



**Full Governing Body Meeting
11 July 2019
Minutes**

Present: Mrs D Bedford, Mrs C Brazil, Mr A Corke, Mrs D Corke, Mr P Cunningham (Chair), Mrs Z Durrani, Mrs L Gawen, Mr J Mackley, Mr D Redington, Mr M Turner, Miss T Webster (Head)

Apologies: Mr G Huntley

Absent:

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

No.	Item	Action
1.	Welcome and sign in and Apologies for Absence. Apologies were received and approved from Mr G Huntley	Apologies approved
2.	Notification of Any Other Business None.	
3.	Conflict of Interest No conflicts arose during the course of the meeting.	
4.	Approval of the Minutes of the previous meetings on 14 March 2019 and 16 May 2019. The Minutes of 14 March 2019 and 16 May 2019 were agreed as a true and accurate record.	Minutes approved
5.	Matters Arising not on tonight's agenda	
5.1	Minute 5.2 – Shared use of Defibrillator It was noted that there is now a defibrillator at St Mary's Church. LG advised that she had spoken to a member of the rotary club, but they only offer guidance to help you raise money, not funding. Governors also noted that there would be costs to maintain a defibrillator and whilst recognising this is something to consider, having one is not compulsory. Governors agreed that as the school is in a good location with easy access to the medical centre and the church, on balance they felt this is not something to pursue further.	
5.2	Minute 5.4 – SEND Report – Impact Follow Up TW advised that she has now had review meetings for the relevant children. There has been a very positive experience with the team working alongside one of the children. A SCERTS assessment has been carried out and this has been talked through with colleagues and the Ed Psych. An action plan has been formulated to transition the child into the next school year. The process has had a positive impact on staff and hopefully will be positive for the child transitioning to the next year. DB stated that, in her role as SEND Governor, she will discuss with the SENCO and report back to the GB in her report. Minute 6.5 – Staff to be thanked for their input and great team performance - actioned.	

<p>5.3</p> <p>5.4</p>	<p>Minute 10 – Governor Membership The Clerk confirmed that new Terms of Office had been commenced as agreed.</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p>	<p>Headteacher’s Report to Governors</p> <p>TW gave Governors further information on the role of Mr Smith next year. Mrs Petrou will be returning from maternity leave and will be working on a Monday, Tuesday and Wednesday. She came in today for the changeover session with her new class. Mr Smith will teach Year 1 on Thursday’s and Friday’s and will also teach ICT to years 3,4 5 and 6. This is on a fixed 1 year contract and will allow him to also act as a supply teacher here and at other schools. It was agreed that this has worked out very well for everyone.</p> <p>Q Was there any feedback from parents at the open evening regarding this? No. Mrs Petrou/Mr Smith will focus on different things, so it splits quite nicely.</p> <p>TW read out the recently received SATs results to Governors:</p> <p>Reading - 93% expected, 47% greater depth Writing – 87% exp, 17% gd Maths – 90% exp, 53% gd SPAG – 93% exp, 60% gd</p> <p>Q Is this higher than we were hoping for? We had a Writing target of 90%. One child was on the cusp. They met the standard, but not on all pieces. Everything else was pretty much what we were looking for.</p> <p>Q Is this an increase on last year? Yes, but it is a very different cohort to last year.</p> <p>TW added that progress wise, there are no results at present. She would be surprised if progress is strong as a lot of the children were high achievers at KS1.</p> <p>Q What were the results for disadvantaged children? There are 2 children who achieved 100% across the board.</p> <p>TW added that the children have worked incredibly hard, as have staff across the school. The results will be discussed with Governors in more detail in September when more information is available.</p>	

<p>6.9</p> <p>6.10</p> <p>6.11</p>	<p><i>Year 4 and Year 6 Trips</i> Governors expressed their thanks to staff for the effort they put in on these trips.</p> <p>TW informed Governors that unfortunately there had been an issue with around 7 children experiencing rashes since visiting Moat Mount. Parents had received conflicting advice from GP's regarding what the rashes were. TW has contacted Moat Mount to make them aware but has received no response so far. TW has also contacted the school nursing team. Consideration will be given as to whether to do this trip again next year in due course.</p> <p><i>Q Were we the only school there?</i> Yes. TW reported that she had visited the premises prior to the trip and that it was not unclean. Staff placed plastic sheeting on all the beds when they arrived. Governors noted that, as it was an outdoor activity centre, it could be anything.</p> <p>Govs agreed they were happy that the right procedures have been followed, that TW is pursuing the matter with Moat Mount, and that a decision regarding next year will be made in due course.</p> <p>It was noted that trips are arranged using the HCC EVOLVE system where the school is required to evaluate the trip. HCC may then take it up and investigate.</p> <p>TW will find out whether the site is council run or just council owned land.</p> <p>It was noted that Cuffley Camp has now reopened, however this is more expensive.</p> <p>TW added that parents have been very understanding.</p> <p><i>Fire Drill</i> TW reported that fire drill took place yesterday. It went very well, and everyone was clear of the building within 30 seconds.</p>	
<p>7.</p> <p>7.1</p>	<p>Attendance and Term Dates 202/21 Ratification</p> <p>TW reported that she had amended the typos and mistakes raised at the Resources Committee meeting. 3 inset days have been included so far with 2 more to add.</p> <p>TW read out up to date attendance figures (final end of year figs in red):</p> <ul style="list-style-type: none"> • Whole cohort 97.2% (96.4%) • PPG 94.42% (93.88%) • SEN 95.99% (95.27%) 	

