Minutes of Meeting of the Full Governing Body held on Monday 8 July 2019

Present:

Ms Sally Cameron Griffiths	СОР	Mr Robert Blok	PAR
Mr David Hope (Chair)	СОР	Ms Emma Fitzgibbons	PAR
Ms Joanne Reeves	СОР	Mr Tom Irwin	PAR
Ms Tina Shaw	LA	Ms Rachel Lockwood	STF
Mrs Amanda Abley	HT		

COP= Co-opted Governor; PAR = Parent Governor; STF = Staff Governor; HT = Headteacher; LA = Local Authority Governor

In Attendance: Ms Sue McClinton (clerk)

Absent: Ms Haller, Ms Brincat

School Council Presentation

The meeting was addressed by one representative of School Council, Bella Hope from Y2. She outlined various initiatives the School Council has been involved in this year. These include the Golden Coat Hanger which is awarded weekly to the tidiest cloakroom, Robot Ron and the book swap, improvements to the Friendship Bench and the Good Egg Award. She explained the latter is new, everyone is invited to nominate anyone who is kind, generous, reliable and resilient and two reps from each class will be deciding on the class good egg with the teacher. In response to a question, Bella clarified that the Golden Coat Hanger has been won by all classes, but a couple have won it more times. The Head said it was proving to be very effective. Bella was thanked for coming to the meeting.

ACTION

1.	Welcome & Apologies for Absence	
	Apologies were received from Ms Sayce and accepted.	
2.	Conflict of Interest	
	Governors were reminded to declare any conflict of interest should it arise	
	during the meeting and withdraw from that item	
3.	Any Other Business for Item 13	
	Item from Mrs Shaw, Strawberry Tea and Parent Survey were noted.	
4.	Minutes of the Previous Meeting held on 13 May 2019	
	Agreed as a true record and signed by the Chair	
5.	Matters Arising from the Minutes	
5.7	Gift Aid Forms: Ms Fitzgibbons to check next steps re gift aid forms. Carry	EF
	forward.	
5.12.2	Governor Self Review: Ms Sayce re-issued form. Chair to liaise with her re	Chair/CS
	taking forward.	
5.	Field Project: Taken forward with SADC and now need to approach Herts	

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11. 12.1 12.4	for permission. Chair to send HCC contacts to Ms Cameron Griffiths. Involves several wards so hope to bring on board several local councillors to help funding. Governor Visit Form: Ms Reeves has updated the current form. With the addition of a reference to the link between visits and school plan priorities, the form was agreed. Ms Reeves to finalise form Annual Governor Statement: In hand. Chair and HT liaising on content. Strawberry Tea: Ms Cameron Griffiths requested contributions from governors (min £5 per head) for the annual tea with staff at 3.30 pm on Wednesday 17 July. Governors asked to support event if they are available.	Chair/SCG JR
6.	Report from School Improvement Committee (SIC) The Committee has not met since the May FGB meeting. The Staff Survey is being reviewed by the Chair and Vice Chair who will circulate a summary to governors. The Chair envisages a feedback session to staff and Ms Cameron Griffiths indicated her willingness to attend as well.	Chair/V Chair
7.	Report from Resources Committee (RC) The minutes of the meeting held on 21 June 2019 had been posted in advance and were noted. Mr Blok highlighted key points: • Finances: Budget updated and likely to be a £23k deficit at the end of the year. Looking into why Pupil Premium income is £9k less when number of pupils is the same. Donations at £2941 and checking how many Direct Debits. There is concern about the cost of special weeks eg science week, E safety week. Donations are sought, but unlike class-based requests, not enough money is received and they run at a loss. There was discussion as to options to improve this situation. It was thought that there should be greater clarity in the use of Gateway, possibly some confusion as used by ALSA too. Chair will look at with Kirsten and RC will continue to monitor. Herts are being contacted about the tightness of the budget to find out what actions they will require going forward. • Priority School Building Programme (PSBP): Planning permission has been granted, but not the request for an earlier start during the summer holidays. The start date is October and a plan has been requested so the impact on the school when the temporary facilities are constructed can be assessed. Q: have we taken advice from other schools on how they managed? A: yes, but no magic answer. • Staffing: Letters have gone out about the overpayment to some staff. Only 6-7 people affected. Q: how have staff reacted? A: okay, will be right from September and no repayment being requested. • Annual H&S Audit: To be completed by the HT and Mr Hope and any actions brought to the September FGB meeting	Chair/HT/Sept FGB Agenda

