

**St Mary's Primary School  
Meeting of the Governing Body  
Monday 2nd December 2019 6pm  
Minutes**

**Present:** J Pearce (Head) (JP), J Reid (JR), K O'Sullivan (KOS), M Theobald (Vice-Chair) (MT), L Cox (LC), B Timms (BT), G Pearce (GP)

**Apologies:** J Williams (Chair) (JW)

**In attendance:** Andrew Hill (Clerk)

No	Item	Who
1	<b><u>Opening Prayer</u></b>  The meeting opened with a prayer at: 18:00	
2	<b><u>To receive apologies and approve absences</u></b>  <ul style="list-style-type: none"> <li>• J Williams (Chair) (JW)</li> <li>• M Troni (MAST)</li> <li>• T Shepherd (TS) – arrived 18:05</li> <li>• G Pearce (GP) – arrived 18:30</li> </ul>	Chair
3	<b><u>To declare any conflict of interest that may arise during the meeting</u></b>  <ul style="list-style-type: none"> <li>• None</li> </ul>	
4	<b><u>To approve the minutes of 16<sup>th</sup> September 2019 meeting and sign by the Chair</u></b>  <ul style="list-style-type: none"> <li>• Minutes approved and signed off by chair</li> </ul>	JW
4	<b><u>To consider any matters arising and actions from meeting of 16<sup>th</sup> September</u></b>  <ul style="list-style-type: none"> <li>• None</li> </ul>	
6	<b><u>To receive notification of any other business for item 17</u></b>	
7	<b><u>Head's Update</u></b>  <ul style="list-style-type: none"> <li>• Head's report uploaded to Basecamp in advance of FGB</li> </ul>	Head

**Attendance**

- Year 2 attendance was affected due to one family being unable to return home from a foreign country after to an act of God.
  - This extended absence will be marked as authorised as it was out of the family's control.
- Still receive requests from parents asking to take their children out of school during term time, none have been granted.

**Question** – Have any fines been issued?

**Answer** – No.

**Quality of Teaching**

- Dip in year 2 progress figures. Spoke with Bob (Herts Improvement Partner) during his autumn visit and we are monitoring it carefully.
  - Bob said not to worry as it is difficult to compare KS1 and EYFS data.
  - It is something to monitor and for the Standards Committee to ask questions.
- Target groups were focussed on this term, closely looking at children not making the expected progress.
- The DOWAT has now given us access to: Fisher Family Trust.
  - This lets us monitor children's progress on an individual basis
  - The data will be presented alongside AM7 data.
  - A child's previous school record can also be viewed here.

**Question** – Who makes sure the data is up to date?

**Answer** – Gavin, and the data goes straight into SIMS.

- The library is now ready but it is currently being used as an SEN Base so cannot be opened in an official capacity.

**JP Comment** – If any governor would like to come in and do some reading please let me know with your preferred age groups. It is always nice for children to hear different voices.

**Behaviour**

- Received a nice letter from some parents complementing the Year 6s that showed them round the school during open evening.
- Positive comments received for the Remembrance festival.
- School nurses are complementary about children's behaviour.
- Christmas fair raised £3,400

**Staff and Personal development**

- BT is working on template to track staff absences.
- Early Years NQT is doing well. Has attended all training and feels well supported.

**Admissions**

- One family has left the area with another 2 possibly leaving.
- There is some continued interest

**Question** – What does Fair Access Protocol refer to?

**Answer** – It refers to children who are without a school. For example they had left a school or were home schooled and need reintegrating as soon as possible.

#### **School Expansion**

- At a something of a stalemate.
- Waiting on electricity to be completed.
- Due to the delay the contractors have asked for an extra payment to cover staffing costs which is causing us some issues.
- JP to meet with BT to discuss.

#### **Safeguarding**

- KOS and JP to complete DOWAT safeguarding audit.

#### **DOWAT**

**Question** – Is there anything new regarding DOWAT?

**Answer** – The advert for the CEO position is out although the job description not entirely agreed. The original timeline has been put aside. All of the Trust board has just been reviewed.

**Question** – Nothing that affects us directly yet?

**Answer** – There is more control coming. And some new software that looks at all areas and requires us to complete risk assessments.

- BT and TS will receive training and monitor Risk Assessment going forward.
- Laura is supporting another school with their month end and finance work.

**Question** – Will it impact our school office?

**Answer** – Laura thinks once it is all up and running it will be sustainable but there is a lot of sorting out that needs to be done. She is updating their procedures as they were very out of date. For example no facility for online banking or BACS payments. It is a lot of work now but once everything is in place there will be much less work.

**Question** – Do they contribute to Laura?

**Answer** – Yes they do, and the dual role also helps affirm her role somewhat when the DOWAT centralisation of duties eventually happens.

#### **Safeguarding Incident**

The school was notified by parent that their child had been filmed and the video then uploaded to the online app: TikTok. The parent was unhappy with their child and also that it happened at school.

We checked the CCTV and a huddle of children can be seen watching the video being filmed.

