



**Full Governing Body Meeting
3 December 2020 – 7.15 pm
Held remotely via MS Teams
Minutes**

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

Apologies: Mrs C Brazil,

Absent:

In Attendance: Mrs S Tiramani (Clerk)

No.	Item	Action
1.	Welcome and sign in and Apologies for Absence. It was noted that CB and DB had advised they may be late to the meeting.	
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 meeting on 10 September 2020. The Minutes of 10 September 2020 were agreed as a true and accurate record.	Minutes approved
5.	Matters Arising not on tonight’s agenda	
5.1	Minute 5 – Governor Confirmations/Pecuniary Interests Clerk to check who these are outstanding for and notify as appropriate.	Action: Clerk
5.2	Minute 7.2 – Safeguarding Training Completion JM confirmed that he had completed the training the previous day. AC/GH still to complete. DB to advise Clerk of date of her safeguarding training. TW advised that school training had taken place in Feb 2019 and would be redone in 2022. The DSL training took place this year. The Clerk advised that HfL had confirmed that it would be helpful if Governors who are members of staff in a school could also complete the Governor version of safeguarding training as it covered their areas of responsibility.	Action: AC/GH/DB
5.3	Minute 7.4 - Link governors to document their role. It was noted that the SEND (DB) and Safeguarding (LG) roles had been put onto GovernorHub. TW had provided the H&S role to JM and they will be discussing at their next meeting.	Ongoing Action: TW/JM

5.4	<p>Minute 7.5 – Parent Governor Vacancy Actioned. The Chair welcomed the new Parent governor, Kevin Dobson, to the Governing Body.</p>	Actioned
5.5	<p>Minute 7.6 – Policy Review Schedule to be updated and work programme reviewed. Actioned. TW advised that some policies on the website have been reviewed and updated but not yet uploaded onto the website. TW to action. The Clerk stated that there have been changes to the statutory documents required to be published on the school’s website and TW confirmed that these changes have been actioned and are included under Statutory Reports on the website. Pupil and Sports Premium information will be upload once agreed by the FGB.</p>	Ongoing Action: TW
5.6	<p>Minute 7.7 – Governor Visit Week Governors agreed that they would continue to conduct their business remotely and that it was not appropriate to visit the school at this time due to Covid-19.</p> <p>LG confirmed that she had visited the school to review the Single Central Record (SCR) in agreement with the Office Manager and whilst maintaining social distance.</p>	
5.7	<p>Minute 7.8 – Committees to review their Terms of Reference to ensure they are carrying out all duties delegated to them. Actioned. Committees are happy they are carrying out all duties required. The Chair thanked the Committees for undertaking this review.</p>	Actioned
5.8	<p>Minute 7.11 – Governors’ Report Outstanding. PC to review, circulate and upload to website.</p>	Outstanding Action: PC
6.	<p>Headteacher’s Report to Governors (including safeguarding and GDPR update) The HT’s Report, together with the Catchup Strategy Document, had been circulated prior to the meeting and questions submitted.</p>	
6.1	<p>Q. Can the HT expand a little on the feedback from the meeting with HfL in respect to PSHE? The adviser discussed the new framework and they unpicked that with a PSHE lead. They discussed the County wide priorities based on collation of surveys. They looked at the Y6 surveys conducted in the last 2 years to see if there were any patterns or high risk areas that as a school we needed to address. It was found that this was completely dependent on the cohort. One year there was one issue and the next year there is probably something else and therefore hard to unpick this.</p>	
6.2	<p>A Governor stated that they had declined for their child to interviewed as they were not comfortable with the way the questions were phrased. TW agreed that she does struggle with some of the information asked.</p>	

