think about future planning, and that it would be beneficial for another Governor to learn a little more about being Chair, although not necessarily with a view to being Chair. JM volunteered to share the Vice Chair role with LG for this academic year, with a view to being Vice Chair the following year. This was unanimously agreed.	LG/JM elected Vice Chair
3.	Conflict of Interest No conflicts arose during the course of the meeting.	
4.	Notification of Any Other Business None	
5.	Pecuniary Interest Sheet All those present completed and signed Pecuniary Interest Sheets. TW to arrange for completion by those Governors not present.	Pecuniary Interest Sheets to be completed by CB, ZD, LG & GH Action: TW
6.	Governor Details Check and Dates Confirmation	
6.1	<i>Governor Details</i> Those present reviewed the information held for them on GovernorHub and amended as required. <i>Dates Confirmation</i> TW advised that there was a clash with the Resources Committee	

<p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>meeting on 24 October as Parents Evening had been moved to before the half term holiday, as it was felt this would be more beneficial to parents. It was agreed to move the Resources Committee meeting to 17 October 2019.</p> <p>TW informed Governors that at the recent FOLS meeting it had been noted that a parent to a child within the school who owned a local Indian restaurant had offered to host a charity night for the school on 23 April 2020. As this was the proposed date for a School Improvement Committee meeting, it was agreed to move the SIC meeting to 30 April 2020.</p> <p><i>Governor Visit Date</i> The Chair asked TW if there was a date for the next Governor Visit Day? TW agreed to check the date and add it to GovernorHub. <i>NB: Confirmed after the meeting as 25 November 2019.</i></p> <p>PC suggested it would be a good idea for Governors to meet with the teachers again, maybe over lunch etc. TW agreed to organise.</p>	<p>Resources Committee meeting moved to 17 October</p> <p>School Improvement Committee meeting moved to 30 April</p> <p>Gov Visit Date to be uploaded to GovernorHub and lunch with teachers to be arranged Action: TW</p>
<p>7.</p>	<p>Approval of the Minutes of the previous meeting on 11 July 2019.</p> <p>The Minutes of 11 July 2019 were agreed as a true and accurate record.</p>	<p>Minutes approved</p>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p>	<p>Matters Arising not on tonight's agenda</p> <p><i>Minute 10.1 H&S Report – Update with timings of fire drill and upload to GovernorHub.</i> Actioned.</p> <p><i>Minute 10.4 SEND Report - DB to write up report and upload to GovernorHub.</i> Actioned.</p> <p><i>Minute 10.7 Governor Training - Governors to send details of courses attended to Clerk for uploading to GovernorHub.</i> Ongoing.</p> <p><i>Clerk to send out details of new training systems.</i> Actioned.</p> <p><i>Minute 12 Letter to Parents</i> PC to check if on website and amend typos.</p>	<p>Actioned</p> <p>Actioned</p> <p>Actioned</p> <p>Letter to Parents to go on website Action: PC</p>

<p>8.6</p> <p>8.7</p> <p>8.8</p>	<p>Minute 12.3 Governor Resumes TW to circulate to Governors for them to check and then upload to website.</p> <p>Minute 13 Governor Meeting Dates – to be uploaded to GovernorHub. Actioned.</p> <p>Q Have there been any further developments regarding the issues experienced after the school journey? TW advised that as no other school had experienced any issues, Moat Mount were not prepared to take it any further. TW added that there was no proof that the issues had been caused by them. TW currently investigating where to go next year. It was noted that Cuffley Camp has reopened but is quite expensive.</p>	<p>Gov Resumes to be checked and uploaded to website Action: TW</p> <p>Actioned</p>
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>Governing Body Committee Update</p> <p>Review of Committees Governors reviewed the membership of each committee and membership was agreed unchanged. Pupil Discipline – AC, LG, GH, DR, MT Resources – AC, PC, ZD, LG, GH, JM, DR, MT School Improvement – DB, DC, PC, JM, DR, MT Staff Grievance – AC, PC, LG, DR, MT HT Performance Mgmt. – MT, DR</p> <p>TW to ask CB which Committee she wants to attend.</p> <p>Link Governors Safeguarding– LG (DR to step in if LG is away) Health & Safety – ZD SEND – DB Education Visits –TW to ask CB if she would be happy to take on this role. Equality - JM DPO – MT</p> <p>Review Terms of Reference for all committees The Chair reminded Governors that these had been reviewed in detail a couple of years ago and asked whether anyone wished to raise any amendments. The Terms of Reference of the Committees were agreed unchanged. It was noted that the Committees could review their Terms of Reference and if they felt they were unhappy with anything, this could</p>	<p>CB to be asked which Committee she wants to attend. Action: TW</p> <p>CB to be asked to take on this role Action: TW</p> <p>Committee Terms of Reference agreed</p>

