



**St. Paul's Walden Primary School, Whitwell**

**Minutes of the meeting of the Governing Body**

**Thursday 4th April 2019 @ 7.30pm**

**Key:** √ = Present.

<b>Governor</b>	<b>Category</b>	<b>Committee</b>	<b>Specific governor role</b>	<b>Term Starts</b>	<b>Term Ends</b>	<b>4th April 2019</b>
Mrs Nancy Adshead <b>Head Teacher</b>	HT	Standards & Resources		01/11/18		√
Mr Paul Dawes - <b>Vice-Chair</b>	PAR	Resources (Chair) & Standards	English/GDPR	4/11/15	3/11/19	√
Mr David Rowsell	PAR	Resources	H&S/PE	11/02/16	10/02/20	√
Mrs Jo Roberts	PAR	Resources	Curriculum/ Communication /Deputy DPO	20/1/17	19/1/21	
Mrs Vicky Walrond	PAR	Resources	Behaviour	25/9/17	24/9/21	√
Mrs Sue Carter	Co-opted	Standards	Curriculum	4/11/15	3/11/19	√
Mr John Norman	Co-opted	Resources	CP	11/02/16	10/02/20	√
Mrs Anne Reid - <b>Chair</b>	Co-opted	Standards & Resources	SEN/ Leadership	2/4/19	1/4/23	√
Ms Elaine Petch	LA	Standards	CLA/CP	30/10/17	29/10/21	√
Mr Jonathan Bailes	Staff	Resources		11/3/19	10/3/23	√
Dr Asha Herbert	Associate Member	Standards	Behaviour	30/10/17	29/10/21	√
Mr Matt Jackson	Associate Member	Standards	Communication /Early Years	07/11/18	06/11/19	

**In attendance:** Dr Asha Herbert (Associate Member) and Mrs Priscilla Simmons (Clerk to the Governors).

### **1. Welcome to the governing body.**

The Chair of governors welcomed the governing body and new staff governor Mr Bailes. It was noted that:

- Mrs Curtis (Associate Member) has resigned from the governing body. Governors thanked her for all her input over the past seven years.
- The governing body had agreed via e-mail (a quorum was reached on 24th March 2019) to re-appoint Mrs Reid as a co-opted governor, from 2nd April 2019, for another four year term.

### **2. To receive apologies and approve absences.**

- Apologies had been received from Mrs Jo Roberts. The governing body consented to this absence.
- Apologies had not been received from Mr Jackson. The governing body consented to this absence. The Chair of governors to contact Mr Jackson.

### **3. To note that any governor with a conflict of interest arising from an item must declare it and withdraw from the meeting for that item.**

No conflicts of interest were declared.

### **4. To agree the minutes of the last governing body meeting, and sign by the Chair of governors.**

#### Governing body minutes

The governing body minutes of 29th November 2018, which had been distributed in advance of the meeting, were checked for accuracy. The governing body minutes of 29th November 2018 were agreed as being a true record, approved by the governing body and signed by the Chair of governors.

Matters Arising: None.

### **5. To confirm that the actions from previous minutes have been taken.**

- The possibility of obtaining Local Authority grants for perimeter fencing and an access upgrade to be investigated. **Mr Rowsell (H&S link governor) noted that that are still areas of perimeter fencing that need to be looked at, especially a section where there is a hole. About £200 - £300 will need to be spent to repair this section of the chain link fence. It was suggested that a claim be put to the Henry Smith Charity or Kings Walden Parish Council. This matter is ongoing.**
- School email addresses for governors, to be investigated, in line with the GDPR regulations. **School email addresses have been set up. See also item 24. This matter is closed.**
- The Acting Headteacher and another teacher need to carry out CLA training (Confidential Action). **The Headteacher reported that HfL are not running CLA staff training presently, so it is a matter of signing up for this training when this is scheduled. This matter is ongoing.**
- Governors to sign to say that they have read 'The Keeping Children Safe in Education September 2018 guidance'. **The Chair of governors reminded new governors to sign to say that they have read part 1 of this guidance. Mr Bailes noted that he has signed. This matter is closed.**
- A communication focus group to be set up in January 2019 and the parent questionnaire to be re-run.

