



**Agenda of the Governing Board Meeting  
held on Tuesday 22<sup>nd</sup> February 2022 in school**

**Present:**

**Parent Governor (2): Mrs Emily Turnbull**

**LA Governor (1):**

**HT and Staff Governor (2): Ms Lynne Osborne (HT)**

**Foundation Governors (8):**

**DBE Appointed: Miss Emma Wilson**

**Ex Officio:**

**PCC Appointed: Mr Steve Hill, Mrs Linda Slim (Vice Chair 01.10.21), Mrs Helen Thrussell, Mr David White,  
Co-Opted Governor (1):**

**Associate Members: Ms Sarah Gray (DHT), Ms Kat Worth, Ms Claire Mason**

**In attendance: Tracey Middleton, Clerk to Governors;**

**Absent:**

**LA Governor: Mr Owen Lewis (Chair 01.10.21)**

**Staff Governor: Mrs Jo Bates (staff)**

**Parent Governor: Ms Leena Clark**

**Ex Officio: Revd Jonathan Gordon**

**Co-Opted Governor: Mr Jon Clarke**

**DBE Appointed: Mr Garth Taljaard**

**Documentation circulated in advance by the clerk:**

HCC Safeguarding forms

The KEY – monitoring policies

Service to Help Education & Safeguarding Professionals Respond to Harmful Sexual Behaviour

Apprentice week resources

DfE What to expect on a primary deep dive – some guidance for subject leaders

EEF Engaging parents in their children's education: a strengths-based approach

Online Radicalisation training

LGBTQ+ history month resources

National Governor Day free cpd

Anna Freud wellbeing for Secondary Schools

Governors for Schools Webinars curriculum cpd

[www.schoolresourcemanagement.co.uk](http://www.schoolresourcemanagement.co.uk).

insights into how to read financial accounts - academies

CST – Duties of Directors

CST – Self evaluation

The Key has published a list of questions to ask school leaders on a variety of topics that you need to monitor.

The School Bus has published an article which goes through eight priorities for governing boards in the 2022 Spring term.

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- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of its staff
- Overseeing the financial performance of the organisation, ensuring that money is well spent.

## ***‘Excellence Together, Learning Through Faith’***

Academies - School resource management self-assessment checklist

[https://www.gov.uk/guidance/external-reviews-of-governance-whats-involved?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=d239f87c-90c8-4463-9a9f-f124cd7b856d&utm\\_content=daily](https://www.gov.uk/guidance/external-reviews-of-governance-whats-involved?utm_medium=email&utm_campaign=govuk-notifications&utm_source=d239f87c-90c8-4463-9a9f-f124cd7b856d&utm_content=daily)

Guidance Teachers' standards - Last updated 13 December 2021

<https://www.youtube.com/user/Ofstednews/videos> for subject leaders

<https://www.gov.uk/government/publications/choosing-a-phonics-teaching-programme/list-of-phonics-teaching-programmes>
















Aspire Attendance Tracker

Schools' views: benefits and obstacles to joining academy trusts published 17.11.21

Cost of school uniforms























Video – Phonics and reading

### **Documentation circulated in advance:**

 0. St Marys CofE Primary School FGB Agenda 22.02.2022_v6	
 13. Headteacher's report to the Governing Body February 2022	
 3. Declarations-StMarysPrimarySchool 04.01.2022	
 6. Draft minutes 15.11	
 8. PM011 Code of Conduct (Employees) (September 2021)	
 8. PM016 Grievance Policy (December 2020)	 14.7 Website audit - Spring 2022
 11.1 School Improvement Plan (SIP)	 17. DPO Inspection Report (February 2022)
 11.2 SIP Monitoring Schedule Spring 2	 18. Report for Governors: The children looked after self evaluation form 2021-22
 11. 3 SEF working document December 2021 (OL)	 Academic Standards Minutes 8 Nov 2021
 12. St Mary Risk Assessment Final draft 30Nov21	 Copy of Minutes - RP Committee - 10.02.2022

