

**Minutes of the St Mary's Church of England Primary School Board Meeting  
held on Monday 7<sup>th</sup> October 2019 at the school**

**Present**

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

**LA Governor (1): Mr Owen Lewis (Co Chair 01.10.20)**

**Co-Opted Governor (1): Mr Jon Clarke**

**HT and Staff Governor (2): Miss Vanessa Hunt, Mr Tom Potter (DHT)**

**Foundation Governors (8): Mr Stuart Goss, Mr Alan Kemp (Co Chair 01.10.20),**

**Mrs Louisa Osmond, Revd Jonathan Gordon, Mr David White, Mrs Helen Thrussell,**

**Mrs Linda Slim (Vice Chair 01.10.20), Miss Emma Wilson**

**Associate Members: Jo Bates, Jo-Anne Turner**

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

**Absent:**

**Associate member: Jennifer Sallis**

**Documentation circulated in advance of the meeting**

 0. St Mary's CofE Primary School FGB Agenda 07.10.19	 11.1 School Development Plan (SDP) September 2019-20 working	 15.8 Admissions Policy 2021-22 - Printable Version
 5. Draft St Marys FGB Minutes 09.09.19	 11.2 Self-Evaluation Form (SEF) September 2019 working draft	 15.8 PC001b Admissions Policy 2021-22
 7. Academic Standards Minutes 12 July 19	 13. Linked Governor Roles & Committee Membership 2019-20	 16. GB003 Equality and Diversity Scheme and Progress on Achieving Equality Objectives (2017-19) (October 2019 v2)
 7. Ethos minutes -Wed 22nd May 2019	 15.1 CM001 Child Protection Policy (September 2019)	
 7. Parent Forum Minutes 14th June 2019	 15.2 CM012 Special Educational Needs and Disability Policy (October 2018) (Reviewed 2019)	
 7. Resources Minutes 23rd September 2019	 15.3 Safeguarding Policy (Herts 09:19 proforma) reviewed by GB on 07 10 19)	
 8.0 Headteacher's Report to Governors October 2019	 15.4 GB007 Surveillance and CCTV Policy (April 2018) (Reviewed October 2019)	
 8.1 Headteacher's Report October 2019 - Questions from Governors	 15.5 PC004a Complaints Procedure (Internal) (September 2017) (Reviewed October 2019)	
 9.1 Annual Report to the Governing Body on Safeguarding Children (Herts 9:19 proforma) reviewed by GB on 07 10 19	 15.6 PC004b Complaints Procedure (September 2017) (Reviewed October 2019)	
 9.2 Annual Safeguarding Practice Audit (Herts 08:19 proforma) reviewed by GB on 07 10 19	 15.7 PC018 Supporting Pupils with Medical Conditions (June 2015) (Reviewed October 2019)	

**Meeting opened at: 19.06**

**ACTION**

**1 Welcome:**

1. The Chair (OL) welcomed colleagues to the meeting and the meeting was opened with a prayer
2. The Chair noted that the meeting is quorate

**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 not received and not accepted for Jennifer Sallis

**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

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

1. None

**5 To agree minutes of the last meeting 09.09.19 (previously circulated):**

1. The minutes of the meeting dated 09.09.19 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 (refer to file)

**6 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 school will review social media in the future
3. The parent election is being commenced

**7 To receive Committee and Link Visit reports since the last meeting:**

1. The Academic Standards and Achievement Committee met on 12.07.19 and will meet again in December. The Committee Chair provided an overview as outlined in the draft minutes
2. The Admissions Committee has met. The Committee Chair provided an overview including the recommendation to adopt the Admissions Policy
3. The Ethos Committee met on 22.05.19. The Committee Chair provided an overview as outlined in the minutes
4. The Parent Forum has met and the minutes shared in advance of the meeting. Class representatives have been identified. Nursery reps are difficult to recruit due to the hours. Additional sporting events and clubs

have been addressed. Colleagues debated the benefit of shared after school provision across different schools

Stuart Goss arrived at 19.20

5. The Pay Sub-Committee will meet on 21.10.19. The Head's Performance Management cycle is in progress
6. The Premises Sub-Committee is meeting on 11.10.19. The remedial work for the roof is being undertaken in half-term
7. The termly Health and Safety audit will be undertaken on 11.10.19
8. The Resources Committee met on 23.09.19. The Committee Chair provided an overview including: The Governor account has £40k with £10 ringfenced for the summer building works; and some for maintenance at 1 New Rd has been completed. The Windows 10 upgrade will commence after half term. 30 Chrome books, staff laptops and office PCs are being sourced. Stone works at the front of the building will be £3k
9. The Governor Development Coordinator advised that the training record has been updated
- 10. ACTION – Governors to ensure that their personal training records are up to date on GHUB**
11. Governors discussed the gaps in the training record and agreed that the skills audit will inform which courses to book

