



Minutes of the Governing Board Meeting
held on Monday 27th February 2023 at 19.00 hybrid at the school/MS Teams

Present:

Parent Governor (2):

LA Governor (1): Ms Karol Freeman

HT and Staff Governor (2): Mrs Lynne Osborne (HT), Sarah Stewart

Foundation Governors (8):

DBE Appointed: Miss Emma Wilson

Ex Officio: Rev Jonathan Gordon

PCC Appointed: Mr Steve Hill, Mr David White, Ms Kat Worth (Co-Chair 01.10.23), Ms Claire Mason

Co-Opted Governor (1):

Associate Members: Ms Sarah Gray (DHT), Julia Hughes,

In attendance: Tracey Middleton, Clerk to Governors;

Via MS Teams

Parent Governor: Kirsty Largent, Ms Leena Clark

















Associate Members: Sarah Morris, Mrs Laura Smith

Absent:

PCC Appointed: Mrs Linda Slim (Co-Chair 01.10.23)

Documentation circulated in advance:

PM001 Pay Policy (Jan 2023), EYFS Policy

 St Marys CofE Primary School FGB Agenda 27.02.2023	 11. Headteacher's report to the Governing Body February
 3. Declarations-StMarysPrimarySchool 29.01.2023	 11. primary-hip-visit-report-autumn-StM-RC-221116 (1)
 6. Draft meeting minutes 14.11	 13.2 FGB_27.02.23_Changes_Admissions_Policy
 8.1 GB007 Operation of CCTV Policy (Jan 2023)	 13.4 Schools_financial_value_standard_SFVS__checklist_2022-23 Draft v2
 8.2 PM011 Code of Conduct (Jan 2023)	 13.8 KeyDoc Questions Ofsted might ask governors_25.02.23
 8.3 PM016 Grievance Policy (Jan 2023)	 13. Minutes from Standards 200223
 8.4 CM012 Special Educational Needs and Disability Policy November 2022 LO has updated.	 13. Training-StMarysPrimarySchool 19.02.2023
 9 School Improvement Plan 2022-2023	 15.1 Termly Safeguarding Report to Governors Spring 2023

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- **Ensuring clarity of vision, ethos and strategic direction;**
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“Shining Brighter and Brighter”

Documentation circulated in advance by the clerk:

Ofsted report – Art and Design
Monitoring the impact of Pupil Premium (With Better Governor)
Kell – Wellbeing training
Curriculum - subject insights for teachers and school leaders
EEF - Early Years Toolkit An accessible
Statutory guidance Careers guidance and access for education and training providers Statutory guidance.
DfE Data protection in schools
NCS – Cyber security in schools
The Key – Safer recruitment training
The Key – SEND monitoring questions
DfE updates advice on the use of remote education
DfE - has published a new plan for music education
The DfE defibrillator
Free wellbeing service for heads extended for another year
Pupil safeguarding review -
Research and analysis School inspections: Ofsted Published 17 January 2023
DfE Guidance Handling strike action in schools
Stone King briefing note on strikes
DfE career guidance
Statutory guidance - Serious Violence Duty
Energy guidance fact sheet
DfE – KCSI webinars
DfE – website publication
Ofsted report 2021/2
ICE_10115_CST_School_Trusts_as_Anchor_Institutions_Whitepaper
ESFA Dec update and PPG links
The KEY – safeguarding, induction and link governor training
Performance data webinar in 2022 (with Better Governor)
Ofsted – Report on SEN
DfE – Changes to KS2 testing arrangement 2023
DfE – Exclusion data
NGA - Widening the lens on disadvantage guidance
NGA - Poverty toolkit
NGA - SEND toolkitF
NGA - Vulnerability toolkit
NGA - webinar, Disadvantage: Widening the lens,
IDSR guide
Ofqual speech
EEF guide to support school leaders to implement tutoring effectively.
The Education Policy Institute’s (EPI) - workforce management in schools

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“Shining Brighter and Brighter”

Meeting opened at: 19.00 ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting introduced new colleagues
2. Thanks were extended to all colleagues for their continued contribution to the GB which is much appreciated
3. Sarah Morris was appointed as Associate Member (term of office 29/11/22-28/11/26). Kirsty Largent was elected as Parent Governor (19 Dec 2022 to 18 Dec 2026) – induction in hand. Mr Jon Clarke has resigned from the Board
4. **ACTION: All databases including GIAS, websites, subscriptions to be updated accordingly** **LO**
5. The Chair noted that the meeting is quorate
6. The meeting was opened with a prayer

