



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

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

**Tuesday 11th September 2018 at 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>11th Sept 2018</b>
Mrs Nancy Adshead <b>Acting Head Teacher</b>	HT	Standards & Resources		01/09/18		√
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	20/1/17	19/1/21	√
Mrs Vicky Walrond	PAR	Resources	Behaviour	25/9/17	24/9/21	√
Mrs Liz Joyce	STAFF	Resources	GDC/ Communication	19/12/14	18/12/18	√
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	2/4/15	1/4/19	√
Ms Elaine Petch	LA	Standards	CLA/CP	30/10/17	29/10/21	√
Dr Asha Herbert	Associate Member	Standards	Behaviour	30/10/17	29/10/21	√
Mr Matt Jackson	Associate Member	Standards	Communication /Early Years /GDPR assistant	07/11/17	06/11/18	√
Mrs Leanne Curtis	Associate Member	Standards (Chair)		2/11/17	1/11/18	

**In attendance:** Mr Matt Jackson (Associate Member) and Mrs Priscilla Simmons (Clerk to the Governors).

The governing body was quorate.

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

The Chair of governors welcomed the governing body and Mrs Adshead, the Acting Headteacher.

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

Apologies had been received from Mr Dawes, Mr Rowsell and Mrs Curtis (Associate Member).  
The governing body consented to these absences.

**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. Verbal update from the Chair of governors.**

- **Confidential – for distribution to governors only.**

**5. To determine the date on which the terms of office for the Chair and Vice-Chair will end.**

The date on which the term of office for the Chair of governors will end was determined to be 10th September 2020 i.e. the term of office will be for two years.

The date on which the term of office for the Vice-Chair of governors will end was determined to be 10th September 2019 i.e. the term of office will be for one year.

**6. Election of Chair.**

Mrs Reid stepped down as Chair of governors. Mrs Reid noted that she would be willing to stand as Chair of governors again. There were no other nominations.

*Mrs Reid left the meeting at this point.*

**The governing body unanimously re-elected Mrs Reid as Chair of governors, for a period of two years.**

*Mrs Reid returned to the meeting at this point.*

The governing body congratulated Mrs Reid upon her re-election.

**7. Election of Vice-Chair.**

Mr Dawes has previously noted that he would be willing to stand for the position of Vice-Chair of governors again and this has been discussed. There were no other nominations.

**The governing body unanimously re-elected Mr Dawes as Vice-Chair of governors, for a period of one year.**

The governing body congratulated Mr Dawes, in his absence, upon his re-election.

**7.1 Associate Members**

At this point Mr Jackson informed the governing body that he would be happy to be re-appointed as an Associate Member, when his term ends on 6th November 2018.

The governing body determined that Mr Jackson's term as an Associate Member would be for one year.

*Mr Jackson left the meeting at this point.*

**The governing body unanimously agreed to re-appoint Mr Jackson as Associate Member, when his terms ends on 6th November 2018, for a period of one year with limited voting rights.**

*Mr Jackson returned to the meeting at this point.*

The governing body congratulated Mr Jackson upon his re-appointment.

*Ms Petch left the meeting at this point (the governing body remained quorate).*

**The governing body unanimously agreed to re-appoint Mrs Curtis as an Associate Member when her terms ends on 1st November 2018, for a period of one year with limited voting rights.**

*Ms Petch returned to the meeting at this point.*

The governing body congratulated Mrs Curtis, in her absence, upon her re-appointment.

#### **8. 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 8th May 2018, which had been distributed in advance of the meeting, were checked for accuracy.

Matters Arising: None.

The governing body minutes, plus confidential minutes, of 8th May 2018 were agreed as being a true record, approved by the governing body and signed by the Chair of governors.

##### Governors' Day Minutes

The Governors' Day minutes of 21st June 2018 which had been distributed in advance of the meeting, were checked for accuracy. On page 9 item 6.1 'Dr Roberts' was changed to 'Mrs Roberts'.

Matters Arising: Mrs Joyce clarified that the School website has been updated.

The Governors' Day minutes of 21st June 2018 were agreed as being a true record, approved by the governing body and signed by the Chair of governors.