**The communication focus group has been set up. The parent questionnaire will be re-run at the autumn term 2019 parents' evening.**

**This matter is closed.**

- All governors to take the Governors for Schools Driving School Improvement training. **Dr Herbert has completed this online training and reported that it makes one think about ethos, strategic planning etc. It is worthwhile training; very relevant for the governing body.**

**See:** <https://www.governorsforschools.org.uk/e-learning/>

**This matter is ongoing.**

#### **6. To receive notification of Any Other Business.**

- School website.
- Governor emails/GovernorHub.

#### **7. Headteacher's report (St Paul's Walden Primary School SEF and SDP 2018 – 2019, Updated March 2019), including staffing update.**

The Headteacher's report had been loaded to GovernorHub in advance of the meeting and was received with thanks. The Headteacher asked for questions.

**Question:** This is a new style of Headteacher's report? **Answer:** Yes it is. It is one document now, and includes the Self Evaluation Form and School Development Plan. The first two Ofsted priorities are included, but it does need some more work, and I need to know what governors would find useful. This document reports the School's view of where we are, and staff contribute to it; governors may do so as well. This means that everyone is reading the same information.

**Question:** Can we have a key for acronyms and class data? Also a line for Age Related would be useful.

**Answer:** Yes. The class data, in fact, came back very recently and reports this moment in time.

**Action: A key for acronyms and class data reporting to be loaded to GovernorHub, or these could be written out in full in the Headteacher's report.**

#### **Staffing:**

Changes in The Willows staffing were explained to governors. Two supply teachers are currently sharing the teaching in this class. In fact, there are many schools with long term supply teachers. The supply teachers (like permanent staff) are being observed and will receive a written report later.

**Question:** What is the recruitment plan for this class? **Answer:** The vacancy is advertised in Teach In Herts and we have had teachers look round, but we need the right person.

**Question:** Are you looking for anything specific? **Answer:** Early Years experience would be ideal but we have left this open regarding experience, because we would employ the right Newly Qualified Teacher (Mrs Smith would mentor).

**Question:** What are our selling points? **Answer:** We are a small village school (although this does not make teaching easier), but the mixed classes can put applicants (and parents) off. Early Years and Year 6 generally are particularly difficult areas to recruit teachers for presently. A governor added that a very positive factor is the family atmosphere in School and its ethos; this can draw people in.

The Chair of governors suggested that a governor take a look at the advertisement in Teach in Herts, because the pack that was produced by the governing body, when recruiting the new Headteacher, worked well. Mr Dawes volunteered to look at the advertisement in Teach in Herts.

**Action: Mr Dawes to wordsmith the advertisement for the Willows teacher in Teach in Herts.**

A staffing update regarding the rest of the school was also given. Mrs Smith, the SENCO, has had all Thursday set aside for SENCO work.

**Question:** Is this working for Mrs Smith? **Answer:** Yes it is (but this time allocation is lower than some other schools). Previously Mrs Smith had half a day per week set aside for SENCO work, but this was not enough. Information is now being submitted and Pupil Progress meetings arranged. Mrs Smith and I (the Headteacher) are managing the Teaching Assistants, who are now starting to focus on interventions.

**Question:** What is the average proportion of special educational needs and disabilities in a school?

**Answer:** There isn't one, as this depends on many factors; we are not too dissimilar though to other similar schools.

The new Teaching Assistants have been moving around classes (reasons behind this were explained further) and they have embraced this way of working. Each class has a communication file (which Mrs Smith is in charge of) with notes and details of interventions etc. This ensures clear communication and consistency between teacher and TA, making for a smooth operation. TAs receive all policies and documents as well.

**Question:** Are the TAs in a good place? **Answer:** Yes. They are making a difference. The lack of respect witnessed last year, between a teaching assistant and pupil, is not happening now. Also, any problems are being addressed immediately and not left to get worse. A governor added that communication and mobility, such as this, can help to prevent a fatigued TA from burning out.

