

**St Mary's Church of England Primary School  
Minutes of the Governing Board Meeting  
Held on Monday 11<sup>th</sup> March 2019 at the school**

**Present**

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

**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, Mrs Helen Thrussell,**

**Mrs Linda Slim**

**Associate Member: Jo Bates, Jennifer Sallis**


**Absent:**

**Associate Member: Jo –Anne Turner**


**Parent Governor: Mrs Emily Turnbull**

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


---

 0. St Mary's CofE Primary School FGB  
Agenda 11.03.19.docx


---

 5. Draft St Marys GB minutes 10.10.18.docx


---

 7.0 Headteacher's Report to Governors  
(March 2019).docx


---

 7.1 School Development Plan (SDP)  
September 2018-19.doc


---

 7.2 Self Evaluation Form (SEF) (December  
2018).doc


---

 8. HfL HIP Joint Annual Review Visit (JARV) (11  
February 19).pdf








---

 10. Academic Standards and Achievement  
Committee Meeting Minutes (December  
2018).docx

---

 10. Ethos minutes -Wed 6th February  
2019.docx

---

- 
-  10. Ethos minutes -Wed 17th October 2018.docx
- 
-  10. Ethos minutes -Wed 19th December 2018.docx
- 
-  10. Parent Forum Minutes Nov 2018.docx
- 
-  10. School Development Plan Improvement Priorities link visit with SLT (December 2018)
- 
-  10. SIAMS Self-Evaluation Form\_0-2.docx
- 
-  13. PC004a Complaints Procedure (Internal) (September 2017).doc
- 
-  13. PC004b Complaints Procedure (Published) (September 2017).doc
- 

**The meeting opened at: 19.05      ACTION**

**1 Welcome and Prayer:**

1. The GB confirmed the following appointments and elections: Jo-Anne Turner and Jennifer Sallis appointed as Associate Members for a period of 1 year; Emily Turnbull as parent governor; Linda Slim and Helen Thrusell as Foundation Governors
2. The Chair welcomed colleagues to the meeting and thanked them in advance for their commitment to the Board
3. There is currently 1 Foundation Governor vacancy
4. Governors reviewed their terms of office to determine terms due to end this calendar year
5. Congratulations were extended to J Gordon for the recent public acknowledgement of his contribution to the Diocese
6. Confirmation was given that the school has updated the appropriate databases, websites, subscriptions
7. The meeting was opened with a prayer
8. 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
2. Apologies were received and absence accepted from E Turnbull and J Turner

**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 dated 10.10.18: (previously circulated)**

1. The minutes of the meeting dated 10.10.18 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 James)

**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

**7 To receive the Head's Report:**

1. The Head's report which was circulated in advance of the meeting was reviewed (Refer to file)

Further questions and discussion included:

2. Question - School Context - Comment: Mrs S is no longer teaching violin at the school. She had just one pupil who is continuing her lessons with Mrs S outside school. The office has asked Mrs. S whether she would like

us to publicise her tuition but she has said not. She has told us that she wants to focus on piano tuition and we already have this through Herts Music Service. We will remove her from our staff list.

