



Full Governing Board Meeting

Minutes

Tuesday 28th September 2021
7.00pm

Membership	Sotorios Adamopoulos	Parent Governor/Trustee
	Katherine Byrne	Co-opted Governor/Member
	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	

	Agenda	Action
	Part A	
1a	Attendance: All Governors were in attendance. Apologies for absence were received and approved for Kate Townsend (clerk). Deborah Mills clerked the meeting.	
2a	Conflict of Interest: There were no conflict of interest declared.	
3a	Register of business interests and declarations: Governors were requested to update and confirm the following declarations via GovernorHub by 1/10/2021: <ul style="list-style-type: none"> o Business interests o Governor code of conduct o Keeping Children Safe in Education 2021 o Declaration of gifts and hospitality 	All
4a	Notification of any other urgent business: <ul style="list-style-type: none"> - To approve the additional school closure date in lieu of the Queen's Platinum Jubilee. 	
5a	Minutes: The minutes of the FGB meeting held on 7th July 2021 (available on Governor Hub) were approved.	

<p>6a</p>	<p>Matters Arising from the FGB meeting held on 7/7/2021 not covered elsewhere on the agenda:</p> <p>Governor Monitoring (Minute 11a): Governors noted the following school improvement focus areas for 2021/22:</p> <ol style="list-style-type: none"> 1. Pupil Premium Children Progress in Maths 2. Development of Writing 3. Development of RE across the school 4. Personal Development post Covid <p>Governors with specific monitoring responsibilities were confirmed as:</p> <table border="1" data-bbox="264 539 1289 1088"> <thead> <tr> <th>Focus Area</th> <th>Governor(s)</th> <th>Staff contact</th> </tr> </thead> <tbody> <tr> <td>Safeguarding</td> <td>Naomi Holloway</td> <td>Geraldine Stevens, Pastoral Lead</td> </tr> <tr> <td>Health & Safety</td> <td>Nigel Fletcher</td> <td>Deborah Mills, School Business Leader</td> </tr> <tr> <td>SEND & Inclusion</td> <td>Nigel Fletcher</td> <td>Hellie Mann, SENCO</td> </tr> <tr> <td>Maths</td> <td>Greg Foreman Abby Westell</td> <td>Sarah Pyne</td> </tr> <tr> <td>Writing</td> <td>Kath Byrne Sotori Adamopoulos</td> <td>Chloe Myers</td> </tr> <tr> <td>RE</td> <td>Hannah Milne Karen Poole</td> <td>Sarah Wood</td> </tr> <tr> <td>Personal Development</td> <td>Lesley Stevens Sam Mountford</td> <td>Philippa Moore, Headteacher Geraldine Stevens, Pastoral Lead</td> </tr> </tbody> </table> <p>Karen Poole to circulate the monitoring programme for 2021/22 which will include staff contact details.</p> <p>It was noted that Karen Poole had met with the Headteacher to further discuss the school's vision and mission statements and it was agreed that their proposal would be considered by the Curriculum & Monitoring Committee at the meeting to be held on 24/11/21.</p>	Focus Area	Governor(s)	Staff contact	Safeguarding	Naomi Holloway	Geraldine Stevens, Pastoral Lead	Health & Safety	Nigel Fletcher	Deborah Mills, School Business Leader	SEND & Inclusion	Nigel Fletcher	Hellie Mann, SENCO	Maths	Greg Foreman Abby Westell	Sarah Pyne	Writing	Kath Byrne Sotori Adamopoulos	Chloe Myers	RE	Hannah Milne Karen Poole	Sarah Wood	Personal Development	Lesley Stevens Sam Mountford	Philippa Moore, Headteacher Geraldine Stevens, Pastoral Lead	<p>KP</p> <p>Clerk</p>
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<p>7a</p>	<p>Membership:</p> <ol style="list-style-type: none"> a) It was noted that Kath Byrne had tendered her resignation as a governor and trustee with effect from 22/10/2021. On behalf of the Governing Board, the Chair thanked her for huge support and guidance that she had provided having served in various roles and schools over the last 20 years. b) Governors discussed the need to fill the vacancy of the Board and it was agreed that it would be beneficial to appoint a new governor who was not directly connected to the school. Governors were asked to promote the vacancy among their colleagues and business networks. In addition, it was noted that the vacancy had been posted on the NGA website. c) It was agreed that Abby Westell's term of office would be extended for an additional 4 year period when it is due expire on 31/12/2021. d) Karen Poole was elected chair of the Curriculum & Monitoring Committee. 	<p>DM</p> <p>All</p> <p>DM</p> <p>KP/KT</p>																								
<p>8a</p>	<p>Delivery of annual Safeguarding Report:</p> <ol style="list-style-type: none"> a) The following policies, based on the current HCC models, were approved, subject to a further review in December 2021: <ul style="list-style-type: none"> o Safeguarding Policy o Child Protection Policy 																									