**Question:** How do the TAs learn? **Answer:** HfL provide a half days training. But, of course, this is supplemented by meetings and training in School. Staff disseminate their training and the HfL Maths and English may carry out some sessions for the more experienced TAs.

**Question:** So, this is a new working culture? **Answer:** Yes. It is an open, two way conversation. The TAs have a greater purpose and command more respect. They often stay beyond their hours and are aware of all that is going on. This is a different mindset.

### **TA Apprenticeship Scheme:**

On 28th April 2019 a Teaching Assistant Apprenticeship scheme meeting is being held with Sporting Futures Training (a company recognised by HfL). St. Paul's Walden Primary School is paying into the apprenticeship levy; therefore having TAs signing up for this would be excellent.

**Question:** Would they learn in their own time? **Answer:** The apprenticeship would take about 12 -18 months to complete. Learning will take place in School and in one's own time and a file of evidence would be produced. Also, a trainer will come into School twice a month, and there will also be training opportunities at the Hertfordshire Development Centre. The Chair of governors added that, when the new TAs were interviewed they were asked a question about growing into their role.

### **Questions about SATs:**

**Question:** Are the Year 6 booster sessions new? **Answer:** We have run booster sessions before but these, for English and Maths, are slightly different regarding timing; they are ongoing.

**Question:** What are the next steps regarding the children's stamina and resilience? **Answer:** This is all about encouraging the children to keep going with their tests (termly assessments are being carried out); to get them out of the 'I can't do it' mindset. The issue is that some children give up after trying only a few questions on their SATs practice papers. We have explained that it is OK if they don't know the answer – but we then really need to know. HfL advisors have talked about stamina for Maths, so fluency sessions are being put in.

**Question:** Do the children perhaps have too many test papers? **Answer:** In fact, they sit less than many

other schools. The problem is their stamina across the board. In Big Writing we have been tackling this and the children, who were only writing 2 lines, are now up to about ¾ of a page. The Chair of governors added that, increased stamina and resilience has also been shown in a recent enrichment crocheting project.

The Chair of governors thanked the Headteacher for her report and hard work.

#### **8. Hertfordshire Improvement Partner's Visit.**

The 'Herts for Learning Hertfordshire Improvement Partner Report 2018-19 Joint Annual Review Visit' report had been loaded to GovernorHub in advance of the meeting and was received with thanks.

The Chair of governors noted that this report becomes more positive as it is read through. The HIP's interviews with pupils were eye opening, due to their positive and enthusiastic attitudes towards learning. The HIP praised the use of GovernorHub for governor information sharing.

The Headteacher thanked the HIP for her input and the Chair of governors added that the information in this report is vital for triangulation.

#### **9. To update on the Data Analysis Group.**

Mrs Walrond reported that the level of detail from Analyse School Performance (ASP) is fabulous and very interesting. The only issue is that this data refers to the past, which makes it difficult to determine thresholds and to form relevant questions e.g. are we teaching long division the wrong way?

**Question:** Are the teachers using ASP? **Answer:** Slightly, but perhaps not as much as we should. We use internal data more, on a half termly basis, along with our assessments because this is in the here and now.

**Question:** So, is there a degree of catching up to do? **Answer:** Yes, then one can contemplate data and yearly trends.

#### **10. To explore school achievement and progress information – latest in-house data.**

The Headteacher asked governors what information they require. The Chair of governors replied that all governors need headline data, and then the detail of this can be discussed in the Standards committee meetings. The data in the SEF needs to be understood.

#### **11. Safeguarding update.**

There have been no governor Safeguarding visits. The HIP's Joint Annual Review Visit report did not highlight any concerns. The Chair of governors added that a meeting has been held with a parent to discuss behaviour issues. The governors' day minutes, plus Resources committee minutes, had been shared with the parent. The Chair of governors is happy to meet again.

