



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 7th September 2020 remotely via MS Teams**

Present

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

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

HT and Staff Governor (2): Ms Lynne Osborne (HT), (vacancy)

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, (vacancy)**

Associate Members: Mrs Jo Bates (staff)

In attendance: Tracey Middleton, Clerk to Governors; Sarah Gray, DHT

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

Documentation circulated in advance of the meeting by the clerk:

HCC Model School based Complaints

Stone King Safeguarding updated 27.08.20

Maintained schools websites updated 27 August 2020

Governors for Schools - Free on line training and webinars for governors

<https://www.stoneking.co.uk/event/estate-management-and-usage-school-site-foundation-schools-17092020>

<https://www.mentallyhealthyschools.org.uk/media/2077/coronavirus-toolkit-return-to-school.pdf>

<https://www.annafreud.org/media/12070/coronavirus-wellbeing-final.pdf>

The Key – Governor Annual Planner for 2020-21

ACAS - Coronavirus and mental health at work

Independent schools' duties in light of county lines child criminal exploitation

EdInfluence - podcasts for education leaders (Series 1 and 2)

Local authority-maintained schools: school governance update July 2020

Webinar - pastoral challenges for schools and what these mean for your governing board.

[FREE RESOURCE] Coronavirus (COVID-19): Six Priorities for Governing Boards Planning for the Remainder of the Summer Term and Beyond

Documentation circulated in advance of the meeting:

- | | |
|---|---|
| 0. Circulated St Marys CofE Primary School FGB Agenda 07.09.20 | 12. TOR Admissions Committee 2020-21 |
| Annual documentation to be confirmed/declared on GHUB Declaration tab | 12. TOR Ethos Committee 2020-21 |
| 6. Draft GB meeting minutes 18.05 | 12. TOR Parent Forum 2020-21 |
| 10. F0010 Schedule of Financial Delegation 2020-21 (September 2020) | 12. TOR Resources Committee 2020-21 |
| 11. Annual Programme of Business 2020-21 | 12. TOR St Mary's C of E Primary School Governing Board 2020-21 |
| 12. Class Link Governor Proposal FINAL | 16. 2020 06 26 Strategy Brainstorming Meeting Notes |
| 12. CM018 Governor Visits Policy (March 2019) rev final | 16. Voluntary Donation Letter (9Jun20) |
| 12. TOR Academic Standards and Achievement Committee 2020-21 | |



“Excellence together, learning through faith”.

NGA-Model-Code-of-Conduct-2020_St Mary's 2020 21

PC005a Online Safety - Statement Relating to Video Conferencing Usage 2020 21

PC005 Online Safety Policy (July 2018) 2020 21

Privacy Notice_Governors_St Mary's 916 2020 21

Whistleblowing Policy 2020

Meeting opened at: 19.04

ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting in particular Sarah Gray, the newly appointed DHT who introduced herself to the team
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: Jon Clarke (prior commitment)

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

Page 2 of 7

Signed:

Date:

- 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”.

4 To consider notification of any items for AOB:

- 1. None

5 To agree Terms of Office for Chair and Vice Chair and Confirm/Elect Chair and Vice Chair and discuss succession planning of Chair and Vice Chair:

- 1. The term of office for the Chair was agreed to conclude on 01.10.2021
2. The term of office for the Vice Chair was agreed to conclude on 01.10.2021
3. Owen Lewis was elected as Chair of Governors
4. Linda Slim was elected as Vice Chair of Governors
5. The Board considered succession planning
6. ACTION: Subscriptions, websites and databases to be updated accordingly

LO

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

- 1. The minutes of the meeting dated 18.05.2020 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

LO, OL

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. Further colleagues invited to join the Community Garden working party – inform JC or OL

8 To agree and complete Annual Business:

- 1. The Board reviewed resignations/end of office/appointments/elections since the last meeting
2. Confirmation given that J Gordon’s term of office has no end date as Ex Officio Foundation Governor
3. J Bates was reappointed for a term of office of 1 year as Associate member and GHUB updated accordingly
4. ACTION: School website and databases to be updated
5. It was noted that Ceris Taylor’s has resigned as Associate Member and thanks were extended to her for her contribution to the GB
6. There is currently 1 Foundation (PCC appointed) Governor and 1 Staff Governor vacancy and it was noted that finance and HR skills would be welcomed
7. ACTION: Staff election to be undertaken

LO

LO

Signed:

Date:

- 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”.

