

**St Mary's Church of England Primary School**  
**Minutes of the Governing Board Meeting**  
**Held on Wednesday 10<sup>th</sup> October 2018 at the school**

**Present**

**Parent Governor (2): Mr James Walker, vacancy**

**LA Governor (1): Mr Owen Lewis (Vice Chair 01.10.19)**

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

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

**Foundation Governors (8): Mr Stuart Goss, Mr Alan Kemp (Chair 01.10.19), Mrs Louisa Osmond, Revd Jonathan Gordon, Mr David White**

**Associate Member: Jo Bates**

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

	<b>The meeting opened at:19.05</b>	<b>ACTION</b>
<b>1</b>	<p><b>Welcome and Prayer:</b></p> <ol style="list-style-type: none"> <li>1. The Chair welcomed colleagues to the meeting especially Jo Bates the newly appointed Associate Member</li> <li>2. The meeting was opened with a prayer</li> <li>3. The Chair noted that the meeting is quorate</li> </ol>	
<b>2</b>	<p><b>To receive apologies for absence and to consider approving any absences:</b></p> <ol style="list-style-type: none"> <li>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</li> <li>2. All present</li> </ol>	
<b>3</b>	<p><b>To receive notification of any conflict of interest from the agenda:</b></p> <ol style="list-style-type: none"> <li>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</li> <li>2. None declared</li> </ol>	
<b>4</b>	<p><b>To consider notification of any items for AOB:</b></p> <ol style="list-style-type: none"> <li>1. None</li> </ol>	

5	<p><b>To agree minutes of the last meeting dated 11.09.18: (previously circulated)</b></p> <ol style="list-style-type: none"> <li>The minutes of the meeting dated 11.09.18 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) with a manual amendment (Jeremy changed to Jamie)</li> </ol>	
6	<p><b>To consider matters arising from the last meeting's minutes:</b></p> <ol style="list-style-type: none"> <li>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</li> </ol>	
7	<p><b>To receive the Head's Report:</b></p> <ol style="list-style-type: none"> <li>The Head's report which was circulated in advance of the meeting was reviewed (Refer to file)</li> </ol> <p><b>Further questions and discussion included:</b></p> <ol style="list-style-type: none"> <li>School Context</li> <li>Question - Is the volume of school leavers within the expected norm and is there any data to compare with the local or national average? I have asked around local schools and there seems to be increased mobility in the local area owing to the temporary accommodation in Northchurch. Families are moved from London for various reasons and rehoused here temporarily. The children are then sent to a local school with spaces. The nearest school to the temporary accommodation seems to be us so, if we have room, the children come here. The family is then rehoused and quite often this is out of the area, so the children then leave us and go to a school nearer their new home. So long as we still have spaces in any year group then this pattern will continue to repeat itself. The National mobility figure is 5.4%. For our school last year, it was 4.8%.</li> <li>Question - What will be the responsibilities of the Sports Apprentice, and do we just have her services for the current academic year, or will she work with the school for subsequent years? Sports Apprentices are recruited via the Company Sporting Futures Training and go through their interview process with local Schools Sports Partnerships, who then seek out suitable schools for the apprentices. We have Sian for one year, which is being paid for from the Sports Premium money. She will be working full-time in the school, with one day out every other week for her own professional development training with DSSN. To begin with she is supporting all PE lessons in the school and shadowing the teachers and coaches, helping with lunchtime and after school clubs and when there is no PE lesson, supporting children in the classroom.</li> <li>Question -If alternative funding for the road safety patrol cannot be secured, can the school continue to fund the service beyond the autumn term? The school is still seeking funding from alternative sources but if</li> </ol>	

this cannot be secured the individual will still be retained for the remainder of the academic year.

