

*‘With God there is no limit to what you can do. There is no obstacle you can’t overcome.
Through Him, all things are possible.’ Matthew 19.26*

ST NICHOLAS CE VA PRIMARY SCHOOL FULL GOVERNING BODY MEETING

Monday 12 October 2020 at 7.00pm held via Google Meets
MINUTES

Present:	<i>Parent Governors:</i> Catherine Harvey, Hannah Dreager <i>Foundation Governors:</i> Delia Bonner, Stuart Burnett, Simon Caunce, Jane Croot, Hilary Doherty, Caroline Fleming (chair), Henry Loweth, Dennis Stamps (ex-officio) <i>Local authority governor:</i> Lucy Parr <i>Headteacher:</i> Rizelle Crouch <i>Staff Governor:</i> Kate Birss
In attendance	Tracey Norris, HfL Clerk

		Action
1.	<p>Prayer and Chair’s Welcome Rev’d Dennis Stamps led the meeting in prayer.</p> <p>Caroline Fleming welcomed everyone to the meeting and thanked all for joining the meeting remotely. She congratulated the school on achieving silver status in the National School’s Mental Health Programme.</p> <p>Bernadette Davis had stood down from her role as Associate Governor. The staff governor vacancy had been advertised; and in the absence of any nominations, Kate Birss had volunteered to take on this role, moving from associate.</p>	
2..	<p>Procedural items</p> <ul style="list-style-type: none"> a. Apologies: There were no apologies for absence. b. To declare any conflict of interests: none relevant for this meeting. Long standing conflict: Dennis Stamps – church hall letting to school. c. Any other business: there was one item of other business. d. To approve the minutes of the previous meetings: the minutes of the meeting held on 13 July 2020 were agreed as an accurate record. They would be signed and filed in the school office at the earliest opportunity. e. To consider matters arising from the previous meeting: all completed. 	
3.	<p>Headteacher’s Written Update The following documents had been circulated in advance of the meeting:</p> <ul style="list-style-type: none"> ▪ HT report ▪ Meta-cognition INSET training ▪ SDP ▪ SDP meta-cognition background ▪ Risk Assessment: Sept 20 	