8. The Board confirmed that the information regarding governance is accurate on school website, GIAS etc

D White joined the meeting at 19.17

9. Monitoring was undertaken to ensure that each colleague has completed the following and the information on GHUB is accurate: DBS certificate number/date/check box is registered; KSCIE 2020; pecuniary interests; Code of Conduct; ICT Acceptable ICT Use Policy; Whistleblowing Policy; Training record; Contact information

9 To confirm agreement of virtual attendance at meetings. Agree meeting calendar and which meetings this academic year will be held remotely

- 1. The Board confirmed that virtual attendance at meetings is permissible and reflected on learning from school closure with regards to remotely held meetings; workload and wellbeing
2. It was agreed that the following meetings are held during this academic year (including virtual meetings) with a view to continue with a mix of face to face and remote meetings next year

Table with 2 columns: Date, Time. Rows: Mon 5 Oct 2020 [virtual] 19:00, Mon 8 Mar 2021 19:00, Mon 17 May 2021 19:00

10 To agree the Schedule of Delegation:

- 1. The Board agreed the Schedule of Delegation

11 To agree the Annual Programme of Work for the GB and Committees:

- 1. The Board agreed the Annual Programme of Work for the GB and Committees noting that it reflects the statutory requirements for Boards and the school priorities for the current academic year

12 To review committee membership and link governors and arrange link visit/governor day dates; To ratify the Committee Terms of Reference

Agree Membership for Committees and confirm accuracy on GHUB

Agree Panels and Link Roles; Confirm clerking arrangements for Board and Committees:

- 1. The Board reviewed the Instrument of Government to determine the terms of office and considered vacancies and succession planning

Signed:

Date:

- 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”.

2. The Board reviewed the **committees, panels and link role tabs on GHUB** including: GDC, Safeguarding, SENd, Head’s performance management, Student discipline, Staff discipline, School based Complaints, PPG, treasurer link
3. The Board confirmed that GHUB accurately reflects membership
4. The Board ratified the **Committee Terms of Reference** for this academic year
5. Colleagues considered link visits and noted that the Governor Visit Policy and Governor Visit Record/Reporting should be followed. Colleagues agreed to explore new ways to maintain link roles and meetings using a blended approach of remote contact and face-to-face where this can be safely accommodated
6. It was agreed that TM will clerk the Board meetings
7. **ACTION: Colleagues to attend training according to their roles and update GHUB accordingly**
8. GT will commence as safeguarding link governor and a transition has been planned
9. Governors debated the role of the cohort link governor and agreed it would be beneficial to governors getting to know the school and the children getting to know the role of governors and particularly useful for eliciting pupil voice

ALL

13 To monitor Safeguarding and GDPR:

1. The Board noted that the following reporting is in hand and will be presented to the GB in line with the Annual Programme of Work:
 - Annual Report to Governing Board
 - Annual Checklist to Governing Board
 - Annual CLASEF 2020-21 Audit Report to Governing Board (- <https://www.hertfordshire.gov.uk/microsites/virtual-school/policies-and-guidance.aspx?searchInput=&page=2&resultsPerPage=10&view=list&categoryfilters=0/1/1370/1371/1372/1374#resultsContainer>)
 - Governors and Management Inspection H&S Report <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>
 - The safeguarding link will carry out checks on the SCR when conducting governor visits to reassure themselves this is accurately completed and all necessary checks are in place for staff, governors and volunteers, and, monitor safeguarding training for governors and ensure it is recorded on GHUB to be updated on school records.
2. Colleagues were reminded to be aware of GDPR which came into force on 25th May 2018 and have taken action to ensure they are compliant
3. R Maskrey is visiting the school this month to audit GDPR requirements
4. Question - Has there been an increase in disclosures? No
5. The Board agreed to continue to work closely with the designated safeguarding lead (DSL) to support them as required and to receive regular updates on the types of disclosures coming through, and what may need to change (e.g. policies or training)

Signed:

Date:

- 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”.