<p>9.5</p> <p>9.6</p> <p>9.7</p>	<p>be raised at FGB.</p> <p>Election of governors for HT performance management Governors agreed that it was good to have consistency of Governors for the HT's PM and DR/MT agreed to continue in the role.</p> <p>Policy Review Cycle TW had circulated a copy and the Policy Review Cycle in advance of the meeting.</p> <p>Governors felt it would be helpful to have details of how often each policy was reviewed and TW agreed to add the number of years after each policy.</p> <p>The Clerk suggested that Governors might want to look at how the policies were implemented within the school. Governors felt this was a good idea and agreed that, where appropriate, when they ratify a policy, a Governor would be assigned to go into school, carry out a review and report back to the Governing Body.</p>	<p>DR/MT to continue to carry out HT's PM.</p> <p>Number of years for review to be added to Review Cycle. Action: TW</p> <p>Review to be carried out of policies (where appropriate) following ratification.</p>
<p>10.</p> <p>10.1</p> <p>10.2</p>	<p>To receive an update on Safeguarding</p> <p>Keeping Children Safe in Education All those present signed to say that they had read Part I and Annex A of the updated KCSIE. CB, ZD, LG & GH to sign.</p> <p>Governor Code of Conduct Those present signed the Governor Code of Conduct. CB, ZD, LG & GH to sign.</p>	<p>Forms to be signed by: CB ZD LG GH</p>
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p>To receive the End of Year Attainment and Progress Analysis</p> <p>TW ran through the End of Key Stage Results data that had been circulated prior to the meeting.</p> <p>Governors noted that overall the results are well above national and Herts levels. The HT was asked to thank all her staff for the work that has gone into achieving these results.</p> <p>It was noted that the performance of Disadvantaged Children was very good at KS2.</p> <p>It was also noted that KS1 results for Disadvantaged Children in writing and maths were below the results of the overall cohort. It was acknowledged that the numbers are low, which can make percentages look misleading.</p> <p>The HT was asked to reassure the GB that all necessary interventions are being made to help these students and of course all Disadvantaged Children.</p>	<p>Staff to be thanked on behalf of the Governors for their work in achieving these results. Action: TW</p>

	<p>There were 3 children on the disadvantaged list for Y2. One achieved across the board and was close to exceeding in both reading and maths. One child joined us in Y2 and had previously been at 2 other schools. She made huge progress but was still way below. The third child had attendance issues and other social issues that made targeting him difficult.</p> <p>Both PP children who underachieved have been targeted for this year for additional support.</p> <p>Clear intervention has been put in place for the children who did not make the expected standard at the end of year two. This will be delivered in the afternoons by fully trained TAs using materials from Parkside learning support base and Dynamo maths online programme.</p> <p>11.3 <i>Governors noted the review of the way in which phonics is delivered in reception. Feedback on any changes was welcomed.</i> TW advised that as this is part of the SIP, updates will be provided in the HT report at the end of each term.</p> <p>11.4 <i>While some of the results for KS1 were only marginally below the national results, Governors noted that the HT and her staff are seeking to address issues through appropriate support. TW was asked to explain more about the proposed measures to help our more able writers?</i> We have already put a lot of strategies in place for our more able writers and we are hoping that this will come through in results as the children have time to build their stamina for writing and practise the strategies we have taught. We are looking this year at trialling new ideas and these will be reported to governors when we have had the opportunity to measure impact.</p> <p>11.5 <i>Q Under next steps, it is presumed that the targets are for 19/20 and not 18/19</i> Yes, I have changed this and updated the document on GovernorHub.</p> <p>11.6 <i>Governors agreed that each cohort is different and felt it was unfair to compare any cohort against previous years. However, Governors recognised that this is the way the school is judged and also allowed them to challenge. TW agreed that you can't compare cohorts, but it does allow the school to reflect on the impact of focus in certain areas. TW added that whilst progress can give a better view, the averaging of targets across all areas can be unfair if a child is stronger in one particular area and weaker in another.</i> TW confirmed that targets are set based on each individual cohort.</p> <p>11.7 <i>Q Do you record targets alongside the data that was provided to Governors?</i> TW responded that targets are supplied to Governors but have not</p>	<p>Targets to be</p>
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	been provided alongside this actual data. Governors felt that it would be beneficial for them to have this reported on the same document going forward.	included alongside results data going forward. Action: TW
12.	Governor Induction Pack – review and update The Clerk asked Governors whether individual documents could be added to a ‘Governor Induction’ folder on GovernorHub rather than everything being included in one document, as this would save time and could be updated more easily. Governors noted that as a new Governor is given access to GovernorHub as soon as they join the GB, this would be a good idea.	Individual documents to be added to ‘Governor Induction’ folder on GovernorHub. Action: Clerk
13.	To discuss Governor training needs for the coming year Governors discussed training and the fact that many courses were now available online rather than face to face. The Clerk suggested that training she had received at Clerks’ Network regarding the new Ofsted Framework would be beneficial to Governors. The following was agreed <ul style="list-style-type: none"> • PC to investigate new Ofsted Framework training. • The Clerk to look at training gaps in relation to exclusions, safer recruitment etc. and advise whether training can be done online or not. 	New Ofsted Framework training to be investigated. Training gaps to be determined. Action: PC/Clerk
14.	Policies	
14.1	<i>Child Protection Policy</i> The proposed Child Protection Policy had been circulated prior to the meeting.	
14.2	<i>Q Will this be on Web site?</i> Once the policy has been ratified, it will be placed on the website	
14.3	<i>TW was asked to confirm that the DSL and DDSLs have had the required training in the last two years</i> TW confirmed this was the case. Agreed Child Protection Policy ratified.	Child Protection Policy ratified.
15.	Any Other Business The meeting ended at 8.15 pm.	