**ALL**

## **8 To receive and ask questions of the Head's report:**

1. The Head's report which was circulated in advance of the meeting was reviewed

Further questions and discussion elicited that:

2. Question - Did more than one child left Year 4 during the summer term? In fact, three children left Y4 during the summer term and no children left Year 5. The third child transferred to Westfield as it is nearer her home.
3. Question - How do this year's Nursery numbers compare with previous years and with other local schools? Nursery numbers this year across the town are down on previous years. BASH met earlier in the year to discuss this with schools planning and we were informed that 72% of working parents in Berkhamsted who require pre-school care for their children, take this out of the town. In other words, parents are accessing work place child care or child care nearer their workplaces until their children reach statutory school age. Since my report was written we have acquired 1 extra child in Nursery
4. Question - If the School Association does cease to function, can it be reconvened in the future? Are there any time constraints on this? At the meeting of the School Association on 25th September several parents put themselves forward for various committee roles. The current committee members are confident that at the AGM on 21st October, these new parents will be formally nominating themselves and elected for the various roles on

the committee. There are, in fact, enough for two parents to take on the roles of Co-Chairs as well as one for each of the remaining roles

5. Question - How much did the School Association contribute to the school budget last year and what will be the impact on the delivery of the curriculum if this funding ceases? The School Association supplements curriculum enrichment activities which otherwise parents would be asked to pay for. This vastly reduces the cost to parents such as the Y5 Space Centre trip and increases the amount of activities children take part in. The SA provides treats for the children such as the Christmas Pantomime and crackers for Christmas lunch. At the time of writing the SA statement of financial activities for year-end August 2019 is not available, but for as at 31st August 2018 the SA's expenditure on funds to the school was £7847. They carried forward funds of £21,782 which this year is intended to be spent on, among other things, Chrome Books/ trolley, laptops and various class trips. They are also hoping to fund the CCTV so that it can be moved into the office.
6. Question - Are the parent evenings an opportunity to talk to parents, hand out a flyer outlining the impact of the work of the School Association one last time before the AGM? The Current SA Committee will be invited to do this but feel that this will probably be unnecessary in view of the answer to the above question.
7. Question - Does a child's attendance record carry over from year to year? (i.e. is the family who received a letter still at risk of a fine this year if performance does not improve?) Fines only apply to 15 half day unauthorised absences in the current and/or previous term. This means that if a child has more than 15 unauthorised absences within two consecutive terms each parent of the child will be fined. Attendance records are not carried over from year to year.
8. Question - Has the non-attendance letter had an impact on the child's attendance this year so far? Yes, it has had positive impact. This child has had no absences, neither has the school received any requests for absence from these particular parents.
9. Question - Were the KS2 results in line with expectations or were there any surprises? The KS2 results were exactly in line with the class teacher's predicted outcomes for her teacher assessment. They held no surprises at all. This cohort has long been closely monitored by the Academic Standards Committee and also during pupil progress meetings. They had the highest number of SEND pupils in the school. The current Year 4 and Year 6 cohorts have a proportion of SEND
10. Question - The KS2 performance, although in line with local and national averages, has seen a drop from previous years (admittedly two outstanding years previously). It would be helpful to understand the factors that you believe contributed to this and whether any changes have been implemented as a result (if applicable)? The high number of SEND children in the class contributed to the drop. All support possible concerning targeted interventions with the class had been in place, included extra full-time LSA support.

11. Question - Do you have any concerns about the writing KS2 results? The writing results were in line with predicted outcomes for this particular cohort as explained above. Writing results in Key Stage 2 is based entirely on teacher assessment and no formal test is taken. The National (test) result for reading was 73% and National (teacher assessment) result for writing was 79%. St. Mary's (test) result for reading was 76% and St. Mary's (teacher assessment) result for writing was 69%. It is far more usual, as in our case, for a child's reading result to be higher than their writing. 38% of our children reached greater depth in writing as opposed to 20% nationally, so we were almost double the national figure for greater depth in writing. There are no concerns about the writing KS2 results. Our judgements are that they are a true.
12. The focus of the next HIP visit on 15.10.19 is a deep dive into writing. Governors are invited to attend the feedback
13. Question - Are Parent volunteers also run the Running Club? Yes, thank you. They do an amazing job and the children love this club
14. Thanks, were extended to the Head for the informative report

