

**Minutes of the St Mary's Church of England Primary School Board Meeting
held on Monday 9th March 2020 at the school**

Present

Parent Governor (2): Mrs Emily Turnbull, (vacancy)

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

HT and Staff Governor (2): Ms Lynne Osborne (HT), Mr Tom Potter (DHT)

Foundation Governors (8):

DBE Appointed: Mr David White, Miss Emma Wilson

Ex Officio: Revd Jonathan Gordon

PCC Appointed: Mrs Louisa Osmond, Mrs Linda Slim (Vice Chair 01.10.20), Mrs Helen Thrussell, (vacancy)

Associate Members: Mrs Jo Bates (staff)

In attendance: Tracey Middleton, Clerk to Governors; Garth Taljaard (awaiting confirmation from PCC)

Absent:

Co-Opted Governor (1): Mr Jon Clarke

Documentation circulated in advance of the meeting by the clerk:

DfE website publication update

Creating the right dynamic: A guide to help governing boards work effectively as a team

<https://www.sportengland.org/our-work/children-and-young-people/secondary-teacher-training-programme/>
Governorhub webinar

The Key – Questions to ask in budget approval; Health and Safety

<https://www.childrenscommissioner.gov.uk/wp-content/uploads/2020/01/cco-the-state-of-childrens-mental-health-services.pdf>

<https://www.gov.uk/government/publications/pupil-premium/pupil-premium>

Schools Financial benchmarking

Schools Resource management – top 10 planning checks

Health and Safety Newsletter

Documentation circulated in advance of the meeting

0. St Mary's CofE Primary School FGB Agenda 09.03.20	9.3 Hertfordshire Improvement Partner Spring Visit Report	16.4 Minutes of Pay Committee 21 October 2019
5.1 Circulated Draft St Marys FGB Minutes 07.10.19	10. School Development Plan (SDP) - Summary of Priorities 2019-20	16.5 Premises Minutes 17.01.2020 - draft issued
5.2 Deputy Headteacher Recruitment Ratification Meeting_14th February 2020	10. School Development Plan (SDP) September 2019-20 working	16.6 Resources Minutes 20200120 - 2
8. SPVS_2019_to_2020 FINAL (5Mar20)	11. Self-Evaluation Form (SEF) September 2019 draft working	16.7 Governor training March 2020
9.1 Headteacher's report to the Governing Body	13. PM001 Pay Policy (October 2019)	16.7 Skills matrix March 2020
9.2 Headteacher's Report 2020 March - Pre-Submitted Questions from Governors	13. PM011 Code of Conduct for Employees (April 2018)	16.8 Parent Forum Minutes 8 November 2019
	13. PM012 Disciplinary Policy (November 2019)	Constitution-StMarysPrimarySchool 04.03.20
	13. PM016 Grievance Policy (December 2019)	Meetings attendance -StMarysPrimarySchool
	13. PM030 Staff Appraisal Policy (October 2019)	Members-StMarysPrimarySchool
	16.1 Academic Standards Minutes 13 December 19	UserConfirmations-StMarysPrimarySchool
	16.3 Ethos minutes -Wed 5th February 2020 v2	

1 Welcome:

1. The Chair welcomed colleagues to the meeting especially LO and GT and the meeting was opened with a prayer
2. The Chair noted that the meeting is quorate
3. The Head provided an update on the current situation where a pupil in school has a family member who has tested positive for coronavirus and the family is currently self-isolating. It was noted that the local secondary school is following the same protocols. Assurance was provided that Public Health England and HCC have been consulted with and all guidelines are being followed and the school continues to show rigour in hand washing routines

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 for 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

4 To consider notification of any items for AOB:

1. None

5 To agree minutes of the last meeting 07.10.19: (previously circulated):

1. The minutes of the meeting dated 07.10.19 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)

2. The DHT ratification meeting on 14.02.20 was agreed as an accurate record. The school looks forward to welcoming Sarah Gray who joins the school in September
3. Thanks, were extended to Tom for his contribution to the school as he has been successful in securing a headship next term

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 governors noted that the exclusion training was undertaken and records updated accordingly