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8.	Headteacher's Report – Review of School Plan & Priorities for 2019-20 The Head had made available in advance an updated School Plan which incorporated the staff's review of progress made during the current year. She flagged up the governor objectives and how revised priorities for the Governing Body would be required then. On Wednesday is the final Herts Improvement Partner (HIP) visit of the year when progress will also be reviewed. Q: When will governors have pupil data? A: The September FGB will review the SATS results and the Autumn SIC meeting will look at all the data prior to the November FGB meeting. Q: Why have there been fewer RE visitors? A: Ms Lockwood explained that with other schools locally, it was difficult to find representatives of different religions to come into school. Have now bought into Jigsaw resources to support PSE. Templewood School (TS) are trying out the Jigsaw RE scheme and if their experience is positive, AL may adopt it. Q: How has work gone on key priority 1 and work with books? A: Well and this week, the HIP will be looking at books to assess progress for children working at greater depth. Q: What is the impact on wellbeing of reduced Teaching Assistants (TA)? A: There has been an impact. One significant impact has been an increase in low level behaviour issues. Simply because there are not enough adults in the room. Have talked to different groups of children about it. Q: What has been the impact on out of class interventions? A: Again, there have not been as many as would have liked, but putting in place different arrangements for the new year to boost progress – groups with the Head and SEN whose timetable responsibilities will start later each day. Trying to be creative in allocating staff time. Q: how sustainable is it? A: By half term, will know whether input is making a difference. Q: Impact on Learning Zone? A: yes, less staff time available. Q: Do you need less TA time where the year group is smaller? A: In reality, the needs are such that this is not the case.	
9.	Safeguarding Update No ongoing issues	
10.	Future School Structure Working Party Mr Hope and Mr Blok met with the Head and Business Manager of STAGS. They are a Multi Academy Trust (MAT) with an additional secondary school and a primary school both of which came into the trust because they required improvement. The MAT is keen to expand and are seeking schools who want to join voluntarily. In the meeting, the STAGS representatives emphasised the importance of retaining the culture and values of any school which joined them. They charge 4% of income which gives access to shared central resources eg ICT, HR, lettings arrangements etc so there would be some economies of scale. Whilst joining the MAT would need further enquiry, both governors left the meeting feeling positive. Q: Would joining present a solution to the lack of TAs? A: there would be economies of scale, but not necessarily. The Chair and Mr Blok intend to speak to Beech Hyde about their experience of being part of the MAT. It was noted that they do not have any TAs. After discussion, it was	Chair/RB/

	agreed that a paper needed to be put together for the September FGB meeting on the pros and cons of joining a MAT alongside the pros and cons of federating/working in partnership with TS. Chair and Mr Blok to progress. This needs to be in the context of HCC's view of the school's finances during the last two years of the three-year financial plan negotiated last year.	Sept FGB Agenda
11. 11.1 11.2	School Visits Review of Form & Protocol: See Item 5.11 Matters Arising above Sports Premium (SP) Visit: Carried out by Mr Irwin, write up pending. He assured governors that accountability for SP spend and its outcomes are on the website and are kept up to date through the year. The % of Y6 meeting the national standard in swimming is to be added. There is a £2k underspend. Q: what is the SP spent on? A: equipment, bike training, soccer including staff training, lunchtime activities. Schools are encouraged to challenge what is viewed as increasing inertia in children and greater obesity. Q: Do we receive feedback from parents? A: not specifically, though could look at the parent survey. Q: What will be the impact of the building works on SP funded activity? A: Not clear at the moment, but will be built into plans. Mr Irwin to write up report.	TI
12. 12.1	Governing Body Matters GB Membership: It was noted that Mr Irwin is leaving the area and so standing down at the end of August. There will be a parent governor election in September. It was agreed to re-appoint both Ms Cameron Griffiths and Ms Shaw for a further four-year term. Concern was expressed that Ms Haller has not been attending meetings and neither has she completed the paperwork requested of governors at the outset. It was agreed that Mr Hope would contact Ms Haller to clarify the situation. Election of Chair & Vice Chair: Mr Hope expressed his willingness to continue though he acknowledged his lack of availability. It was unanimously agreed that he should continue as Chair for a further year with effect from 1 September 2019. Mr Hope was duly elected. The election of a Vice Chair was deferred to the next meeting. A new SIC chair	DH
12.3 12.4 12.5	will be appointed at the next meeting too. Update on Training & Development: There was some confusion as to what training is included in the HfL subscription package and what training has to be paid for. Clerk to clarify. The clerk also updated governors on recent training changes and will send out a written update via GH. In house session to be complaints and Ms Brincat to be asked to seek dates. Governor Self Review: See Item 5.12.2 Matters Arising Governor Induction Pack Review: Is currently up to date and will continue to put on the agenda annually – part of training remit.	Clerk Clerk CB
13. 13.1	Any Other Business as notified in Item 3. Sustainability: Ms Shaw raised the single use plastic in the school trip snacks (plastic containers of fruit that also leak). HT to follow up with the catering company.	НТ

13.2	Parent Feedback: Mr Irwin shared a draft (as last year with the addition of reference to SP in extracurricular section) and it was agreed to encourage parents to complete the survey before the end of term.			
14.	Dates of Meetings 20 Agreed as: 30 September 2019 20 January 2020 18 May 2020	25 November 2019 16 March 2020 06 July 2020	All Mondays at 7 pm.	

Signed:	Date:
(Chair)	

ACTION SUMMARY

Item	Action	Who/Where
5.5.7	Check next steps re gift aid forms	EF
5.5.12.2	Chair to liaise with Ms Sayce re taking forward governor	Chair/CS
	self-review	
5.5	Chair to send to Ms Cameron Griffiths HCC contact	Chair/SCG
	information to progress field project	
5.11.	Finalise Governor Visit Form and post on GH	JR
6.	Summarise comments and circulate outcomes of staff	Chair/V Chair
	survey to governors	
7.	Annual H&S Audit and report to FGB.	HT/Chair/Sept FGB
		Agenda
10.	Meet with Beech Hyde representatives & produce paper	Chair/RB/Sept FGB
	on pros and cons of Future Structures for next meeting	Agenda
11.2	Sports premium visit write up	TI
12.1	Chair to contact Ms Haller to clarify her intentions as a	DH
	governor	
12.3	Clarification of training package and courses charged for &	Clerk.
	summary of recent training changes	
12.3	CB to liaise re date for in house complaints training	СВ
13.1	Contact catering company about single use plastic in	HT
	snacks taken on school trip recently.	