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	<p>The following was discussed in more detail:</p> <ul style="list-style-type: none"> ▪ A new pupil had started in Y6 with EAL (English as additional language). ▪ An additional cleaner had been recruited. ▪ Kate Stahl has been appointed as a cover teacher, it was good to have additional capacity during this period, eg potentially higher staff absence due to covid testing/self-isolation requirements. ▪ Q: Was the school on track to deliver remote learning if needed? The school website had been the main platform during lockdown, this was being enhanced with Google Classroom which was being trialled in school at the moment. ▪ The next steps would include: <ul style="list-style-type: none"> ○ Developing how staff can provide effective feedback and how pupils can submit work. ○ Ongoing staff training on Google Classroom after the inset day on 18 September. ○ Two classes had trialled Google Classroom in school which had been successful. ○ Staff meeting w/c 12 October on staff feedback via Google Classroom. ○ Secure passwords would have to be created before launch. ▪ The school’s remote learning policy was in the process of being drafted, this would share clear expectations for staff and parents alike. ▪ Action: RC to share remote learning policy with governors. ▪ Q Meta cognition; what is rationale behind this? This has been discussed at length in the School Effectiveness Committee. RC described briefly the school’s recovery curriculum and the work that was needed on relationships, and how pupils could be supported in their return/reset/recovery phase. Pupils were being given the opportunity to reflect on the thinking behind their planning so that they could adapt strategies successfully. This should support learning methods. ▪ Action: RC would share a video describing this method of learning in more detail. ▪ Q Where were the largest gaps? Writing, teachers would focus on sentence structure. It was apparent that a daily diet of maths had been “easier” for parents to deliver at home compared to English lessons. ▪ Q Were there patterns/specific cohorts whose gap had widened or was it more random? Gaps were mostly random, and very much depended on what support there had been at home. Some pupils have had amazing extra curriculum experiences. ▪ Low-key assessments for writing have taken place to identify gaps and create groups for next steps. Once identified, next steps will be shared with parents. ▪ Reading assessment: this took the form of a 1:1 conference which looked at decoding, intent and inference. Following this, targeted support had been put in place where needed. ▪ Maths assessment: diagnostic tools had been used to identify gaps. ▪ Catch up fund would be monitored by the Finance & Premises Committee. £28 per pupil had been received so far. (It was anticipated that the full amount would be £81 per pupil). This would be used to allow teachers to deliver targeted 	<p>RC</p> <p>RC</p>
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	<p>teaching in the afternoons to small groups whilst a TA/cover teacher took the rest of the class.</p> <ul style="list-style-type: none"> ▪ Q Was this enough money to close the gap? RC suggested that it could never be enough, but the school would focus first on the most urgent priorities including phonics assessment for Y2. ▪ Q How will impact be measured? A clear learning intention will be identified and the completion and success (or otherwise) of the intervention will be recorded. ▪ Subscription for TT Rock Stars: feedback from Y4 has been good. Y4 times table test will take place in 2021. ▪ Q Was the school required to make a statement about spending intent? No guidance had been received on this yet. ▪ Autumn term risk assessment: the updated version was noted. ▪ SDP 2020/21: this had been reviewed by SEC committee and was approved. ▪ CF reminded governors that this was the most important document for everyone to be familiar with in the event of an OFSTED or SIAMS inspection. ▪ Open day: these had been rearranged to Saturdays. RC outlined the format of the day: <ul style="list-style-type: none"> ○ HT speech focusing on vision and values, we are open to those of faith/no faith ○ Tour of school ○ One house captain per tour (from Y6) ○ Meet with governors and PTA, with a useful FAQs sheet for governors to refer to if needed. Governors to escort visitors out of the gate ○ Tours spread out throughout the morning ○ Parents only (no children) ○ Staff will wear visors ○ Cleaning high frequency areas between visits. ▪ Q take up? The first Saturday was fully booked and bookings good for other days. ▪ RC intended to also provide a virtual tour of the school for those parents that were unable to attend. ▪ Q Had enough dates been offered to ensure a full cohort in September 2021? 4/5 dates have been made available. ▪ Q how many siblings would there be? Action: RC would circulate this information, once collated. ▪ Attendance: 97.5% Fewer term time holidays were being taken which was having a positive impact on the school’s attendance data. Governors asked that attendance relating was reported in future HTs reports. 	RC
4.	<p>Safeguarding</p> <p>The following documents had been circulated in advance of the meeting and were noted:</p> <ul style="list-style-type: none"> ▪ Termly safeguarding report ▪ Keeping Children Safe in Education <p>Catherine Harvey, safeguarding link governor, invited questions and noted:</p>	

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	<ul style="list-style-type: none"> Governors were up to date with their training. A safeguarding visit would be planned later in the autumn term. Q Was it typical to have no open records of concern? A Y6 pupil had now transitioned to secondary school and most of last year’s CP issues had related to this pupil. Since the report had been written, a CP concern had been raised; RC had made a MASH team referral in response to pupil need. Q response? MASH have been slow to respond. The parents/family are supportive. KCSIE: Q what were the main changes to this guidance? Some dates have altered but there was little change to procedures. Action: Governor to read part 2 and make declaration in Governor Hub accordingly. 	All
5.	<p>Subject Focus: Maths</p> <p>Ruth Kieran (RK), Maths Subject Leader, had prepared a subject leader (SL) report which had been circulated in advance of the meeting. Questions/comments were invited:</p> <ul style="list-style-type: none"> Q How did this work alongside the Subject leader action plan? This report provided governors with context: <ul style="list-style-type: none"> it covered what had been done during the summer to ensure there was consistency in home learning; the use of White Rose; and Subject leader support to teachers to ensure there was enough coverage. RK had undertaken a great deal of monitoring during the summer term. This included: <ul style="list-style-type: none"> assessing and recording starting points; and tracking progress. The SL action plan listed the key actions which need to be worked on. The Subject leaders' monitoring would inform the next steps on the action plan. A debate was held on the pros/cons of allocating subject links to governors. It was agreed that it was more effective for subject leaders to present reports to all governors at FGB or committee meetings. RC has created a folder on Governor called “subject leader action plans”. Q What feedback/dialogue arrangements would be in place in the event of a future lockdown? Google Classroom has this functionality. The school’s remote learning policy would provide clear expectations on parents/pupils and teachers. <p>Governors asked that their thanks be passed to Ruth Kieran for her report.</p>	
6.	<p>Committee Reports</p> <p>Minutes of all committee meeting were available on Governor Hub; committee chairs provided a short summary of their respective meetings:</p> <p>a. Finance & Premises:</p> <ul style="list-style-type: none"> Covid response: it had been agreed that the school should spend money 	