7 To review GB and Committee Membership:

1. The GB reviewed the Instrument of Government to determine the terms of office and considered vacancies and succession planning. It was noted that there had been considerable communication with the Diocese regarding the processing of forms and GHUB had been updated accordingly
2. Colleagues confirmed that the personal information on their GB tab including contact information, training attended and confirmation of declarations was accurate
3. It was noted that J Turner and J Sallis have resigned as Associate Governors
4. The PCC and DBE appointments have been reviewed and associate paperwork being processed with the Diocese
5. There is currently 1 PCC Foundation governor vacancy and the parent governor vacancy has been published. It was agreed that HR and finance are skills required

8 Resource Management:

1. An overview of the preparation for the SFVS was provided and governors noted that the benchmarking exercise was useful. Although attainment is in above national measures progress is not good, particularly in reading
2. Governors noted the changes in the questions and agreed with the comments added by the Resources Committee
3. The GB agreed to the submission of the SFVS
4. The 2021-22 forecast has identified a deficit and governors were assured that the FSS administrator and the Resources Committee are carefully monitoring this. A strategic view is being taken and the school is actively promoting admissions. The staffing structure and increasing revenue sources are key areas to focus on with regards to the budget
5. Confirmation was given that the budget monitoring information is provided at least six times per year via Governor Hub which is accessible by all governors and monitored by the Resources Committee

6. There are currently 13 nursery applications for a nursery of 30 children. In reception only 19 applicants selected St Mary's as their first choice. However, as other local schools are over-subscribed the HT is hopeful that are a number of children likely to attend where the school has been selected as second choice. There are 201 pupils out of a PAN of 240, reflecting significant spaces in the school. The staff is experienced which is reflected in the costs.

9 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
2. The Head introduced the report and shared her first impressions. The vision is to have the school at the heart of the community. The staff and parent bodies are very supportive and the children are delightful. The focus on the curriculum across the school is being reviewed in line with the good practice in EYFS. Consistency across the teaching body and subject leadership across the school is being developed
3. Promoting the school in the Community includes: The School Association is providing flowers to local community members, the swift boxes, Stay and Play sessions, signage

Further questions and discussion elicited that:

4. Question - Pupil Numbers - How has the school managed the integration of the pupils joining from Pakistan and has this presented any challenges? As with all pupils joining the school support is provided according to need
5. Question - Curriculum Intent, Implementation and Impact - In which areas is curriculum development more advanced/less advanced? Are you confident in the school's capacity to address the less advanced areas in the time available? Curriculum planning and implementation is particularly strong in English and RE and Science and Maths are well on the way. Science and Maths leads are working with the teaching staff to ensure consistency of approach and vocabulary use. Although planning work had begun on foundation subjects staff had not been fully aware of the revised Ofsted framework and the focus on implementation and impact. Next staff INSET (20th April) is devoted to curriculum planning and design. This will continue to be focus for Subject Leader time over summer term. Lynne Gore will take over leadership of maths for summer term.
6. Question - Can you elaborate more on what is meant by "enrich our curriculum focusing on a more enquiry-led approach"? Enquiry led approach means that there is less teaching and delivering and more facilitating of learning. Children are encouraged to think for themselves and make connections based on questions posed or artefacts/pictures shown. For example, A KS2 history lesson on the Romans might begin with: 'Was the Roman invasion of Britain the best thing that ever happened to us? Discuss with evidence.' Or A KS1 Science lesson might begin with: Three pictures e.g. chicken, egg, dinosaur and which is the odd one out and why? (There's no right answer!)

