



**Full Governing Body Meeting
12 March 2020 – 7.15 pm
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 G Huntley, Mr J Mackley, Mr D Redington, Mr M Turner, Miss T Webster (Head)

Apologies:

Absent:

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

No.	Item	Action
1.	Welcome and sign in and Apologies for Absence. There were no apologies for absence.	
2.	Conflict of Interest No conflicts arose during the course of the meeting.	
3.	Notification of Any Other Business <ul style="list-style-type: none"> • Contract for appeals and implications of charges. • Coronavirus 	
4.	Approval of the Minutes of the previous meeting on 5 December 2019. The Minutes of 5 December 2019 were agreed as a true and accurate record.	Minutes approved
5.	Matters Arising not on tonight's agenda	
5.1	<i>Minute 5.11 – Targets to be included alongside results data going forward</i> Will be actioned going forward.	Actioned
5.2	<i>Minute 5.12 – Individual documents to be added to Governor Folder on GovernorHub</i> Actioned.	Actioned
5.3	<i>Minute 8.3 – Governors to look at website and feedback any comments to TW.</i> Actioned. TW advised that on the inset day in April, staff will be putting together the final bits for the curriculum pages. Agenda for next meeting.	Ongoing
5.4	<i>Minute 8.4 – Clerk to circulate statutory website info requirements</i> Clerk to send by email.	Ongoing
5.5	<i>Minute 13.1 – Governors to complete Safeguarding training online if applicable</i> Governors were asked to complete online safeguarding training if they had not done so in the last 4 years.	Outstanding
	<i>Minute 13.2 – Meeting with the Ofsted Inspector training to be</i>	

5.6	<i>arranged</i> Actioned	Actioned
6.1 6.2 6.3 6.4 6.5	<p>6. Headteacher’s Report to Governors (including JARV feedback) The HT’s Report had been circulated prior to the meeting, together with the JARV Report. The following questions were raised:</p> <p>6.1 <i>Q. At the last training session for the GB we were reminded of the need to embed Intent, Implementation and Impact into the curriculum and SIP. Can the HT explain how this is being achieved?</i> A. Each subject leader has written a statement for their subject. The gaps in our provision and what we are trying to achieve will be addressed through the SIP 20/21. These statements will be put on the website.</p> <p>6.2 <i>Q. Staff and student well-being rightly remains a priority in the SIP. It would be worth briefly discussing how this can best be achieved.</i> The Chair asked Governors to consider this and how they can ensure well-being is being addressed appropriately. TW added that the staff are a cohesive group who talk to each other and attendance is high. During discussion, the following was agreed:</p> <ul style="list-style-type: none"> • Staff questionnaire to be formulated to allow anonymity. DB to circulate a copy of one used at her school based on Ofsted wellbeing. One question to be ‘has the school made any attempt to reduce workload and has this been effective?’. • Governor/Staff drop in sessions to take place during LG’s regular safeguarding visits. • LG’s email address to be given to staff for any concerns. <p>6.3 A Governor advised that now, if you are recording a bullying incident that would normally come under homophobic behaviour, Ofsted will apparently now check specifics so the incident needs to be recorded as either homophobic, biphobic or transphobic bullying. TW responded that she hadn’t heard this and thanked the Governor concerned for bringing it to her attention.</p> <p>6.4 JARV Report. Governors agreed that the JARV Report was very positive. TW advised that the children had been much more able to talk about their learning. TW advised that she was really pleased to see that work scrutiny evidenced a development in topic work but not at the expense of English and Maths. TW added that HR had been involved in English topic book moderation with other schools and that they had thought Ladbroke’s were so good, they wanted to know how HR had achieved this.</p>	

