



**Full Governing Body Meeting  
9 March 2023 – 7.15 pm**

**Minutes**

**Present:** Mrs D Bedford, Mrs C Brazil, Mr A Corke, Mrs D Corke, Mr P Cunningham (Chair), Mr K Dobson, Mr G Huntley, Mr J Mackley, Mr M Turner, Miss T Webster (Head)  
**Apologies:** Mrs L Gawen  
**Absent:**  
**In Attendance:** Mrs H Romain (Deputy Head), Mrs S Tiramani (Clerk)

No.	Item	Action
1.	<b>Welcome, sign in and Apologies for Absence.</b> Apologies for absence were received and approved from Mrs L Gawen.  PC advised that LG has indicated that she may be leaving the Governing Body at the end of the academic year.	<b>Apologies approved</b>
2.	<b>Notification of Any Other Business</b>	
2.1	<i>Staff Governor</i> TW advised the position of staff governor had been advertised to all staff. DC has agreed to re-stand for another term as no other nominees were forthcoming.	
3.	<b>Reminder of Conflict of Interest and Confidentiality</b> No conflicts arose during the course of the meeting.	
4.	<b>Approval of the Minutes of the previous meeting on 1 December 2022.</b>  The Minutes of 1 December 2022 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 5.2 – Exclusions Refresher Training to be completed where required – outstanding for AC</i> Outstanding for AC.	<b>Outstanding Action: AC</b>
5.2	<i>Minute 5.3 – All Governors to consider group training - PC will look to book something if suitable</i> PC reminded Governors that they had agreed to do 2 training sessions per year; one group session and one individual course. PC had looked at possible training and come up with the following: <ul style="list-style-type: none"> <li>• Effective Teaching &amp; Learning in EYFS</li> <li>• Understanding data – done before. Feel good knowledge</li> <li>• Unconscious bias</li> <li>• Role of safeguarding link governor – safeguarding link governor (would be good for everyone to have knowledge of this).</li> <li>• KCSIE</li> </ul> <p>Governors discussed the merits of each theme and agreed that the Role of the Safeguarding Link Governor would be the most beneficial.</p>	<b>Ongoing Action: PC</b>

5.3	Governors agreed to invite Mrs Friend to present to Governors on the how the EYFS is taught. HR suggested that if Mrs Friend could not attend, she could talk Governors through the presentation on her behalf.	
5.4	<b>Minute 5.4 – Parent Governor Vacancy to be advertised</b> It was noted that Miss J De Verteuil had been elected Parent Governor.	<b>Actioned</b>
5.5	<b>Minute 5.5 – School Fund audit – TW to chase HfL</b> TW advised she has requested an audit as part of HfL finance package. PC reported that he has recently reviewed the school fund and signed it as up to date.	<b>Actioned</b>
5.6	<b>Minute 5.7 – Subject Visit actions to be completed. Visits to be completed by the end of the academic year</b> Governors were reminded to complete their subject visits by the end of the academic year.  Maths - PC English - KD Science - CB Computing - GH Humanities - JM Art - DC DT - MT Music - MT PE - DB RE - LG French - AC	<b>Ongoing</b>
5.7	<b>Minute 9.0 –PC to draft Updated Governors’ Report</b> PC advised he had started the report but that this was still outstanding.	<b>Outstanding</b>
6.  6.1  6.2  6.3	<b>Headteacher’s Report to Governors (including School Improvement Plan update)</b> TW’s Headteacher Report had been circulated prior to the meeting.  <b>Q. Is the split of our children moving to the noted secondary schools normal?</b> A. There are less schools than usual. We tend to have most going to the 3 local secondaries. Normally there a few to QE Girls/Boys/Bishop’s Hatfield.  Governors commented that the work that has taken place in relation to SEND is very impressive.  PC reported that he had visited school and had been very impressed, in particular, with Doodle Maths. HR responded that Doodle Maths allows us to kill a few birds with one stone as it can address gaps in learning, allows homework setting etc. Various packages had been researched and Doodle ticked all our boxes. An initial baseline assessment is completed and then the computer algorithm creates personalised programmes for each child. This also creates a Daily Doodle which poses 5-10 questions on their specific needs. We can also set assignments for differing abilities and can also analyse results. The children are loving it and we are already seeing an impact.	