3. Question - We have some capacity in some of the year groups, where pupil numbers are below the maximum threshold of 30, particularly in Year 3 where we only have 23 children.
4. Question - Are these numbers representative across year groups in other local schools, or is this unique to St Mar y's? i.e. is the current Year 3 age group a smaller pool of children in Berkhamsted? We are aware of other schools in the town who also have spaces in Year 3. Maybe this was a particularly low birth rate year. This particular cohort consisted of only 8 during their autumn term in Nursery, so at least the number has increased now they are in Year 3.
5. Question - Hypothetically, how much difference would it make to our budget figures if we had a full allocation of children across all age groups? Currently we have 13 vacancies across all year groups. Our school budget share is £2811 per child from Reception to Year 6. This equates to a difference of £36543.
6. Question - As we're coming up towards the point in the year that staff may be looking for new opportunities, if necessary are we in a position to search the job market, interview and recruit the best candidates, to avoid shortages in September? If this becomes necessary, we will be using the usual routes of Teach in Herts advertising, we also have an agreement with other local schools that we contact them if we are recruiting. Some local schools need to lose some staff this year, owing to a reduction in classes. This might provide a potential source too.
7. Question - In the instance that there are vacancies for September, is the preference generally to internally promote and then backfill with a more 'junior', new member of staff? All staff are able to apply for a job if they are interested when it is advertised. This would depend on the vacancy arising, the suitability of staff in the school and their interest in the role available.
8. Question - Are Game On able to deliver sufficient sports activity time to each year group, given they're only in the school for 3 afternoons a week? Game On deliver one hour per week to all year groups from Year 1 to Year 6. They also deliver after school coaching on Monday and Thursday and lunchtime coaching on Mondays. The teachers in each class teach the other hour of PE, or in the case of Year 3 and 4 this consists of their swimming lessons.
9. Question - Have there been any issues connected to children bringing mobile devices to school that required the policy to be reset? Yes. Some

of the older children were using their devices to record other children on the playground after school. They just needed to be reminded of the 'Pupils' section on the Policy so that they are quite clear about expectations if they do bring a device to school

J Sallis arrived at 19.20

10. Question - The school website contains a lot of information and some out of date pages. Has there been any consideration to reducing the amount of content to make the site more manageable? As and when information becomes out of date the office identifies this and it is updated or removed. There is also a Governor who has responsibility for the website.

**11. ACTION: Governors requested to report any negative social networking comments that should be brought to the attention of the school**

ALL

**12. ACTION: Jamie and Jenny to audit the website for statutory compliance and improvement to the general maintenance of the website**

JW, JS

13. Question - I thought the new format of the EYFS Curriculum Letter worked well. Is this going to be taken up by other year groups? Thank you. The EYFS staff wanted to make this more appropriate to the EYFS and their curriculum which is different from that of the rest of the school. There are no plans for other year groups to change the format of their letters.

14. Question - How does £805 of voluntary contributions compare to previous contribution levels and what steps are being taken to maximise voluntary contributions? This has now increased to £944. Regular reminders are sent out to parents in the newsletter at least once a term. They are voluntary so we cannot ask too often. However, the online payment system has had the most impact in maximising voluntary contributions. It is much more convenient for parents. The £944 received this year compares very favourably to the £295 received this time last year.

15. Question - How does school leadership plan to address the requirement for greater independence in learning, as referenced by the HIP following the JARV? This comment referred specifically to two lessons observed where the use of dictionaries and a thesaurus would have enabled the children to have more independence. The sufficient time referred to by the HIP which children needed to form their own answers before teachers gave suggestions or prompted them, was a simple case of a teacher asking a question and allowing time for research before children responded. In both of these cases the teachers gave the answers without giving children the opportunity to find the answers out for themselves.

**8 To receive feedback on JARV:**

1. The JARV was reviewed and feedback of the day provided by the Head and Governors who participated in the day
2. The positive and encouraging report from the new HIP was acknowledged and governors were assured that standards continue to reflect the school in a positive light
3. Governors thanked the staff for their continued commitment and impact on school improvement

**9 Chair's Business:**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. A governor newsletter will be published this year</li> <li>2. Governors were invited to the INSET day on 23.04.19 (09.00) to contribute to the School Development Plan – <b>ACTION: Please confirm attendance with the Chair</b></li> <li>3. Governors agreed to undertake a 360 degree of the work of the and Chair</li> <li>4. <b>ACTION: GB Self evaluation to be investigated</b></li> </ol> | <p><b>ALL</b></p><br><br><br><br><p><b>OL</b></p> |
|--|---|