	<p>It was agreed that the section on record keeping within the Child Protection policy needed strengthening in light of recent school investigations. It was also felt that the Hertfordshire models were too detailed and were more a training document rather than a policy. It was therefore requested that the Headteacher and Pastoral Lead look at alternative models and also those used by larger academies and multi-academy trusts with a view to producing new policies for consideration which align to the DfE guidance at the next FGB meeting on 2/12/2021.</p> <p>b) It was noted that the following items will be considered at the FGB meeting on 2/12/2021:</p> <ul style="list-style-type: none"> - Annual safeguarding practice audit - Annual report to Governing Body on Safeguarding Children - Annual report from the Safeguarding Governor 	<p>PM/GS Clerk</p> <p>Clerk</p>
9a	<p>To confirm Primary Admissions Arrangements 2023/2024 : The Governors considered the school admission arrangements for 2023/24.</p> <p>Having considered the proposed arrangements which included the HCC definition of 'Home Address', it was agreed that the definition of 'Home Address' be re-worded to reflect the view that Governors were uncomfortable with references to child benefit receipt because in practice, that's not necessarily received by the predominantly resident parent and it creates inequality in an arrangement where both parents are equal carers.</p> <p>It was agreed that Abby Westell would re-word the definition in light of the above and that it be approved via GovernorHub prior to undertaking the consultation process with HCC to approve the change.</p>	<p>AW/DM</p>
10a	<p>Covid Update: The Headteacher provided a verbal update on the impact of COVID and the current arrangements in school. The following were noted/agreed:</p> <p>a) COVID risk assessment and outbreak management plan is in place.</p> <p>b) PM shared a PowerPoint presentation with all staff at the start of the new term with details of the new arrangements and guidance.</p> <p>c) A significant number of parents have expressed concern regarding the arrangements for arriving and exiting the site. She would be meeting the following day with the Deputy Headteacher and Pastoral Leader to review the arrangements in order to avoid the need for parents to queue. It was agreed that the Headteacher would write to parents advising that the arrangements are currently being reviewed.</p> <p>d) The School Business Leader had been in touch with the Hertfordshire Covid Response Team earlier in the day in light of the current positive cases for pupils that exist throughout the school. The situation will be monitored by the Team over the next 28 days. There is no requirement to close classes/year groups at this stage.</p> <p>e) As a result of the 3 current cases in Malala Class (year 5) and 2 cases in Da Vinci Class (year 6), these classes will no longer be mixing with their partner classes and will be joining assemblies via Zoom.</p> <p>f) Harvest assemblies will be held for key phases.</p>	<p>PM</p>

