



Full Governing Body Meeting 10 March 2022 – 7.15 pm

Minutes

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

Apologies: Mrs L Gawen, Mr K Dobson,

Absent:

In Attendance: Mrs H Romain, Mrs S Tiramani (Clerk)

No.	Item	Action
1.	Welcome and sign in	
2.	Apologies for Absence. Apologies were received and approved from LG and KD.	
3.	Notification of Any Other Business <ul style="list-style-type: none"> • Insurance • Pay awards 	
4.	Reminder of conflict of interest/confidentiality No conflicts arose during the course of the meeting.	
5.	Approval of the Minutes of the previous meeting held on 2 December 2021. The Minutes of 2 December 2021 were agreed as a true and accurate record.	Minutes approved
6.	Matters Arising not on tonight's agenda	
6.1	<i>Minute 5.1 Noted Governors Pecuniary Interests to be updated and confirmed on GovernorHub</i> Outstanding for GH.	Outstanding Action: GH
6.2	<i>Minute 6.2 - Safeguarding Training – Governors to complete</i> All complete.	Actioned
6.3	<i>Minute 6.3 - Safeguarding Training – TW to send Clerk completed training dates for updating of GovernorHub</i> Actioned.	Actioned
6.4	<i>Minute 6.5 – PC to draft Governors' Report</i> Circulated prior to meeting. PC confirmed that the Report is for 2020/21 and not 2021/22. PC confirmed he had included appointing TW as something the FGB had done, as it was still a major role fulfilled. Now this is finalised, PC will concentrate on drafting the 2021/22 Report. The 2021/22 Report was approved for uploading to the website on Monday.	Actioned

6.5	PC also advised that TW is planning to create a ½ side crib sheet in relation to the SIP for Governors information.	SIP crib sheet to be prepared Action: TW
6.6	Minute 6.7 – Gaps in training – training to be undertaken by all. PC reminded Governors of the need for them to keep their training up to date.	Ongoing
6.7	Minute 6.8 - Parent Governor Vacancy to be advertised. TW reported that there had been interest from one parent before Christmas, but they haven't submitted anything. TW will speak to her to see if she is still interested and put the advert out again if not.	Ongoing
6.8	Q Does it say what they need to do as they may be unaware what it involves? A. No. PC happy to have a conversation with any prospective Governor.	
6.9	Minute 6.10 - KCSIE – Governors to confirm on GovernorHub they have read it. Outstanding for GH.	Outstanding Action: GH
6.10	Minute 6.11 - Governor Code of Conduct – Governors to confirm on GovernorHub they agree to abide by it. Outstanding for GH.	Outstanding Action: GH
6.11	Minute 8.1 – DB to feed back on PP strategy at next SIC meeting. DB met with TW last week and has put notes of their meeting on GH in the linked governor reports section.	Actioned
6.12	Minute 9.3 – TW to speak to HIP about Ofsted Inspection TW confirmed that the HIP had said that we will still be inspected. TW feels this is likely to be in the next academic year.	Actioned
6.13	Minute 9.5 – PC to arrange in house training for a Thursday in January. Actioned. Knowing your school and Ofsted training took place on 27 January 2022. Governors felt it was good training.	Actioned
7.	Headteacher's Report to Governors (including safeguarding and GDPR updates) TW's HT Report had been circulated prior to the meeting and she ran through the salient points.	
7.1	<ul style="list-style-type: none"> • 1 place in Reception available. Allocated but showing on hold. • 15 applications for nursery received. • 127 applications for Reception 2022 received. 	
7.2	Staffing The new MSA has subsequently resigned, and we are now struggling to appoint. Another MSA moving and one going on maternity leave. Structure of lunch to be considered to address this.	

7.3	<p><i>Q. Where do you advertise?</i> A. Have tried Teach in Herts, Facebook, Potters Bar mums.</p>	
7.4	<p><i>Q. Can we advertise in the newsletter?</i> A. Yes. Maybe.</p>	
7.5	<p>Trips, Activities and Events</p> <ul style="list-style-type: none"> • Lots of football matches are taking place which is good. • We are working with CSE on creating a regular opportunity to compete in other sports. Each half term an event for the 11 schools in the area is being organised. There is a cost for this of approx. £400 but this can be funded from Sports Premium. • Trips are beginning to build up. • Book viewing for parents has taken place this week and next week 2 parents' evenings (one in person and one remote) will be taking place. • Music teaching is going very well. and the children are really enjoying it. A performance in the summer term is planned. 	
7.6	<p>School Improvement</p> <ul style="list-style-type: none"> • Training on making learning stick has taken place. This was really good, and we are in the process of looking at how we can embed this in classroom practice. • HR ran a maths workshop tonight. Although 15 were booked on, only 3 attended. Next Thursday 17 are booked on. 	
7.7	<p><i>Q. Is this for a specific year group?</i> A. KS2 now then KS1 after Easter.</p>	
7.8	<ul style="list-style-type: none"> • A deep dive on reading and science HIP visit took place this term. Unfortunately the report did not read as positively as the feed back so TW is going to speak to her about it. We will be looking at how guided reading can be more consistent and making sure the children's books are matched to their phonics ability. PC added that in both subjects the HIP felt teachers knew what they were doing, and practices were embedded across the school. TW stated that staff were a lot more confident this time than last. We will do deep dives in other subjects to give staff time to practice speaking about these subjects. <p>PC stated that the HIP did raise that the governing body haven't been as involved with the school as much as they could be. This is partly due to covid. Consideration needs to be given to this going forward. TW stated that it is important for Governors to know what staff are having to deal with due to having so many specific subjects.</p>	
7.9	<p>Safeguarding, Health & Safety and GDPR TW reported that one complaint has been received. This is currently being dealt with but is quite challenging. No further details were shared in case the complaint becomes a formal one.</p>	

