



**Full Governing Body Meeting
2 December 2021 – 7.15 pm
Held remotely on MS Teams
Minutes**

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

Apologies:

Absent:

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

No.	Item	Action
1.	Welcome and sign in	
2.	Apologies for Absence. There were no apologies for absence.	
3.	Notification of Any Other Business • Management Information System (MIS) - SIMS system.	
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 9 September 2021. The Minutes of 9 September 2021 were agreed as a true and accurate record.	Minutes approved
6.	Matters Arising not on tonight’s agenda	
6.1	Minute 5.1 Pecuniary Interests to be updated and confirmed on GovernorHub Outstanding for PC, GH, JM.	Outstanding Action: PC, GH & JM
6.2	Minute 7.1 Safeguarding Training – GH to complete It was noted that a new software package for Safeguarding training is now in place (HAYS). TW asked Governors to let her know before the weekend if they could not log on. CB/PC/DC have already completed this. The Governors that have already completed the training felt that it was a very tedious course with pages of text to read and little else.	Ongoing Action: All
6.3	TW agreed to check the list of Governors who had completed this training at the end of December and give the relevant completion dates to the Clerk for updating on GovernorHub.	TW to advise completion of training to Clerk for uploading to GH. Action: TW
6.4	Minute 7.3 Safeguarding Training – LG to send details of training completed to the Clerk Actioned.	Actioned

<p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p> <p>6.9</p> <p>6.10</p> <p>6.11</p>	<p>Minute 7.4 Comments on Governors’ Letter to Parents to be sent to PC by 8/7/21 – TW to check on website TW confirmed the Governors’ Letter to Parents is on the website. PC advised that the Governors’ Report was outstanding, and he would draft this.</p> <p>Minute 7.5 Staff to attend School Improvement Committee Ongoing – remove from actions.</p> <p>Minute 7.6 – Gaps in training – training to be undertaken by all. Outstanding. Governors to complete outstanding training. The Clerk advised that Modern Governor online training was still accessible via GovernorHub but that it now took you to an external portal where an additional login was required. Unfortunately this external system does not update GH automatically and Governors would need to add to their own training record or send to the Clerk for updating.</p> <p>With regard to Minute 8.2 of the previous meeting, PC clarified that the relevant training for the Pupil Discipline panel was exclusions training. DB reported that she was due to attend exclusions training the following week.</p> <p>Minute 8.1 Parent Governor Vacancy to be advertised. TW informed Governors that this had been advertised at the beginning of term but there had been no interest. This would be readvertised in the Newsletter on Friday.</p> <p>Q. Could a poster be put on the noticeboard by the main gate? A. Maybe, but the newsletter goes on the board anyway.</p> <p>Minute 9.1 KCSIE – Governors to confirm on GH they had read it. Outstanding for PC, GH, JM.</p> <p>Minute 9.2 Governor Code of Conduct – Governors to confirm on GH they agree to abide by it Outstanding for PC, GH, JM.</p>	<p>PC to draft Governors’ Report Action: PC</p> <p>Outstanding</p> <p>Ongoing</p> <p>Outstanding Action: PC, GH & JM</p> <p>Outstanding Action: PC, GH & JM</p>
<p>7.</p> <p>7.1</p>	<p>Headteacher’s Report to Governors (including safeguarding and GDPR updates) TW’s HT’s Report had been circulated prior to the meeting.</p> <p>Q. Your report mentions that you met with colleagues from Pope Paul to share experiences. Has this taken place? A. We planned to do this yesterday but with the change in Covid advice, we agreed not to do it in order to keep staff safe. We have had low numbers of cases (14 since September) and never more than 2 or 3 at any one point. The way the building is set up with each class having their own entrances and their own tables in the hall has helped this.</p> <p>TW has been careful with parent tours. All have taken place outside and the school layout has meant they can see inside each classroom</p>	

