



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 Monday 5th October 2020 remotely via MS Teams**

Present

Parent Governor (2): Mrs Emily Turnbull, Mr David Lee

Co-Opted Governor (1):

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 Thrusell,
Mr David White, vacancy**

Associate Members: Sarah Gray (staff)

In attendance: Tracey Middleton, Clerk to Governors; Sarah Stewart SENCO

Absent:

Co-Opted Governor: Mr Jon Clarke

Documentation circulated in advance of the meeting:

0. St Marys CofE Primary School FGB Agenda
05.10.20

4. Declarations-StMarysPrimarySchool (23Sep20)

6. St Marys FGB Draft Minutes 07.09

8.0 Policy Register

8.1 CM001 Child Protection Policy (September 2020)

8.2 CM009 Religious Education Policy (June 2020)

8.3 CM012 Special Educational Needs and Disability Policy (October 2020)

8.4 CM018 Governor Visits Policy (October 2020)

8.12.1 PC005a Online Safety - Statement Relating to Video Conferencing Usage (June 2020)

9. St Marys's School Development Plan 2020 -2021 (Draft)

10. Community Garden Update (23 September 2020)

11.1 Academic Standards Minutes 10 July 2020

11.3.1 Ethos minutes -Wed 20th May 2020

11.3.2 GB003 Equality and Diversity Scheme and Progress on Achieving Equality Objectives (2019-21) (October 2019)

11.3.3 Equality and Diversity 2020 guidelines

8.5 GB005 Safeguarding Policy (September 2019) (Reviewed October 2020)

8.6 GB007 Operation of CCTV Policy (October 2020)

8.7 PC001B St Marys_C_of_E_Admission_Policy_2022_23_printable_version

8.8 PC001c Nursery Admissions Policy and Application Procedure 2021-2022

8.9 PC003c Reducing the Need for Restrictive Interventions in Schools Policy (December 2019)

8.10 PC018 Supporting Pupils with Medical Conditions (June 2015) (Reviewed October 2020)

8.11.PC004b Complaints Policy and Procedure (August 2020)

8.12.0 PC005 Online Safety Policy (June 2020)

11.5.1 Resources Minutes - 21.09.2020

11.5.2 Premises Inspection Minutes 14.09.2020

11.5.3 DRAFT Annual H & S Inspection Sept 2020

11.6 Governor training Oct 2020

11.7 Minutes of Parent Forum Meeting 26 June 2020

12.0 Safeguarding and GDPR Report (written report from Safeguarding and GDPR_DPO link governor)

12.1 2020 Annual Safeguarding Practice Audit (21 September 2020)

12.2 Annual Safeguarding Review 2020 (final)

13. 200929-AH-916-Summer Visit Report

13. Headteacher's report to the Governing Body September (1)

14.0 TOR Pay Sub-Committee 2020-21



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Meeting opened at: 19.06 ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting and reminded colleagues of remote meeting protocols
2. The Chair noted that the meeting is quorate
3. The meeting was opened with a prayer

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 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: Mr Jon Clarke (Prior engagement)

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. None

5 To receive School and Curriculum update:

1. The SENCO introduced the update on the role, training and the new code of practice

SG, LOS left the meeting at 19.10-19.17

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DW arrived at 19.11

- 2. The strong links with families to support the school with provision provided was outlined
3. The links with external professionals including outreach and referrals was provided
4. Student Passports continue to be the vehicle to detail provision. 3 assessment requests were made last year and all were successful. Currently funding is linked with EHCPs through a banding tool
5. An overview of training was provided and it was noted that Autism provision has been a focus with HfL and the SENCO is a trainer. The SENCO attends the termly SENCO briefing and engages with local SENCOs across the town to share good practice and meet visiting speakers
6. There are currently 19 children on the SEN register
7. Question - What is currently the key challenge in the role? There are specialist services available which are difficult to access e.g. speech and language; SPLD
8. Question – How do parents respond regarding discussion on additional needs? This can be challenging for some parents to acknowledge however the working relationship tends to be good. On occasion parents approach the school with concerns. The support provided by the school is usually welcomed by families
9. Thanks, were extended to the SENCO and the GB noted the update

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

- 1. The minutes of the meeting dated 07.09.2020 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair with a manual update to GT’s appointing body
2. ACTION: Signed minutes to be added to the school files as soon as possible

OL, LO

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
The following updates were provided:
2. J Bates was elected as Staff Governor from 05.10.2020 for a 4-year term of office
3. ACTION: Databases and websites to be updated accordingly

LO

8 To monitor policies:

- 1. The Admissions arrangements for 2022/23 were discussed and it was noted that a consultation will be required for 2022/24
2. The GB ratified the Admissions arrangements
3. The model HfL Pay Policy has not been released at this stage
4. The Child Protection Policy which was circulated in advance of the meeting was reviewed
5. The GB ratified the Child Protection Policy