	<p>The children that we are most concerned over are unlikely to identify these concerns and some children answer yes to everything automatically. Some of the questions are also open to interpretation. Ultimately the survey is looking at trends that can be addressed via incorporating into our curriculum</p> <p>6.3 <i>Q. Do the children have other opportunities to voice concerns?</i> A. Yes, there are worry bags in each classroom. The children tend to talk to the TA's who are in their classroom. Our TA's are very well placed to notice any changes in a child's behaviour and will take them out of the classroom to read and then try to find out if they have any worries. The Midday Supervisors will also bring it to the teacher's attention if they feel something is different at lunchtime and this will be picked up in the afternoon. TW believes most children feel they have someone to talk to.</p> <p>6.4 <i>Q. Is this a generic Hertfordshire survey and could you tailor it more to Ladbrooke?</i> A. The Nurses come in and set it up, it is not a school led initiative. However, if we are concerned about the responses received, we will talk to the children further.</p> <p>6.5 <i>Q. Can the Headteacher explain a little more about the RM education platform?</i> A. Teaching was previously conducted remotely via our website in lockdown. Going forward, the education platform we have chosen to use as a school is MS Teams and we could choose one of a selected number of providers to set it up so the whole school can access this. We chose RM Education as we already have a relationship with them. They have been working behind the scenes to set up teams so all the children will have an email address to access, but we have no passwords as yet. Once it is set up, in the event of a class needing to isolate, MS Teams will provide a platform for teachers to be able to post work and children to be able to complete work and upload it for the teacher to mark and send back. Tapestry will be used for Reception and Nursery children.</p> <p>Communication with RM has only been via email and has been very difficult. Our IT technician has been brilliant and worked out of hours for us. We are going to try it in school first and will then test at home. Vodaphone are offering free data packages so we have taken that up for parents that are struggling.</p> <p>6.6 <i>Q. It is noted that the Performance management has been carried out. Were these satisfactory? Obviously, we are not requesting details of staff.</i> A. All PM were completely satisfactorily. Obviously, we could not review targets in the same way due to COVID but the staff's response to the pandemic meant that performance management was satisfactory for all as we felt they had met their PM in other ways.</p>	
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6.7	<p><i>Q. In the Catch-up Strategy spreadsheet, Strand 3, Access to Technology it states, ‘Has Teams been sued for HW so teething problems can be identified and improved.’ What does this mean?</i></p> <p>A. It should say has Teams been used not sued. Once all the teething issues have been ironed out, we plan to try and set some tasks using Teams in school and for homework so we can see which children can access and which can’t before it is really needed.</p>	
6.8	<p><i>Q. With regard to catchup, has the fact that there have been no trips and limited visitors had an impact on the curriculum?</i></p> <p>A. The impact has been that there has not been a fun, wow side of things. Staff have been very careful to try and enhance the curriculum in order to ensure that the children don’t feel they are missing out. Staff are busy trying to make sure that we organise things when we can and also arrange virtual things. Staff have been very creative with things in class however, the children are definitely missing out by not been able to go on trips.</p>	
6.9	<p><i>Q. Did the online session for Year 3 with the Vicar go well?</i></p> <p>A. Yes. We have started looking at different ways we can do virtual visits with the people that would normally come in. A virtual pantomime is happening this month so that the children are not missing out completely.</p>	
6.10	<p>With regard to GDPR, Governors noted that there had been no data breaches and the annual GDPR report was presented to the Resources Committee.</p>	
6.11	<p><i>Q. Have there been any data requests?</i></p> <p>A. No, only the nursing teams who ask for list of names when they come in.</p>	
6.12	<p><i>Q. In the Primary PE and Sports Premium spreadsheet the numbering in the ‘Actions to achieve’ column is strange and will need amending before putting on the website.</i></p> <p>A. Noted.</p> <p>DB joined the meeting at 7.44 pm</p>	
6.13	<p><i>Q. With regard to the Catchup spreadsheet, whilst noting we have 11% disadvantaged children (though 10% in sports pupil premium), were there any noticeable differences between these children and the rest of the cohort on the return to school and if so what measures have been put in place to address these?</i></p> <p>A. The percentage difference is due to the fact that sports premium takes into account Y1-Y6 only. There was some difference as some of the children had clearly not even picked up a book in the time they were not in school. These children were targeted at the start of the year for additional support.</p>	