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<p>where it was needed; the recovery curriculum was a priority.</p> <ul style="list-style-type: none"> ▪ Premises plan and priorities, associated funding options/sources. ▪ PTA relationship remains good and priorities were recently discussed in light of fundraising shortfalls. <p>b. School Effectiveness:</p> <ul style="list-style-type: none"> ▪ Hannah will take over SEN role. Action: Hannah to arrange meeting with KB to review SEN ▪ SDP review ▪ Policy review (see agenda item 8) ▪ Assessment under covid: its capture and monitoring. <p>c. Personnel, pay and performance management:</p> <ul style="list-style-type: none"> ▪ Recruitment update. ▪ HT's performance management has been held with governors and HIP. ▪ Policy review (see agenda item 8) ▪ Complaints training was identified as potential in-house training session. ▪ Action: clerk to see if training can be arranged on this. ▪ Equality action plan <p>d. Admissions: A discussion was held on whether or not these minutes could be circulated on governor hub. The clerk could create a sub-folder on Governor Hub which only certain governors could access. The issue was regarding confidentiality. After further review, the chair of the committee uploaded the minutes as no references to individuals were made on this occasion.</p> <ul style="list-style-type: none"> ▪ Admission policy 2022/23 was discussed. It was proposed that no change to the admission criteria would be made: <ul style="list-style-type: none"> ○ Category 1: CLA ○ Category 2: siblings ○ Category 3: all other children, priority would be given to children closest to the school. ▪ This was agreed. ▪ CLA would be given places automatically and would receive absolute priority as Category 1. ▪ The policy would be prepared for approval at the FGB in February. ▪ Q Had there been any impact from the recent faith/no-faith change in policy on admissions number? This would be considered as part of the further committee work on the policy review. ▪ Governors considered the need to launch a PR campaign to promote the school, this could include noting the secondary destinations of its Y6 pupils. ▪ It would not be possible to make visits to nurseries this year to speak to prospective parents. ▪ The Harpenden Academy was an automatic feeder for SJL which might be important for some parents, although the opening of KWS has provided greater secondary capacity within Harpenden. <p>e. Communications working party:</p> <ul style="list-style-type: none"> ▪ CF had drawn up a "where we are now" document including ideas for enhancement; this was available on Governor Hub. ▪ The document looked at four areas: community awareness, existing parents, 	<p>HD</p> <p>Clerk</p>
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	<p>prospective parents and former parents.</p> <ul style="list-style-type: none"> ▪ The PTA have created a new face book group; LP has joined this. ▪ It will become a closed group so it can only be used by parents or those individuals approved by PTA. ▪ It was agreed that the school should create its own Twitter Account. This would bring the school in line with other local primary and secondary schools. It could deliver short messages, photos/events and other good news stories. CF/LP have added tips on setting up a twitter account with local examples on the Hub. ▪ A member of staff would have to be identified to lead on this and set up the account. ▪ It was agreed that this should be an open account, only one other local school operated a closed account. The school’s aim was to improve and widen communications. ▪ Correspondence with new parents will be reviewed and added to. 	
7.	<p>Governor Business</p> <p>The following documents had been uploaded to governor hub in advance of the meeting:</p> <ul style="list-style-type: none"> ▪ Annual Plan of work ▪ Attendance record for 2019/20 for the website ▪ Governor roles and responsibilities 2020/21 ▪ Role descriptors ▪ Code of conduct ▪ Governor training: Diocese ▪ Governor training: HfL <p>a. Annual Plan of work: Noted. This schedule was reviewed by the chair and committee chairs in September and would follow the same format as last year.</p> <p>b. Attendance record: Noted. This document was a statutory requirement and would be uploaded to the school website.</p> <p>c. Appointment of Chair and Vice-Chair: Caroline Fleming had volunteered to stand as chair for the academic year 2020/21, there being no other nominations, CF was unanimously elected. Jane Croot had volunteered to stand as vice chair for the academic year 2020/21, there being no other nominations, JC was unanimously elected. CF advised governors that succession planning would have to be considered should she or JC not want to continue in these roles in 2021/22.</p> <p>d. Committee Chairs: these were unchanged. Action: Committee chairs to upload terms of reference to Governor Hub.</p> <p>e. Committee composition (governors were welcome to attend other committees if they desired):</p> <ul style="list-style-type: none"> ○ Admission: HL (Chair), DS, RC, CF, SB ○ Finance and Premises: SB (Chair), SC, JC, RC, CF ○ Personnel: DB (Chair), SC, JC, HL, HDo, LP, RC (CF ex-officio) ○ Headteacher’s performance management: DB (Chair), HL, JC 	Comm Chairs

