



New Road, Northchurch
Hertfordshire. HP4 3QZ

“Excellence together, learning through faith”.

**Minutes of the St Mary’s Church of England Primary School Board Meeting
held on Thursday 4th February 2021 remotely via MS Teams**

Parent Governor (2): Mrs Emily Turnbull

LA Governor (1): Mr Owen Lewis (Chair 01.10.21)

HT and Staff Governor (2): Ms Lynne Osborne (HT), Mrs Jo Bates (staff)

Foundation Governors (8):

DBE Appointed: Mr Garth Taljaard, Miss Emma Wilson

Ex Officio: Revd Jonathan Gordon

**PCC Appointed: Mrs Louisa Osmond, Mrs Linda Slim (Vice Chair 01.10.21), Mrs Helen Thrussell,
Mr David White**

Co-Opted Governor (1): Mr Jon Clarke

Associate Members: Sarah Gray (DHT), Kat Worth

In attendance: Tracey Middleton, Clerk to Governors

Absent:

Parent Governor: Mr David Lee

Documentation circulated in advance of the meeting by the clerk:

Stone King - School Coronavirus Testing in January 2021: Key Legal Points for School Leaders

Stone King has developed a series of free digital tools for schools and other organisations to help identify if there are measures you need to take following Brexit.

DfE – Choosing and external auditor

Winkworth Sherwood School Support Service - Equality Act 2010 Mini Series

New Government Guidance - the Clinically Vulnerable and Clinically Extremely Vulnerable and Stone King webinar details

The latest additions and revisions to Policies via the HfL HR Portal

CLA report to Governors from the Virtual School

Governors for schools - webinar mental health and wellbeing in schools This webinar is designed to help governors understand how they can support and improve provision for pupil mental health in their role. Its free to attend and you can sign up;

NGA Virtual Governance: Monitoring and board reporting amidst a global pandemic

The Key a downloadable staff briefing on remote learning

ACAS webinar - Current and Future Challenges in FE and HE.

Winkworth Sherwood - GDPR Webinar: Subject Access Requests.

TES Managing Difficult Conversations with Parents (focusing on Relationship Education

TES Relationship Education for Primary - Tue, Nov 10, 2020 4:00 PM - 5:30 PM GMT

The School Bus has published a Coronavirus (COVID-19): Staff Wellbeing Survey

The Key has published a template report to governors on Coronavirus Catch Up Premium

SFVS Guidance Checklist guidance Updated 3 April 2020

Online seminar 'Moving on from Crisis – the Role of Governors' at our free-to-attend Schools & Academies Show Online

DfE Governor Handbook

DfE Governance Structures and Roles

Inducting a new governor remotely – The Key

NGA Role model – Chair, Trustee, Governor

NGA Executive Pay guide

[https://www.gov.uk/government/publications/governing-in-unprecedented-](https://www.gov.uk/government/publications/governing-in-unprecedented-times?fbclid=IwAR2j8sAkfgv7sT5fkkP_F_eJOUNLzrsuJkSV_2kPwyMHySQ0ACw90fmwly)

[times?fbclid=IwAR2j8sAkfgv7sT5fkkP_F_eJOUNLzrsuJkSV_2kPwyMHySQ0ACw90fmwly](https://www.gov.uk/government/publications/governing-in-unprecedented-times?fbclid=IwAR2j8sAkfgv7sT5fkkP_F_eJOUNLzrsuJkSV_2kPwyMHySQ0ACw90fmwly)

Sherwood Admissions Consultation Webinar



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Documentation circulated in advance of the meeting:

0. St Marys CofE Primary School FGB Agenda 04.02.2021	11. Covid Catch up Premium
15. Headteacher's report to the FGB February 2021	11. The educational implications of Covid-19 Governors' session Jan 2021
7. Draft minutes 05.10	12. Coronavirus_(COVID-19)_ Staff Wellbeing Survey - with cover note and responses
9.1 PC018 Supporting Pupils with Medical Conditions (June 2015) (Reviewed February 2021)	13.1 Academic Standards Minutes 15 January 21
9.2 PM001 Pay Policy (October 2020)	13.3a Ethos minutes -Wed 21st Oct 2020
9.3 PM011 Code of Conduct for Employees (September 2020)	13.3b GB003 Equality and Diversity Scheme and Progress on Achieving Equality Objectives Feb 2021 (Draft) (Head)
9.4 PM012 Disciplinary Policy (September 2020)	13.5 Premises Inspection Minutes 11.01.2021
9.5 PM016 Grievance Policy (December 2019)	13.5 Resources Committee Minutes 01.02.2021
9.6 PC001B St Marys_C_of_E_Admission_Policy_2022_23_printable_version	13.5 Termly H and Safety Inspection 11th Jan 2021
13.7 parentforummeetingminutes13november2020	13.6 Governor training Feb 2021

Meeting opened at: 19.06 ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting and reminded colleagues of remote meeting protocols
2. Kat and Sarah were welcomed to the GB as Associate Members and colleagues introduced themselves
3. The Chair noted that the meeting is quorate
4. The meeting was opened with a prayer
5. Thanks were extended to the staff for the huge contribution to the successful operation of the school
6. Governors were thanked for their continued commitment to the school during these challenging times. It was noted that Governors have been joining Google classrooms which has been an enjoyable experience

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

1. Governors 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

Signed: Date:

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and that it is the decision of the GB whether to approve an absence. Governors 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: David Lee

3 To receive notification of any conflict of interest from the agenda:

- 1. Governors were reminded that if a governor, 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 to declare a conflict and voluntarily withdraw and not for another governor to instruct withdrawal
2. None declared
3. Governors were reminded to add any new declarations to the statutory register which is recorded in GHUB and published on the school website
4. None declared
5. Governors were reminded that if any governor 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. Local Plan, School Crossing Patrol

5 To confirm Board changes:

- 1. K Worth and S Gray were appointed Associate Members for 4 years from 04.02.2021
2. ACTION: All databases and websites and subscriptions to be updated accordingly LO

6 To receive the Head’s data presentation:

- 1. Deferred

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

- 1. The minutes of the meeting dated 05.10.2020 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair
2. ACTION: Signed minutes to be added to the school files as soon as possible OL, LO

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8 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

The following updates were provided:

2. The training session agreed is Ofsted Preparation

9 To monitor policies:

1. The Supporting Children with Medical Conditions which was circulated in advance of the meeting was reviewed
2. The GB ratified the **Supporting Children with Medical Conditions**
3. The Staff Pay which was circulated in advance of the meeting was reviewed
4. The GB ratified the **Staff Pay**
5. The Code of Conduct for Employees which was circulated in advance of the meeting was reviewed
6. The GB ratified the **Code of Conduct for Employees**
7. The Disciplinary Policy which was circulated in advance of the meeting was reviewed
8. The GB ratified the **Disciplinary Policy**
9. The Grievance Policy was circulated and was ratified by the GB.
10. The GB ratified the **Grievance Policy**
11. The Admissions Policy was circulated and was ratified by the GB.
12. An overview of the process for approval for 2022/3 and variation to 2021/2 were debated and it was noted that there are no changes to the wording or criteria
13. **ACTION: Consultation to be undertaken next year**
14. The GB ratified the **Admissions Policy for 2022/3**

LS

10 School Development Plan and School Self Evaluation:

1. This is being undertaken in a separate meeting

11 Staff well-being, results from recent survey and next steps:

1. The current school context was outlined and it was noted that a robust and proactive approach is taken to the risk assessment which is regularly monitored and amended according to local and national guidelines
2. The bubbles are limited to 15 including staff and this is published in the updated risk assessment
3. To date there have been no positive Covid tests to report for pupils and the 3 positive Covid tests for staff were contracted outside of school
4. Mental health and well being of the school community are monitored and the school is supporting families accordingly. There is anxiety and pressure being experienced