Signed:

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6. The Annex to Child Protection Policy: Safeguarding during the period of enforced school closure caused by the Covid19 Pandemic which were circulated in advance of the meeting were reviewed
7. The RE Policy which was circulated in advance of the meeting was reviewed
8. The GB ratified the **RE Policy**
9. The Special Educational Needs & Disability Policy which was circulated in advance of the meeting was reviewed
10. The GB ratified the **SEND Policy**
11. The Safeguarding Policy which was circulated in advance of the meeting was reviewed
12. The GB ratified the **Safeguarding Policy**
13. The **Governor Visits Policy** was circulated and was ratified by the GB.
14. The Surveillance and CCTV Policy which was circulated in advance of the meeting was reviewed
15. The GB ratified the **Surveillance and CCTV Policy**
16. The Admissions (Future Year) Policy which was circulated in advance of the meeting was reviewed
17. The GB ratified the **Admissions (Future Year) Policy**
18. The Reducing the Need for Restrictive Interventions in Schools Policy which was circulated in advance of the meeting was reviewed
19. The GB ratified the **Reducing the Need for Restrictive Interventions in Schools Policy**
20. The Supporting Children with Medical Conditions Policy which was circulated in advance of the meeting was reviewed
21. The GB ratified the **Supporting Children with Medical Conditions Policy**
22. The **Complaints Policy and Procedure** was circulated in advance of the meeting and was ratified by the GB.
23. The **Online Safety Policy** was circulated in advance of the meeting and was ratified by the GB.
24. The **Terms of Reference for the Pay Committee** were approved

9 School Development Plan and School Self Evaluation:

1. The GB reviewed the actions against priorities in the SDP and discussed the identified gaps
2. The Head provided an overview of how Covid has impacted on monitoring certain areas however teaching was at least good when observed in January and data collection
3. The GB agreed that the continuation of collective worship during partial closure was key
4. Development of the curriculum is a key requirement for the school and will be a priority on the School Development Plan
5. The Recovery Curriculum is in place to address the gaps in academic learning and support emotional requirements. The targeted approach for each child is essential

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to move the school and children forward. Formative assessment is undertaken daily. Summative assessment will be undertaken towards the end of the year

- 6. An explanation of mastery was provided and governors acknowledged the importance of quality first teaching and the links to the Ofsted framework
- 7. The GB noted the SDP and SEF

10 Community Garden Project:

- 1. The Community Garden group has met and the Parish Council is willing to engage with the project
- 2. An overview of the plans was provided and governors debated the rationale around the division of space and links with safeguarding
- 3. Governors were assured that key stakeholders have been identified and will be approached accordingly
- 4. It was agreed that involvement of the Diocese is crucial in terms of the use of the land and the deeds and they are engaged with the working group
- 5. Governors debated the impact of the road on pedestrian security
- 6. The GB agreed to continue with the project

11 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 attendance and monitoring of vulnerable groups. Assurance was provided that the school is in a good position should a further lock down be experienced
- 2. **The Admissions Committee** has met and minutes circulated on GHUB
- 3. **The Ethos Committee** has met and minutes circulated on GHUB. Key discussion points included the RE teaching and learning during lockdown including the continuation of collective worship. The Herts model Wellbeing Policy has been adopted and a personal statement will be developed for St Mary’s Northchurch. The links to SIAMs have been considered in the performance management cycle
- 4. The **Equality and Diversity** report is updated annually in terms of impact. Equality objectives. Public bodies, including local-authority-maintained schools, are covered by the public sector equality duty in the Equality Act 2010 and the Equality Act 2010 (Specific Duties) Regulations 2011. This means you have a requirement to publish:
 - details of how your school is complying with the public sector equality duty - you should update this every year.
 - your school’s equality objectives - you should update this at least once every 4 years.
 Details of these publishing obligations are set out in Equality Act 2010: advice for schools Most schools set their objectives in 2016 – therefore schools should have re-set their objectives this year (unless it has already been done), but in the current climate these still need to be done a.s.a.p. It does feature in the new Ofsted Framework. **ACTION: Committee to pursue**
- 5. **The Resources & Premises Committee** has met and minutes circulated on GHUB. The school is in a good financial situation with an AMBER rating. The extended

Ethos Committee

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school facility is well attended and creating revenue. The Governor Account is being managed rigorously. The Capital Account has been well utilised to improve the learning environment and there is a carry forward for next year. The school will submit a bid towards LCVAP (School’s allocation) for the following projects - the copper piping and the EYFS toilets. The house which is let will receive some refurbishments to ensure it is safe and fit for purpose. Thanks, were extended to colleagues for the focus on the house which is a pastoral consideration as well as a revenue source as landlord