2 To receive apologies for absence and to consider approving any absences:

1. Colleagues were reminded that notification of absence from a meeting should be forwarded to the clerk, Chair and Head at least 3 days in advance of the meeting and that it is the decision of the Board whether to approve an absence. Governors/Trustees are being increasingly held to account for their commitment and capacity to attend meetings regularly, with schools now required to publish this information on their websites
2. Apologies were received and absence accepted from: Mrs Linda Slim

3 Confidentiality and to declare any Conflict of Interest from any items on the agenda and confirm if any new declarations require adding to the register:

1. Colleagues were reminded that if a governor/trustee, or anyone else present, has a conflict of interest on an agenda item(s) – pecuniary or other, they must declare it and voluntarily withdraw from the meeting for that item(s) and not take part in that discussion. It is for individual governors/trustees to declare a conflict and voluntarily withdraw and not for another governor/trustee to instruct withdrawal
2. None declared
3. Colleagues were reminded to add any new declarations to the statutory register which is recorded in GHUB and published on the school website and alert the clerk and Chair of any updates
4. None declared
5. Colleagues were reminded that if any colleague has received any gifts or hospitality, it should be recorded on the statutory register
6. None declared
7. Colleagues were reminded to report any related party transactions (RPTs), and any novel, contentious or repercussive transactions to consider since the last meeting
8. None declared

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4 To consider notification of any items for AOB:

1. Meeting times

5 To receive report “Assessment Strategies used within the school”

SG introduced her presentation which was recorded for the benefit of colleagues

1. Question - Is assessment being used across all subjects to ensure that the curriculum is adapted to meet the needs of all learners, particularly those who are disadvantaged and those who have SEN/D? Yes. Tracking is on Arbor
EW arrived at 19.17
2. The impact of the investment in staff training with the OTI was evidenced in the outcomes across the school – engagement, challenge, assessment and feedback
3. Assurance was provided that planning and adaptation allows for all children to be stretched and fully engaged. The adults know the children well particularly those who work 1-1 with a child and ensure that interventions have a start and end point to determine progress
4. Question – Do the children understand if it is a summative assessment? Yes, in the appropriate language for the cohort. The detail in the reports is not for foundation subjects. The curriculum letter and progression maps on the website outlines key points for parents. The core subjects have a detailed report. Parents are advised twice a year at parent consultation meetings and in the end of the year report. If there are concerns the teachers would make contact with parents
5. Question – How consistent is it across the school and how it is monitored? The subject leaders review the summative grids and review the rag rated grids to determine progress. The monitoring of books is used to triangulate the evidence
6. Question – Are formative assessments looking at the class as a whole? Yes, for the class and individuals. Quality first teaching ensures all children are addressed so that prior learning is built upon. The whole class feedback policy supports delivery of interventions
7. Question – How do these assessments compare with other schools? This practice is used by many schools according to the context of the school. The OTI course which was explained has influenced our practice. Subject leaders attend cluster sessions to share good practice. This is becoming embedded across the school and consistency has been a recent focus. Open classrooms are opportunities for parents to see books during the year
8. Question – Is this in every subject? Yes, it is adapted accordingly
9. Governors extended their thanks for the informative presentation to support their monitoring activities and understanding the impact on learning

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6 To agree minutes of the last meeting: (previously circulated):

1. The minutes of the meeting dated 14.11.2022 which were circulated in advance of the meeting were agreed as an accurate record; **ACTION: To be signed and dated by the Chair and added to the school files**

KW

7 To consider matters arising from the last meeting’s minutes:

1. The matters arising from the last meeting’s minutes were considered and it was agreed that all actions are closed or in hand or on the current agenda

8 Policies

1. Operation of CCTV Policy which was circulated in advance of the meeting was reviewed
2. The Board adopted **The operation of CCTV Policy**
3. The Code of Conduct for Employees which was circulated in advance of the meeting was reviewed
4. The Board adopted the **Code of Conduct for Employees**
5. The Grievance Policy which was circulated in advance of the meeting was reviewed
6. The Board adopted the **Grievance Policy**
7. The Special educational needs and disability Policy which was circulated in advance of the meeting was reviewed
8. The Board adopted the **Special educational needs and disability Policy**
9. The Pay Policy was reviewed by the Committee and there are no changes
10. The Board adopted the **Pay Policy**
11. The EYFS Policy which was circulated in advance of the meeting was reviewed. This is not a statutory policy but accurately reflects the work undertaken in school
12. The Board adopted the **EYFS Policy**

9 School Improvement Plan:

The SIP which was circulated in advance of the meeting has been scrutinised by the Standards Committee

1. An update on the progress against the priorities were outlined
2. Writing continues to be a focus and the reading supports children accessing the curriculum
3. There has been an audit of the books in the school to ensure diversity is represented and they are well used and taken home by the children
4. The HIP is visiting on Thursday and a deep dive is being held in science
5. The previous Ofsted outcomes were reviewed

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6. The SEF is the document used to evaluate the school and inform the SIP and monitored through the committees
7. New governors encouraged to familiarize themselves with this document.