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

- A new in-house training course to be booked, as the HR related training has taken place. **The Clerk suggested booking in-house training earlier rather than later, so that this is not left to the end of the financial year. This matter is ongoing.**
- The Chair of governor to look at the Governor Visit form to check for any changes that may need making. **This matter is closed as there is a governor visit form, which can be adapted if required. This matter is closed.**

- Governors to sign to say that they have read 'The Keeping Children Safe in Education Sept 2016 guidance'. **As this guidance has been updated, effective from 3 September 2018, all governors will have to re-sign that they have read the guidance. This matter is ongoing.**
- Diversity and equality objectives are due for renewal in May 2018. **The Equality duty documents were distributed to the governing body on 7th July 2018, along with the Governors' Day 2018 minutes. This matter is closed.**
- The possibility of obtaining Local Authority grants for perimeter fencing and an access upgrade to be investigated. **It was commented that the perimeter fencing does need to be looked at. This matter is ongoing.**
- School email addresses for governors, to be investigated, in line with the GDPR regulations. **This matter is ongoing, in line with the GDPR action plan. This matter is ongoing.**
- The governing body to make their views about road safety known to the Parish Council. **This has been done. Mr Norman met with Pigeon to discuss short term parking arrangements. Also extra parking for the school has been looked at with the Acting Headteacher, although this is proving difficult if not impossible. This matter is closed.**
- The Chair of governors to send a governor visit form to Mr Dawes and Mrs Roberts so that the February English visit can be formally written up. **Mr Dawes and Mrs Roberts now have the forms. This matter is closed.**
- The Headteacher to work with the School Council to prepare a letter about road safety concerns, for the Parish Council meeting on 6 June 2018. This letter will also be sent to The Road Safety team at North Herts District Council and sustrans. **This was done. Mr Norman will send a copy of the School Council's letter to the Acting Headteacher and Chair of governors, plus the reply given from the Parish Council. This matter is closed.**
- Another governor to be Safer Recruitment trained. **The Chair of governors has carried out this training with the NSPCC (which is acceptable) – a certificate has been given to Mrs Joyce. This matter is closed.**
- Confidential Action.

**10. To receive notification of Any Other Business.**

No AOB was noted.

**11. To confirm terms of reference for committees: Standards, Resources, Finance, and Pay.**

The committee terms of reference had been distributed in advance of the meeting and were received with thanks.

**The governing body agreed the terms of reference for the Standards, Resources, Finance, and Pay committees.**

Ms Petch wondered if the committee terms of reference should refer to Child Protection, LAC, and Safeguarding? This will be brought to the sub committees. The Clerk sent Ms Petch, the Chair of governors and the Acting Headteacher the HfL example terms of reference the following day. See - <https://www.hertsforlearning.co.uk/governor-support/governor-faqs>

The Chair of governors wondered if the Finance subcommittee should resume meeting. An alternative would be for the Resources committee to meet more often.

The Clerk reminded governors that the minimum quorum for committees is three members.

#### **12. To delegate recruitment of Headteacher to the Headteacher Recruitment Panel.**

The members of the Headteacher Recruitment panel are; the Chair of governors, Mr Norman, Mrs Walrond and Ms Petch. The Chair of governors explained that after the panel has met on 25th October 2018 the governing body will be informed of their recommendations.

#### **The governing body agreed to delegate recruitment of the Headteacher to the Headteacher Recruitment Panel.**

#### **13. Dates for committees and governing body meetings for 2018/19.**

Dates were decided upon as follows;

**Resources:** Tuesday 6th November 2018 7.30pm, Tuesday 12th February 2019 7.30pm, Tuesday 19th March 2019 7.30pm, Tuesday 7th May 2019 7.30pm (including budget prep), TBA – more budget prep if necessary.

**Standards:** Tuesday 20th November 2018 7.30pm, Wednesday 6th February 2019 7.30pm, Thursday 23rd May 2019 7.30pm.

**Full Governing Body:** Thursday 29th November 2018 7.30pm, Thursday 4th April 2019 7.30pm, TBA - extra FGB meeting to approve budget, Tuesday 18th June 2019 7.30pm.

**Governors' Day:** Thursday 4th July 2019.

#### **14. Verbal update from the Acting Headteacher.**

Mrs Adshead reported that:

- The final three weeks of the summer term had been challenging but positive. Everybody worked together, particularly on the challenge of attitudes to behaviour. The TAs worked tirelessly; thank you to Mrs Constable for spurring all on. By the end of the first of the three weeks there were no behaviour incidents to report.
- The whole School trip to Knebworth Park was fabulous. Thank you to the PTA for helping with this. Also a grandmother generously bought ice creams for everyone.
- Following advice, the MSAs are being increased from four to six. However, two MSAs have resigned over the summer holidays. Two people have stepped up on a temporary basis and one has stepped up for one day. Therefore an advertisement has been placed to recruit more MSAs.

**Question:** Are there any changes to the TA roles? **Answer:** A TA is supporting a child for as long as they are with St. Paul's Walden School. This may impact on future roles.

