

St Catherine's C of E (VC) Primary School, Hoddesdon

Meeting of the Governing Body

Tuesday 17th October 2017

7.00pm

Minutes

Aim High, In Life, In Learning, With God – Together

Present: Cathy Irons (CI) (GB Vice Chair), Andrew Davies (AD), Jay Raynham (JR), Peter Falconbridge (PF), James Harvey (JH), Mike Marsh (MM), Denise Barrows (DB), Ange Wallis (AW) (Co-Headteacher), Mandy Staiano (MS) (Co-Headteacher), Jean Legg (JL), Gemma Wilkinson (GW), Julia Thurlow (JT), Rachel Pennant (RP)

Apologies: VB

In attendance: Joe Pring (JP), Jo Devonshire (JD), Vicky Mehew (HfL Clerk)

No.	Item	Action
0	To receive a presentation on the curriculum (Project-based Learning/Cornerstones)	
1	Welcome and opening prayer <ul style="list-style-type: none"> • PF opened the meeting at 7:10pm with a prayer. 	
2	To receive apologies and approve absences <ul style="list-style-type: none"> • Apologies have been received from VB as she is currently on adoption leave from school. Governors approved the apologies. 	
3	To declare any conflict of interest that may arise during the meeting <ul style="list-style-type: none"> • None received – interest forms have been completed for the year. 	
4	To approve minutes from previous meeting on 13th July 2017 <ul style="list-style-type: none"> • Governors approved the minutes as an accurate record of the meeting. • Minutes were signed by the Chair for filing. 	
5	<p>To confirm that the actions from previous minutes have been taken</p> <p><i>Q: has there been any progress on ICT acceptable use policies?</i> <i>A: the acceptable use policy has been updated and staff have signed it. The e-safety policy is currently being written to reflect the HfL guidance.</i></p> <p><i>Q: did many parents attend the e-safety session?</i> <i>A: only 5 or 6 parents.</i></p> <ul style="list-style-type: none"> • Year 5/6 have made videos relating to e-safety. • An e-safety walk-in Wednesday will be planned for later in the year. • Governors can access the SACRE page on the Herts Grid for Learning in relation to RE. • There are lots of providers for restorative justice in schools online. More thought to be given to this by PF, RP, MS and AW. Some year 5s and 6s are to be trained in peer mediation beginning after half term. <p><i>Q: how will this be taught/where is the material from?</i> <i>A: a teacher from another school has used this in her own classes and will be coming to St Catherine's to work with pupils.</i></p> <ul style="list-style-type: none"> • RP to attend to see it in action. • AD's membership has been confirmed by the Diocesan Board. • HTs have examined data from the past academic year relating to pupil mobility and advised that the majority of pupils leaving the school (approx. 77% of leavers) moved out of the area. • Some pupils also left because they had been offered a place in a school nearer to their home. • One child left through permanent exclusion, one to an area with less pollution. 	<p>PF, HTs, RP</p> <p>RP</p>

	<ul style="list-style-type: none"> 30 pupils joined the school from outside the local area, or from outside the country. 3 joined because they were unhappy in other local schools. <p><i>Q: when pupils join from overseas, does all of their information come through?</i> <i>A: it can be irregular, and is often in another language. The HTs meet with the families before the pupils start to gain as much understanding as possible.</i></p> <p><i>Q: is there any resource for pupils with EAL?</i> <i>A: not extra resourcing is available, but Mrs Atkinson works with them from the start of their time in school to determine the level of support needed.</i></p> <ul style="list-style-type: none"> The school has just bought a defibrillator. JH to send slides from his presentation. <p><i>Q: is there any update on the Stonewall accreditation?</i> <i>A: all evidence has been submitted to Stonewall now, and ongoing work is continuing. The school intends to continue through the process.</i></p> <ul style="list-style-type: none"> The Staff Handbook has been updated (including the code of conduct) and has been sent out to staff. 	JH
6	To receive notification of any other business for item 18	
7	<p>To receive and approve 2017/18 SDP priorities/actions & SEF</p> <p><u>SEF</u></p> <ul style="list-style-type: none"> The SEF is not yet approved but will be circulated to governors once it is. <p><u>SDP</u></p> <p><i>Q: what is a phase leader?</i> <i>A: a phase leader sits below the Deputy Headteachers and is responsible for specific areas of school.</i></p> <p><i>Q: do we need to write our own attendance improvement action plan?</i> <i>A: yes, this has been written. Attendance is being continually monitored.</i></p> <ul style="list-style-type: none"> The HTs outlined the process of how the SDP is written and that there are more in-depth action plans supporting the SDP. Governors approved the 2017/18 School Development Plan. 	PF/WS/AW
8	<p>To receive and approve 2017/2018 GDP</p> <ul style="list-style-type: none"> An updated GDP was sent to governors in advance of this meeting. PF invited governors to comment on the GDP. Succession planning will be a key aspect for both the School and Governing Body leadership to ensure the future is effectively planned for wherever possible. PF is booked to attend succession planning training. PF to meet with HTs to begin discussions around succession planning. It was noted that the GDP worked well last year. Governors are encouraged to update actions against the GDP as and when they occur. Governors approved the 2017/18 Governor Development Plan. 	PF
9	<p>To receive the Headteachers' Report (verbal update on July 2017 Report)</p> <ul style="list-style-type: none"> There have been few staffing changes this year, although a caretaker has departed. Tracy has picked up the role of Site Manager and will manage the health and safety aspects in particular. The assistant site manager will be trained to do this work, he is currently working with Tracy. The HTs are now back in the classroom teaching maths. <p><i>Q: has there been any update on the lunch time issues?</i></p>	