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 13. Attainment data – December 2022	
 14.2.1 FGB_22.02.22_summary_paper_admissions	 13. Attainment data – December 2022
 14.2.2 St_Mary's_Admissions_Policy_2023_Final	 14.2.1 FGB_22.02.22_summary_paper_admissions
 14.2.3 St_Mary's_Admissions_Policy_SIF_2023_Final	 14.2.2 St_Mary's_Admissions_Policy_2023_Final
 14.2.4 St_Mary's_Admissions_Policy_In_Year_Form_2023_Final	 14.2.3 St_Mary's_Admissions_Policy_SIF_2023_Final
 14.2.5 St_Mary's_Admissions_Policy_Map_2023_Final	 14.2.4 St_Mary's_Admissions_Policy_In_Year_Form_2023_Final
 14.3 Ethos_Minutes_02.02.22_final	 14.2.5 St_Mary's_Admissions_Policy_Map_2023_Final
 14.4 Resources & Premises Committee Minutes 10.02.2022	 14.3 Ethos_Minutes_02.02.22_final
 14.5 GREAT training record Feb 2022	 14.4 Resources & Premises Committee Minutes 10.02.2022
 14.5 Training-StMarysPrimarySchool (1)	 14.5 GREAT training record Feb 2022
 14.6 Parent Forum Meeting Minutes 18 January 2022 FINAL	 14.5 Training-StMarysPrimarySchool (1)
	 14.6 Parent Forum Meeting Minutes 18 January 2022 FINAL

**Meeting opened at: 19.15 ACTION**

## **5 Update on English and engagement with English advisor:**

The subject leader introduced the subject and led a learning walk for the governors around the school which included monitoring of school displays and learning walls and discussion of the school’s phonics programme (ReadWrite inc) and the reading books that are aligned to this scheme

### **1 Welcome:**

1. Governors toured the school and viewed the noticeboards and recent refurbishment
2. The Vice Chair welcomed colleagues to the meeting and thanked them for their attendance
3. The Vice Chair noted that the meeting is quorate
4. The meeting was opened with a prayer
5. The constitution was reviewed and the following appointments were confirmed  
Leena Clark – parent governor 11/01/21-10/01/25  
Jon Clarke – Co-opted Governor - Term of office from 05/03/22 – 04/03/26  
David White – Foundation Parochial Church Council Appointed - Term of office from 05/03/22-04/03/26
6. **Action: All databases, subscriptions, websites to be updated accordingly**

**LO**

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**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 Mr Owen Lewis, Mrs Jo Bates, Ms Leena Clark, Revd Jonathan Gordon (Prior engagement)
3. Apologies were not received and absence not accepted from Mr Jon Clarke and Garth Taljaard

**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. Governors/Trustees 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. Governors/Trustees were reminded that if any Governors/Trustees has received any gifts or hospitality it should be recorded on the statutory register
6. None declared

**4 To consider notification of any items for AOB:**

1. Environmental sustainability discussion
2. Report for governors on Children Looked After

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

1. The parts 1 and 2 minutes of the meeting dated 15.11.2021 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair and added to the school files

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**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. The following policies which were circulated in advance of the meeting were reviewed and noted that they are HCC model policies
2. The Board approved the PM011 Code of Conduct for Employees
3. The Board approved the PM016 Grievance Policy

**9 Admissions policy consultation and admissions policy adoption:**

1. The consultation has taken place and 3 responses were supportive and the HCC technical amendments
2. Thanks were extended to EW for supporting this process
3. The Board determined the Admissions Policy for 2023-24

**The Board noted the updates**

**10 School’s new vision statement:**

1. The Ethos Committee has met and the draft vision statement is currently with the Diocese for further comment

**The Board noted the updates**

**11 School Improvement Plan**

1. The Head provided an update on the progress on the school priorities and governors noted the progress and impact of each priority
2. Governors agreed that they are familiar with their curriculum links
3. The impact of the CPD has been evidenced across the school and teachers are confident in articulating their subject areas as evidenced by the SLT and HIP in their monitoring including speaking to the children
4. Reading continues to be a focus and will be considered next year
5. Question – Will curriculum leaders be given monitoring opportunities? Yes, they follow guided tasks half termly
6. Question – Is BASH used to discuss and share successes? Not necessarily due to context however sharing best practice is encouraged