#### **12. To receive the following committee reports:**

##### **Resources – 12th February 2019 and 19th March 2019:**

The Resources committee minutes had been loaded to GovernorHub in advance of the meeting and were received with thanks.

Mr Dawes reported on the main points covered:

- The new catering contract.
- The incidents around allergy issues (peanut butter and Nutella being brought into school).
- Policies and charges for external use of the school.
- The Willows classroom flooring.
- The library and the grant (which has been re-submitted) for new books.
- Accelerated Reader Scheme – the incorrect books are being re-delivered. The PTA are paying for iPads

and laptops (thank you to them for this). A third quote re. these devices, and a whiteboard, is expected over Easter.

### **Standards – 6th February 2019:**

The Standards committee minutes had been loaded to GovernorHub in advance of the meeting and were received with thanks.

Dr Herbert reported on the main points covered:

- The Early Years Foundation Stage and mentoring; the Headteacher will be carrying out an independent observation of classes.
- Homework expectation and consistency and homework clubs. Ideas from staff.
- Online safety; the Headteacher will arrange to get all policies that need to be signed on an annual basis on the Single Central Record.

**Action: The Single Central Record to be used for capturing regular Safeguarding requirements.**

### **13. To agree the Schedule of Financial Delegation. To agree the Schools Financial Value Standard.**

The Schedule of Financial Delegation updated February 2019 and the Schools Financial Value Standard 2018/19 had been loaded to GovernorHub in advance of the meeting, and were received with thanks.

The Chair of governors reported that the SFVS for 2018/19 has been completed and signed off. See the Resources committee minutes of 19th March 2019 for further comments about the SFVS.

**The governing body agreed the Schedule of Financial Delegation updated February 2019 and the Schools Financial Value Standard 2018/19.**

### **14. To update on Pupil Premium and Sports premium.**

#### **Pupil Premium:**

The Headteacher reported that, investigation is being carried out as to where Pupil Premium funding has been spent in the past. This funding will be ploughed back via appropriate interventions; the aim being to boost progress and attainment. Further work is required in this area. Nevertheless, TA and teacher time is already being allocated on a 1:1 basis in the summer time, when appropriate. Some funding will be used for mentoring and also external school barriers will be looked at.

#### **Sports Premium:**

No report.

### **15. New governors to sign to say that they have read the 'Keeping Children Safe in Education' September 2018 guidance.**

Mr Bailes has signed.

### **16. Governors visits:**

#### **Personnel files:**

Mr Norman reported that, it had been discovered that two teachers had not received their incremented pay scale rises, from 2016. Back payment has now been made, although one is still under investigation to determine if the correct amount has been paid. Mr Norman explained how this issue came about, and that the Chair of governors had then asked him to look at the performance and pay area. The Chair of governors pointed out that governors do need to audit data and make incisive visits. So, for example, Pupil Premium expenditure should be drilled down to the detail.

### **Finance monitoring:**

Mrs Walrond reported that, monitoring of Finance and the monthly reporting is being carried out, for explanation in the Resources committee meetings.

### **Regular meetings with the Headteacher:**

The Chair of governors reported that weekly meetings are being held with Headteacher.

### **Headteacher's appraisal:**

The Headteacher's appraisal process (which was explained further) is carried out by the Chair of governors and Mrs Carter.

**Question:** Who is on the Senior Leadership Team (SLT) now? **Answer:** The Headteacher, Mr Bailes, Mrs Smith and Mrs Joyce.

**Question:** Are the SLT meetings minuted? **Answer:** The first meeting has taken place but hasn't been minuted yet. The Chair advised that these meetings need to be minuted and the Headteacher noted that minutes taken of similar meetings, like staff meetings, are kept in the staff room – Governors are welcome to read them when visiting.

### **Health & Safety:**

Mr Rowsell reported that a first visit for the Health & Safety governor audit has been made. A second visit will need to be arranged. The H&S folders in the school office require sorting out.

The Chair of governors thanked everyone for their visits.

## **17. Governor training reports and recommendations.**

The GovernEd Leadership Training Report had been loaded to GovernorHub in advance of the meeting, and was received with thanks.

