



**Full Governing Body Meeting
6th December, 2018
Minutes**

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

Apologies: Mrs S Tiramani (Clerk)

Absent:

In Attendance:

No.	Item	Action
1.	Welcome and sign in	
2.	Apologies for Absence Apologies were received and approved from Mrs S Tiramani	
3.	Notification of any A.O.B. none	
4.	Declaration of Conflict of Interest /Business interests No conflicts arose during the course of the meeting.	
5.	Approval of minutes from 13th September, 2018. The minutes of 13 th Sept were agreed as a true and accurate record	
6.	Matters Arising	
6.1	Minute 5– Outstanding Pecuniary Interest Forms LG, ZD,MT have all completed the forms	Actioned
6.2	Minute 6- Governor Details Check Details were checked on the Governor Hub. Mrs D. Bedford’s postcode is incorrect. Correct details were taken by TW and will be passed onto SJT	Action TW/SJT
6.3	Minute 6- Nominations for a Parent Governor Mrs C. Brazil has been appointed	Actioned
6.4	Minute 8.2 – Shared use of Defibrillator Q– Has there been any progress with contacting the Football Club? Not as yet. LG will make contact with the football club. DR suggested that there may be a chance of obtaining one via a community project run by the Bookman’s Park Rotary club.	Action: LG
6.5	Minute 8.7- DC’s SEND Report on Governor Hub SEND Reports have been uploaded	Actioned
6.6	Minute 9.1 – Review of the Committees Agreed	Actioned
6.7	Minute 9.2 – Review Terms of Reference for all committees All agreed and signed by PC	Actioned
6.8	Minute 10.1 – Signing of the Policy :Keeping Children Safe in Education All have signed the KCSIE	Actioned
6.9	Minute 10.3 – Governor Code of Conduct The copy is the same as the dated copy held by PC	Actioned
6.10	Minute 13.3 – Pupil Welfare and Well Being A Well-Being session has been booked for Thursday 31 January 2019. An invite for Andrea Prior to attend will be made	Actioned Action

		TW
7.	<p>Head teacher’s Report to Governors (including safeguarding and GDPR updates)</p> <p><i>Q - In addition to the list of activities, workshops were also held for parents e.g. maths, times tables etc. This is noted in the School Improvement section. Did these prove popular and useful?</i></p> <p>Yes, we have held two sessions now, both aimed at KS2. Parents were very appreciative of them and one parent rang after the session to say thank you to Mrs Romain.</p> <p><i>Q – It is noted that the data from writing assessments is being collated differently so that progress for pupils and cohorts can be shown. How is this working in practise?</i></p> <p>We are only just collating writing data so that it is hard to evidence the impact yet. We are prepared to tweak and change until we have a system that works and we may not see its true value until the Spring Term when we have a second set of data to compare.</p> <p><i>Q - All the children in Reception and some selected pupils in Nursery have taken the Welcome Assessment. Can the HT explain a little more about the assessment?</i></p> <p>This assessment is carried out by Mrs Prior and is based on asking simple questions and recording children’s responses. It aims to identify children who have poor speech and language so that we can close the gap quickly.</p> <p><i>Q - It is noted that TT Rockstars has been introduced. Are there any particular groups of children that don’t participate and if so what can be done to encourage them?</i></p> <p>This term is a trial run and we are just introducing and letting children try it out. We will be doing an analysis in the spring term of the classes/children who are not participating as much. This will help us identify where to take it next.</p> <p><i>Q – Can the HT confirm that performance management will be completed for all staff by the end of this term?</i></p> <p>Yes</p> <p>Safe Guarding and GDPR Updates</p> <p><i>Q – Do we take children from outside of the Borough?</i> (This was asked in relation to the transition of data protection.)</p> <p>We don’t take in children from outside of the Borough. If we did have to transfer children out of the Borough we would transfer child protection data either by hand delivery or by recorded and signed for delivery.</p> <p><i>Q- Under school improvement, it states “There is a new times table check coming out next year” Which class is this for or is it all years?</i></p> <p>The new times tables check is for YR4 and it will be coming in June 2020</p> <p><i>Q – In the Herts Improvement Partner Report “The improvement between KS1 and KS2 in writing is below average at 2.6” Are the parents made aware of this fact?</i></p> <p>No, parents are not specifically made aware of this but this information is available on the website.</p>	