7.10	<p><i>Q. The auditing of the school fund was previously raised at FGB?</i> A. TW has spoken to the finance officer from HfL and had conversations with them on how to arrange the school fund audit. AC stated that he cannot do it, but may be able to arrange for it to be done if he know what programme it follows. TW to give further details to AC</p>	<p>TW to give details of school fund programme to AC</p>
8.	<p>Safeguarding Report to Governors and Safeguarding Audit Report Circulated prior to the meeting</p> <p>8.1 TW reported that she met with LG, and they went through the audit and talked about things that need to be checked. A schedule has been prepared of things to be looked at termly, together with specific areas for each term. TW ran through the schedule.</p> <p>Action TW to send schedule to PC for inclusion in the Governors' Report.</p> <p>8.2 TW advised that she has done a questionnaire for SEN pupils in particular asking if they felt safe in school. Generally this was a yes, but if any issues were raised, this has been unpicked to see where we could help.</p> <p>8.3 <i>Q. Has anything been happening with pupil voice?</i> A. TW will be doing a pupil questionnaire shortly. A parent one has been done and 20 responses have been received. Of these 3 stated they would not recommend the school but had not stated why in order that TW could address it. TW will try to encourage more parents to complete the questionnaire. Governors reassured TW that often it is the parents that are not happy that bother to respond.</p> <p>8.4 <i>Q. Can you make the form such that if you tick a box, you cannot move on without adding comments?</i> A. TW to investigate.</p> <p>8.5 TW stated that some staff had been told that the parents were worried that their responses would not be anonymous, but they are. TW will address some of the comments raised via the newsletter.</p> <p>8.6 <i>Q. Could these issues relate to covid and that they were expecting more during lockdown?</i> A. Yes. Some parents are also wanting their child to be provided with work if they are off with illness or on holiday which we obviously cannot do.</p> <p>8.7 <i>Q. We will need to get parents to do ParentView in due course.</i> A. Yes as soon as we get the Ofsted call we will do that, but TW is keen to address some of the things raised in this survey now.</p> <p>8.8 TW informed Governors that TW/HR/AP had completed DSP refresher training earlier in the day.</p>	<p>TW to send Safeguarding Schedule to PC for inclusion in Governors' Report</p> <p>TW to investigate comments being mandatory if certain boxes ticked.</p>

9.	<p>GDPR Update MT reported that he and TW had met to discuss GDPR over the last academic year. They have agreed to do this in the autumn term next year to review 2021/22. There is nothing really to report. There have been no requests or breaches.</p>	
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p>To consider any matters from committees/</p> <p>Resources AC reported that the committee had reviewed the maintenance plan and agreed to keep it under review. They had also escalated financial competencies round to all Governors. TW has updated the competencies on the system to include everyone.</p> <p>Approval of financial competencies and Schedule of Finance Delegation Circulated and approved.</p> <p>School Improvement MT reported that the committee spent a lot of time on reviewing Pupil Progress. The committee also looked at attendance data.</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p>	<p>Agree and Ratify Policies</p> <p>Health & Safety Policy – via Resources Committee County model adapted for our school. Policy Ratified</p> <p>Complaints Policy County model policy last approved in summer 2020. Ratified subject to TW not receiving any comments by the end of tomorrow, 11 March 2022.</p> <p>Admissions Policy via Resources Committee County agreed rules for admissions. Policy Ratified.</p> <p>Whistleblowing Policy Action from previous audit. LG has looked at the old model policy compared to the new one and has updated it with the minor changes. Policy Ratified.</p> <p>Relationships and Sex Education. – New Policy TW informed Governors that this is taught through PHSE. 13 PHSE topics are covered. 6 are taught discreetly in class. For each of these topics, Mrs Friend has come up with 1-3 questions that each year group should look at. The questions are given at the beginning of the topic and then following teaching to see how the children have improved their articulation. The remaining topics are taught through other topics. With regard to the Changing Adolescent Body we use the Christopher Winter Project recommended by County. Parents can withdraw their child from this part only. Generally most parents are ok with it but if there are concerns, they are invited into school to talk it through. Policy Ratified</p>	<p>Policy Ratified</p> <p>Policy Ratified</p> <p>Policy Ratified</p> <p>Policy Ratified</p> <p>Policy Ratified</p>