**10 Receive Committee, link governors and link visit reports:**

1. The Academic Standards and Achievement Committee met in December and the next meeting is due to take place next week. An overview of the discussion as detailed in the minutes was provided and governors were assured of the positive story across the school and no issue to report
2. The Admissions Committee has met. An overview of the discussion as detailed in the minutes was provided and it was noted that there were over 60 applications for admissions. The SIF has been reviewed. The Admissions Policy is in place
3. The Ethos Committee is meeting regularly. The focus of the Committee has been reviewing the SIAMs framework and SIAMs SEF
4. The Pay Sub Committee has nothing further to report
5. Assurance was provided that the Head's performance management cycle is underway
6. The Premises Committee toured the school and noted that the gates and toilet refurbishment have progressed well
7. The Resources Committee has met and an overview provided as detailed in the minutes including the governor account and liabilities related to LCVAP were outlined; parental contributions have increased on last year largely due to using the gateway, the SFVS is being reviewed and will be submitted within the required time frame
8. SDP Improvement priorities link visit with SLT has taken place and it was an effective meeting. It was agreed that the approach worked well and the group is meeting again n 21st March at 15.30

9. The Governor Development Coordinator advised that the in-house Schools Complaints has been undertaken. The Admissions training which was cancelled at the last minute will be carried over to the new financial year. In house sessions for the next financial year will be planned. New governors have booked or attended their induction and safeguarding training
10. Governors were alerted to the e-learning offered by HfL which the school can access at no charge
11. Parent Forum continues to meet and the sports clubs was raised at the previous meeting. Concern has been raised by year 5 parents regarding the Secondary Transfer and this will be further reviewed by the Committee
12. Safeguarding link governor has no issues to bring to the attention of the Board
13. An overview of GDPR was provided and there are no breaches to report. Archiving of historical data is an area being addressed

**11 To discuss school vision and aims:**

1. The Vision, Aims and Mission Statement were tabled at the meeting (Refer to file). The new SIAMs framework has informed the discussions
2. Governors were alerted to the historical documentation on GHub
3. Question – How will documentation e.g. Policy Document covers be updated? They will be updated as documents are reviewed or issued however it was agreed that the SIAMs documents are updated as a priority
4. The Diocese has offered to visit to review the documentation produced
5. Governors agreed the mission, vision and strategic aims of the school

**12 To agree meeting dates for next academic year:**

1. The meeting dates were agreed as: 09.09.19, 07.10.19, 09.03.20, 18.05.20 at 19.00

**13 Review and ratify policies:**

1. The HCC Complaints Policy which was circulated in advance of the meeting was reviewed (Refer to file)
2. Question – Is this a model policy? Yes
3. Question – How are parents advised? The Policy is on the website and the toolkit is kept internally
4. The Complaints Policy was adopted by the GB

**14 Any Other Business:**

1. Governors discussed stakeholder feedback and the requirements for the parent questionnaire and agreed to encourage parents to complete Parentview
2. An ethos questionnaire will be required in the next year
3. **ACTION: Additional questions and post it notes from parent events to be reviewed** **JW**
4. Governors discussed the requirement for Dropbox in addition to GHub and agreed to migrate to GHub and close Dropbox in 12 months

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

1. The next meeting will be held on 21.05.19 at 19.00 with **school council presentation at 18.45** followed by 09.09.19, 07.10.19, 09.03.20, 18.05.20
2. Colleagues were thanked for their attendance and contribution to the meeting

**The meeting closed at: 20.15**

**ACTION TABLE:**

<b>ACTION: Governors requested to report any negative social networking comments that should be brought to the attention of the school</b>	<b>ALL</b>
<b>ACTION: Jamie and Jenny to audit the website for statutory compliance and improvement to the general maintenance of the website</b>	<b>JW, JS</b>
<b>ACTION: Please confirm attendance with the Chair 23.04.19 (09.00) to contribute to the School Development Plan</b>	<b>ALL</b>
<b>ACTION: Investigate governor review</b>	<b>OL</b>
<b>Additional questions and post it notes from parent events to be reviewed</b>	<b>JW</b>