	<p>Allocation of school places Governors discussed the allocation of places at Secondary schools for the Yr 6 cohort and the applications received by Ladbrooke for Reception places in September 2020. It was noted that whilst still being high, the applications for Reception this year were not as high as last year.</p>	
7.	<p>Safeguarding Report to Governors and Safeguarding Audit Report TW advised that LG had visited the school to carry out the Safeguarding audit with TW. It was noted that the revised Herts Annual Safeguarding Practice Audit form now consisted of 38 pages and was becoming unwieldy. It is also not clear what evidence is required. A copy of the completed Audit form had been circulated to Governors via GovernorHub in advance of the meeting. Following the Audit, the Annual Report to Governors on Safeguarding Children had been completed and circulated.</p> <p>7.1 <i>Q. How often do you need to complete Safer Recruitment training?</i> A. Valid for 5 years. TW stated hers needs to be refreshed. TW/HR will refresh asap.</p> <p>7.2 <i>Q. It is noted that the Anti-bullying Policy was due for review in 2019.</i> TW advised that this is contained within the Behaviour for Learning policy that is currently being worked on.</p> <p>Thanks were expressed to LG and TW for their work.</p>	
8.	<p>GDPR Update It was noted that the GDPR update was contained within the HT's report. There have been no requests for information and no breaches.</p>	
9.	<p>Matters arising from Committees There were no matters arising of note from either Committee.</p> <p>9.1 Approval of Financial Competencies. It was raised that some Governors had been missed off the competencies. TW advised that financial competencies matrix only related to members of the Resources Committee.</p> <p>Governors approved the Financial Competencies Matrix and agreed that it evidenced that the Resource Committees' competencies were robust.</p>	<p>Financial Competencies Matrix approved</p>
10.	<p>Agree and Ratify Policies</p> <p>10.1 <i>Health & Safety Policy (via Resources)</i> Policy ratified.</p> <p>10.2 <i>Charging</i> It was noted the Policy remains unchanged (with the exception of a type) from the previous one. Policy ratified</p> <p>10.3 <i>Home School Agreement</i> It was noted that it had previously been agreed that the HAS would be</p>	<p>Policy ratified</p> <p>Policy ratified</p> <p>Policy ratified with one</p>

	reissued for re-signing in Year 3. TW agreed to include this statement in the Policy. Policy ratified.	amendment. Action: TW
10.4	<i>Safer Recruitment</i> TW advised that Policy follows the County model. The only amendment is the addition of the requirement for a criminal declaration to be sought at the time of shortlisting candidates. Policy ratified.	Policy ratified
11.	SFVS Ratification It was noted that the SFVS was discussed at the Resources Committee.	
11.1	<i>Q. The Teacher contact ration is 0.82 much higher than the recommended 0.78. Can the HT ensure the GB that sufficient time is given to PPA? It is noted that insufficient time could result in well-being issues</i> This is due to the fact that the spreadsheet only takes into account teachers covering, not French Teachers and Sports Coaches not employed by the school. If this is taken into account, we are compliant. SFVS unanimously approved. TW to submit.	SFVS unanimously approved. TW to submit. Action: TW
12.	To receive updates from link governors including visits and training	
12.1	The termly Inspection Safety Checklist had been completed by ZD and uploaded to GH in advance of the meeting. It was noted that there were no areas of concerns. With regarding to the Covid-19 virus, pupils are being advised to wash their hands more frequently. TW advised that the doors into KS1 and KS2 are being propped open to avoid the need for regular contact. Handles etc are being wiped down each morning and lunchtime and there is hand gel in every classroom. Tables are being cleaned with ani-bacterial wipes.	
12.2	Autism DC advised that she has attended 2 autism training courses. There is a standard checklist and she will be visiting school to observe.	
12.3	<i>Q What proportion of our children have autism?</i> A. Officially 2, although there may be others somewhere on the spectrum.	
12.4	SEND DB advised that she will be attending a wellbeing course with the SENCO in a couple of weeks' time and will use this time to catch up with her. TW advised that she had attended a briefing on funding for SEND and changes that are coming into force. At the moment, those children with a EHCP have to apply for exceptional needs funding. This will now be done automatically, and the children will be placed into various bands. TW believes that this will mean we will get slightly	

12.5	more funding.	
	Headteacher’s PM review.	
12.6	DR reported that the HT’s interim review had been conducted immediately prior to the meeting.	
	Covid-19 (Coronavirus)	
	TW reported and Governors noted that the school is following HfL and Government advice.	
	TW advised that she is in communication with the other Potters Bar heads following new advice from the Government regarding isolating 7 days if experiencing a high temperature or new persistent cough.	
12.7	<i>Q What if staff are off?</i>	
	A. We need to consider how we can provide 2 weeks work for our children. Unlike secondary schools, we do not have a lot of online learning available and some children do not have access to the internet/computers. TW has recommended that the PB headteachers get together to form a united way of dealing with it. Governors agreed this was a good idea.	
12.8	Governors were concerned that those children on FSM may not have access to a hot meal if they are not in school.	
12.9	It was noted that, despite social media posts to the contrary, non-one in Potters Bar has currently been diagnosed with the virus.	
12.10	<i>Q Should there be an issue or incident and we need to deep clean, how would we find a suitable contractor?</i>	
	A. It was agreed this could be discussed with the other PB heads. Public health may have a list of contractors who can clean properly.	
12.11	Business Continuity Plan	
	TW reported that this is currently being reviewed and the Office Manager has the matter in hand.	
12.12	Governor Training – Strategic Direction	
	The Chair stated that at their recent training, it had been noted that one of the Governors’ key roles was to be responsible for the strategic direction of the school and he asked Governors whether they should meet to discuss how they can guide the school going forward.	
12.13	Agreed Chairs/Vice Chairs/TW to get together to discuss.	Chairs/VCs/TW to meet to discuss strategic direction Action: PC
12.13	Governors Report to Ofsted	
	PC had circulated a draft report prior to the meeting, and he asked Governors to send through to him any queries/comments. PC suggested that link governors write down their role in order that this could be passed on in the event of a change of link governor. This was agreed.	Link Govs to document their role Action: Link Govs
12.14		