	<p>g) Governors were broadly supportive of holding a Christmas bazaar this year, subject to the WSA committee giving full consideration to the following in order to ensure risk is managed effectively:</p> <ul style="list-style-type: none"> - Staggered time slots for parents/families to attend to avoid over-crowding; - Outside areas were used wherever possible; - One way system to allow social distancing; - Use of classrooms. 	
11a	<p>School Improvement Plan 2021/22: The Headteacher gave a verbal update on the SIP stating that the new content had been highlighted on the version circulated on GovernorHub.</p> <p>PM had a productive meeting with Lesley Stevens earlier in the day during which that had reviewed the SIP.</p> <p>It was noted that the school had moved away from the previous support of B11 Education consultants and had bought into the Hertfordshire Improvement Service for 2021/22. Jeremy Loukes had been appointed as the school's improvement partner and the Headteacher and Deputy Headteacher had already met with him to discuss monitoring and the understanding of the quality of education and how it is evaluated.</p> <p>It was agreed that Governors (as well as staff) would benefit from improving their knowledge and understanding the process of evaluating and monitoring the quality of education. It was agreed that this would be added to the SIP and that Governors would be invited to attend the SIP visit planned for January 2022 and that this would be dovetailed into the Governors' monitoring plan.</p> <p>PM would seek availability from Jeremy Loukes for a governor upskilling session for the week commencing 18/10/21 or immediately after half term. A Doodle Poll would then be circulated to agree the best date for the session.</p> <p>PM reported that the Envision Partnership programme for peer review was now in place for 2021/22 and that the Partnership was also considering joint CPD sessions.</p> <p>It was noted that the school continued to work with Rob Carpenter (Inspire Partnership) on a needs basis. In addition, the school has joined the regional hub of the Challenge Partners programme, led by Rob Carpenter.</p> <p>The school has also joined the Chiltern Teaching School Alliance and key staff are now trained facilitators for the ECT and ECT mentor programmes.</p> <p>Finally, the school continued to provide SCITT training for the Bishop's Stortford Educational Trust.</p>	<p>PM</p> <p>PM/DM</p>
12a	<p>Multi-Academy Trusts: See confidential appendix A.</p>	
13a	<p>Update re Parent Complaints See confidential appendix B.</p>	
14a	<p>Any other urgent business: It was agreed that the additional day's holiday for the Queen's Platinum Jubilee be held on 21/7/21.</p>	DM/PM

15a	Items for future meetings/agendas: <ul style="list-style-type: none"> - Update from MAT working group. - Safeguarding reports and policies. - Update re complaints 	Clerk
16a	The following dates were agreed for meetings for 2021/22: FGB (7pm start) <ul style="list-style-type: none"> o Thursday 2/12/21 o Thursday 10/2/22 o Tuesday 22/3/22 o Wednesday 11/5/22 o Wednesday 6/7/22 Governor Day - 28/6/2022 Resources Committee <ul style="list-style-type: none"> o Wednesday 20/10/21 at 7pm o Tuesday 1/2/22 at 6pm o Wednesday 27/4/22 at 6pm o Wednesday 22/6/22 at 6pm Pay Panel <ul style="list-style-type: none"> o Wednesday 20/10/21 (6.00pm to 7.00pm) Curriculum Committee (6pm start): <ul style="list-style-type: none"> o Wednesday 24/11/21 o Thursday 17/3/22 o Thursday 30/6/22 	
15a	Items discussed at the meeting should remain confidential: <ul style="list-style-type: none"> - Update from MAT working group - Update re Parental Complaints 	Clerk

Part B Items to Note		
1b	Governor Training: It was noted that details of the Balance Education training programme for 2021/22 were available on GovernorHub and that their training sessions would be held via Zoom for the foreseeable future. It was agreed that the School Business Leader would re circulate the login details for the NGA online training available for Governors.	DM
2b	Policies and documents: The following policies and documents were reviewed and adopted: <ul style="list-style-type: none"> a) Terms of Reference for Committees b) Complaints Procedure and DfE Best Practice Guidance for Academies Complaints Procedures 2020 c) Children Looked After Policy 	DM

3b	Statutory Reporting and Policies: Governors acknowledged receipt of the school's statutory reporting and policy review spreadsheet.	
4b	Term dates and INSET dates for 2022/23: The following dates were approved: INSET days: Thursday 1 st and Friday 2 nd Sept 2022 Monday 31 st Oct 2022 Thursday 5 th and Friday 6 th Jan 2023 Queen's Platinum Jubilee: 21 st July 2021 Occasional Day: 22 nd July 2021	All