6.14	<p><i>Q. Governors asked for clarification on how the hours were converted into pounds.</i></p> <p>A. The hours converted to pounds will depend on the grade of the person doing the intervention. We have H2, H3 and teachers leading so the cost depends on this.</p> <p>Governors agreed the Catchup spreadsheet was a very robust document.</p>	
7.	<p>Sports Premium and Pupil Premium Funding</p> <p><i>Pupil Premium</i></p> <p>7.1 <i>Q. Can the HT expand on the impacts last year as tracked by the SENCO and HT?</i></p> <p>A. As we usually do, we track data and progress at the end of the term. Last year we were tracking children in the Autumn and Spring Terms (although in Spring we did not have a full set of data). Early indicators were that the changes and interventions in place were having an impact, especially EYFS phonics, but we could not see this full impact due to COVID. Also, 1-1 time for looking at wellbeing work important.</p> <p>7.2 <i>Q. The catchup spreadsheet mentions unallocated funds?</i></p> <p>A. Normally we review in the spring and see what we need to use that for if things need more work for certain children. The biggest challenge is finding the right people to run interventions without having to bring new people in which is difficult in the timescales and also making sure the children don't miss too much curriculum time for interventions.</p> <p><i>Sports Premium</i></p> <p>7.3 <i>Q. How does the 87% of Y6 pupils being able to swim compare to other schools/years?</i></p> <p>A. It is slightly down on previous years, but this is due to us having to use data from the end of Y4 swimming rather than surveying the children at the end of Y6. Looking at a couple of other school websites, it appears to be around the same, if not slightly higher.</p>	
8.	<p>Updated Governors' Report/Issues</p> <p>8.1 <i>Governors' Report</i></p> <p>PC advised that he had not done an updated report. He will finalise last years and then complete another one for the end of the academic year.</p> <p>8.2 <i>Governor Issues</i></p> <p>Governors were asked whether they had any issues.</p> <p>8.3 <i>Q. The Chair asked whether, in the longer term, it would be possible to reinstate subject leaders attending FGB meetings as it was extremely useful to meet with them?</i></p> <p>A. TW stated that they are happy to talk about what they are doing and that, with Governor meetings taking place virtually, this may work better for them as they could attend for a small amount of time. This could link with the SIP for those people involved in their role as part of</p>	<p>Action: PC</p>

	<p>school improvement. PC added that this would give Governors a chance to meet and question them and find out more, but also would give them an opportunity to ask us about any issues.</p> <p>8.4 <i>Q. Could we start with PSHE as this is being revamped?</i> A. TW could speak to Mrs Friend.</p> <p>8.5 <i>Q Could we link with a governor visit on either Maths or English?</i> A. Governors agreed they would not want to put any more pressure on staff to do this at the moment.</p> <p>TW added that the staff could present to the FGB and then Governors could visit school to follow up, speak to the children, and see what is actually being done.</p> <p>Action TW to come back to Governors in due course with ideas when she has spoken to staff.</p> <p>8.6 <i>Q With regard to the school survey/ParentView, can we ask parents to go onto ParentView and encourage them to complete?</i> A. TW advised that no survey was conducted last year, but that she plans to do one in the Spring Term.</p> <p>8.7 The Chair stated that it is possible that Ofsted will come in at some stage. Governors noted that they need to ensure they are fully conversant with the link safeguarding Governor’s role, but also agreed safeguarding was totally entrenched in everything that the school does.</p> <p>8.8 TW reported that she had recently received a call from Ofsted regarding them conducting a remote visit in relation to how the school was dealing with Covid-19. TW had asked for this to be deferred for personal reasons.</p> <p>8.9 The Chair asked Governors to check their resumes on the website and send any updates to TW. KD was asked to prepare 3 short paragraphs for his resume and to send to TW when complete.</p>	<p>Action: TW</p> <p>Governor Resumes Action: All</p>
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p>To receive reports from Committees</p> <p>Resources AC reported that the main item from the Resources Committee was the Pay on Appraisal Policy which is on this agenda for approval.</p> <p>School Improvement MT briefly ran through what had been covered in the recent School Improvement Committee meeting. Minutes to follow.</p>	