10 Exploration of Academisation:

1. This continues to be investigated and will be discussed further at the Away Day
2. Governors have attended training and wider discussion groups. The school is in E Herts area

11 To receive and ask questions of the HT report:

The HT introduced the documentation circulated in advance of the meeting. Further questions and discussion included:

1. Question - What was the rationale behind putting them in Year 6? Had completed ECT in Year 5 and then Year 6 and there are no concerns
2. Question - Do governors have the opportunity to sit in on exit interviews should a member of staff wish to have one? Yes
3. Question - What percentage of absences were Code U? 1 Sept 22 and 31 Jan, 0.1% of absences were Code U. Late after the register is closed after 09.15
4. Question – What is a soft start? This is flexible start to the day from 08.40 to commence learning and works well. The gates shut at 08.50
5. Question - Family Support Worker referrals that are closed. Is there anything further we can do or are doing to support the two families who have not engaged. Both families have positive relationships with school (in particular SENDCo, class teacher and office team). We check in with them at least weekly, offer support and signpost to services on offer. We can re refer and may suggest this in future. However, need to be mindful of the fact that these are unknown ‘authority figures’ coming into families’ homes
6. Question - How does the school monitor the impact of PPG spending on children - Can you give examples of the difference this has made? All teaching staff and support staff are aware of who the PPG children are in their class and their needs planned for. We aim to spend 50% of PPG funding per child on enhancements as necessary and to ensure these children have the same opportunities as their peers. Examples here include: music lessons, clothing, trips, breakfast and after school clubs. This sense of well-being is hard to quantify. Targeted teaching and teaching assistant support is easier to evidence. For example, child in Year 1 has now moved through two colours in book bands, a child in Year 2 who was previously PRE in maths is now WTS. Many of these children will be making small steps as they also have identified SEND needs. PPG children and their progress is a standing item at all SLT meetings. There are currently 18 PPG on roll

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7. Question - On attendance, how does the attendance rate for children with SEND compare with the Attendance figures up to 31 January 2023 are: SEN: 91.66% attendance (7.14% authorised absence and 1.2% unauthorised). Non-SEN: 95.26% attendance (4.11% authorised absence and 0.64% unauthorised). Whole school: 94.83% attendance (4.47% authorised absence and 0.7% unauthorised). Of these children with identified SEN need (23 children) one has reduced timetable agreed which impacts on attendance figures – doesn't attend two afternoons a week. One is mentioned in persistent absence figures (many health issues) these two have a big impact on the overall.
8. Question – How is the reduced timetable being monitored? The arrangement has been agreed with the LA and is being used to support the pupil's needs. 3 external agencies are working with the child as the school works towards a full-time timetable
9. Question – Are there any severely Absent 50%? No however where there is a concern, strategies are put in place to identify the barrier to learning and agencies are included as appropriate. Supporting parents is key and case studies are in place. Home learning is available for those requiring it
10. Question - The number of children with EHCPs/on SEN support is rising nationally (and the school reflects this), so how does the school support teachers who work with pupils with SEND? 2 staff work together to identify both training needs and training available locally. For example, support staff have been/are going on training based on supporting/understanding pupils with ASD diagnoses. SENDCo works closely with teaching staff to identify need and suggest adaptations/signpost to resources. One staff meeting each half term is focused on SEN support in particular 'solution focused thinking'. The feedback from the parent coffee mornings reflects the confidence the parents have with the arrangements
11. Question - What type of questions are asked and followed up at staff meetings, as well as ensuring all staff have attended safeguarding training, are there any follow up measure to ensure understanding, for example 'Example Scenarios'? Going forward, all governors are welcome to check this by looking at our Briefing Book, which shows the sorts of questions/activities used. Examples include: KCSIE updates e.g., checking that staff know the changes and new terminology (peer abuse to child on child), what is a concern and how to fill in a concern form, what would you do if scenarios, serious case review outcomes (e.g., what went wrong in the Arthur Labinjo Hughes case) and reaction to things that could be improved in school
12. Question – Has additional funding been sourced for our Ukrainian children? Yes. The funding was additional to the PPG allocation

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13. Governors were assured that the reporting of low-level concerns is robust and regularly monitored demonstrating the proactive culture towards safeguarding across the school
14. Question – Is the school aware of any working poverty families? Yes, the families are known to the school and supported appropriately e.g., healthy cooking club. The Resources Committee will monitor this area as part of wider remit on PPG
15. Thanks were extended to the HT for the informative report

12 Self-Evaluation Form:

The HT provided an overview of the SEF which was circulated in advance of the meeting

1. Governors were encouraged to familiarise themselves with the judgements and evidence
2. Any questions or comments to LO via email.