7.2	<p>easily. Parents are being very sensible and careful and getting tests if needed and keeping their children off if ill.</p> <p><i>Q. Have there been more cases in the younger children?</i> A. Most cases are in KS2. There has been 1 case in Year 2, and none in Reception or Year 1 to our knowledge. It is proving difficult however, to make parents understand that if their child is displaying symptoms of Covid, they must get a PCR test and that a LFT is not good enough.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>Sports Premium and Pupil Premium Funding SP & PP reports had been circulated prior to the meeting.</p> <p><i>Pupil Premium</i> TW reported that she and DB had planned to meet the previous week to discuss the PP strategy report but unfortunately this had not taken place.</p> <p>Governors noted that the PP report was a lot more comprehensive than in previous years. TW confirmed that there is a DfE proforma that has to be used. Whilst the report is currently done as a 1 year plan, TW will look to make this a 3 year plan in due course. As our current strategy works, we will keep this in place. Governors agreed that they supported the decision to have a 1 year plan as well as a 3 year rolling plan. DB agreed to feed back at the next School Improvement Committee meeting.</p> <p><i>Sports Premium</i> TW reported that as there have not been any swimming lessons, data from a couple of years ago, prior to Covid, has been used. Swimming lessons are now taking place again. There is now a review and reflection section in the proforma, and TW has added this from the previous report.</p>	<p>DB to feed back on PP strategy at next SIC meeting. Action: DB</p>
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>Updated Governors' Report/Issues</p> <p>PC confirmed he will finalise last year's report and will then start on this year's one.</p> <p><i>Governor Training</i> The Clerk reported that only PC's exclusions training was in date. The Clerk also advised that HfL had asked for Clerks to remind FGB's to take advantage of their free 'in-house' training.</p> <p>TW suggested that the new Ofsted framework could be a good idea for the training and Governors agreed that this would be worth doing as an inspection is likely at some stage in the near future. DB reported that the HIP at her school had said that she would be reporting to Ofsted that their school was fine and therefore Ofsted would not be visiting for a few years. TW agreed to speak to the Ladbrooke HIP to see if she said the same.</p> <p>The Clerk advised that HfL had asked for FGB's to give 3 possible dates for in house training and that a minimum of 3 weeks' notice was required.</p>	<p>TW to speak to HIP about Ofsted inspection Action: TW</p>

<p>9.5</p> <p>9.6</p> <p>9.7</p>	<p>Agreed PC to check dates and book for a Thursday in January.</p> <p>Chairs' Briefing PC reported that he had attended a chairs briefing which discussed a school's composition and ethnicity and whether the demographic is reflected in the school's Governing Body. The GB agreed we need to ensure this as much as possible and we should be proactive to bring ethnic minorities into the GB and maybe this could be considered for the vacant Parent Governor position (we could approach someone if no-one comes forward). Whilst not being complacent regarding this matter, comfort can be taken from the schools Black History week and particularly from the feedback such as the letter discussed below.</p> <p>Letter received from prospective parent A lovely letter had been received and circulated to Governors previously. Governors agreed that this was an amazing letter and something the parent didn't need to do but had taken the time to write. Governors suggested that this letter could be kept to show Ofsted and TW said she will do a display of letters received. TW was surprised how much the parent had noticed considering the tour was outside and that it was lovely for staff that this letter had been received.</p>	<p>PC to arrange in house training for a Thursday in January Action: PC</p>
<p>10.</p> <p>10.1</p> <p>10.2</p>	<p>To receive reports from committees</p> <p>Resources The Chair of the Resources Committee reported that the meeting had been informed that there was a healthy number of nursery children, the budget was running to profile and that a H&S visit will take place shortly. The maintenance plan will be considered at their next meeting.</p> <p>School Improvement The Chair of the SI Committee reported that they had discussed the SIP, that the curriculum was structured around a thematic approach and how we would explain this to Ofsted. The Committee also received a report from TW on how the school are closing gaps/interventions due to Covid. Attendance is generally good, and we are higher than national, however the authority is still asking for attendance of 96% as a minimum.</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p>To receive updates from Link Governors, including visits and training</p> <p>Safeguarding LG reported that she is conscious that due to Covid, she, as Safeguarding Governor, has had to have a hands off approach. She has raised this with TW as to how she can safely and effectively carry out this role in identifying that safeguarding is effective within the school and they will look at this next term. KD mentioned that he has a Safeguarding Check List that he can email for using. It was agreed that this would be helpful.</p> <p>Pupil Premium DB/TW to meet in due course.</p>	