<p>7.2</p> <p>7.3</p>	<ul style="list-style-type: none"> Lates 0.01% (0.036%) <p>Lates and SEN have improved. PPG and whole cohort have remained about the same.</p> <p><i>Q What constitutes late?</i> After 9 o'clock.</p> <p><i>Q Are all the lates regular offenders?</i> Yes. No matter what we say, there is always an excuse. Unfortunately, these are often the ones that need extra help with learning, and they miss out by coming in late.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>Questions arising from Minutes of committee meetings</p> <p><i>School Improvement – 25 April 2019</i> Governors noted that JM had agreed to carry out the Equality Link Governor role.</p> <p><i>Resources – 27 June 2019</i> No comments.</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>Discussion and/or Ratification of Policies</p> <p>Whistleblowing – Via Resources Committee Policy ratified.</p> <p>Code of Conduct - Via Resources Committee Policy ratified</p> <p>Equality TW advised that changes had been made as raised by the School Improvement Committee. Policy ratified.</p>	<p>All Policies ratified</p>
<p>10.</p> <p>10.1</p> <p>10.2</p>	<p>To receive updates from link governors, including visits and training</p> <p><i>Health & Safety</i> ZD ran through her H&S termly inspection report:</p> <ul style="list-style-type: none"> EpiPens discussed. GMcC keeps a list of medication/EpiPens and makes sure they are within date. All parents are registered on the system and there are alerts when EpiPens are running out. PAT testing will take place during the holiday. Ladder register up to date. PB has highlighted an area to ZD where he feels there may be a tripping hazard. TW responded that she feels this is not a concern. It is a slightly raised area at the end of the Reception area. This is not an area where children will be running. A chair is being placed there in memory of Amelia who sadly died earlier in the year. 	

<p>10.3</p> <p>Agreed TW to add timings of fire drill to H&S Report and upload to GovernorHub.</p> <p>10.4</p> <p>Educational Visits DB advised that she had visited school to look at the EVOLVE system. DB confirmed that everything is in place.</p> <p>10.5</p> <p>SEND DB visited school yesterday and met with Mrs Prior where she reviewed where the school is at regarding SEND. All children are secure or exceeding. DB confirmed Mrs Prior has a clear idea of where all the children are and liaises closely with senior management. DB to write up her report and upload to GovernorHub. DB has also attended new to SEND Governors' training</p> <p>10.6</p> <p>Safeguarding LG reported that she visits school every term to go through the Single Central Record. She has also attended two courses; one on school safeguarding and one on the role of the link safeguarding governor. The courses have given her a few ideas of possible things to look at.</p> <p>The Chair thanked everyone for their input.</p> <p>10.7</p> <p>DR advised that he had attended Exclusions training on 2 July 2019.</p> <p>Governors discussed the recording of training attended on GovernorHub following the introduction of 2 new training systems by HfL.</p> <p>Agreed</p> <ul style="list-style-type: none"> • Governors to send through details of courses attended/e-learning to the Clerk for uploading to GovernorHub • Clerk to send out details of how to log on to the new training systems. 	<p>Timings of fire drill to be added and report uploaded to GovernorHub Action: TW</p> <p>DB to write up report and upload to GovernorHub Action: DB</p> <p>Governors to send details of courses attended to Clerk for uploading to GH</p> <p>Clerk to send out details of new training systems Action: Clerk</p>
<p>11.</p> <p>After School Club Update TW advised that she has contacted the Stable company again and they will be visiting one day next week to quote. CB advised that her builder had not come back to her.</p>	
<p>12.</p> <p>Letter to parents from Governors and Governor Resumes A draft letter to parents had been circulated prior to the meeting. Governors agreed they were happy for the letter to go out.</p>	<p>Letter agreed</p>

<p>12.1</p>	<p><i>Governor Report</i> A draft report had also been circulated prior to the meeting. PC advised this was an updated version of last year’s report. PC agreed to update with JM’s Equality Link Governor role prior to uploading to the website.</p> <p>It was noted that the report talks about the letter from Ofsted and TW was asked to report back in terms of what we have achieved, and what actions have been taken in line with Ofsted’s recommendations. TW advised that this will be included in the SEF.</p>	
<p>12.2</p>	<p><i>Q Does this only go on the website?</i> Yes. This is a requirement for Ofsted.</p>	
<p>12.3</p>	<p><i>Governor Resumes</i> PC asked Governors to agree to their resumes going onto the website as in previous years and this was agreed.</p>	<p>Publication of Governor Resumes on website agreed</p>
<p>13.</p>	<p>Dates of meetings for 2019/2020 TW advised that she had kept the dates the same as this year and will upload to GovernorHub.</p> <p>TW has provisionally booked her PM Review for Fri 8 November at 2.30 pm.</p>	<p>Meeting dates to be uploaded to GovernorHub Action: TW</p>
<p>14.</p>	<p>Any Other Business</p> <p>The meeting ended at 8.20 pm.</p>	