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5. The learning from the last lock down has informed current operations. The parent body is very supportive and engaging in remote learning
6. The TA's have embraced the technology to support the remote learning and managing groups and an increase in their confidence has been apparent
7. Question – What CPD has been provided to staff? The teachers have received extensive training on Google classroom and assessment techniques. The TAs received training as an individual group into Google Classroom use. The TAs have been taught how to use the laptops to link to the interactive boards for the children to access YouTube, Collective Worship etc.. A member of school staff is designated 'technical support' and is available every school day if required
8. There are 2 EHCPs in school, 1 is in school and the other has chosen to remain at home. Weekly 1-1 meetings are taking place with EOTAS provision in place. Governors were assured that these children are being monitored
9. Safeguarding continues to be a focus and a proactive culture is evident across the school. Engaging with learning has been monitored and the vulnerable children have received technology to access home learning. Any children not fully engaging are having doorstep visits and telephone conversation. All classes have at least 80% engagement with some much higher
10. There has been on Encompass referral which has been dealt with
11. Google meet is the forum for seeing children and then monitoring the work submitted ensures monitoring of engagement
12. Question – How is the curriculum being delivered? Tapestry and Google classroom. An overview of the timetable was provided and governors were assured that PSHE and RE are delivered weekly. The resources are adjusted accordingly to ensure access from home
13. There are 46 plus 16 nursery children in school
14. Question – Is there equitable provision in school and at home? Yes, the delivery of a broad curriculum is in place. In the afternoon, teachers do “feel good” activities not taught lessons. The TAs support the class room. The daily google meets and collective worship are an opportunity to support the children. There are no live lessons taking place however the feedback from families on the videos has been positive as it allows for flexibility in the home context. Parental feedback on the provision has been positive
15. Question – Is there any opportunity for children to get feedback? Yes, after the google meet the children can remain for additional support. The parents are also instrumental in providing feedback. Children are invited to share how they feel about their learning and lessons are planned accordingly
16. The assemblies are an opportunity to support children with building cultural capital, closing the gaps for disadvantaged pupils, developing resilience and emotional wellbeing
17. Question – How are gaps in learning being identified? Using the google app, children submit work which is reviewed and monitored. Low stakes testing for retrieval practice and quizzes are used. There are extension challenges for children as well

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- 18. Question – How is google classroom being monitored? SLT pop ins are interactive and this is welcomed by the children and teachers. Staff have been sharing good practice and tips and hints which has been invaluable. The modelling has been welcomed and it was noted that the parents are also learning from the videos and sharing the same language etc. In response to parental feedback, ‘Screen free Fridays’ are planned for next term
19. The CPD opportunities have been significant and this is evidenced in the current context and clearly good value for money in terms of investment
20. The predicted carry forward for next year has been reduced by £10k due to complete loss of Breakfast and After School Club revenue in the Spring term and additional staffing and cleaning costs due to COVID requirements. The Finance Officer is meeting tomorrow to monitor the current financial status
21. Question – Can the gb support in any other way? The staff have agreed that the support from the GB has been welcomed and effective. A communication to the staff from the GB has been agreed. A parent communication will be circulated to parents from the chair
22. Governors debated the good and positive experiences gained during Covid and how it will be maintained and enhanced into the future operation of the school e.g., independent learning, technology skills and use of technology, online CPD, confidence of TAs in the classroom
23. The Staff Wellbeing Survey was undertaken at the end of the Autumn Term. The timing impacted on the number of responses however the responses received have been analysed and overall is positive. The survey will be repeated in the summer and tailored to the school
24. Governors debated wellbeing and mental health generally

12 To receive Committee and Link Visit Reports since the last meeting:

- 1. The Academic Standards and Achievement Committee has met and minutes circulated on GHUB. Key discussion points included: impact of Covid, teaching and learning, academic standards, curriculum development,
2. The Admissions Committee has met and minutes circulated on GHUB. Key discussion points included: There are 20 first choices and 11 second choices which is disappointing however all of nursery is remaining with the school. Governors agreed that continued marketing of the school will continue
3. The Ethos Committee has met and minutes circulated on GHUB. Key discussion points included: The Equality and Diversity Progress Report and Action Plan; the SIAMs SEF, evidence of Collective worship. A revised version of the Equality and Diversity Objectives have been reviewed and currently in draft for feedback from governors
4. The Resources & Premises Committee has met and minutes circulated on GHUB. Key discussion points included: revenue generation has been impacted by Covid