<p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11.6</p> <p>11.7</p>	<p>SEND DB reported that she had visited the school and met with Andrea and Rachel and was very impressed. She was updated on the number of children on the register and given a rough breakdown of how the children were being supported. The school is doing the very best for the education and health and wellbeing of the children and staff. DB's Report is in the SIC folder on GovernorHub</p> <p>Autism DC reported that there has been no official meet up, but she has had an informal catchup with Andrea. She is aware of how many children we have with autism as well as how many we suspect are autistic. DC was reassured that things are in place. They will arrange a formal meeting in due course and one of the things they will look at is producing a passport for the children that will go with them throughout the school.</p> <p>TW added that there had been an opportunity for a lot of autism training for staff, particularly in relation to autism in girls. This was remote training and worked very well as it allowed a number of staff to be released to carry out the training and then discuss with each other,</p> <p>Educational Visits CB reported that no visits have taken place recently. No meeting took place to discuss last year's visits, so she is planning to arrange a meeting for this year.</p> <p>Equality – nothing to report.</p> <p>DPO MT reported that there have been no issues. MT/TW will meet to carry out a review audit when it is safe to do so.</p>	
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p>	<p>Policy Ratification</p> <p>Pay and Appraisal (agree and ratify) TW reported that there has been no change to the policy from last year due to there being no increase in pay for teachers this year.</p> <p>Policy ratified.</p> <p>Child Protection Based on the Herts model and shared at the meeting in September.</p> <p>Q. Can you confirm that all staff have signed Appendix B? A. Yes, all have signed, and a copy is in the safeguarding file.</p> <p>Q. Appendix 4 – key contacts – includes the Safeguarding Governor's name but JM's email address? A. TW to amend.</p> <p>Policy Ratified</p>	<p>Policy ratified</p> <p>Policy ratified</p>

13.	Premises	
13.1	H&S Report The Annual H&S Report to Governors had been circulated prior to the meeting together with the School, Fire Risk Assessment and Action Plan.	
13.2	JM reported that he had visited the school on Tuesday and carried out a H&S walk round with the new site manager Michael. An updated fire assessment took place in Sept/Oct as a result of new building. There were a few minor issues identified during the walk round, but Michael seems very experienced and has already carried out lots of maintenance related works. Action plans are in place to address the issues identified.	
13.3	<i>Q. What are the highlighted yellow sections on the action plan?</i> A. TW reported that these are items that are in progress and that she will update in due course. DB left the meeting at 8.08pm	
13.4	<i>Q. Governors noted that there was one item on the Action Plan marked as High risk with a December 2021 date.</i> A. TW reported that this relates to items stored in the loft. A lot of this is used on an annual basis, eg displays etc. This was felt to not be a good idea. TW has asked staff to not put up anything that they will not use again, but it is difficult as we have nowhere to store anything within the classrooms. We are trying to strike a balance but may need to add a shed to the field for storage. PC suggested that this could be fed through to the Resources Committee as something to proactively investigate and TW agreed this was a possibility.	
14.	Governor Training Covered above.	
15.	Dates for future meetings for 2021/22 <ul style="list-style-type: none"> • School Improvement Committee 6/1/22 – PC asked whether this should be put back due to it being 2 days after school returns. TW stated that she was happy with this date but may get the agenda out before we break up. • Resources Committee 3/2/22 • Full Governing Body Meeting 10/3/22 	
16.	Any Other Business 16.1 MIS SIMS – TW reported that HfL have been looking at the SIMS management information system that is used by schools in Herts for some time. The contract had been extended for 3 years, but as it was now coming to an end and the procurement process has to take place now. HfL are suggesting schools look at cloud based systems. One of the most popular systems they have put forward is Arbor, however we also use School Comms for communicating with parents. Arbor doesn't work with School Comms as School Comms has been bought out by	

	<p>the same company that have bought SIMS. TW has looked at the School Comms contract, which we had just taken out for a further 3 years and there is no get out clause. The clubs and payment side of Arbor is quite poor and is not as flexible as the system we currently have. Unfortunately no-one local is currently using Arbor so we have been unable to see it in action. Gemma and Clare in the office felt happier sticking with SIMS for the time-being. Opinion is split between the schools in Potters Bar. A decision has therefore been made to stick with SIMS to see out the 3 year contract with School Comms. We are hoping that the two contracts can merge to have the same end date. By the end of this 3 year contract, the situation could be different. The company that owns SIMS have advised that they are looking to develop SIMS and go cloud based. Arbor may have also updated their software by then and can be reconsidered.</p> <p>MT left at 8.12 pm</p> <p>16.2 TW added that the database assessment side is very good in Arbor, but we do already have that in SIMS. There would be lots of training required to move to Arbor and the office is so busy they do not have the capacity to learn this at the moment. Parents would also have to learn to use a new system. We have investigated Arbor as much as possible and seen a demo although there are too many small things that might not work. Currently it is £1,800 for SIMS and the help desk. Arbor alone is £1,800 with an extra £900 for support which doesn't make financial sense.</p> <p>16.3 Governors agreed that the above made sense and were happy to support the decision to remain with SIMS and School Comms.</p> <p>16.4 PC thanked everyone for their time and wished Governors a Happy Christmas and New Year.</p> <p>The meeting ended at 8.23pm.</p>	
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