A: we examined the survey data and spoke to the senior MSA to look at how the issues could be addressed. An internal advert was published to recruit a lead MSA to take charge and make changes to solve the issues. A rota is now in place to rotate MSAs termly. Feedback so far is positive from staff and the children seem happier.

Q: is the class teacher in the room with you when you are teaching maths, or are they redeployed?

A: they remain teaching. Due to the specific nature of the maths curriculum and the mixed age group classes, children are being taught in smaller groups to ensure the provision is best. MS teaches a small group of children who are in need of more support. Children are taught the same scheme as their peers, the targeted work helps them keep up with their classmates.

This item has been deemed confidential. Please refer to the Part II minutes of this meeting for further detail.

Single Central Record

- The HTs explained that there is a new format SCR, which is being updated currently.
- Phonics workshops for reception and Y1 parents were quite well attended this term.
- The KS1 e-safety briefing was not very well attended, but the KS2 session was.
- Family conferencing took place last week, teachers are saying that it was well attended and those parents who didn't attend will be contacted separately.

Food share scheme

- RP described that Tesco and Fair Share are working together to redistribute food that is not past its best before end, but cannot be sold for some reason.
- Once per week, the HTs are contacted with donations of up to two crates full of food. This is likely to be breakfast food, which can be used in breakfast club if it is still fresh enough.
- The breakfast club manager will go and collect the items on Thursday morning if they are appropriate for use.
- The company have checked the kitchen and approved it for use.
- There could also be fruit and vegetables available in the box, and the HTs are exploring the opportunity to open a small market stall to give away the produce that won't be used in school.
- This will be started after half term.

Data

- AW and JD attended some training in London recently relating to Analysing School Performance (ASP) which replaces RAISE online.
- Governors are invited to some in school training to understand the new system.
- HTs and PF to discuss who will need to attend the training sessions.
- JD outlined that governors will be able to log in and see the school data for themselves.

Church links

- The school choir was invited to attend the church harvest service. The choir performed and it was very enjoyable.
- Donations to the food bank were made.

