



**Full Governing Body Meeting  
13 September 2018  
Minutes**

**Present:** Mrs D Bedford, Mr A Corke, Mrs D Corke, Mr P Cunningham (Chair),  
Mrs B Dewberry, Mr G Huntley, Mr J Mackley, Mr D Redington,  
Miss T Webster (Head)

**Apologies:** Mrs L Gawen, Mrs Z Durrani

**Absent:** Mr M Turner

**In Attendance:** Ms S Mansfield (Clerk)

No.	Item	Action
1.	<p><b>Welcome and sign in and Apologies for Absence.</b> Apologies were received and approved from Mrs L Gawen and Mrs Z Durrani. Mr M Turner was absent.</p>	
2.	<p><b>Appointment of Chair and Vice Chair of Governors</b> Following a unanimous vote by a show of hands, PC was elected Chair. It was noted that LG had offered to continue for another year as Vice Chair, if nobody else wanted to take on the role, and her election was unanimously agreed. PC emphasised that to ensure adequate succession planning, it would be good for someone else to consider being Vice Chair next year.</p>	<p><b>PC elected Chair</b></p> <p><b>LG elected Vice Chair</b></p>
3.	<p><b>Conflict of Interest</b> No conflicts arose during the course of the meeting.</p>	
4.	<p><b>Notification of Any Other Business</b> None.</p>	
5.	<p><b>Pecuniary Interest Forms</b> All Governors present completed and signed Pecuniary Interest Forms. TW agreed to get LG, ZD and MT to complete their forms as soon as possible.</p>	<p>Forms to be completed by LG, ZD &amp; MT <b>Action: TW</b></p>
6.	<p><b>Governor Details Check</b> The Clerk asked for all Governors to go onto GovernorHub (under Governing Board/Members) to check and update their personal details.</p> <p>It was noted that BD's term of office as Parent Governor would be finishing on 19 October 2018. TW agreed to contact parents seeking nominations. BD was thanked for her time and input whilst a Governor.</p> <p>PC added that the term of office of the 6 co-opted Governors would be ending in July 2019 and asked that if anybody was thinking of stepping down, that they consider letting the FGB know in advance.</p>	<p><b>Action: All</b></p> <p>Nominations for Parent Governor to be sought. <b>Action: TW</b></p>
7.	<p><b>Approval of the Minutes of the previous meetings on 12 July 2018.</b> The Minutes of 12 July 2018, including Part II Minutes, were agreed as a true and accurate record.</p>	<p><b>Minutes approved</b></p>

<b>8.</b>	<b>Matters Arising not on tonight's agenda</b>	
<b>8.1</b>	<b>Minute 5.1 – Governor Profiles</b> GH and DR to send profiles to PC.	Outstanding <b>Action: GH/DR</b>
<b>8.2</b>	<b>Minute 5.2 – Shared use of Defibrillator</b> Ongoing.	Ongoing <b>Action: TW</b>
<b>8.3</b>	<b>Minute 5.3 – MT Exclusions Training</b> The Clerk advised that this had been booked for 27 September	<b>Actioned</b>
<b>8.4</b>	<b>Minute 5.5 – Strategy and Vision to be discussed at staff inset day</b> Actioned.	<b>Actioned</b>
<b>8.5</b>	<b>Minute 5.6 – Safeguarding to be a separate agenda item</b> Actioned.	<b>Actioned</b>
<b>8.6</b>	<b>Minute 5.7 – GDPR audit</b> TW advised that this had been booked for 18 September 2018.	<b>Actioned</b>
<b>8.7</b>	<b>Minute 11.3- DC's SEND Report on GovernorHub</b> The Clerk advised that she had been unable to find DC's July SEND Report on GovernorHub. TW agreed to locate it and move to the appropriate folder.	Outstanding <b>Action: TW</b>
<b>8.8</b>	<b>Minute 12 – Letter to Parents from Governors</b> Actioned.	<b>Actioned</b>
<b>8.9</b>	<b>Minute 12.1 – Report for Parents</b> Actioned.	<b>Actioned</b>
<b>8.10</b>	<b>Minute 13 – Dates of meetings to be uploaded to GovernorHub</b> Actioned.	<b>Actioned</b>
<b>9.</b>	<b>Governing Body Committee Update</b>	
<b>9.1</b>	<b>Review of Committees</b> The membership of committees was discussed and the following membership was agreed:  <ul style="list-style-type: none"> <li>• Resources Committee – AC, PC, ZD, LG, GH, JM, DR, MT</li> <li>• School Improvement – DB, DC, PC, JM, DR, MT</li> <li>• Pupil Discipline (ad hoc) – AC, LG, GH, DR, MT</li> <li>• Staff Grievance - AC, PC, LG, DR, MT</li> </ul> The following Link Governors were agreed: <ul style="list-style-type: none"> <li>• Safeguarding Governor – LG (DR to stand in if LG is away)</li> <li>• Health &amp; Safety – ZD. PC to confirm with ZD that she is happy to continue in this role.</li> <li>• SEND – DC</li> </ul>	<b>Action: PC</b>