6. Question - Now that Game On have been the St. Mary's PE provider for a few years, are you happy that they are providing a good service to the school, and are children well engaged by them? Do other local schools use their services too? Pupil voice feedback has been very positive concerning Game On. Other local schools use their services and this also enables them to run their own leagues for football and netball amongst local schools.
7. Outcomes for Pupils
8. Question - Looking at the Key Stage 1 attainment figures, it seems like there was a noticeable dip in attainment across all subjects between 2018 and the previous two years. Is this a cause for concern, or just down to stronger cohorts in 2016 and 2017? The year 2 cohort for the last academic year was particularly small. There were only 22 children so each child was worth 4.5%. During the previous two years the cohorts had been 30 (3.3% per child). The previous 2 years also had stronger cohorts, as is the current Y2 cohort. The Year 1 phonics test results reflect the strength of the different cohorts. This particular class has been, and will continue to, receive additional adult support as it moves throughout the school. Its weaknesses are a cause for concern but are being addressed as far as is possible.
9. Question - With Reading and Maths scoring lower than Writing at Key Stage 2 in 2018, is anything required to lift attainment levels on Reading and Maths, or leverage practices used in Writing learning that could be applied to Reading and Maths? The difference in scores represents one child (4%). However, extra adult support is in place with the current Year 6 cohort to address their weaknesses. The Year 6 teacher and subject leaders do an analysis of the children's answers to the SATs test questions, to evaluate any particular areas of weakness and this information is then used by the Y6 teacher in her subsequent teaching.
10. The HIP has undertaken the Standards Visit which proved to be thorough and worthwhile and the staff have received her positive feedback
11. Curriculum is a focus and the GB was assured that the school provides a broad and balanced curriculum
12. Maths progress in Y6 is an area for development however is not a trend
13. The GB discussed the impact of class sizes on the data and the availability of case studies and agreed that the Pupil Progress meetings are robust
14. The Tapestry used in EYFS demonstrates good practice in the setting
15. The School was rag rated as Green and areas for development have already been identified in the School Plan
16. Thanks were extended to the school leadership team for the successful start to the year

8	<p><b>To receive Committee and Link Visit Reports:</b></p> <ol style="list-style-type: none"> <li>1. The Resources Committee meeting minutes dated 24.09.18 were circulated in advance of the meeting (Refer to file)</li> <li>2. The Standards Committee meeting minutes dated 07.18 were circulated in advance of the meeting (Refer to file)</li> <li>3. The next Standards meeting will be on Friday, 14 December at 9am</li> <li>4. The Ethos Committee is meeting next week</li> <li>5. Premises and Health and Safety are meeting this week</li> <li>6. The Pay Committee has met and reviewed the performance management cycle including the Head's Appraisal</li> <li>7. The GB acknowledged the contribution of the Head, for the sterling work over the year and the successful outcomes for the school</li> <li>8. The Annual Report to the Governing Body on Children Looked After (September 2018) which was circulated in advance of the meeting was reviewed (Refer to file)</li> <li>9. The nil return has been submitted</li> <li>10. The Annual Report to the Governing Body on Safeguarding Children (September 2018) which was circulated in advance of the meeting was reviewed (Refer to file)</li> <li>11. The Safeguarding Children Annual Checklist 2018-19 (September 2018) which was circulated in advance of the meeting was reviewed (Refer to file)</li> <li>12. In house training has been reviewed and Admissions Appeals has been confirmed and the date in February 2019 will be circulated. Handling Complaints has been confirmed in Wednesday 5<sup>th</sup> December 2018 at 19.00</li> <li>13. Confirmation was given that Online training is being introduced by HfL</li> <li>14. The roles of link governors were discussed and it was noted that they are aligned with the school development priorities. It was suggested that a governor day could be planned if required</li> <li><b>15. ACTION: Date to be arranged</b></li> </ol>	VH
9	<p><b>Chair's Business:</b></p> <ol style="list-style-type: none"> <li>1. The SIAMs and CoE Vision documents were circulated in advance of the meeting (Refer to file)</li> <li>2. Staff and governors have attended briefings with the Diocese and the school is well prepared</li> <li>3. The GB agreed that a strategic priority is to recruit Foundation Governors. A potential governor has been identified</li> </ol>	