The Chair of governors reported that she has completed the GovernEd's (on behalf of DfE) Leadership Development Programme for School Governors.

The report from this summarises the most relevant parts of the training, and concludes with the Chair of governors' priorities for governors of St. Paul's Walden Primary School. The Chair of governors expressed her opinion that governors have been carrying out their academic duties well, but need to be more aware of their role in the operations side of School; H&S, GDPR etc. The Governors' Day on 25th April 2019 will look at this area more.

### **Training to be done:**

- **Governors for Schools Driving School Improvement** training - see item 5.  
<https://www.governorsforschools.org.uk/e-learning/>
- **Prevent** training - this offers an introduction to the Prevent duty, and explains how it aims to safeguard vulnerable people from being radicalised to supporting terrorism or becoming terrorists themselves.  
<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>
- **GDPR** e-learning training - HfL e-learning available at: <https://hertsforlearning.talentlms.com>  
Log-in instructions were sent in October 2018. New governors will have also received log- in instructions separately.
- Other HfL training, that maybe relevant, can be booked via:  
<https://www.hertsforlearning.co.uk/business-services/governance/governor-support>

### **18. Governors' Day arrangements.**

The Governors' Day will take place on 25th April 2019, 9am – 4pm.

The Chair of governors reminded governors that the theme of the day will be to carry out analysis of the School to help determine the 3 year priorities for the School Development Plan. Governors discussed how best to collate the information that will be needed.

#### **Work already carried out:**

- At parents' evening the Chair of governors encouraged parents to vote for words on the wall about their preferred School priorities. Interestingly, behaviour did not appear to be the highest priority.

#### **Work to be done:**

- It was agreed to ask staff about their thoughts on the values and priorities of the School, before the governors' day. On the governors' day itself, give staff an opportunity to be heard.
- Children to be asked questions (a group of 4 from each class), just like the HIP did on her JARV visit.
- Governors to complete their skills audit and the governing body self evaluation form, which will be emailed out shortly.
- The Chair of governors and the Headteacher to prepare an agenda for the governors' day.

### **19. To agree the following policies:**

All policies had been loaded to GovernorHub in advance of the meeting, and were received with thanks.

**The governing body agreed the St. Paul's Walden School Attendance policy.**

**The governing body agreed the St. Paul's Walden School Health & Safety policy.**

**The governing body agreed the St. Paul's Walden School Data Security policy.**

**The governing body agreed the St. Paul's Walden School Lettings policy.**

### **20. Premises update.**

The Headteacher reported that, shelving and furniture has been installed in the library and the damage to the floor rectified. New furniture in the Early Years Foundation Stage will be arriving at the end of the Easter holidays or, if delayed, then later as it is too difficult physically to carry out this job over a weekend.

### **21. To update on progress with the GDPR, including audit.**

The Draft Internal Audit Report St Paul's Walden School GDPR in Schools, Date of Audit Visit: 4 March 2019 had been loaded to GovernorHub in advance of the meeting, and was received with thanks.

Mr Dawes (DPO) reported the Chair of governors has put a lot of work for the governing body.

Mr Dawes will now put more time into the GDPR focus, going forward.

Main areas to be looked at are;

- A data audit to be completed.
- 3rd party suppliers to be contacted to determine if they are compliant or not.
- Staff and governors to undertake GDPR training (see item 17).
- The overwhelming amount of policies to be consolidated. Staff Privacy Notices, Subject Access Requests, and the Data Breach Response Plan to be agreed.

Governors discussed how to tackle and rationalise School policies. It was suggested that a policy calendar would help matters.

**Action: School policies to be rationalised and a policy calendar to be set up.**

The Chair of governors thanked Mr Dawes for his report.

**22. To update on H&S, including audit.**

The Health and Safety Audit 19 November 2018, carried out by Gary Neville CMIOSH, Health and Safety Officer, Hertfordshire County Council had been loaded to GovernorHub in advance of the meeting, and was received with thanks.