6. Thanks, were extended to the clerk for the informative information circulated between meetings to support the GB in its effectiveness

15 To receive the Head’s verbal update:

1. Colleagues considered the potential HR issues as a result of shielding, home circumstances, wellbeing concerns and the overall impact of Covid-19 with its many ramifications for school staff
2. Colleagues considered potential attendance issues where parents/carers are feeling anxious about their child(ren) returning to school
3. Assurance was provided that the schools’ Covid-19 risk assessment plans have evolved over the summer to reflect the latest DfE guidance on the full return of pupils and will continue to be reviewed to support the safe and compliant return of all pupils
4. The staff are all in school at present and satisfied with the risk assessments in place. PPE is available for staff if they wish to use it
5. There are currently 198 pupils on roll, 2 children have been in quarantine and returned, 1 child is isolating and being monitored by the Attendance Officer, 3 unauthorised absences. 95% attendance which is a positive outcome. 6 in year admission forms have been requested
6. Governors are welcomed into school to undertake visits in line with the risk assessment
7. Confirmation was given that all staff have read the KCSIE
8. A morning only TA to support year 1 has been appointed from a pool of 30 applicants
9. There are no exclusions to report
10. The budget monitoring is returning to a more regular monitoring regime however increases in staffing due to Covid are expected
11. The APEX booking in the summer was profitable and will be in school during half term. Income generated has been used to purchase resources
12. Parents are supporting the regimes which is welcomed
13. The school has been accepted on the fully funded Maths Mastery programme
14. Regular collective worship continues using a variety of formats
15. Question – How is the catch-up funding being used? In Year 1 as this is where there is the most need high proportion of SEND children
16. Assurance was provided that the 4 PPG children are receiving additional support in the afternoons
17. Question – How is the sandwich lunch being managed? The lunches were delivered and infants had lunch in the class room however now moved to the dining room in separate bubbles with an opportunity to play outside. The packed lunches are delivered to the classroom and time is allowed for half an hour in the playground. The same approach is used for KS2 but they have to eat in their classrooms due to limited space. Sharing the limited outdoor and indoor space and not mixing bubbles is challenging

Page 6 of 7

Signed:

Date:

- 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”.

18. Governors celebrated the attendance of children in school

16 To receive the Chair’s verbal update:

1. The format for future FGB meetings was evaluated and amended in line with feedback to maximise effectiveness and contributions from everyone
2. A review of 2020-21 Strategy Document has been undertaken and will be used to drive future discussions
3. The Chair confirmed that the attendance at meetings for 2019-20 was accurate on GHUB and will be published on the school website
4. The Chair confirmed that the school website is up to date and compliant with statutory requirements. Thanks, were extended to colleagues for the improvements on the website
5. The school continues to be promoted locally and is raising its profile
6. The Community Garden is an area to progress when the pandemic regulations allow
7. The draft letter for parental donations is available on GHUB for colleagues to comment on. Governors debated if there would be any resistance to the request and noted that there are a number of planned activities and events which the donations are used to fund appreciating the current national context with employment
8. **ACTION: The e-Safety policy will be reviewed in terms of using personal devices during the current Covid situation. It was noted that Governors should be using their school email addresses for school business**

LO, OL

19 Any Other Business:

1. None

20 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 Monday, 5th October 2020 7pm (virtual)

The meeting closed at:20.02

Signed:

Date:

- 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.