- Two successful INSET days have been held and a skeleton behaviour policy has been produced. Governors are free to look at the behaviour policy, but it will have to go back to the staff, then the children and then the parents (perhaps in a town hall style meeting), before being adopted by the governing body. Miss Brassington (Year 3/4 teacher) suggested using a reflection sheet (to be sent

home to parents) and this has been included in the Behaviour policy. Thought is being given to training Year 6s, so that they can help support younger children to write their reflection sheets. A governor commented that this would be beneficial for the Year 6s as well.

- A 'Good to be Green' theme is being used along with amber and red cards. These will be filed in classrooms so that the reflection sheet can be analysed.

**Question:** What happens if a child receives a red card? **Answer:** The child would not be sent out of class (this only happens if they repeat the action and then there is the option to go to another class).

The reflection spot is only being used in Willows. Every child will start on green and could re-start on green after lunch (depending on age). A house point will be awarded if a child has stayed on green all day and at lunchtime. Slotted jars may be used for collecting house points and a half term trophy for houses with the most points is being introduced. There is the possibility of going straight to red but there is flexibility; the behaviour policy is adapted for the individual child and their needs. The children are excited about these changes.

- The overarching theme of the behaviour policy is: 'Be Safe, Be Responsible, Be Respectful'.
- Miss Sharpe will be running the School Council and will co-ordinate helpers. A staff governor added that the children can only be a member of the School Council once.
- The Chair of governors agreed that communication is a priority and indeed governors suggested that a town hall style meeting, or Q & A session, could take place annually.
- All staff have agreed to take on roles and responsibilities and are working on action plans; to be completed by the end of September 2018. There is a TA meeting next week, which Mrs Taylor will manage. A governor added that the idea of all staff showing leadership is good. The Chair of governors added that the teachers report to the Acting Headteacher who then reports to the governors.

**Question:** What are these action plans? **Answer:** One is about the family liaison person – co-ordinating help for the kitchen garden, for example. Another is about corridor displays. So, everyone is taking ownership; it may take some time initially and support is available.

**Question:** Is there a Nursery liaison person? **Answer:** Miss Sharpe has asked to join the Nursery committee.

- The first week of the autumn term has been positive. The new teachers have settled in well and have mentors. The new Willows class appear to be confident on the whole. Their learning environment is much improved.

**Question:** Have their learning journals been inspected? **Answer:** Only when carrying out a home visit.

- The Oaks class are carrying out bikeability this week. All staff are planning School events. It is hoped that a staff member will join the PTA committee.
- Teaching and Learning observations are planned for this half term, for teachers and TAs. These will feed into appraisals.
- A supply teacher, who taught at St. Paul's Walden Primary School last term, is teaching for 2 ½ days this term. Parents will be informed tomorrow.

**Question:** Will you (the Acting Headteacher) have enough time for planning? **Answer:** Fridays are freer and I am teaching part time as well, so there should be enough time.

- There has been an application for admission by a Year 4 child, who lives in Whitwell. If the governing body agree to this it will take the class up to 31. County will also have to clear the decision.

**Question:** Would this be a problem legally? **Answer:** No.

**Question:** Are there any implications for Year 5/6 if this is agreed to? **Answer:** Numbers are not a problem higher up the School.

**The governing body agreed to admit another child into Year 4, taking numbers up to 31 in the Silver Birches class.**

The PAN in Reception = 15 which means that only 15 children can join Reception each year, even if Nursery has more than 15 children. This was discussed further by governors.

- Assemblies have been simplified. Marvellous Me has been discontinued. The Gold Book certificate is being re-designed. This was discussed further by governors.

The Chair of governors thanked The Acting Headteacher for her report.

### **15. Headline SATs results, plus plans for data analysis.**

#### SATs

The Acting Headteacher reported that, the SATs results were pretty good (cohort < 10).

Reading = 67% with 22% of the 67% achieving higher expectations.

Writing = 78% with 44% of the 78% achieving higher expectations.

Grammar, Punctuation and Spelling = 56% with 11% of the 56% achieving higher expectations.

Maths = 67% with none achieving higher expectations.

**Question:** How does this compare to National figures? Answer: The results should be in line with National.

#### Data Analysis Plans

See item 17.

### **16. Safeguarding Update.**

It was noted that:

The Designated Safeguarding Lead = The Acting Headteacher.

The Designated Safeguarding Senior Person = Mrs Joyce.

The designated teacher for CLA = The Acting Headteacher and another teacher, once training has been completed.

- **Confidential – for distribution to governors only.**

### **17. To review governor roles.**

Governor roles were reviewed and updated. See page 1.

Headteacher's Performance appraisal panel = The Chair of governors and Mrs Carter.

Standby for Exclusion and Complaint panels = The Chair of governors, Mrs Roberts, Mr Norman and Mr Dawes.

Pay committee members to be decided upon at a later date.