<p>9.2</p>	<ul style="list-style-type: none"> <li>• Educational Visits – DB</li> <li>• DPO - MT</li> </ul> <p><b>Review Terms of Reference for all committees</b> The Terms of Reference for all committees were reviewed and agreed unchanged. Clerk to change footer to show date agreed and amend the Panel TOR format to match the other TORs. PC reminded committees to ensure that they are fulfilling their obligations as detailed in the terms of reference.</p>	<p><b>TOR agreed.</b></p> <p>Footer and panel TOR format to be changed <b>Action: Clerk</b></p> <p>Committees to ensure fulfilment of duties contained in TORs <b>Action: AC/MT</b></p>
<p>9.3</p>	<p><b>Election of governors for HT performance management –</b> It was agreed that DR and MT would continue to carry out the HT’s Performance Management. TW/DR agreed for this to take place w/c 10 December (DR not available on 11 Dec).</p>	
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p><b>To receive and update on Safeguarding</b></p> <p><b>Keeping Children Safe in Education – sent out with CP Policy.</b> Governors had received a copy of the updated KCSIE (together with the current CP Policy) in advance of the meeting. TW advised that the CP Policy would be updated to reflect the new KCSIE and be brought to Governors for ratification at their December meeting.</p> <p><b>Q KCSIE - can the HT confirm that all staff have read and signed the KCSIE.</b> TW confirmed that all staff, with the exception of the Clerk, have read and signed. Clerk to read and sign asap.</p> <p>Those Governors present signed to confirm that they have read the KCSIE.</p> <p><b>Q Are you still able to get advice if you have a concern regarding a child but you are not sure whether you should refer to social services?</b> TW advised that there is still a board you can ring for advice if you are concerned.</p> <p><b>Governor Code of Conduct</b> It was noted that the Code of Conduct was previously reviewed in 2015, although the copy circulated to Governors was undated. The Clerk agreed to check that the copy was the same as the dated copy held by PC. Governors again reviewed the CoC and agreed it unchanged, subject to it being the correct copy. Those Governors present signed their agreement to abide by the Code of Conduct.</p>	<p><b>Clerk to read and sign KCSIE</b></p> <p>LG/ZD/MT to sign Code of Conduct <b>Action: TW</b></p>

	(NB: the Clerk confirmed after the meeting that is was the correct version). TW to arrange for absent members to sign CoC.	
<b>11.</b>	<p><b>To receive the End of Year Attainment and Progress Analysis</b></p> <p>TW circulated the End of Key Stage Results 2018 which included comparisons with the Herts and National data.</p> <p>Of note:</p> <p><b>11.1</b></p> <ul style="list-style-type: none"> <li>• EYFS – above Herts and National.</li> <li>• Yr 1 phonics - above National. TW added that 83.3% was an amazing achievement for this cohort. A conversation has been had with parents regarding supporting their children going forward.</li> <li>• Year 2 phonics – really good at 97%.</li> </ul> <p><b>11.2</b> <i>KS1</i></p> <ul style="list-style-type: none"> <li>• Reading – way above Herts and National at 93%.</li> <li>• Writing - above Herts and National at 83.3%.</li> <li>• Maths – above Herts and National at 80%.</li> <li>• Science - above Herts and National at 93.3%.</li> <li>• RWM - above Herts and National at 73.3%.</li> </ul> <p>TW advised that the school is now looking at what strategies can be put in place to allow more of the children to achieve greater depth later on.</p> <p><b>11.3</b> <i>KS2</i></p> <p>TW advised that she is extremely proud of all results, with the exception of Writing, as previously discussed at the last meeting. It was noted that the cohort had worked extremely hard and the school has lots of ideas to tackle Writing going forward.</p> <p>Progress from KS1 to KS2 was very good for Reading and Maths with the school being placed in the top 40% and top 25% respectively.</p> <p>The focus this year will be to get Writing up.</p> <p><b>11.4</b></p> <p>Governors agreed that it had been great to have Mrs Romain at the previous meeting and to note how much staff cared about the results for the children. Governors felt that this year’s Writing results have been looked into extensively and they would be looking very closely at Writing throughout the year.</p> <p>Governors also added that it was important that we shouldn’t lose track of the fact that each cohort is different and that it cannot be expected that results will always improve year on year.</p> <p>TW agreed and added that we always want the children to get at the end of the year what they deserve. We worked very hard last year on</p>	