Bi-centenary celebration

	<ul style="list-style-type: none"> • Hoddesdon museum have agreed to give the school an exhibition space for three weeks. • There is hopefully going to be a church service on the anniversary day in the morning and party in the afternoon. Former pupils will be invited to the celebrations. • A whole school project will take place in the lead up to the 200 year celebration and governors are invited to contribute their ideas of how they can also be involved. • Former pupils will be invited to be interviewed by current pupils and other activities will take place. <p>Q: <i>where is the original site of the school?</i> A: <i>it is on the church grounds.</i></p> <ul style="list-style-type: none"> • There is the thought that the plaque identifying the original school site could be restored with new bulbs planted around it. The site is managed by the council so they will need to be consulted with beforehand. • It was suggested that the visits from former pupils be tied into careers discussions. It was agreed this could be a good idea. <p>Q: <i>how will parents be informed?</i> A: <i>engagement will start when the events are closer.</i></p> <p>Q: <i>how will the planning for these events happen?</i> A: <i>it is yet to start but it's likely there will be a working group. It was suggested that the church and governors be involved.</i></p> <ul style="list-style-type: none"> • It was suggested that the Bishop of Hertford be invited as soon as possible. 	<p>HTs & PF</p>
10	<p>Committees:</p> <ul style="list-style-type: none"> • Agree structure and membership of committees/panels <ul style="list-style-type: none"> ○ SIC and Resources committee will remain. ○ JL will join SIC and AD will join Resources. • Approve committee terms of reference(s) <ul style="list-style-type: none"> ○ CI to include new governor membership in ToRs. • Agree dates of committee meetings (at least 2 weeks in advance of FGB) <ul style="list-style-type: none"> ○ Committee dates have been agreed. • Appoint chairs of committees <ul style="list-style-type: none"> ○ To be appointed at the committee meetings. • Receive PRC Minutes, 15th September 2017 <ul style="list-style-type: none"> ○ Governors are happy with the process followed. 	<p>CI</p>
11	<p>To agree Link Governor roles</p> <ul style="list-style-type: none"> • Governors were pointed to the list of link roles distributed prior to the meeting. • PF explained that the link governor role is for governors to access a particular area of the school to gain a deeper understanding. • There is no longer a need for the LPPA Link Governor. <p>Q: <i>are there some roles that are statutory?</i> A: <i>it is good practice to have a link governor. It was statutory to have literacy and numeracy.</i></p> <ul style="list-style-type: none"> • JT agreed to be the link governor for ensuring the website is up to date. • CI to remain as Safeguarding/CLA link governor and attendance. • Governors were asked to update the policy schedule when a policy is approved at a specific meeting. CI will continue to maintain the policy schedule subject to governors sending updates from the relevant meetings. • RP to remain with SIAMS and Collective Worship. • JL will be link governor for literacy. • PF to keep performance management and Maths roles. • JT to remain with SEND. 	

	<ul style="list-style-type: none"> • JR remain with Health and Safety. • DB to chase for the Learning Outside of the Classroom policy. It was decided that the link role is no longer needed. • There will not be a link governor for science, but instead DB will become curriculum link governor to link with the SDP and project based learning. • Governors were invited to volunteer for the role of link governor for the SFVS. • GW to continue as Pupil Premium link governor. • Data Protection – it is recommended that Governors appoint a link governor for data protection. Potentially this could be added as a Resources committee standing item. 	DB
12	<i>This item has been deemed confidential. Please refer to the Part II minutes for more information.</i>	
13	<p>To approve policies and confirm policies due for review this term;</p> <ul style="list-style-type: none"> • Child Protection Policy <ul style="list-style-type: none"> ○ Governors approved the updated policy. ○ CI to update policy schedule to reflect the approval. <p>Q: where is the staff behaviour policy? A: this is the code of conduct included within the Staff Handbook.</p>	CI
14	<p>To discuss General Data Protection Regulations (GDPR) - May 2018</p> <ul style="list-style-type: none"> • Governors were supplied a short summary of the new GDPR prior to this meeting. • It was suggested that only the most recent minutes be published to the website, as the list is becoming very long. <p>Q: can we work out how much traffic passes through the governor page? A: HTs to ask Dan if this is possible.</p> <ul style="list-style-type: none"> • It was noted that the GDPR will be a large piece of work across school. • There must be a plan in place for GDPR in schools before May 2018. • There is still a lack of detailed information relating to the implications of the GDPR for schools from HCC. <p>Q: will there be any information from Hfl about the GDPR? A: it hasn't been produced yet – GDPR sits more within the remit of HCC rather than Hfl.</p> <ul style="list-style-type: none"> • PF to discuss with HTs if there are any actions from the HT briefings next week. • It was agreed that GDPR monitoring would be delegated to the Resources Committee. CI to update the terms of reference to reflect this. 	HTs PF CI
15	<i>. This item has been deemed confidential. Please refer to the Part II minutes for more information.</i>	
16	<i>This item has been deemed confidential. Please refer to the Part II minutes for more information.</i>	
17	<p>To cover Governor matters:</p> <ul style="list-style-type: none"> • Receive annual planner <ul style="list-style-type: none"> ○ Sent via email prior to the meeting. • Identify in-house training <ul style="list-style-type: none"> ○ Ongoing work which will be defined further by committees. There's now two in-house training sessions offered as part of the package. These must be completed by March 2018. 	