## 9 Safeguarding:

1. The safeguarding link governors advised that HCC model templates are used and reviewed annually
2. The Child Protection Policy was recommended to the GB for adoption
3. The **Annual Report to Governing Board** – the safeguarding link governor provided an overview of the report and noted that first half of this report details how the school keeps staff and governors up to date with safeguarding procedures. The staff are up to date with mandatory safeguarding training
4. **ACTION: Governors to ensure that their training record on GHUB is up to date so that any gaps for training can be identified. All governors to attend the safeguarding training**
5. The second half details how the school monitors and helps the various categories of vulnerable children including “children looked after (CLA)” of which the school has none
6. Question – Has a nil return be submitted to HCC regarding CLAs? Yes
7. **Annual Checklist** to Governing Board audits compliance in practice. Assurance was provided that the school complies with every requirement. In practice that can include reviewing an anonymised ‘record of concern’ forms completed by staff as part of an audit of the school’s record keeping
8. The Safeguarding Policy was outlined including that Safeguarding is an ‘umbrella’ term that incorporates child protection but expands to proactively promote welfare of children so that the need for action to protect children from harm is reduced.
9. The Safeguarding Policy was recommended to the GB
10. Governors agreed that there is a proactive culture of safeguarding which is securely embedded in the school

ALL

**10 GDPR:**

1. The DPO has met with the Head and advised that there has been one minor breach and no further action is required
2. The school has agreed to consider an external GDPR audit in the Spring term which will be reviewed at the Resources Committee

**11 To agree the School Development Plan and School Self Evaluation:**

1. The GB reviewed the School Development Plan and discussed the 3 priorities in line with the SIAMs inspection feedback
2. Writing and the focus on middle leadership will continue to be a school priority
3. The Subject Leader Action Plans will develop in parallel with the School Development Plan
4. The Governor Action Plan is incorporated in the School Development Plan
5. The GB agreed the School Development Plan
6. Governors noted the new Inspection Framework criteria have been reflected in the Self Evaluation Form
7. The GB agreed the School Self Evaluation

**12 To monitor Pupil Premium and Sports Premium:**

1. The GB noted that there is 1 child in KS2, 1 child in EYFS and 1 Forces Child who qualify for Pupil Premium
2. The Sports Apprentice and GameOn are funded from the Sports Premium and school budget for this academic year. Funding will be a key area to review during the budget setting process. Governors agreed that the apprentice provides flexibility with staff cover that allows the children to attend more events and have wider experiences. The role also evidences the sustainability and achieving good value for money

**13 Chair's Business:**

1. The link governor roles and panels were reflected on and updated accordingly
2. **ACTION: Committee membership, roles and panels to be updated on GHUB**
3. **ACTION: In house exclusion training to be arranged for this financial year**
4. A governor newsletter to parents will be circulated before half term

OL  
HT

**14 Stakeholder Voice:**

1. Governors discussed the stakeholder voice questionnaires undertaken and how feedback is welcomed. It was agreed that a subject is agreed and the

mechanism for collecting it at a future date. Governors agreed that there are a number of vehicles available for parent voice

**15 To monitor Policies:**

1. The Child Protection Policy which was circulated in advance of the meeting was reviewed
2. The GB adopted the **Child Protection Policy**
3. The Special Educational Needs & Disability Policy which was circulated in advance of the meeting was reviewed
4. The GB adopted the **Special Educational Needs & Disability Policy**
5. The Safeguarding Policy which was circulated in advance of the meeting was reviewed
6. The GB adopted the **Safeguarding Policy**
7. The Surveillance and CCTV Policy which was circulated in advance of the meeting was reviewed
8. The GB adopted the **Surveillance and CCTV Policy**
9. The Complaints Procedure (Internal) which was circulated in advance of the meeting was reviewed
10. The GB adopted the **Complaints Procedure (Internal)**
11. The Complaints Procedure which was circulated in advance of the meeting was reviewed
12. The GB adopted the **Complaints Procedure**
13. The Supporting Children with Medical Conditions Policy which was circulated in advance of the meeting was reviewed
14. The GB adopted the **Supporting Children with Medical Conditions Policy**
15. The Admissions 2021/22 Policy which was circulated in advance of the meeting was reviewed
16. The GB adopted the **Admissions 2021/22 Policy**

**16 Items on the Annual Programme of Business:**

1. The Equality and Diversity progress report and action plan were introduced by the Head
2. Governors reviewed the Equality and Diversity Scheme and Statement and monitored progress against the annual objectives and success criteria
3. Governors welcomed the good level of responses from stakeholders and noted that the comments received had been helpful

**17 Any Other Business:**

1. Thanks, were extended to the Head at this last GB meeting for the remarkable contribution to the school during her tenure and positioning the school in such a positive place. Her contribution and leadership have been much appreciated by the GB

2. Thanks, were extended to the AK for his contribution to the GB during his tenure

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

1. Colleagues were thanked for their contribution to the meeting
2. The next meetings will be held on 09.03.20; 18.05.20 at 19.00

**The meeting closed at: 20.27**