13 To receive Committee reports since the last meeting:

1. Governors are invited to attend committee meetings as observers, please pick this up with Chairs of committees to manage attendance.
2. The **Academic Standards and Achievement Committee** – the Chair noted the minutes are available on GHUB
3. The **Admissions Committee** – the chair provided an overview noting that the reception cohort has been ranked. 72 applications for all choices. 27 first choices. 20 second choice. Acceptance date is April/May. Nursery applications close in March. Governors celebrated the numbers and the confidence the community has in the school. The board approved the amendment to all the school’s Admissions Policies to reflect the new wording on how to appeal
4. Question – Are out of year applications considered at Secondary School? It is a direct transfer
5. **Resources & Premises Committee** – the Chair noted the minutes are available on GHUB. There are no H&S concerns to raise. The nursery roof and carpark potholes are being addressed. The classroom carpets are being replaced on a cycle. An asset register is being compiled to prioritise requirements. The Finance and budget update was provided and the energy efficiency grant has been allocated to installing double glazed windows in Year 5 and Year 6 if finances allow. P10 monitoring has been received and the school is judged as Amber with 6% carry forward. Governors noted the financial position of the school
6. The GB agreed **the SFVS** draft for submission before the end of March. **ACTION: Assurance was provided that the skills audit will be updated to reflect the new governors - new governors to let Steve know if they have financial experience specifically**

ALL

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7. The Governor Development Coordinator provided an update on training undertaken to date and noted that there is one outstanding safeguarding training session which has been booked. Handling complaints has been booked

8. **ACTION: All governors to undertake Prevent and GDPR training and update GHUB accordingly**

ALL

9. The Website has been audited and feedback given to the office

10. Getting ready for Ofsted has been collated and the document updated accordingly.

ACTION: SH to close and publish the document

14 To receive Link reports since the last meeting:

1. The comprehensive link reports are available on GHUB
2. Thanks were extended to colleagues for submitting reports which have been reviewed by the Curriculum Committee. **ACTION: Pupil voice to be elicited at visits and review of the Ofsted subject reviews for interest**

ALL

15 Safeguarding and GDPR

The Safeguarding link governor provided a verbal update which included

1. The termly safeguarding report which was circulated in advance of the meeting was reviewed
2. A review of the safeguarding and prevent training was undertaken. Assurance was provided that staff training has been undertaken and planned
3. NSPPC workshops have taken place this term including keeping safe online
4. The SCR is up to date and has been audited by HCC. The HIP visit will focus on this and a column has been added to reflect social media checks
5. The GDPR compliance report from the DPO was considered
6. There are no SARs, FOIs or GDPR breaches to report

The GB noted the update

16 Chair's Business:

1. The Chair confirmed that there are no notifications and correspondence received to share
2. The HIP visit timetable on Thursday is on GHUB and the meeting link circulated
3. The Chair confirmed that there have been no audits, reviews, inspections since the last meeting to note
4. Confirmation was given that no action has been taken by the chair on behalf of the board since the last meeting
5. It was agreed that there are no items to be added to the risk register

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6. The Programme of Work was reviewed and updated accordingly

17 Any Other Business:

1. Governors debated the impact of meeting times on well-being for everyone and were encouraged to vary the times of the meetings across the year to meet different needs
2. The parents have been advised of the strike arrangements and potentially 2 classes will be closed. Anecdotal feedback from parents has been supportive of the communication

18 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting
2. Colleagues confirmed that the meeting has been conducted in an open manner, and, that all governors have been able to participate and contribute to discussions
3. The next meetings will be held on

Saturday 10 Jun 2023 Strategy Day 10:00 to 15:30 at the Parish Room and lunch
at the George and Dragon

Mon 25 Sep 2023 19:00 (virtual)

Mon 27 Nov 2023 19:00

Mon 26 Feb 2024 19:00

The meeting closed at: 20.56

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