Minutes of Meeting of the Full Governing Body held on 30 September 2019

Present:

Ms Cecilia Fenech Brincat	COP	Mr Robert Blok	PAR
Ms Sally Cameron Griffiths	COP	Ms Emma Fitzgibbons	PAR
Mr David Hope (Chair)	COP	Ms Clare Sayce	PAR
Ms Joanne Reeves	COP	Ms Rachel Lockwood	STF
Ms Tina Shaw	LA	Mrs Amanda Abley	HT

COP= Co-opted Governor; PAR = Parent Governor; STF = Staff Governor; HT = Headteacher; LA = Local Authority Governor

In Attendance: Ms Sue McClinton (clerk), Mr Oliver Milton (subsequently elected as co-opted governor)

ACTION

		ACTION
1.	Welcome & Apologies for Absence	
	Apologies were accepted from Ms Brincat.	
2.	To Note the Need to Declare any Conflict of Interest	
	Governors were reminded to declare any conflict of interest should it arise	
	during the meeting and withdraw from that item	
3.	To Receive notification of any other business for Item 14	
	Y6 classroom, climate action	
4.	Minutes of the Meeting held on 8 July 2019	
	Agreed as a true record and signed by the Chair	
5.	Matters Arising from the Minutes of 9 July 2018	
5.5.7	Gift Aid Forms: Charity needs to register with HMRC and then gift aid	RC
	declaration will be available online. To follow up in Resources (RC)	
5.5.12.2	Governor Self Review: Ms Sayce will support the Chair by collating	CS/Nov FGB
	responses and will be on agenda at next meeting.	agenda
5.5	Field Project: Ms Cameron Griffith is following up, there having been a change of personnel at county.	SCG
5.11	Parent and Staff Surveys: The Chair could not access documents sent him	Chair
	by Mr Irwin before he moved and is following up. Has had an initial	
	discussion with staff and there will be a further meeting.	
	All other actions on the agenda or completed (with exception of the sports	
	premium report – Mr Irwin has now moved away).	
6.	Governor Business	
6.1	Governor Membership: It was noted that Ms Haller has resigned following	
	a communication from the clerk. Mr Milton was approved as a co-opted	

	governor. He is a parent and an architect who is involved in education	
	building. A parent governor will be elected this week.	
6.2	Appointment of Clerk: Ms McClinton from Herts for Learning (HfL) was appointed for the year 2019-20.	
6.3	Election of Vice Chair: Ms Cameron Griffiths was elected Vice Chair for this academic year.	
6.4	Committee Terms of Reference (ToR): Approved for RC and SIC. (See Item 14.1)	
6.5	Committee membership: Agreed Mr Blok to chair RC and Ms Cameron	
0.5	Griffiths to chair SIC. Clerks to remain the same. Mr Milton to join RC and it	
	is hoped the new parent governor will do likewise to equalise membership.	
6.6	Links/Panel Members: Governor responsibilities agreed and an updated list	Clerk
	of links and committee membership will be added to GH. Noted need for	
	exclusion training every two years and some governors to be complaints trained.	
6.7	Declaration of Interest: Agreed that all will complete on GH by Friday and	All Govrs
	let the clerk know if there are any changes during the year. Clerk to	
	download and send to school for Single Central Record (SCR). Also, all	
	governors asked to familiarise themselves with Keeping Children Safe in	
	Education (KCSIE) changes and renew declaration on GH as well as check personal details.	
6.8	Governor Training: Update carried forward in absence of Ms Brincat. The	Chair/CB/All
	Chair will liaise with her over the need for exclusions/complaints training as	Govrs
	well as in-house training. All governors reminded to keep their training	
	record on GH up to date.	
6.9	Governor Code of Conduct: Re-issued with meeting papers and all	
	governors to note the expectations contained therein.	
7.	Report from Resources Committee (RC)	
	RC has not met since the July meeting, but there were two updates:	
	Annual Health & Safety Audit: The Chair and the HT carried out the audit	
	before the end of last year. It resulted in only a couple of minor changes to	
	signs. It was noted that county has also audited the school's H&S because	
	of the building project and has recently asked for the fire risk assessment.	
	It is envisaged they will continue to be vigilant as the building project	
	progresses.	
	Priority School Building Programme (PSBP) Update	
	Unfortunately, there has been a delay in signing contracts. If signed today,	
	the start date will be 1 December 2019 (not October half term), but	
	confirmation is awaited. To meet the finish deadline of Easter 2021, the	
	proposal is to work on the playground and astro turf areas at the same	
	time, thereby removing outdoor space for the first half term after Xmas. It	
	was acknowledged that the work will be weather dependent and will also	
	be observed by an archaeologist which could add to the delay. It was	
	acknowledged that we are not in control of the timetable, but all efforts	
	will be made to communicate plans for managing the disruption as the project evolves. It was agreed to check their fire plan to ensure there is	
	adequate access. Governors expressed concern about the impact on	
	Laucquate access. Governors expressed concern about the impact off	