11.6	<p><i>Q Does this policy go on the website?</i> A. Yes.</p>	
<p>12.</p> <p>12.1</p> <p>12.2</p>	<p>Finance – SFVS Unfortunately a blank SFVS had been circulated in error. TW has shared a draft of the SFVS with AC and he has raised lots of questions. The SFVS has been changed accordingly. PC has also seen it.</p> <p>Action TW to put the updated SFVS on GovernorHub.</p> <p>Agreed SFVS approved subject to any comments received by TW from Governors by 18 March 2022.</p>	<p>Updated SFVS to be put onto GH for Governor comments by 18 March</p>
<p>13.</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p>	<p>To receive updates from Link Governors, including visits and training</p> <p>SEND DB reported that she will be meeting with AP next week re SEND. DB met with TW and ran through each group for PP. Next time this will be combined with SEN as there is a lot of overlap.</p> <p>Educational Visits CB to meet with HR on a Thursday morning. HR to provide date. HR will show CB the Evolve system or cover this at the next Resources meeting.</p> <p>Health & Safety JM met with TW and Michael a couple of weeks ago. Michael has been busy and has inspection charts in place. He’s very keen and organised. There are a couple of issues with the new build; part of the rendering needs to be redone and the seagull is still an issue.</p> <p>Unfortunately the Owl House has been vandalised. Now putting stools in the Owl House and we may get a chain around the loom.</p> <p>A H&S inspection is taking place on 25 March and JM will try to attend if possible. TW advised that the only thing outstanding from the last audit was that every classroom should have a call point. Legislation may have changed. When CAMS visit to do their inspection in April, TW will ask if this is necessary.</p> <p>Autism</p> <p>DC has asked AP to meet formally but this has not happened yet. DC has seen the file of what is going on. 3 training courses have taken place for staff; Anxiety in Autism, Pathological Demand Avoidance, and Structured Teaching, which DC attended. DC would like to do a walk around with AP to see if anything staff did on the training was useful. Last Friday DC met one specific pupil, strategies are being looked at and DC will monitor how the pupil is getting on.</p>	

<p>14.</p> <p>14.1</p> <p>14.2</p> <p>14.3</p> <p>14.4</p>	<p>Next steps from Ofsted training – Role of Governors in school TW stated that following the HIP visit and recent Governor training, getting governors back in to visit school is a priority. She wondered whether it would be better to try linking Governors with subjects. They would be able to see what’s going on in their allocated subject across the school and become the core person on the FGB for that subject.</p> <p>The following link Governors were agreed:</p> <p>Maths - PC English – KD – TW to confirm with KD. Science - CB Computing - GH Humanities - JM Art/D&T – DC/MT Music - MT PE - DB RE – LG – TW to confirm with LG MFL - AC</p> <p>TW will speak to subject leaders and give Governors their work email addresses.</p> <p>PC asked Governors whether they were clear on their roles. TW agreed to write something about what governors will come in and cover for Governors and staff.</p> <p>The Clerk reminded Governors to fill in a visit form after visiting.</p> <p>PC advised that all schools within the inspection window have been invited by HfL to training on 24 March. PC/TW and HR will attend.</p>	<p>TW to circulate staff email addresses</p> <p>TW to write document covering what Gobs will cover during visits</p>
<p>15.</p>	<p>Dates for future meetings for 2021/22</p> <ul style="list-style-type: none"> • School Improvement Committee – 28 April 2022 • Budget Discussion and Ratification – 12 May 2022 • Resources Committee – 16 June 2022 • Full Governing Body Meeting – 7 July 2022 	
<p>16.</p> <p>16.1</p> <p>16.2</p> <p>16.3</p>	<p>Any Other Business</p> <p>HCC Insurance Scheme TW asked Governors to approve the school continuing in the HCC insurance scheme. TW felt this made sense and Governors agreed.</p> <p>Support Staff Pay Award TW reported that the support staff pay award had finally been agreed. This will be backdated to April 2021.</p> <p>Teachers’ Pension TW reported that due to the current teachers’ pay freeze, no increase in salary could have a negative effect on benefits due to no indexation being applied. This affects staff, not on the leadership scale, who joined before April 2015, are within 10 years of retirement and are subject to</p>	

<p>16.4</p>	<p>a pay freeze. TW has clarified whether this is within 10 years of statutory retirement age or within 10 years of when you plan to retire, and it is when you plan to retire. TW needs to send an email to payroll giving the names and payroll numbers of anyone affected in order for a £1.20 increase to be applied to trigger indexation. TW plans to ask staff if it will affect them. This increase cannot be applied as a R&R payment and must be an increase. A letter from the Chair of Governors needs to be received authorising this increase. Action required by 16 March 2022.</p> <p>Agreed</p> <ul style="list-style-type: none"> • Governors agreed to a £1.20 increase for those staff members not on the leadership scale who were within 10 years of retirement. • PC to draft letter. <p>Social Activity</p> <p>PC suggested that Governors should get together for some sort of social activity at some stage in order to get to know each other better outside of Governor meetings. Bowling was suggested.</p> <p>The meeting ended at 8.59 pm.</p>	<p>Action: PC to draft letter</p>
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