<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p>	<p>To receive updates from link governors including visits and training</p> <ul style="list-style-type: none"> • SEND – DB’s SEND Report has been added to GovernorHub. DB has been keeping in touch with the SENCO via email in order not to overload her and will have an MS Teams meeting later in the Spring. • H&S – Meeting to take place between JM and TW. no meeting yet. • School Visits – It was noted that not many visits have taken place. • Safeguarding – reported to the Resources Committee. Safeguarding visit completed and SCR reviewed. • Autism - DC’s meeting with SENCO deferred to after half term as it had not been possible to meet. • Equality – no update. It was noted that JM had now taken over H&S. <p>List of link governors to be added to next Agenda.</p> <p>TW reported that a fire drill had taken place and had probably been the best they had ever done. All children were lined up outside and registered by the time TW had completed her checks and got outside.</p> <p>Update from Governors’ conference The Clerk reported that HfL had advised that the HfL/HASG Hertfordshire Annual Governance Conference would take place virtually in 2021. From 15–19 March 2021: a range of webinars will be available for delegates to access. On Saturday 20 March 2021 there will be live keynote speakers presenting on disadvantaged and mental health. Bookings will be going live shortly</p> <p>Update from Governors’ visit day TW suggested deferring this for the time being. The main priority is to get through this term and next with no closures. If things are better next term a Governors’ visit day can go ahead then. Governors agreed with this course of action.</p>	<p>Action: Clerk</p>
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p>Policies</p> <p>Pay and Appraisal Policy (agree and ratify) Governors had been asked to approve this Policy via GovernorHub, however, one question had been raised.</p> <p>Q. Is the Appendix correct? The Deputy HT is shown as L4 - L8 and the HT L8 - L20. The HT should be L14 - L20 so there would not be an overlap. A. Governors believed the pay scale had been increased prior to TW’s appointment. TW stated that by leaving the scales as they were, Governors had the flexibility to appoint at a lower grade if they were required to recruit a new Headteacher.</p>	