- 6. **The Annual Health and Safety audit** has been completed and will be circulated in due course. There are no areas of concern to bring to the attention of the GB
- 7. The **Governor Development Coordinator** provided an update on training undertaken as detailed on GHUB. The GB considered an in-house training session including PPG and Ofsted. **ACTION: Organise in-house training.** Colleagues were encouraged to undertake e-modules available on Modern Governor via the HfL Training tab on GHUB and the DfE training. The NGA skills audit has been updated and will be considered next year. The competency framework can be found: <https://www.gov.uk/government/publications/governance-handboo>
- 8. The **Parent Forum** was held in June and focussed on the return to school and transition; well-being; it was commented that the school library books have been audited and the parent community is donating books. The next meeting is being planned with the new parent representatives
- 9. **ACTION: Amazon link to wish list to be developed**
- 10. The **School Website** has been refreshed and is being audited for compliance (<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>). The school’s Twitter account has been launched
- 11. The **HT Performance Management** meeting has been put in place and it was noted that the HCC Pay and Appraisal Policy is outstanding. The Pay Committee will meet to review the recommendations in due course
- 12. **DPO/GDPR** – There are no SARS or breaches to report. The Policies and Privacy Statements are being reviewed and updated accordingly by the newly appointed DPO
- 13. The year group link governors have been identified and the focus of visits will be shared in a light touch approach due to Covid restrictions

HT

LO

12 Safeguarding:

- 1. The Board reviewed the Annual Report to Governing Board
- 2. The Board reviewed the Annual Checklist to Governing Board
- 3. The Board reviewed the Annual CLA SEF 2020-21 Audit Report to Governing Board and noted that there are no CLAs at present
- 4. Confirmation was given that the SCR has been monitored by HCC
- 5. In the Keeping Children Safe in Education Act 2020 (KCSiE) there is now a requirement that all staff and governors must be aware of **Operation Encompass** and local arrangements. This Note summarises key elements of Operation Encompass which was launched in Hertfordshire in December 2019. Operation

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Encompass is a charitable organisation which was set up in 2011 by David and Elizabeth Carney-Haworth OBE (a police officer and school head teacher). They recognised the necessity for police to share timely information with Schools in order that children could be supported at School following a domestic abuse incident which they may have witnessed or been impacted by. Prior to December 2019, whilst Herts Police did share information about domestic abuse incidents with Schools, there was often a delay in receiving the information which made it harder to provide timely and appropriate support. Operation Encompass was launched on Monday 2nd December 2019 across Hertfordshire with the aim of providing information about domestic abuse incidents to Schools as quickly as possible. A Notification of a domestic abuse incident is now sent to Schools' Designated Safeguarding Leads and Deputies by the following working day after an incident has been reported. Notifications are classified into 3 categories depending on the seriousness of the domestic abuse incident (high / medium / standard). The role of School DSLs and DDSs is to be aware, to be there for the children and to provide support. Staff and Parents/carers have been informed about the launch and implementation of Operation Encompass and the School's Child Protection Policy has been updated to include information about Operation Encompass. If you would like further information please go to the website:

www.operationencompass.org. Confirmation was given that all staff have received refresher training during INSET and no referrals have been received to date

6. Assurance was provided that the safeguarding link governor hand over has commenced

13 To receive and ask questions of the Head's report:

1. The report which was circulated in advance of the meeting was reviewed and it was noted that it is informative
2. Pupil numbers are currently 196 as recorded on Census date and there continues to be pupil mobility acknowledging that there are more school spaces than children in the locality
3. Question - How would you assess staff well-being at one month into the new year? On the plus side, people happy to be in school and have some sense of normality. On the downside, no communal meeting area, lots of curriculum change and time spent handwashing etc. Classroom layout limiting and member of staff who is very unwell. Very long half-term doesn't help. Need for well-being events like 'Yellow for well-being day' and 'meet up after school'. Aim will be to give all teachers some time out of class before Christmas without impacting the budget. Governors acknowledged the commitment and dedication of the staff in welcoming the children back to school. The support and teamwork within the staff body has been appreciated to ensure that workload and peaks are supported by the senior leadership team
4. Question - What is the school's approach to implementing the new SRE and health education curriculum? SRE policy been updated reflecting both our status as a CE school and statutory requirements. Policy will now go to parents for comments –

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Parent Forum. Use JIGSAW materials which are both compliant with changes and compatible with church school