7. Question - Pupil Progress & Attainment - KS1 and KS2. Is it possible to have the two tables (KS1 and KS2) presented in the same way? Yes
8. Question - Phonics. Does the 86% figure include those who are deemed to be borderline? How many children are borderline? Which synthetic phonics scheme does the school use? There are no children who are deemed to be borderline. 24 out of 28 children are expected to pass the PPS and 4 not. Mrs Gore is working intensively with the 4 who are not predicted to pass. However, of these 4 children one is EAL (arrived in UK December) and one is SEND with 1-1 support. School uses Read Write Inc.
9. Question - With reading a key focus of the new Ofsted inspection framework, how do expected KS1 and KS2 attainments for reading compare to local and national averages, and the headteacher's expectations? Last year reading School: 76% National: 73% LEA: 77%? This year's cohort has high number of SEND 6 KS2 expectations are challenging – 80% would be above both national and local. However, children been targeted for support and focus so realistic. KS1 23 out of 24 children very high target. Teacher has targeted effectively and 100% passed phonics screening. Child is receiving intensive support in school but reading is not yet as fluent as necessary. 96% would be well above both national and local
10. Question – What is the outcome of the interviews for the fixed term Year 5 teacher? Interviews for 0.8 fixed term appointment took place on Friday. The school has successfully appointed an excellent main pay scale teacher for summer term and is a French speaker
11. Question - Can the school's context e.g. no. of SEN supported children etc be included in the report? Yes
 Pupil numbers on roll: 202 (including nursery)
 Pupil Mobility Spring Term 2020
 1 new child joined Year 1
 1 new child joined Year 3
 1 child will be leaving Year 5 (10.3.2020)
 Potentially 2 new children
 Year Group numbers:
 YN: 16 YR: 30 Y1: 28 Y2: 25 Y3: 29 Y4: 20 Y5: 27 Y6: 30
 SEND numbers: Summer 2020
 YR: 3 Y1: 4 Y2: 0 Y3: 0 Y4: 5 Y5: 1 Y6: 6
 Contextual Data
 Free school meals: 4
 Pupil Premium: 4 (£1,320 per child increasing to £1345 in April)
 Early years Pupil premium: 2 (£300 per child)
 Pupil Numbers
12. The pancake race was well attended and the next school event is the May Day celebrations involving May Pole Dancing and the parents will be invited for a picnic lunch
13. Governors thanked the Head for the informative written report
14. The HfL Spring Term visit has been undertaken by the HIP and the focus of the visit was phonics provision in Reception and Year 1 and reading in Year 3 (Anne Heywood is the HIP). Subject leadership is effective and the love of

reading was evident. The SEND provision was reviewed and the targeted interventions have been addressed. Governors agreed that the HfL contract for HIP services is good value for money and well valued by the staff

15. The rating is Amber largely due to the budget and KS2 outcomes. Governors debated the feedback regarding progress and attainment and were assured that this is identified in the School Development Plan

10 To monitor progress against the School Development Plan including data:

1. Progress on the priorities in the SDP have been reviewed and included governor input in a separate meeting
2. The Head provided an overview of each priority:
3. Teaching to be at least good across the school – the focus on outstanding is being developed and staff delivering outstanding practice across the school are being encouraged to share this with colleagues. The Head is involved in teaching to enable colleagues to spend time on cpd and provide the opportunity to meet the children. A triangulation approach in particular book reviews is being taken
4. Writing has been a focus across the school and progress has been evidenced. Governors linked the importance of language and discussion. The world book day celebration was amazing and well attended by families
5. The distinctive Christian vision development has been reviewed and governors noted the reflection areas in the classrooms and evidence of the Big Questions
6. In September the house system will be renamed according to Church themes and decided by the children
7. On Mother's Day some of the children singing at the O2 will be performing at the Church. The Head attended Church on Sunday which was well received by the Community
8. Question – How do we engage with parents to partner with the education? Open classrooms are being developed, Zumbathon included parents today, Parent Forum includes a class representative, parent questionnaires
9. Thanks, were extended to the Head for the work undertaken since her appointment

11 To monitor School Self Evaluation:

1. This will be updated by the SLT and circulated to the Board

12 To monitor stakeholder voice:

1. The Head provided an overview of staff wellbeing and acknowledged that there is an amount of change with the new head which will increase anxiety, the financial constraints that the school is being faced has resulted in fixed contracts not being extended
2. There is a Health and Mental Wellbeing Lead in the school

3. The feeling good week was enjoyed by both children and staff.

13 To monitors and adopt policies:

1. The policies presented are HCC/HFL model policies
2. The Staff Pay Policy which was circulated in advance of the meeting was reviewed
3. The GB ratified the **Staff Pay Policy**
4. The Staff Appraisal Policy which was circulated in advance of the meeting was reviewed
5. The GB ratified the **Staff Appraisal Policy**
6. The Code of Conduct for Employees which was circulated in advance of the meeting was reviewed
7. The GB ratified the **Code of Conduct for Employees**
8. The Disciplinary Procedure and Policy which was circulated in advance of the meeting was reviewed
9. The GB ratified the **Disciplinary Procedure and Policy**
10. The Grievance Procedure Policy which was circulated in advance of the meeting was reviewed
11. The GB ratified the **Grievance Procedure Policy**

