



## Full Governing Board Meeting

### MINUTES

Thursday 10<sup>th</sup> February 2022

7.00pm

Venue – Windhill 21

#### Membership

|                      |                                           |
|----------------------|-------------------------------------------|
| Sotorios Adamopoulos | Parent Governor                           |
| Nigel Fletcher       | Vice Chair of Governors/Co-opted Governor |
| Greg Foreman         | Parent Governor                           |
| Naomi Holloway       | Chair of Governors/Co-opted Governor      |
| Deborah Mills        | Associate Governor/School Business Leader |
| Hannah Milne         | Co-opted Governor                         |
| Philippa Moore       | Headteacher Governor                      |
| Sam Mountford        | Co-opted Governor                         |
| Karen Poole          | Co-opted Governor                         |
| Debra Price          | Staff Governor                            |
| Lesley Stevens       | Co-opted Governor                         |
| Sarah Turner         | Co-opted Governor                         |
| Abby Westell         | Co-opted Governor                         |
| Sarah Wood           | Associate Governor/Deputy Headteacher     |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Action                |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
|  | <p>The meeting was preceded with a presentation from Jeremy Loukes (School Improvement Partner - HfL) following his day in school during which he discussed curriculum monitoring and deep dives. The presentation covered the following areas:</p> <ul style="list-style-type: none"> <li>- What governors need to know about the curriculum in order to be able to challenge leadership.</li> <li>- What challenge looks like.</li> <li>- Explanation of 'greater depth' and 'progress'</li> <li>- Components of deep dives at OFSTED inspections</li> <li>- Change of focus of OFSTED inspections away from internal data to curriculum content and systems to ensure children reach milestones.</li> <li>- Structure of the curriculum</li> </ul> <p>It was agreed that opportunities should be provided at the next Curriculum Committee meeting (17/3/22) and during Governor Day (summer 2022) to debate and explore the curriculum and ensure a shared knowledge and understanding of the structure of the school's curriculum.</p> | <p>All/<br/>Clerk</p> |

|           | <b>Part A</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>1a</b> | <p><b>Apologies for absence:</b></p> <p>Apologies for absence were received and approved from Hannah Milne, Sarah Turner and Kate Townsend.</p> <p>Nigel Fletcher and Sarah Wood joined the meeting remotely, via Zoom.</p> <p>In the absence of the Clerk, the meeting was clerked by Deborah Mills.</p>                                                                                                                                                                                                                                                                                    |                     |
| <b>2a</b> | <p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>a) Governors ratified the decision, previously agreed via GovernorHub, to appoint Sarah Turner as a co-opted governor).</li> <li>b) It was agreed that Sarah Turner would be invited to join the Resources Committee and become the subject lead for writing with Sotorios Adamopoulos.</li> <li>c) It was agreed to continue to advertise for an additional governor from an ethnic community with an interest to join the curriculum committee in order to increase the diversity of the Board membership.</li> </ul>     | <p>ST</p> <p>DM</p> |
| <b>3a</b> | <p><b>Conflict of Interest:</b> There were no conflicts of interest declared in relation to items on the agenda.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |
| <b>4a</b> | <p><b>Any other urgent business:</b></p> <ul style="list-style-type: none"> <li>- Role of parent governor (AW)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |
| <b>5a</b> | <p><b>Minutes:</b> The minutes of the FGB meeting held on 2<sup>nd</sup> December 2021, having been previously circulated via GovernorHub, were approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |
| <b>6a</b> | <p><b>Matters Arising:</b> There were no matters arising from the minutes of the meeting held on 2/12/21 that were not due to be covered elsewhere on this agenda.</p>                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |
| <b>7a</b> | <p><b>To confirm that all Governors have read, understood and agree to comply with the Governing Board's Code of Conduct (<a href="#">available on GovernorHub</a>).</b></p> <p>Governors were reminded to update their individual declarations on GovernorHub.</p>                                                                                                                                                                                                                                                                                                                          | <p>All</p>          |
| <b>8a</b> | <p><b>Business Interests:</b> DM gave a verbal report on the new requirement regarding related party transactions and the register of business interests, including the need for an internal register the business interests of close family members, as highlighted in the Auditors' management letter 2021. It was agreed that DM would circulate the new template declaration form to governors for completion.</p>                                                                                                                                                                       | <p>DM</p>           |
| <b>9a</b> | <p><b>COVID-19 Update:</b> The Headteacher reported:</p> <ul style="list-style-type: none"> <li>- Update re current cases</li> <li>- Details of recent outbreak in year 4</li> <li>- Awaiting receipt of guidance following Government announcement re changes from 21/2/22 before making decisions regarding changes to protocols in school.</li> <li>- Staff and pupil absence peaked after the Christmas break but was not just covid related.</li> </ul> <p>Governors wished to record and extend their thanks to staff in managing to keep the school open throughout the pandemic.</p> |                     |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 10a | <p>Annual Governor Skills Audit 2021/22: It was noted that SM had circulated the proposed audit survey and it was agreed that an additional question be added liked to ethnicity and diversity (based of the census descriptors).</p> <p>An analysis of the results would be considered at the next FGB meeting.</p> <p>It was also agreed that the FGB's training record would be available at the next meeting including details of statutory/minimum training requirements for governors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>SM</p> <p>Clerk</p>         |
| 11a | <p><b>Auditors:</b></p> <p>a) Governors noted the proposed increase in fees for the audit services for 2021/22 for Price Bailey LLP.</p> <p>b) Whilst noting that the school was happy with the performance and services provided by Price Bailey LLP, it was agreed for a financial benchmarking/due diligence exercise be carried out for comparative purposes for the provision of audit services. If appropriate, alternative quotes for these services would be sought for consideration at the next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                  | DM                             |
| 12a | <p><b>Admission Arrangements 2023/24:</b> The primary admission arrangements for 2023/24 were agreed, subject to the determination of the final arrangements of the HCC Cabinet on 28/2/21 (<a href="#">available on GovernorHub</a>).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | DM                             |
| 13a | <p><b>School Improvement:</b> Governors discussed the presentation from Jeremy Loukes (Hertfordshire Improvement Partner) including:</p> <ul style="list-style-type: none"> <li>- Governor visits, including lesson observations, to include looking at the curriculum, structure and progression rather than the delivery of the lesson;</li> <li>- Assessment for learning;</li> <li>- Book looks;</li> <li>- Discussions with class teachers and subject leaders;</li> <li>- How lessons are adapted for SEND and catch up.</li> </ul> <p>It was agreed that the Curriculum Committee should look at:</p> <ul style="list-style-type: none"> <li>- Quality of education</li> <li>- Definition of 'good' in the OFSTED handbook</li> <li>- Curriculum plans</li> <li>- Monitoring</li> </ul> <p>It was further requested that PM obtain a copy of the slides from the presentation be circulated to all Governors</p> | <p>Curric. Cttee</p> <p>PM</p> |
| 14a | <p><b>Multi Academy Trust:</b> See confidential appendix.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | All                            |
|     | <p>Nigel Fletcher left the meeting at 8.45pm</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                |
| 15a | <p><b>Complaint:</b> See confidential appendix.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                |
| 16a | <p><b>Any other urgent business:</b></p> <p><b>Role of Parent Governor:</b> It was agreed that DM would do some research and provide some pre-reading regarding the role of the parent governor with a view to considering it the next FGB meeting before providing information to the parent community. It was also suggested that consideration be given to introducing a governor email address to make governors more accessible to parents.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | DM                             |