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7. Question – Are there any actions required from the pupil safeguarding survey?  
No, the children feel safe and have confirmed that they know who to approach
8. Question – Are all the staff up to date with their safeguarding training? Yes, as are the governors
9. Question – Is the SIP costed? This is under review with the Resources Committee as part of the SFVS evaluation

**The Board noted the updates**

### **12 Risk Assessment:**

SH introduced the area of risk and created a draft Risk Matrix which colleagues have contributed to

1. **ACTION: All governors to review the Risk Matrix and feedback to SH with comments by the end of the month to drive prioritization and actions**

**ALL**

### **13 To receive and ask questions of the Head’s report**

The Head introduced the report which had been circulated in advance of the meeting. Further discussion and questions elicited that:

1. Question - What are we doing to promote attendance? Attendance levels and the reasons for absence are monitored monthly. In the first instance, if I have any concerns about a child’s attendance, I will invite parents to meet with me to discuss the reasons for their child's absences and offer any help that that school may be able to provide. I would continue to review the child's attendance in the following months. If deemed necessary, I can involve Hertfordshire County Council's Attendance Officer and ultimately request that penalty fines are issued to parents for failing to sending their child to school.
2. Question - What impact are these strategies having? There has been no need to implement any specific attendance strategies so far this term. Jane Blackmore and I met with Rebecca Porzio (Attendance Officer) on 22nd January and she was very happy with what we are doing and did not suggest/request any further actions.
3. Question - What level do we consider "good" attendance levels for a school? We consider 95% to be a good and acceptable level of attendance
4. Question - What level counts as persistent non-attendance, and what is being done about the 37 students who fall into this category? Children with an attendance rate of 90% or below are classed as persistent absentees. In the

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majority of cases, the children's attendance levels are as the result of following Government guidance to self-isolate either because they or members of their family caught Covid. Two families with specific circumstances that we are monitoring/supporting.

5. Question - When is the deadline for 2022 reception allocations? When will we know numbers joining in September? Reception place allocation day is 19 April. Parents have until 3 May to accept or decline a place offer. Reception numbers will not be finally confirmed until the two rounds of continuing interest allocations have finished at the end of June.
6. Question - Is assessment week UK wide or St Mary's only? How do you use the results? Assessment Week is an internal summative assessment week. We will undertake ‘formal’ (formative) assessments in maths (using Herts Diagnostic Assessments) and reading comprehension (KS Lead decides resource used). In addition, whole school will complete a Big Write this is a completely unaided piece of writing. These assessments alongside ongoing formative assessment will be used to decide on children's attainment and these will be added to Easy Tracker as spring data. A note of caution, data is no longer viewed as an important measure by Ofsted all about –seeing more, doing more, and remembering more.
7. Question - Do you believe the school is on-track to meet the priorities in the School Improvement Plan by the end of the academic year? A lot of work has been done and the work on both reading (priority 3) and the updated curriculum (priority 1) will be complete. However, priority 2 (role of curriculum leaders) will continue to be a focus as staff change and curriculum roles develop. Priorities 4 and 5 are ongoing and will not be completed. On reflection, I am unsure whether these are School Improvement Priorities or part of our ‘day-to-day business’ or that five is a realistic amount.
8. Governors discussed the admissions across the town and noted that there is a downward trend this year nationally and 3 are out of county children. 17 first choices have been received and the school is seeking 24

**The Board noted the updates**

**14 To receive Committee and Link Visit Reports since the last meeting**

1. The **Academic Standards and Achievement Committee** has not met
2. The Committee Chair noted that the Annual Programme of Work is being reviewed in line with the SDP priorities, local and national initiatives, meeting management