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	<ul style="list-style-type: none"> ○ School Effectiveness committee: CH (Chair), DB, HDo, HDr, JC, RC, LP, (CF ex-officio) ○ KB will decide which committee to join. ○ Complaints/appeals panel: HL, HDo and SB <p>f. Link Roles:</p> <ul style="list-style-type: none"> ○ Sports premium: CF ○ Treasury role: SC ○ Environment: to sit within F&P committee ○ CLA/SEND: HD ○ Progress and target setting: JC ○ Pupil premium: SEC to review impact on learning. ○ Safeguarding: CH ○ Technology: JC ○ GDPR: HL <p>g. Role Descriptions: CF has drafted role descriptors for all link roles, she would welcome any changes/amendments.</p> <p>h. Skills survey: CF would circulate this by email.</p> <p>i. Code of conduct and eSafety declaration: Governors to complete declaration on Governor Hub.</p> <p>j. Annual declaration of pecuniary interest: Governors to complete declaration on Governor Hub.</p> <p>k. Governor visits: It was agreed that visits could be made to school but they needed to be targeted. The following was agreed:</p> <ul style="list-style-type: none"> ○ SDP Priority 1: assessment for learning; this can be done via Google Meets with staff. ○ Pupil voice can be held in school time or via Google Meets ○ Wellbeing session with staff: Governors can join staff meeting via Google Meets. RC would arrange. She advised governors that staff wellbeing was fragile at the moment. ○ New governors could arrange a tour of the school with RC. ○ Action: Governors to coordinate school visits with RC. <p>l. November meeting: this would be used as opportunity to focus on OFSTED preparation. Action: CF/RC would draw up an agenda.</p>	<p>All</p> <p>CF/RC</p>
8.	<p>Policy Review</p> <p>The following policies had been reviewed by committees and were recommended for ratification and were approved:</p> <ul style="list-style-type: none"> a. Child protection policy b. Keeping children safe in education c. Charging and remissions d. Schedule of financial delegation: unchanged e. Equality policy and action plan f. Complaints policy: model policy minor changes to time scales. Update this on website asap. g. Safeguarding policy: subject to review of list of relevant other associated policies – this will need an update of names of policies. Prevent will be added 	<p>RC</p> <p>RC</p>

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	<p>as an appendix rather than a separate policy.</p> <p>h. Supporting pupils with medical conditions: subject to change approval date.</p> <p>i. Behaviour and discipline policy: no changes</p> <p>Other policies approved by committee:</p> <p>a. Online safety</p> <p>b. Behaviour and discipline</p>	
9.	<p>Any other business</p> <p>a. CF provided the following update on the work of the PTA:</p> <ul style="list-style-type: none"> ○ Two new co-chairs had been appointed They were very enthusiastic and have a schedule of fundraising events coming up. Eg Christmas wreath making, St Nicks recipe book. Action: CF will send details (sent after the meeting). ○ The Christmas fair would take place but in a different and an innovative way. ○ An ethical school lottery was being launched. After some discussion it was agreed that this should be in the PTA’s name and not the Schools. The FGB have asked for transparency on this in terms of admin/prize percentage of ticket price. ○ Christmas governor hamper, please look out for this request later in the term. ○ RC will make roles and responsibilities document for PTA. She would find it useful to have advance knowledge of what the PTA were doing/planning. RC will explain to them that she wants more information. HD would be the PTA link to the FGB. 	
10.	<p>Date of next meetings</p> <p>Tuesday 17 November – Preparing for OFSTED.</p> <p>Tuesday 2 February 2021</p> <p>Wednesday 19 May 2021</p> <p>Monday 12 July 2021</p>	

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