<p>12.15</p> <p>12.16</p> <p>12.17</p> <p>12.18</p> <p>12.19</p> <p>12.20</p>	<p>Governor Membership ZD announced that she is moving from the area and has resigned as Governor with immediate effect. ZD was thanked for input to the Governing Body and particularly in her role as H&S Governor.</p> <p><i>Q When should we advertise the Parent Governor vacancy?</i> It was agreed that this would be advertised at the beginning of next term. TW to action.</p> <p>Pupils taking holidays during term time. It was noted that the last HT newsletter mentioned fining parents for taking children on holiday during term time and that TW would be discussing this with the FGB.</p> <p>TW advised that although she really doesn't want to do this, the attitude of parents that not much work takes place at the end of half term/term is extremely concerning. This is when assessments take place and absent children are having a major impact on this.</p> <p>Governors agreed to minute that they support the wording contained in the HT's Newsletter and that this will seriously be reviewed if the situation continues.</p> <p><i>Q How do we enforce fines?</i> A. The issuing of fines follows the local council legal process.</p> <p><i>Q How much is the fine?</i> £60. Most parents will continue to take their children out of school and pay the fine as this is cheaper. https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/penalty-notice-for-unauthorised-absence/penalty-notice-for-unauthorised-absence.aspx</p> <p>Governor Work Programme The Clerk to put the Work Programme prepared by herself/PC on GovernorHub.</p> <p>Governor Visit Week TW reminded Governors that next week was Governor Visit Week and asked them to let her know the following day when would be convenient for them to attend.</p>	<p>Parent Gov vacancy to be advertised at the beginning of next term. Action: TW</p> <p>Clerk to put Gov Work Programme on GH. Action: Clerk</p> <p>Govs to let TW know availability for Gov Visit Week Action: All</p>
<p>13.</p>	<p>After School Build – Update</p> <p>TW advised that planning permission had now been received and she would be contacting The Stable Company, our preferred contractor, to find out what we need to do now.</p> <p>It was noted that Governors had been considering the project at each stage and TW asked Governors to now formally approve expenditure of £165,845 + VAT in respect of this project (final quotation circulated). A deposit of £41,000 is required.</p>	<p>Expenditure for ASC</p>

	Following a show of hands, expenditure of £165,845 + VAT for the After School Club Building Project was unanimously agreed.	Building Project formally agreed
14.	Dates of future meetings for 2020 <ul style="list-style-type: none"> • School Improvement 23 April 2020 • Budget Discussion and Ratification – 14 May 2020 • Resources – 18 June 2020 • Full Governing Body Meeting – 9 July 2020 	
14.1	<i>Q Will we continue to hold meetings is the school is closed due to Covid-19?</i> A. We will have to play it by ear. It is crucial that the budget meeting goes ahead.	
15.	Any Other Business	
15.1	Contract for Appeals. TW advised that the school had been notified by HCC that we were now going to be charged £200 for each lodged appeal to cover venue, panel costs etc. Governors noted that they totally disagreed with this charge and felt the school would be being penalised for being a popular school. TW added that parents appeal just because they can and that she feels they should be being charged if their appeal is unsuccessful.	
15.2	<i>Q Can we do our own appeals?</i> A. Governors agreed that this was not something we could do ourselves at present.	
15.3	<i>Q Might there be an independent group that we could use?</i> A. This is something we could look at for the future.	
15.4	<i>Q Do we have appeals for Nursery?</i> No, we don't tend to get appeals for nursery.	
15.5	Governors questioned why funding that the local authority presumably received for this in the past was not being passed down to schools.	
15.6	<i>Q Who attends an appeal from school?</i> A. TW believes our statement speaks for itself however she could attend if necessary. The meeting ended at 8.35 pm.	