5. Question - In previous years there was considerable feedback from parents about the lack of sports provision at the school. This in part led to the appointment of Sian Gill. Now that Sian has been in post for a few years, how would you now consider sports provision at the school and current parent perception or feedback? Sian and Mel doing an excellent job, as reflected by HIP visit on Tuesday. Provision now broader and evidence of development of skills. Next step is assessment. Currently no swimming – issue as all children should leave school able to swim 25m. Not able to run teams at the moment as bubbles can't be mixed. Governors acknowledged the positive impact of specialist provision
6. Question - about the "formative assessment" you refer to in the section entitled "Pupil Progress and Attainment". Can you tell us a bit more what this involves? How it is conducted? Two types of assessment summative and formative. Summative is what we'd traditionally call tests e.g. SATS papers, more formal assessment. Temptation is often to do a test and most schools will undertake summative testing in Autumn and Spring. Due to varied experience and starting points not using summative until at least Autumn 2. Formative is a mix of strategies: What can teacher see child can do? Can child show skills? Child self-assess, answer to next steps questioning. 1-1 for children with additional needs
7. Question - it may be too early to do this, but can you share any feedback on what you are finding out from this? Are there any particular areas where children have fallen behind? Anything unexpected? It's clear that experiences very varied and fair to say that in maths at least many children six months behind where we'd expect them to be. Particularly evident with the reasoning element of maths. Spelling not as strong as we'd like. Don't forget only 5 weeks back as opposed to 6 months of 'normal education'. Year 2 back to basics. Pleasing findings: breadth of knowledge and interest, art skills, ability to work independently – resilience.
8. Question - Could you outline what the plans are for the use of Google classrooms and/or Purple Mash or other online learning tools in the event of another lockdown and/or a class having to isolate at home? Staff had first session of Google classrooms training second next week. We'll trial with older groups at first as they're more likely to be able to access independently. Will be a mix of activities. If whole bubble goes 'down' will not expect staff to deliver teaching from home. Still work in progress. Will now be able to use Purple Mash far more effectively as staff have had further training. Oak Academy Links on website. Plan is to provide more detail to parents after all staff are trained and also using parent Forum to help with this. May do Zoom session to explain. Had a training session with Ashlyn's back in June so have got their protocols and will share with parents once agreed for our school. Still be a mix.
9. Question - Have you found any positive aspects of remote delivery/learning that can/have been incorporated into teaching in school or home learning? Instant personalised feedback is a great benefit. Teachers have to be considered with the tasks they are planning and the instructions provided. Far more opportunity for the

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children to lead their own learning and work at their own pace. Governors noted that the allocation for IT to support home learning has been received

10. Question - How is Collective Worship being conducted in the new "normal"? Same question re Assemblies Bubble Worship - Years 2-6 have had a Collective Worship 'slot' in hall each week and rest Zoomed to classes. Mix of HT, DHT and Senior Leaders. Also, Jonathan and Mary-Anne from Baptist Church. Year 1 and R currently in class. CW follows usual format – values based, celebration, music, JIGSAW. Limited examples of children leading worship at the moment so we know we need to work on this. Harvest at church this week will be by year group and donations are for DENs.
11. Question - Child not yet back in school and what you are offering this child/family. Have you had any guidance from county regarding how to handle unauthorised Covid related absences and whether they have to be escalated? County approach until half term is to be supportive and reassuring no fines yet. County team will work with families (guidance came out Friday) and we'll now escalate to this. Tricky as we have offered lots of support and suggestions and family say they are currently unwell and can't come back into school. Would be safeguarding concern but as lots of professional have seen child concerned and have been in touch with family
12. Question – Has there been much interest in reception admissions for next September as of yet? I noticed the banner for tours on the website and was curious to know if there have been many enquiries given the ongoing pandemic. We've only got one person booked in the diary so far but still quite early
13. Question - Could you explain the Rainbow Awards? Replacement for Golden Ticket as Rainbow Award as ties to value of hope and bible references. Also, fact that the whole weather system is part of our positive behaviour policy.
14. Thanks, were extended to the Head for the informative report detailing the breadth of activity taking place in school

14 To receive Chair's Business:

1. Responses to the letter requesting donations was positively received by the parent body and will continue to be reinforced
2. Governors had a virtual tour of the newly refurbished classroom
3. There have been 2 accidents resulting in broken arms and assurance was provided that the HCC Health and Safety Officer has been involved and appropriate risk minimisation is in place

15 Stakeholder Voice:

1. Governors agreed that the participation of staff members at the GB meeting was welcomed
2. The school will continue to elicit pupil voice and feedback to the GB

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- 3. Governors debated ways of eliciting stakeholder voice and assurance was provided that the Equality and Diversity development will include a stakeholder survey later in the year

LO, LS, OL

- 4. **ACTION: Discuss approach for stakeholder feedback survey for spring**

16 Items from the Programme of Work:

- 1. None

17 Any Other Business:

- 1. None

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 8 Mar 2021	19:00	21:00
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: 21.00

Signed:

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