The Chair of governors asked governors to let her know if they wished to join the Data Analysis group. This will meet on Wednesday afternoons and Mrs Walrond will lead.

### **18. To confirm governors details.**

Governor details were confirmed by those governors present.

### **19. To complete the annual Pecuniary (Business interest forms).**

The annual Pecuniary (Business interest) forms had been distributed in advance of the meeting.

Governors present completed their Pecuniary (Business interest) forms.

### **20. To agree the National Governors' Association's 2018 Code of Conduct for School Governing Boards.**

The National Governors' Association's 2018 Code of Conduct for School Governing Boards had been distributed in advance of the meeting.

**The governing body agreed the National Governors' Association's 2018 Code of Conduct for School Governing Boards and this was signed by the Chair of governors on behalf of the governing body.**

**21. To update on progress with the building project.**

The Chair of governors read out the report from Mr Rowsell, i.e. the courtyard extension is on schedule to finish on time, next week. This is a really positive success for the School, considering we only achieved planning permission in May, and this helps significantly to address the shortage of teaching space available in School. Furniture and interactive white boards were not ordered at the end of term for this space, so hopefully there is sufficient within School. I will snag the area with EBS. They have done a very good job to date.

Mrs Joyce added that the builders are finishing this Friday and Mr Rowsell is coming into School next week.

The possibility of a library alcove was discussed by governors.

**22. To update on progress with the GDPR.**

Mrs Joyce reported that she is still working on the GDPR requirements; the policy has been started.

**23. To discuss and agree a new Behaviour policy.**

See item 14.

The Acting Headteacher added that, in the process of researching the new Behaviour policy, other behaviour policies had been looked at including the HfL model policy. A draft version of the St. Paul's Walden behaviour policy was handed round for governors to look at, for comment. Also the Governors' written statement of behaviour principles (which is on the School website) was handed round for comment. Dr Herbert will research comments made in this statement.

**Action: Dr Herbert to research comments made in the Governors' written statement of behaviour principles statement.**

**24. To agree the following policies:**

All policies had been distributed in advance of the meeting and were received with thanks.

**The governing body agreed 'Working Together to Safeguard Children, A guide to inter-agency working to safeguard and promote the welfare of children'. July 2018.**

**The governing body agreed 'Keeping children safe in education Statutory guidance for schools and colleges'. September 2018.**

**The governing body agreed the St Paul's Walden School Child Protection policy.** Based entirely on the HfL model policy but only personalised where this has to be done.

**The governing body agreed the St Paul's Walden Primary School Whistle blowing policy.**

**The governing body agreed the St Paul's Walden Primary School stress at work policy.**

**The governing body agreed the St Paul's Walden Primary School childcare disqualification guidance.**

**25. AOB.**

None.

**Future governing body meeting dates:**

See item 13.

The Chair of governors reminded governors about the Hertfordshire Governors' Annual Conference, taking place on Saturday 17th November 2018.

The Chair of governors noted that she is booked to attend Leadership Development Programme training with <http://govern-ed.co.uk/>

There are spaces for two governors, if anyone else is interested.

The governing body meeting concluded at 9.50pm.

Next full governing body meeting; Thursday 29th November 2018 7.30pm.

**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>
2nd November 2016	8	A new in-house training course to be booked, as the HR related training has taken place.	ongoing	Gov's Day
2nd November 2016	19	The Chair of governor to look at the Governor Visit form to check for any changes that may need making.	closed	Gov's Day
23rd February 2017	11	Governors to sign to say that they have read 'The Keeping Children Safe in Education Sept 2016 guidance'.	ongoing	Gov's Day
30th October 2017	16	Diversity and equality objectives are due for renewal in May 2018.	closed	Gov's Day
20th February 2018	9	The possibility of obtaining Local Authority grants for perimeter fencing and an access upgrade to be investigated.	ongoing	
20th February 2018	15	School email addresses for governors, to be investigated, in line with the GDPR regulations.	ongoing	
20th February 2018	17	The governing body to make their views about road safety known to the Parish Council.	closed	
8th May 2018	3	The Chair of governors to send a governor visit form to Mr Dawes and Mrs Roberts so that the February English visit can be formally written up.	closed	

8th May 2018	4	The Headteacher to work with the School Council to prepare a letter about road safety concerns, for the Parish Council meeting on 6 June 2018. This letter will also be sent to The Road Safety team at North Herts District Council and sustrans.	closed	
8th May 2018	12	Another governor to be Safer Recruitment trained.	closed	
8th May 2018	12	Confidential action.	ongoing	
11th September 2018	23	Dr Herbert to research comments made in the Governors' written statement of behaviour principles statement.	ongoing	