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3. The **Admissions Committee** has met and reception ranking undertaken
4. The **Ethos Committee** has met and minutes circulated on GHUB. The Exec Head of Castle Federation visited the school to focus on SIAMs and governors celebrated that the distinctive Christian ethos was noted
5. An explanation of SIAMs was provided for the benefit of the newer governors
6. The **Resources & Premises** has met and minutes circulated on GHUB. The Committee Chair provided an overview including a finance and budget update and monitoring, budget setting for 2022/23, Approval of SFVS submission, Health and safety update. The windows at the house (1 New Rd) have been installed and quotes for the wall being sourced. The priorities for building maintenance are being reviewed. The fire inspection has been undertaken by the fire brigade and recommendations are being reviewed
7. The SFVS process has commenced and will be circulated to the Board when completed in readiness for submission at the end of March. The Board agreed to the Resources Committee undertaking this activity and share the final document on GHUB for further comment
8. Question: Are there any related transactions to report? No
9. The budget setting process was outlined
10. The school is currently a 5% amber rated school by HCC. Projected carry forward has improved largely due to the afterschool revenue
11. The **Governor Development Coordinator** provided an outline of the HfL GREAT training pathway
12. The training requirements were outlined and colleagues encouraged to attend appropriate training to ensure that all areas are covered by governors and ensure succession planning
13. **ACTION: All governors to ensure that their training record on GHUB is up to date**
14. **The Parent Forum** met in January and the parent comments were minimal compared to previous sessions. The use of class email has been well utilised and providing a timely response. A review of the forum and raising its profile was discussed
15. The school **Website** has been audited and is compliant
16. The **Pay & HT Performance Management (PM)** has been undertaken and a mid-year review planned
17. A “Getting ready for Ofsted” working party has been set up and will meet after half term

**ALL**

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18. The link visits have been undertaken and the reports added to GHUB. Governor feedback on the visit plan focusing on intent and design worked well and the questions very useful. The next focus is delivery followed by difference **ACTION: Outstanding visits to be planned and undertaken before the end of term and all governor link visits to be submitted by the end of the week**
19. Governors were assured that the arrangements for SENd and vulnerable children is a strength of the school and the link governor has evidenced the pupil progress meetings

ALL

**The Board noted the updates**

**15 Safeguarding:**

1. **ACTION: The Annual Audit/Checklist to be added to GHUB by the safeguarding link governor before the end of the month**
2. The Head confirmed that the safeguarding supervision with a Herts social worker is proving effective

GT

**16 To receive the Chair’s update:**

1. Governors agreed that a strategy day in the summer day is arranged
2. It was agreed that Leadership of the Board has been identified from this meeting to be added to the Risk Register
3. Thanks were extended to Owen Lewis for his contribution and leadership of the Board during his tenure. Governors agreed that the impact and personal commitment have been welcomed. Succession planning was considered and **ACTION: interested parties invited to make this known to the Chair or Vice Chair by the end of term.** Training opportunities are available from HfL to prepare an individual. Co-chairing was considered. The job description will be shared
4. **ACTION: Skills Audit to be undertaken to determine gaps to feed into a recruitment campaign for vacancies. Colleagues encouraged to identify potential colleagues**

ALL

HT

**17 Items from Annual Programme of Business:**

1. There are no SARs, FIOs or breaches to report
2. The DPO report was undertaken and the school confirmed as compliant

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3. There are no CLAs in the school and the termly report has been submitted to the Virtual School
4. SG is undertaking an NPQH next term

**18 Any Other Business:**

1. Environmental sustainability was debated in line with the NGA publication and governors agreed that this is an area to further explore which could impact on costs as well as address the green agenda. **ACTION: Agenda item for the Away Day** **ALL**

**19 To agree Date of next meeting:**

1. Colleagues were thanked for their contribution to the meeting
2. Colleagues thanked the Chair for the preparation and facilitation of the meeting
3. 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  
The next meetings will be held on
4. Thanks were extended to the Vice Chair for facilitating the meeting

Mon 20 Jun 2022	7pm – 9pm
Mon 12 Sep 2022	7pm – 9pm
Mon 14 Nov 2022	7pm – 9pm
Mon 27 Feb 2023	7pm – 9pm
Mon 12 Jun 2023	7pm – 9pm
26.09.2023	7pm – 9pm
27.11.2023	7pm – 9pm
26.02.2024	7pm – 9pm
10.06.2024	7pm – 9pm

**The meeting closed at: 20.57**

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