



Full Governing Board Meeting

MINUTES

**Thursday 2nd December
7.00pm
(Via Microsoft Teams)**

Membership	Sotorios Adamopoulos	Parent Governor/Trustee
	Nigel Fletcher	Vice Chair of Governors/ Co-opted Governor/Member
	Greg Foreman	Parent Governor/Trustee
	Naomi Holloway	Chair of Governors/Co-opted Governor/Member
	Deborah Mills	Associate Governor/School Business Leader
	Hannah Milne	Co-opted Governor/Trustee
	Philippa Moore	Headteacher
	Sam Mountford	Co-opted Governor/Member
	Karen Poole	Co-opted Governor/Trustee
	Debra Price	Staff Governor/Trustee
	Lesley Stevens	Co-opted Governor/Trustee
	Abby Westell	Co-opted Governor/Member
Sarah Wood	Deputy Headteacher/Associate Governor	
In attendance	Kate Townsend	Clerk
	Gary Miller	Price Bailey LLP (left after minute 6a)

	Agenda	Action
	Part A	
1a	Attendance: To receive apologies for absence and to approve any absences. Apologies received and accepted from AW and LS No apologies received from NF SA was not present at the start of the meeting	
2a	Conflict of Interest: To declare any conflict of interest to items on the agenda. None Declared	
3a	To receive notification of any other urgent business. PM advised that the Hertfordshire Improvement Partner, Jeremy Loukes, will be available to present to Governors ahead of the FGB on 10th Feb 2022, starting at 6.30pm for a 7pm Governing board meeting start time.	
4a	Minutes: To receive and approve the minutes of the FGB meeting held on 28.9.21 (available on Governor Hub) The minutes were approved as a true record of the meeting held. The clerk advised that the Autumn term committee meeting minutes will be posted on Governor Hub this week.	

5a	<p>Matters Arising: To consider matters arising and actions following above minutes not covered elsewhere on this agenda. No matters arising</p>	
6a	<p>Annual Accounts for 2020/21: To receive and approve the post audit report from Gary Miller , Price Bailey LLP (via Teams), including:</p> <p>a) Trustees' Report and Financial Statements for year ending 31/8/2021 (available on GovernorHub)</p> <p>b) Management Letter to Trustees 2021 (available on GovernorHub)</p> <p>Gary Miller, presented to Governors, the audited accounts and the points raised in the management letter.</p> <p>He reported no significant unexpected findings. He explained the audit approach and process.</p> <p>He advised no accounting irregularities or fraud. They carried out inspection of the trustee minutes, correspondence to the EFSA and met with the Accounting Officer.</p> <p>He reported an overall comfortable level of reserves.</p> <p><i>A Governor asked regarding the pension deficit, when does it become Academy responsibility ?</i> GM reported, it won't. It must be included in the accounts, but the Government will continue to meet the shortfall.</p> <p>He confirmed points raised in the previous audit had been completed.</p> <p>An action from this year is the reformatting of the fixed assets register.</p> <p>An action is required around business interests, regulations now state that all key personnel, trustees, and members must declare and relatives including stepfamily members that may have connections to any school related purchases.</p> <p><i>A governor asked whether the whole board would need to declare family members.</i></p> <p>GM confirmed yes because they have budgetary control</p> <p>More training and details will follow from Price Bailey regarding this.</p> <p>Governors had no further questions.</p> <p>The financial statements, Trustees Report and Management Letter for 2020/21 were approved.</p>	
7a	<p>Committee Membership:</p> <p>a) To discuss arrangements to elect a new trustee to the board-membership and to consider ways to increase the diversity of membership of the Governing Board</p> <p>The chair confirmed a current community vacancy and asked the board for suggestions on how, whilst filling this vacancy the board can use the opportunity to increase diversity within the board.</p>	

	<p>A suggestion was to approach local community leaders from different ethnic groups, this could be approached through parents of the school.</p> <p>To use a local approach would provide a better understanding of the pupils and demographic.</p> <p>SA joined at 7.49pm</p> <p>Ideas on best approach to be circulated via GovernorHub to make sure the reasoning is correct, and to ensure that increasing the diversity of the board challenges thinking and represented the broader community of the school.</p> <p>A suggestion was to advertise in different languages.</p> <p>It was suggested that information on diversity is collected within the school community.</p> <p>b) Skills Audit: To agree the arrangements for the Governors' annual skills audit</p> <p>SM to reformat the previous circulated skills audit that had been based on the NGA audit via GovernorHub.</p> <p>It was also agreed that due to the vacancy, SM will move from sitting on the Resources to the Curriculum committee</p> <p>A request to support writing monitoring has not yet been fulfilled.</p>	<p>DM</p> <p>DM</p> <p>SM</p> <p>DM</p>
<p>8a</p>	<p>Consideration of <u>annual Safeguarding Reports</u>:</p> <p>a) Annual safeguarding practice audit</p> <p>b) Annual report to Governing Body on Safeguarding Children</p> <p>c) Annual report from the Safeguarding Governor</p> <p>All reports acknowledged and no further questions were asked due the comprehensive reporting.</p> <p>d) Discuss progress of the Headteacher and Pastoral Lead looking at alternative models to produce new policies for consideration, which align to the DfE guidance.</p> <p>The Headteacher advised that the current pastoral lead is leaving. The vacancy is being advertised as a pastoral support worker.</p> <p>Attendance figures were reported as lower than target with affecting figures. It is also below national target.</p> <p><i>A Governor asked if covid figures can be recorded separately?</i> The Headteacher will forward these to Governors</p> <p>The Headteacher reported that in terms of the safeguarding policy, there is no model DfE version. Herts model policy is currently being used. The guidance from Herts is not to take out of the policy but schools can add extra measures in if necessary.</p>	<p>PM</p>