6.4	<p><b><i>Q. Do all pupils have access to the technology required for Doodle Maths?</i></b>  A. Doodle Maths can be done on a phone, PC, laptop or tablet. Parents can also link to it.</p>	
6.5	<p><b><i>Q. How do you make sure the children are not spending too much time on Doodle Maths.</i></b>  A. HR will be aware of it. They are told how much time they have for it, eg 40 minutes for the task today.</p>	
6.6	<p><b><i>Q. Governors noted reading about how the teachers have gone into EYFS to see how they are taught. What have been the benefits and outcomes?</i></b>  A. TW informed Governors that the EYFS is a very different environment. To those that have not worked in EYFS it looks noisy, chaotic, there are constant questions being asked by the children. The EYFS staff presented how they start, how they work out what they will be doing, their day structure, assessments etc. This opened staff eyes to what was going on. Staff then visited the classroom and they talked through each of the areas within it. They discussed how adults interact to move learning on. The children then joined them and subject leaders could see how their subject was taught in practice. At the end of the term, staff will do a short 5 minute deep dive on how they think their subject is taught in EYFS. Staff will support each other and discuss similarities. When the HIP comes in, she will do a deep dive with each subject leader.</p>	
7.	<p><b><i>Safeguarding Report to Governors and Safeguarding Audit Report</i></b>  TW reported that in the past, she usually carries out a Safeguarding Audit with LG (Safeguarding Link Governor). When LG came in to do this recently, TW checked to see if County had updated the format of the Audit Report and found that the report now consists of over 200 pages, with many of the questions being yes or no answers. TW advised that she felt this was not appropriate as she cannot see how the completion of a report that long will improve safeguarding. Time can be better spent making sure safeguarding practices are in place, rather than spending a great deal of time filling in the document. TW will be raising these concerns with County.   Governors stated that whilst Safeguarding is a top priority, they agreed with TW’s point of view and asked her to write to County.</p>	<p>TW to write to County regarding length of Safeguarding Audit document  <b>Action: TW</b></p>
8.	<p><b><i>GDPR Update</i></b>  TW reported that there were no breaches or concerns this term.</p>	
9.	<p><b>To receive reports from Committees</b></p> <p><b>9.1</b>  <b><i>Resources</i></b>  TW reported that she had presented on a new phone system. This will be installed by the preferred supplier on the April INSET day. The alarm system still needs to be sorted as we need to check our insurance cover re monitoring over wifi. Gemma is handling this and so hopefully it will be sorted soon.</p> <p><b>9.2</b>  Governors had agreed that they contribute £10 per Governor towards a kitty for staff leavers etc.</p> <p><b>9.3</b>  A revised budget forecast was presented, and this is running to profile.</p>	

9.4	<p><b>Approval of financial competencies</b> TW reported that JDV had completed her competencies and TW has updated them on the system. Financial Competencies approved.</p>	<b>Financial Competencies approved</b>
9.5	<p><b>Approval of Schedule of Financial Delegation</b> No changes since previous version. SoFD approved.</p>	<b>Schedule of Financial Delegation approved</b>
9.6	<p><b>School Improvement</b> It was noted that the Terms of Reference states that the Committee will agree statutory targets. The Clerk had compared the HfL model that we use against the NGA’s model Terms of Reference. It was noted that this item did not appear in the NGA’s model Terms of Reference.</p> <p><b>Agreed</b> Existing Terms of Reference to continue with the agreeing of statutory targets item removed.</p>	<b>Revised ToR approved</b>
10. 10.1 10.2	<p><b>Policy Ratification</b></p> <p><b>Health &amp; Safety Policy (via Resources Committee)</b> Policy ratified.</p> <p><b>Charging Policy (via Resources Committee)</b> Policy ratified.</p>	<p><b>Health &amp; Safety Policy ratified</b></p> <p><b>Charging Policy ratified</b></p>
11. 11.1 11.2 11.3 11.4	<p><b>Finance</b></p> <p><b>SFVS</b> AC reported that he had read through the draft SFVS and sent comments to TW. TW advised she had made the changes. Governors thanked AC and TW for preparing this.</p> <p><b>Budget 2023/24 Update</b> TW reported that the Budget Share has been received. Unfortunately, the software is down so we can’t work on it at the moment. The biggest concern is that the fixed term for electricity and gas has ended. We are currently waiting for this year’s recommendation. TW advised that a child would be coming into Reception that needs full time support. We are also currently supporting a child 1-1 children without any funding. TW added that it is difficult to get staff to take on this role. 2 other children are currently going through the EHCP process.</p> <p><b>Q. Do we have any say on those coming in with EHCP’s?</b> A. We do have consultation. We are currently fighting one due to join us. Taking on this child would take us over numbers and our classrooms are very small. A lot of children are coming in with a higher level of need, and there are quite often unknown needs. Our main priority is to ensure that our current childrens’ needs aren’t affected by others coming in.</p> <p><b>Q. Why is there more need now?</b> A. The level of need has definitely increased. Special schools are overwhelmed, and so mainstream schools are having to take on more children with these needs.</p>	

	Getting external support in is very difficult, eg speech therapy. Autism support has been good, however.	
<b>12.</b>	<b>To receive updates from link governors, including visits and training</b>	
<b>12.1</b>	<b><i>Autism</i></b> DC reported that she would be visiting during the summer term.	
<b>12.2</b>	<b><i>Health &amp; Safety</i></b> JM reported that he had visited, and a fire drill took place. The Caretaker has changed his hours. He wanted more hours and has been offered an afternoon shift at another school. He now opens up for us and is here until after lunch, and then the cleaners lock up. This is working well.	
<b>12.3</b>	<b>SEND</b> DB advised she would be coming in in a couple weeks' time when a SEND commissioned visit is taking place on Wednesday 29 March. DC will attend as well.	
<b>13.</b>	<b>Dates of Future Meetings</b> <ul style="list-style-type: none"> <li>• School Improvement 27<sup>th</sup> April 2023</li> <li>• Budget Discussion and Ratification – 18<sup>th</sup> May 2023</li> <li>• Resources – 22<sup>nd</sup> June 2023</li> <li>• Full Governing Body Meeting – 6<sup>th</sup> July 2023</li> </ul>	
<b>14.</b>	<b>Any Other Business</b>	
<b>14.1</b>	The meeting ended at 8.25 pm.	