	teachers eg additional time to get from proposed car park, but it was noted that there will be no INSETS during the period. Donations: It was noted during item 8 that about £4900 had been raised from donations. The influx of new parents has helped and some companies have matched donations. Hope to have reached £7k by Xmas. Chair to include thank you note in newsletter. Need the gift aid established.	Chair
8.	Head Teacher's Report Circulated in advance and questions invited. Reference was made to Ms Handley's success with sustainability week. She is working now with Y5 monitoring the River Ver. SATS: KS2 Reading and writing maintained at previous levels. The maths result at 66% was disappointing. The HT provided a detailed breakdown of those students who were not up to standard – there was a high cohort of specific need. Overall these pupils made good progress in KS2, but were below average in KS1. Analysis shows that fluency is a key issue in maths performance – HT can see the difference with Templewood School (TS). Fluency speeds up performance. Last year's Y4 focussed on it and this focus is now being adopted throughout the school. Q: how is it taught? A: there is a work programme using slides which are tweaked and changed on a rolling programme. KS1 results all above national and Herts average and 79% of reception achieved a good level of development. Further analysis will be made available to SIC and the next FGB Q: why are pupil numbers down in some classes? A: it is just Y5 that is particularly low (23/30). Just a couple of spaces in Y4 & Y6. Q: how much of the head's time is spent on HIP duties? A: HIP is six days pa plus three training days which are very useful to AL work. All money earned becomes income to the school and eases budgetary pressures. Q: do you have non-full-time exclusions? A: yes, all the time. Involves up to half a day out of the classroom working elsewhere. (Donations raised and minuted under Item 7) School Development Plan (SDP) The draft plan had been circulated and was presented. It is informed by the new Ofsted requirements and focusses on development of subject leaders, continued development of the wider curriculum and continued prioritisation of wellbeing. Literacy, maths and science teams have added their objectives which also include SLT and HIP priorities. Links appointed for each priority (see revised list posted on GH). Plan approved pending governor objectives this ass	SIC/Nov FGB Chair/Cttees

	wellbeing. Q: In relation to wellbeing, do we know where we are now? A: baseline provided by the DfE toolkit. Jigsaw is now the PHSE scheme of work based on mindfulness. Q: how will you know the impact? A: feedback from the leads, practitioner opinions, pupil voice, SENCO feedback etc.	
9.	Annual Reports Safeguarding: Carried forward Children Looked After (CLA): there are no CLA in school. SEN Information Report: Updated information is on the website. SEN link will look at it and put on next agenda.	Nov FGB CS/Nov FGB
10.	Any other safeguarding issues None	
11.	Future School Structures Working Party Options paper carried forward.	Nov FGB
12. 12.1	Policies Child Protection Policy: Policy based on the Herts revised model which reflects the September 2019 KCSIE update. Policy approved. It was agreed that all governors would press the button on GH when they have familiarised themselves with KCSIE. (go into your name, press on declarations, scroll down and button at bottom of page)	All Govrs
12.2	Governors delegated the review and approval of various safeguarding policies to the head – behaviour, anti-bullying, attendance, whistleblowing, dealing with allegations with staff and CLA. It was noted that the list of statutory policies and approval responsibility has been updated. Clerk to post list.	Clerk
13.	School Visits 2019-20 Autumn visit will include safeguarding, SEN & maths (Ms Reeves to attend pupil progress meeting), Spring to include development of subject leaders, wider curriculum and pupil premium, summer to include sport. Noted that midyear visit linked to development of subject leadership skills will focus on foundation subjects (history, geography, music) and how changes have impacted. A written visit report is expected to add to an evidence file for Ofsted. Also agreed that referencing governor visits in News on the 9 th would help promote the work of governors.	
14. 14.1	Any Other Business as notified in Item 3 Terms of Reference: were raised again and it was agreed that they should be reviewed by each committee in more detail and return to FGB for final approval. Clerk to check recommendations re quorum, noting that it has	SIC/RC/FGB Clerk
14.2	sometimes been difficult to get enough governors at RC. Y6 Classroom: Two large holes in the roof have recently become apparent. Roof is not part of the building work. Building will be needed during the building work so will seek estimates for repair, but thereafter it is	

14.3	suggested that it is not used as a classroom. Nearing end of its life, steps deteriorating too. Climate Action: Q: What is the school's approach to pupils who want time out to support action. There is no guidance from county as to authorising absence. Six pupils went to the last action and absence was authorised. Only absent until about 11.30 am
15.	Date of Next Meeting FGB: Monday 25 November 2019 (7 pm) Committee Dates: RC 8 November, 28 Feb, Budget meeting tbc & 3 July SIC 29 November, 3 April, & 19 June (all 8 am)

Signed:	Date:
(Chair)	

ACTION SUMMARY

Item	Action	Who/Where
5.5.5.7	Ensure gift aid process is completed	RC
5.5.12.2	Compile governor self-review and to next FGB agenda	CS/Nov FGB Agenda
5.5	Follow up Field Project	SCG/Nov FGB Agenda
5.11	Follow up staff and parent surveys; meet with staff	Chair
6.6	Update Committee membership list & appoint new parent	Clerk/Nov FGB
	governor to committee at next meeting.	Agenda
6.7	Update Pecuniary Interest & KCSIE declarations on GH as All Govrs	
	well as check governor details are up to date.	
6.8	Chair to liaise with CB re training & all governors to keep	Chair/CB/All Govrs
	training record up to date on GH	
7.	Thank you note to parents for donations within newsletter	Chair
8.	SATS analysis for SIC and HT report at Nov FGB	SIC/HT/Nov FGB
8.	Chair to summarise GB objectives from discussion and each	Chair/Cttees
	committee to review and develop them.	
10.	Annual Safeguarding Repot & SEN Information report	Nov FGB Agenda
11.	Future School Structure Working Party – options paper	Nov FGB Agenda
12.2	Post revised list of statutory policies	Clerk
14.1	Committees to review Terms of Reference	SIC/RC/FGB
	Clerk to check recommendations re quorum	