	<p>reading and maths, but could not work on everything, as the children would not have been able to cope with it. TW added that the cohort has coped excellently with the transition to secondary and this is just as important.</p> <p>Writing is a focus for the year going forward and realistic targets have been set based on each cohort and where we think we can get them to.</p> <p><b>11.5</b> <i>Q Does English as an additional language present an additional challenge?</i> Perhaps grammar wise, but not always, because they have had to learn the language.</p> <p>Disadvantaged children do not have the experiences outside of the school environment to write about or do not read at home etc. and this has an impact. We have to think what we can present to them that they will get excited about and want to write about.</p> <p><b>11.6</b> <b>Next Steps</b> Next steps have been formulated and these will be included in the SIP.</p> <ul style="list-style-type: none"> <li>• Focus on writing</li> <li>• Ensure more challenge for children transitioning from Year 2 to 3.</li> <li>• Focus on Year 1 cohort to put in extra intervention.</li> </ul> <p><b>11.7</b> <i>Q Does TW foresee problems with having maternity cover this term?</i> TW reassured Governors that she hopes this will not be the case. The teacher taking over is in the class already and they are team teaching to get the children used to him. There is a consistency of TA's which will also provide stability. The replacement teacher will be attending phonics refresher training at the end of the month. Additional interventions will also be put in place where required.</p> <p><b>11.8</b> <i>Q Are the targets percentages the same as in previous years?</i> No, when we do the first assessment we will have an indication of what we will be aiming for.</p> <p><b>11.9</b> <i>Q How about KSI?</i> The results may be lower with this cohort. The aim is to be above national in all areas, but this will be a challenge. Realistically, we should be somewhere between 70-80%.</p> <p>For KS2 we will be aiming for Reading 100%, 93% minimum target. Maths 93%. SPAG looking for around 90% at least. Writing, aiming for 90%. TW will bring more information to the next SIC meeting and there will be a more accurate picture in the spring term when assessments have been done.</p>	
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11.10	<p><b><i>Q Whilst acknowledging at the previous meeting that Mrs Romain was disappointed about the results, it is not just about the final year, but about progress through the stages. Have we looked at how that can be reviewed lower down the school?</i></b></p> <p>TW confirmed that an analysis has been done for every cohort so that we know who is on track, exceeding or below in all categories. This has been broken down by progress and attainment. KS leaders have looked at where there are issues, who needs additional support, and the SENCO has worked on timetables for this support.</p>	
12.	<p><b>To discuss the Vision</b></p> <p>TW advised that she had taken the draft Vision prepared by the GB to staff. There were some parts they liked and some they were not so sure about.</p> <p>Governors had lengthy and robust discussion about the Vision, taking into account staff concerns, and the following was agreed:</p> <p>The Governing Body, whilst considering specifically referring to ‘progress, attainment and behaviour’, felt that on balance all these were contained within the staff proposed revised working of the Vision and contained within the Terms of Reference of the FGB’s Committees.</p> <p>The staff revised version of the Vision was therefore agreed, with the inclusion of a comma after the “We will seek continuous improvement” (second paragraph).</p>	<p><b>Vision Agreed</b></p>
13.  13.1  13.2	<p><b>To discuss Governor training needs for the coming year</b></p> <p>PC asked Governors to consider what training would be useful for the next academic year.</p> <p><b>Exclusions</b> Discussion was had regarding the possibility of having group training on Exclusions, however it was noted that this would then mean that the training for each Governor expired at the same time. It was therefore agreed that each Governor should undertake Exclusions training individually over the course of the next year.</p> <p><b>Safeguarding</b> It was noted that a group training session had taken place, but a long time ago and up to date training was required. In house training for safeguarding was not available and therefore Governors need to book this training themselves. As some Governors have attended staff Safeguarding training, it was questioned whether this was adequate or whether Governor Safeguarding training had to be undertake. TW to confirm with HfL if the teacher training is ok.</p>	

<p><b>13.3</b></p>	<p><b><i>Pupil Welfare and Wellbeing</i></b>  Governors agreed this would be good for the whole Governing Body to do as an in-house session. DC added that the SENCO may like to attend this as well.</p> <p>PC added that Governors might like to attend the HfL Governors Conference later in the year.</p>	<p><b>Action : PC</b></p>
<p><b>14.</b></p>	<p><b>Any Other Business</b></p> <p>The meeting ended at 8.39 pm.</p>	