	<p><i>Q – Can parents be encouraged to help children with their writing at home?</i></p> <p>This is something we are looking at this year. We are focusing on the work in school and then we will feed this into homework.</p>	
8	<p>Sports Premium and Pupil Premium Funding</p> <p>.</p> <p><i>Q – The attendance initiatives have been dropped from this year. What negative impact may this have?</i></p> <p>Although there is not a targeted focus, the initiatives will still continue. So far there has been no impact on the attendance and we remain above the national average.</p> <p><i>Q – It is noted that the end of KS2 writing gap should be 23 and not 19</i></p> <p>The writing gap figure has been amended</p> <p><i>Q- The 18/19 PP impact will be reported in the 2019 and not Sept 2018</i></p> <p>Typo errors have been corrected</p> <p><i>Q – It is noted that Year 6 swimming data is shown. Where does this come from and is there a requirement for this?</i></p> <p>This is now a requirement of the report and the information has come from the children. The school is required to show the percentage of the children that can swim.</p> <p><i>Q- Will the PP and SP reports be shown on the school web site?</i></p> <p>Yes – once agreed they will be added.</p>	
9	<p>To receive reports from committees – Resources /School Improvement</p> <p>No issues arising from either committee and both chairs agreed.</p>	Actioned
10	<p>To receive updates for Link Governors, including visits and training</p> <p>Full documents are available on the Governor Hub</p> <p>Health and Safety Report (ZD) – No reports of accidents. There was a recent fire drill- all evacuated in 2 and a half minutes. All fire exits were accessible.</p> <p>The log cabin situated in the Infant Playground is currently being mended.</p> <p>SEND Report (DC) – All children on the Register are receiving some form of intervention. The E.P. has been in to give some advice and new strategies for the two children. DC will follow up the impact that these have made. The findings will be shared with the Governing Body at the next meeting. It was noted that not all the parents concerned were willing to give full participation in the process of external intervention.</p> <p><i>Q – It was noted that an Educational Psychologist visit was due in November with the hope that he offers some new strategies to try with the children and possibly direct us to some resources or outside agencies that are appropriate for the children’s specific</i></p>	Action DC

	<p><i>needs. Did this visit take place and were there useful outcomes?</i></p> <p>Yes, the visit has taken place and the staff found some of the strategies for the children discussed useful. It is still too early to see the impact.</p>	
11	<p>Policy Ratification</p> <ul style="list-style-type: none"> - Pay and Appraisal (Agree and Ratify) - Equalities Scheme (Ratify) - Child Protection (Ratify) <p><i>Q – Can the HT confirm that all written appraisal records are retained in a secure place for six years and then destroyed?</i></p> <p>Yes, The reports are kept in the Heads Office while the member of staff is working at the school. If they leave, they are then archived in the year that they leave. They are then destroyed after six years.</p>	<p>Actioned Actioned Actioned</p>
12	<p>Premises : Cleaning Contract</p> <p>Five companies have been in and given quotes. The required hours of cleaning has been increased to cover the cleaning of the Owl House and the After School Activities. Out of the Five companies, the preferred company was ‘Rapid’. Their outlook was deemed to be realistic and they have a stable management team. References will be requested. There is also flexibility with this company in regards to the contract in the future. If the references are acceptable, the Governing Body gave permission for the process of securing the contract to go ahead.</p>	<p>Action TW</p>
13	<p>Governor Training</p> <p>Online training is now available for all Governors. Once the course is passed, certificates are issued. All details of training need to be passed onto SJT for record purposes.</p> <p>Two Governors to date have completed 5 of the courses.</p> <p>Exclusion training has been carried out by several Governors.</p> <p><i>Q – Does the clerk that will need to oversee the Exclusion Committee require any special training?</i></p> <p>TW will enquire if this is the case.</p>	<p>Action All Governors That use online training</p> <p>Action TW</p>
14	<p>Dates of the Future Meetings :</p> <ul style="list-style-type: none"> - School Improvement Committee 10/1/19 - Resources Committee 7/2/19 - Full Governor Body Meeting 14/3/19 	
15	<p>Any Other Business</p> <p>None</p> <p>The meeting ended at 8.30 pm.</p>	