|     |                                                                                                                                                                                                              |       |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 17a | <b>Items for future meetings/agendas:</b> <ul style="list-style-type: none"> <li>- Multi Academy Trusts</li> <li>- Complaint Update</li> <li>- Skills Audit</li> <li>- Audit Services for 2021/22</li> </ul> | Clerk |
| 18a | <b>It was agreed that the following items discussed at the meeting should remain confidential:</b> <ul style="list-style-type: none"> <li>- Complaint Update</li> <li>- Multi Academy Trust</li> </ul>       | All   |

| <b>Part B<br/>Items to Note</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1b                              | <b>Monitoring Visits: Governors</b> acknowledge the monitoring visits that had taken place since last meeting (details available on GovernorHub).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |
| 2b                              | <b>Governor Training:</b> <ul style="list-style-type: none"> <li>a) <b>Complaints Training:</b> It was agreed that DM would arrange complaints training before the Easter break.</li> <li>b) An audit of governor training undertaken would be considered at the next meeting.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | DM<br><br>DM |
| 3b                              | <b>Committee Minutes: Governors</b> acknowledged receipt of the following draft committee meeting minutes (available on GovernorHub):<br><br><u>Resources Committee Meeting – 20/10/2022</u><br><br><u>Curriculum and Monitoring Committee Meeting – 24/11/2021</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |
| 4b                              | <b>School Census:</b> Governors acknowledged receipt of school pupil census Autumn 2021 & Spring 2022 & the school workforce census Autumn 2021 ( <u>available on GovernorHub</u> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |
| 5b                              | <b>Dates for future meetings were confirmed as follows:-</b><br><br>FGB meetings to start at 7pm: <ul style="list-style-type: none"> <li>• Tuesday 29<sup>th</sup> March 2022 (new date)</li> <li>• Wednesday 11<sup>th</sup> May 2022</li> <li>• Wednesday 6<sup>th</sup> July 2022</li> </ul> Resources Committee to start at 6pm <ul style="list-style-type: none"> <li>• Wednesday 27<sup>th</sup> April 2022</li> <li>• Wednesday 22<sup>nd</sup> June 2022 (draft budget for 2022/3)</li> </ul> Curriculum Committee at 6pm <ul style="list-style-type: none"> <li>• Thursday 17<sup>th</sup> March 2022</li> <li>• Thursday 30<sup>th</sup> June 2022</li> </ul> Governor Day <ul style="list-style-type: none"> <li>• DM to arrange a Doodle Poll to agree an alternative date in June/July 2022</li> </ul> | DM           |