<p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11.6</p> <p>11.7</p> <p>11.8</p> <p>11.9</p> <p>11.10</p> <p>11.11</p>	<p><i>Q. Could the Individual School Range (ISR) be stated instead?</i> A. Schools are banded due to their size so normally between L12-L16 for a Headteacher in our size of school. Could put band 2 school?</p> <p>Agreed Governors agreed to leave the scales as they were.</p> <p>The Clerk advised that the Government recommended 2.75% pay increase for teachers and senior leaders, reflected in the pay scales of the Policy, needed to be formally agreed by the FGB in addition to the Pay and Appraisal Policy.</p> <p>Agreed</p> <ul style="list-style-type: none"> • Government recommended 2.75% pay increase for teachers and senior leaders approved. • Pay and Appraisal Policy ratified. <p>HT’s Performance Management To be covered under Part II at the end of the meeting.</p> <p>Child Protection Policy</p> <p><i>Q. It was noted on page 17 that LG is still shown as Vice Chair. It was suggested that the role could be changed to Safeguarding Governor.</i> A. Governors agreed to include LG as Safeguarding Governor and JM as Vice Chair.</p> <p><i>Q. There is a mixture of DSL and DSP stated. Could this be standardised.</i> A. TW to change.</p> <p><i>Q. Can the HT confirm that all staff have been given the Safeguarding Training and the DSL has been appropriately trained in the last two years?</i> All DSLs were trained in Feb 2020. Safeguarding training for all staff was held in Feb 2019.</p> <p>Governors noted that this policy is on the school website in line with good practice.</p> <p><i>Q. Vice Chair information needs to be updated?</i> A. TW to action.</p> <p><i>Q. Can the HT confirm that all staff have signed the Appendix?</i> The appendix has been signed by all staff and copies filed in the safeguarding file in the HT office</p> <p>Agreed Child Protection Policy ratified.</p>	<p>Pay increase and Policy ratified</p> <p>Policy ratified</p>
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12.	<p>Premises <i>Update on After School Club build</i> TW confirmed the drone photos had been uploaded to GH in a folder called 'After School Build'. PC advised that the second progress report had been uploaded with the documents for this meeting.</p>	
12.1	<p><i>Q. Can we circulate the progress report to parents?</i> A. Yes, TW will action.</p>	<p>Progress report to be shared with parents. Action: PW</p>
12.2	<p><i>Q Will there be any PR with the contractors and the children?</i> A. TW has spoken to them, as she wants to do something, but not sure what. Last week they brought construction books in for the children and there was a photoshoot of them being presented. TW added that she would like an article in the local newspaper to highlight the contractors for taking the project on. PC suggested that the contractors may have someone that can help with PR in this regard.</p>	
12.3	<p>PC reported that the project is going broadly to timescales. There has been a slight delay due to bad weather and machinery breakdown. The first interim payment of £36,818.14 is to be made in line with the payment schedule and in relation to works completed. The only risk highlighted so far is that there is no fire hydrant within 100m of the new building and this is being investigated. It was noted that the school is not within this range either.</p>	
12.4	<p><i>Q. It was noted that in reality, the building looked closer to the main building than visualised.</i> A. TW stated that it is positioned to allow the children to get to it quickly from the hall without getting too wet.</p> <p>TW asked Governors whether they were happy for this first interim payment to be paid and this was agreed by Governors.</p>	
12.5	<p><i>Q. The Chair suggested that the timing of Governor meetings would make it difficult for Governors to authorise every invoice and asked whether PC/TW could authorise them on the FGB's behalf.</i> A. AC advised that this was in line with the Schedule of Financial Delegation's agreed limits for approval by the Chair/Headteacher.</p> <p>Agreed Governors approved the authorising of payments on this project by PC/TW.</p>	
12.6	<p><i>Q. Will there be any retention?</i> A. As no payment is made until work has been completed, in line with the contact agreed, this does not apply.</p>	
13.	<p>Governor Training</p>	
13.1	<p>The Clerk advised that HfL had asked Clerks to remind Governors about their one free per year in-house training session.</p>	

<p>13.2</p> <p>13.3</p> <p>13.4</p> <p>13.5</p>	<p>MT had reported that he had difficulties with the buttons on the GDPR refresher training. Clerk to raise with HfL.</p> <p>The Clerk ran through the training for Governors that had expired:</p> <p>Safeguarding – AC, GH, JM Safer Recruitment – Only DB and CB have current training. Exclusions – all Governors’ training has expired.</p> <p>The Chair reminded Governors of their commitment to carry out training and asked them to be mindful of that which had expired.</p> <p>Governors were asked to look through the list of training on GovernorHub and think about what training they felt they would like to be held in house.</p> <p><i>Q. Is training now recorded on GH.</i> A. The Clerk advised that GH is experiencing technical issues which means that training shows up to the individual Governor on GH but not when the report is run showing all training completed by the GB. Governors should therefore notify the Clerk of any training completed until this is fixed.</p>	<p>Clerk to raise issue with HfL Action: Clerk</p> <p>Governors to think about possible in-house training Action: All</p> <p>Action: All</p>
<p>14.</p>	<p>Dates of future meetings for 2021</p> <p>School Improvement Committee 7/1/21 Resources Committee 4/2/21 Full Governing Body 11/3/21</p>	
<p>15.</p>	<p>Part II – Headteacher’s Performance Management.</p> <p>A Part II discussion took place.</p> <p>Action PC to write to TW on behalf of the FGB.</p>	
<p>16.</p>	<p>Any Other Business None</p> <p>The meeting ended at 8.45 pm.</p>	