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and the finances are currently rated as Amber. Assurance was provided that management of the budget is robust. The Capital Fund will be carried forward to address the copper pipework and lighting across the school. The Governor Fund is at £22k. Progress with refurbishment at I New Road is on hold due to context. The school has completed the FSVS although schools are awaiting confirmation that this does not require submission this year. The outcome of the SA (previously LCVAP) bid for the toilets has not yet been received. The building inspection is expected this year. Panels in Y5 and 6 are being replaced in half term

LO

- 5. The GDC provided an overview on training undertaken to date and the training record has been updated accordingly. Governors have agreed to access the online training the school subscribes to
- 6. The **Parent Forum** was held in November. Key discussion points included: wellbeing, curriculum and remote learning provision. The Head is hosting a parent Zoom coffee morning next week. Field Friday has been implemented from a Parent Forum suggestion
- 7. The **School Website** and **social media**. An audit for compliance including the November update is planned before the end of term (<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>). Governors agreed that the website is excellent and noted that accessibility is an area to consider. Twitter (65 followers) and Facebook (100 followers) are used and Instagram is being considered. It has been very positive for communication
- 8. The **Pay Panel** has met and governors were assured that the pay policy and performance policies have been robust
- 9. **DPO/GDPR** – There are no GDPR breaches or SARS to report. A GDPR Audit has been planned and staff training arranged
- 10. The **Governor Link** Table has been circulated and governors considered flexible approaches to undertake link visits. The Nursery Link Governor will be Kat Worth

13 **Safeguarding:**

- 1. The termly safeguarding link visit is taking place on 05.03.21. The school continues to have a proactive culture to safeguarding and a robust approach
- 2. Colleagues were reminded to ensure that all the fields on their GHUB tabs is accurate and up to date as it informs the reports required by the school. Any amendments to the pecuniary interest tab should be alerted to the clerk, chair and HT so that they are updated on the school website

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3. KCSiE 2020 has been updated to take account of changes to recruitment after the UK left the EU. <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> The changes involve safer recruitment - senior leaders, governors, and office staff who deal with recruitment or the single central register should be informed. Colleagues noted the updates. The consultation for KCSiE 2020 closes at 11:45pm on 4 March 2021

<https://www.gov.uk/government/consultations/keeping-children-safe-in-education-proposed-revisions-2021>

4. **ACTION: Colleagues are required to confirm this in their declaration tab on GHUB and note any changes to their safer recruitment procedure before half term and the school office will add the completed report to the safeguarding records**

D Lee

14 To receive and ask questions of the Head’s report:

1. The report which was circulated in advance of the meeting was reviewed and discussion referred above

15 To receive Chair’s Business:

1. 01.04.2021 The Key subscription will be accessible via GHUB
2. The school is meeting with colleagues regarding the community garden. The Deeds of Trust require review by the Diocese solicitor. A Kemp will coordinate this project and thanks were extended to him for this

16 Items from the Programme of Work:

1. 2021-22 FGB dates
 - Mon 13 Sep 2021 19:00
 - Mon 15 Nov 2021 19:00
 - Mon 14 Mar 2022 19:00
 - Mon 20 Jun 2022 19:00

17 Any Other Business:

1. The Dacorum Local Plan has been shared and the impact of developments in the area were outlined. The increase in traffic around the school is a concern. It was agreed that a response to the consultation will submitted by the appropriate group
2. The danger of the road traffic situation and crossing points was debated at length. It was noted that the Parish Council is reviewing this and has invited the school to contribute

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18 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting and continued support of the school
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

Date	Start	End
Mon 17 May 2021	19:00	21:00
Mon 13 Sep 2021	19:00	21:00
Mon 15 Nov 2021	19:00	21:00
Mon 14 Mar 2022	19:00	21:00
Mon 20 Jun 2022	19:00	21:00

The meeting closed at: 21.15

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