14 Chair's Report:

1. The GB ratified the pay decisions for the previous head in September as agreed by email
2. The Head's Performance Management Panel has met with guidance from the HIP and objectives set for this academic year
3. The Resources Committee has discussed the current outsourcing of the After-School Club. It has been agreed that this provision will be brought in house from September 2020 and sufficient expressions of interest have been received by the staff. The parent meeting will be held next team
JG left the meeting at 20.02
4. The school has reviewed the parental voluntary contributions, impact on enriching the provision and governors debated the approach. Payment for activities are currently paid through the gateway and governors agreed that the communication
5. Governors agreed that fundraising by the School Association is separate
6. **ACTION: Communication to be created and circulated to parent at the start of May** LO, OL, ET, GT
7. Governors were encouraged to attend the new Ofsted framework training by HfL recently attended by 2 governors. The materials will be added to GHUB. An overview of the framework was provided and governors encouraged to familiarise themselves with the content
8. **ACTION: Colleagues to discuss Ofsted readiness at the next GB meeting commencing at 18.30** ALL

15 To receive the termly Safeguarding report:

1. There are no safeguarding issues to report
2. The SCR has been reviewed by the link governor
3. Assurance was provided that any visitors working with the school are requested to provide ID and DBS information

16 To receive the Committee and Link Governor reports:

1. The Academic Standards and Achievement Committee met in December and the minutes added to GHUB
2. The Admission Committee met in February and processed the Nursery admissions
3. The Ethos Committee met in February and included a tour of the school. The SIAMs SEF has been completed in line with the Inspection outcomes
- 4. ACTION: Wednesday 29th April 2020 at 15.30, the Diocese lead is leading a staff session to discuss the Schools Vision to which governors are invited**
5. It was suggested that a Diversity and Equality Link Governor visits the school on a termly basis and GT agreed to take on this responsibility
6. The Pay Sub Committee met in October and minutes added to GHUB
7. The Premises Sub Committee met in January and the minutes added to GHUB. An overview of the building maintenance programme was provided. The new lighting has made a positive impact on the learning environment
8. The Resources Committee met on 20th and 28th January and minutes added to GHUB. A handover between the committee chairs has been undertaken. The house owned by the school is in a poor state of repair and the replacement of the windows is a priority. The Capital Account is being used to enhance the learning environment and resources across the school. The current priorities for spend include: the gates to secure the EYFS area which is accessed by the public, the side field fence alongside the river
9. Confirmation was given that the Capital Account is audited every 2 years via the Diocese
- 10. ACTION: It was agreed that the IT strategy is reviewed before the end of term**
11. The Governor Account is used to provide the 10% contribution to projects
12. The LCVAP bid was unsuccessful however the dehumidifiers are functioning
13. The playground development is moving forward and funding sources being reviewed
14. The Governor Development Coordinator provided an overview of training and recommended priorities to colleagues and governors discussed back up of key roles
- 15. ACTION: SEN in house training to be booked for the next financial year**

ALL

EW, TP, LO

HT

16. ACTION: Outstanding skills audits to be returned to HT as a matter of urgency as a matter of urgency so that associated training gaps can be addressed

ALL

17. The Parent Forum met in March and minutes will be circulated in due course. A verbal update was provided and it was noted that feedback has been considered and appropriate actions taken

18. Consultation is being undertaken on the Equality Statement and the Behaviour Policy

19. The school website has been reviewed in line with the annual audit for statutory requirements and site development. Quotes are being received for a new website and governors noted the importance of administration access

20. ACTION: DPO to confirm privacy notice requirements for photos on the website of children who are currently at school and have left the school

LO

21. L Osmond left the meeting at 20.56

17 Items on the Annual Programme of Business:

1. ACTION: Committee Chairs to review and return to the Chair next term for publication

**Committee
Chairs**

18 Any Other Business:

1. None

19 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting and time they provide to the school
2. Colleagues agreed that their contribution is valued by the school community
3. School Council 18.30 and Ofsted readiness at 18.45 followed by GB meeting on 18.05.20.
4. The next meetings will be held on: 18.05.20; 07.09.20; 05.10.20; 08.03.21; 17.05.21 at 19.00

The meeting closed at: 21.05