	A Governor asked regarding post complaint recommendations, if a table of definitions could be added to the policy to help parents understand school terminology. This will be actioned.	PM
9a	<p>Headteacher's Report: To receive the autumn term Headteacher's Report including:</p> <ul style="list-style-type: none"> ○ Verbal Update on Covid ○ Verbal Update on SIP <p>The report was circulated in advance of the meeting and no further questions were asked due to the comprehensive report from the Head.</p> <p><i>A Governor asked considering Covid is the staff Christmas celebration still going ahead?</i></p> <p>The Headteacher advised it would, but staff would be asked to LFT before attending.</p> <p>The Headteacher explained to Governor that the SIP has not needed adjustment more focus on areas, such as the vocabulary review following the recent peer review</p> <p>Parental engagement within the SIP is also a current focus, and within early years focussing on making sure parents are equipped to assist learning.</p> <p>LS and SM will monitor this area and look at post covid impact.</p>	
10a	<p>Early Years Framework: To receive a presentation from Debra Price on the new Early Years Framework (pre-reading on GovernorHub).</p> <p>An insightful presentation on the new Early Years' framework was delivered by Debra Price. It outlined changes to the framework The seven areas of learning were explained to Governors.</p> <p>The key changes were explained, and the new ages ranges defined.</p> <p>Governors did not have further questions as the PowerPoint was comprehensive and informative.</p>	
11a	<p>Monitoring and Vision</p> <p>a) To receive an update regarding the new school vision, mission, and values</p> <p>The Headteacher explained that the proposed new vision has been shared via GovernorHub and said that a productive meeting was had with KP and provided clear thinking about the vision and direction. Governors acknowledged that they have viewed the document and approved it.</p> <p>It will be used in marketing tools and shared with the whole school community, it will be used on screens and website and can be used in potential job adverts.</p> <p>Sarah Wood said that a community café event is planned to re-open, and vision can be shared during that.</p> <p><i>A Governor asked how the new website was developing?</i> PM answered that the developers were just finishing it off and it should go live after Christmas.</p>	

	<p>b) To discuss and update monitoring undertaken and new programme of responsibilities</p> <p>KP reminded Governors where possible to use the monitoring pro forma, she thanked the governors who have submitted reports already and asked if governors can attend the curriculum meetings for the agenda item relating to monitoring to feedback reports verbally.</p>	All
12a	<p>Update / Next steps in considering multi- academy trusts: Verbal update from the working party</p> <p>Under confidential minutes</p>	
13a	<p>Parental complaints To consider the summary report and recommendations (available on GovernorHub)</p> <p>Under confidential minutes</p>	
14a	<p>Admissions: a) Consideration of an application for a place in reception place at compulsory school age</p> <p>A parent has approached the Academy to ask for consideration for their summer born child to start in Reception in Sept 2022. In age they should be Year 1.</p> <p>DP has looked at evidence and advised the admissions code has changed. She explained that the parents' reasons are for the educational delays covid has caused and additional speech and language delay too. The parents have declined assessments.</p> <p>DP and PM are recommending the governors accept this application for the child to apply for Reception cohort.</p> <p>Governors agreed with the rationale for this application and accepted the proposal.</p> <p>b) To agree membership of an admissions panel/working party</p> <p>Not needed based on the item above</p>	PM
15a	<p>Policies and documents: To confirm the following policies:</p> <p>a) Health and Safety Policy: To note that the H & S policy was approved via GovernorHub in November 2021.</p> <p>This was noted</p> <p>b) Equality Policy: To approve the new Equality Policy (available on GovernorHub)</p> <p>This was noted</p>	

16a	Any other urgent business: None declared	
17a	To consider items for future meetings/agendas. ➤ HIP Report ➤ Report forms the MAT working group	Clerk
18a	To confirm the following dates for meetings in 2021/22: - Meeting dates for 2021/22: FGB (7pm start) ○ Thursday 10/2/22 ○ Tuesday 22/3/22 ○ Wednesday 11/5/22 ○ Wednesday 6/7/22 Governor Day - 28/6/2022 Resources Committee ○ Tuesday 1/2/22 at 6pm ○ Wednesday 27/4/22 at 6pm ○ Wednesday 22/6/22 at 6pm Curriculum Committee (6pm start): ○ Thursday 17/3/22 ○ Thursday 30/6/22 - Meetings dates confirmed	
19a	To agree which items discussed at the meeting should remain confidential. Item 12 a Item 13 a	

	Part B Items to Note	
1b	Governor Training: To receive any new details of the Balance Education Network Training Programme 2021/2022 On Governor hub – Governors to look for training they would like to attend	All

Signed: _____

Date: _____