	<ol style="list-style-type: none"> <li>4. A parent election has not attracted any governors and will be promoted to the parent community</li> <li>5. Governors are invited to the Parent evenings to raise the profile of the GB</li> <li>6. An error has been identified in the accounts and the GB discussed the associated risks at length and agreed that the financial rating of amber and the reduced carry forward figure are manageable</li> <li>7. The Herts Annual Conference is available for booking on 17.11.18</li> </ol>	
<b>10</b>	<p><b>Stakeholder Voice and Communication:</b></p> <ol style="list-style-type: none"> <li>1. The School Council elections have been undertaken and Council members have met the Chair</li> </ol>	
<b>11</b>	<p><b>To review Policies:</b></p> <ol style="list-style-type: none"> <li>1. The Child Protection Policy which was circulated in advance of the meeting was reviewed (Refer to file)</li> <li>2. The Child Protection Policy Policy was adopted by the GB</li> <li>3. The Religious Education Policy which was circulated in advance of the meeting and recommended by the Ethos Committee was reviewed (Refer to file)</li> <li>4. The Religious Education Policy was adopted by the GB</li> <li>5. The Special Educational Needs and Disability Policy which was circulated in advance of the meeting and recommended by the SENCO was reviewed (Refer to file)</li> <li>6. The Special Educational Needs and Disability Policy was adopted by the GB</li> <li>7. The Safeguarding Policy which was circulated in advance of the meeting and recommended by the link governor was reviewed (Refer to file)</li> <li>8. The Safeguarding Policy was adopted by the GB</li> <li>9. The GDPR-Data Protection Policy which was circulated in advance of the meeting and recommended by the link governor was reviewed (Refer to file)</li> <li>10. The GDPR-Data Protection Policy was adopted by the GB</li> <li>11. The Surveillance and CCTV Policy which was circulated in advance of the meeting and recommended by the link governor was reviewed (Refer to file)</li> <li>12. The Surveillance and CCTV Policy was adopted by the GB</li> <li>13. The Data Retention Policy which was circulated in advance of the meeting and recommended by the link governor was reviewed (Refer to file)</li> <li>14. The Data Retention Policy Policy was adopted by the GB</li> <li>15. The Admissions 2020-21 which was circulated in advance of the meeting and recommended by the Admissions Committee was reviewed (Refer to file)</li> </ol>	

	<p>16. The Admissions 2020-21 was adopted by the GB</p> <p>17. The Publication Scheme which was circulated in advance of the meeting was reviewed (Refer to file)</p> <p>18. The Publication Scheme was adopted by the GB</p> <p>19. The Supporting Pupils with Medical Conditions Policy which was circulated in advance of the meeting and recommended by the Resources Committee was reviewed (Refer to file)</p> <p>20. The Supporting Pupils with Medical Conditions Policy was adopted by the GB</p> <p>21. The Staff Pay and Performance Appraisal Policy which was circulated in advance of the meeting and recommended by the Admissions Committee was reviewed (Refer to file)</p> <p>22. The Staff Pay and Performance Appraisal Policy was adopted by the GB</p>	
<b>13</b>	<p><b>Any Other Business:</b></p> <p>1. None</p>	
<b>17</b>	<p><b>To agree Date of next meeting:</b></p> <p>1. The next meeting will be held on 11.03.19 followed by 21.05.19 at 19.00</p> <p>2. Colleagues were thanked for their attendance and contribution to the meeting</p> <p>3. Colleagues were invited to review Governorhub</p> <p style="text-align: right;"><b>The meeting closed at: 20.18</b></p>	

**ACTION TABLE:**

<b>Governor link visit date to be arranged</b>	<b>VH</b>
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