Mr Rowsell reported that main areas for priority from the audit and the governor H&S visit are:

- Fire safety in the boiler room, and particularly the loft hatch panel in the school main boiler room which must be replaced. Also, storage in the electrical intake (combustibles to be removed) and checking the high level curtains in the school hall, which may or may not be fire retardant. School dining room capacity calculation needs to be conducted and added to the school fire risk assessment.
- COSHH risk assessments to be put in place.
- Carry out and record the results of a visual inspection of all known Asbestos Containing Materials (ACM's) remaining in situ on at least an annual basis. Asbestos to be proactively managed, including communication of known locations to catering staff.
- Fencing and the low gate.
- Fire escapes and fire alarms to be kept clear at all times.
- The electrical intake cupboard was unlocked.

The other areas are good but money will have to be spent, to sort out high priority areas. The Chair of governors added that the HIP has stated that all H&S has to be proactively managed.

**Action: Priority areas from the H&S audit to be addressed.**

**Question:** Are EpiPens included in the audit, do we have any spares? **Answer:** This is included in the Administration of Medicines section on page 4. We cannot get hold of spare EpiPens at the moment, however all staff are trained in the use of these (and the guidelines were explained).

**Question:** When does the new catering company start? **Answer:** The first day back after Easter. Mr Rowsell added that he inspected the School kitchen on his H&S visit and was impressed.

The Chair of governors thanked Mr Rowsell for his report.

**23. To agree School INSET days.**

The governing body agreed the following INSET days; 2nd and 3rd September 2019, 6th January 2020, 3rd April 2020, 20th July 2020 and an occasional day on 21st July 2020.

**24. AOB.**

- **Website:** The Headteacher reported that website/app providers are being talked to. The Headteacher noted that one estimate of cost, so far, is £3,000 for a 3 year contract, plus £150 p.a. management fee.
- **Governor emails/GovernorHub:** Some governors are having difficulty with their school emails. After discussion it was agreed that, now all documents are being loaded to GovernorHub, non school emails may be used to access this, for those governors having difficulty. The Chair of governors will run a short training session on GovernorHub during Governors' Day.

The governing body meeting concluded at 9.38pm.

**Future full governing body meetings:** TBA - extra FGB meeting to approve budget, Tuesday 18th June 2019 7.30pm. **Governors' Day:** Thursday 25th April 2019.

**Rolling list of Action Items**

<b>Date of Governing Body meeting</b>	<b>Item No.</b>	<b>Action</b>	<b>Status</b>	<b>Date to close</b>
20th February 2018	9	The possibility of obtaining Local Authority grants for perimeter fencing and an access upgrade to be investigated. <b>4/4/19</b> Grants from the Henry Smith Charity or the Kings Walden Parish Council to be investigated.	ongoing	
20th February 2018	15	School email addresses for governors, to be investigated, in line with the GDPR regulations.	closed	
8th May 2018	12	Confidential action. The Acting Headteacher and another teacher need to carry out CLA training.	ongoing	
29th November 2018	9	Governors to sign to say that they have read 'The Keeping Children Safe in Education September 2018 guidance'.	closed	Standing item
29th November 2018	12	A communication focus group to be set up in January 2019 and the parent questionnaire to be re-run.	closed	January 2019
29th November 2018	14	All governors to take the Governors for Schools Driving School Improvement training.	ongoing	4/4/19
4th April 2019	7	A key for acronyms and class data reporting to be loaded to GovernorHub, or these could be written out in full in the Headteacher's report.	ongoing	18/6/19
4th April 2019	7	Mr Dawes to wordsmith the advertisement for the Willows teacher in Teach in Herts.	ongoing	25/4/19
4th April 2019	12	The Single Central Record to be used for capturing regular Safeguarding requirements.	ongoing	18/6/19
4th April 2019	21	School policies to be rationalised and a policy calendar to be set up.	ongoing	18/6/19
4th April 2019	22	Priority areas from the H&S audit to be addressed.	ongoing	18/6/19