	<p>JP has had conversations with many children including the filmers and watchers and discussed the rules and about safety online. JP also spoke with the parents of all those involved who were supportive in how the incident has been dealt with.</p> <p>School policy is that all mobile phones are handed in at the start of school.</p> <p><b>Comment</b> – Children are told that as soon as they on school property the use of mobile phone is not allowed.</p> <p><b>Question</b> – Should we include something in the policy that filming when in school uniform is forbidden?</p> <p><b>Answer</b> – It would be difficult to enforce, especially outside of school.</p> <p><b>Suggestion</b> – Maybe we could look into how other schools deal with it.</p> <p><b>Comment</b> – There is an issue in how children aged under 13 are able to access these apps.</p> <p><b>Comment</b> – TikTok is not a suitable app for kids.</p> <p><b>Comment</b> – The policies should be reviewed and tightened up if possible, this should include use of phones by parents when on school property.</p>	
8	<p><b><u>School Development Plan</u></b></p> <p>The SDP will uploaded to Basecamp shortly. Once it has been reviewed any feedback or ideas are welcome.</p> <ul style="list-style-type: none"> <li>• New tapestry system has gone down well. <ul style="list-style-type: none"> <li>○ Some issues with how much content goes on there, currently there is too much.</li> <li>○ Louise is working on the policy on how much is uploaded and the quality of what is uploaded.</li> <li>○ Some parents seem very keen in how much they upload.</li> <li>○ Any observations put on by staff such as NQTs are double checked by a teacher prior to submission.</li> </ul> </li> </ul> <p><b>R.E.</b></p> <ul style="list-style-type: none"> <li>• Miss Wright has completed one R.E. and three NQT courses. Mrs Morgan has completed one R.E. course.</li> <li>• LC trying to get children more involved in leading worship as part of a chaplaincy team.</li> <li>• It was decided this works best with children in year 5 as they have less pressure on than year 6.</li> <li>• Wednesday Word will begin soon.</li> <li>• Mission Week was a success.</li> <li>• Various guests have led assemblies with a religious focus.</li> </ul> <p><b>Question</b> – How do children become part of the chaplaincy team?</p> <p><b>Answer</b> – They apply giving reasons on why they would be suitable.</p>	

	<p><b>Outdoor learning</b></p> <ul style="list-style-type: none"> <li>• Bob's autumn visit focussed on outdoor learning so we will receive feedback from his report.</li> <li>• Use of staff in the outdoor learning area is still being tweaked.</li> </ul> <p><b>SEN</b> There are a couple of pupils taking up lot of people's time so it is a challenge ensuring all children get the attention and support they need.</p> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• Have received some positive feedback from parents regarding priority lists.</li> <li>• Would like to encourage parents to read with their children</li> <li>• A curriculum evening is being planned to promote parents reading with their children.</li> </ul>	
9	<p><b><u>Safeguarding – Report on notable incidents</u></b></p> <ul style="list-style-type: none"> <li>• None other than that mentioned earlier in item 7.</li> </ul>	
10	<p><b><u>DOWAT Updated Pay Policy</u></b></p> <ul style="list-style-type: none"> <li>• Policy uploaded to Basecamp for review.</li> <li>• Three trained non-staff governors to review Headteacher Pay and Performance.</li> </ul> <p><b>Question</b> – Is there any specific training we can do? <b>Action needed</b> – Clerk to check any training on Modern Governor. <i>Clerk's note - There is no training available on Modern Governor as it stands. There is a course named 'Headteacher Performance Management' which next runs on 26th February 2020, 19:00 until 21:00. The following link takes you to the course booking page - <a href="https://tinyurl.com/vtnmqpg">https://tinyurl.com/vtnmqpg</a></i></p> <p><b>Question</b> – Have there always been teaching standards to be met? <b>Answer</b> – Yes, throughout all teaching grades.</p> <ul style="list-style-type: none"> <li>• FGB agrees to sign off policy.</li> </ul>	
11	<p><b><u>GDPR Update</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	BT
12	<p><b><u>To receive Committee minutes</u></b></p> <ul style="list-style-type: none"> <li>• Personnel Committee Chair to be appointed – <ul style="list-style-type: none"> <li>○ BT has done this for some time and will continue.</li> </ul> </li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Minutes to be uploaded to Basecamp shortly.</li> <li>• Laura gave an update on current finances.</li> </ul>	Committee Chairs

	<ul style="list-style-type: none"> <li>• Laura done some work with new DOWAT system and it is now starting to produce the info we require. <ul style="list-style-type: none"> <li>○ Should be a governor dashboard up and running soon.</li> </ul> </li> </ul> <p><b>Admissions</b></p> <ul style="list-style-type: none"> <li>• Deadline to confirm if we want to go to consultation is coming up, in KOS' view we do not.</li> </ul> <p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>• BT reviews some of the results of the staff survey.</li> <li>• Not many TAs have completed it but this could be an issue with how the survey was promoted.</li> <li>• Overall they results seem positive.</li> <li>• A summary will be produced shortly and with comparisons to the survey from last year.</li> </ul> <p><b>Standards</b></p> <ul style="list-style-type: none"> <li>• Minutes to be uploaded to Basecamp shortly.</li> </ul> <p><b>Premises</b></p> <ul style="list-style-type: none"> <li>• Meeting later this week.</li> </ul>	
13	<p><b><u>Governor Update</u></b></p> <p><b>Governor training</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Governor Visits</b></p> <ul style="list-style-type: none"> <li>• BT - Nativity</li> </ul> <p><b>Governor Objectives</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>2020 Golden Anniversary</b></p> <ul style="list-style-type: none"> <li>• The Committee met and the first actions have been identified</li> <li>• Minutes to be uploaded to Basecamp shortly.</li> </ul> <p><b>Proposal of way to thank staff</b> As a thank you for the staff's hard work the FGB agree to use some of the governor fund to pay for the meal at the staff Christmas party.</p>	All
14	<p><b><u>To receive any other business as notified in item 8</u></b></p> <p>Andrea Woodford will be doing the Saharan Action Challenge which is two marathons in two days as a way to raise funds for school. Andrea got an early bird discount for signing up now and the minimum to be raised is £1,950</p> <ul style="list-style-type: none"> <li>• Cost to cover any addtional staffing should be zero.</li> </ul>	

	<p><b>Comment</b> – Should be a good fund raiser and is very exciting.</p> <p><b>Modern Governor</b></p> <p><b>Comment</b> – Modern Governor is very useful with some good courses on there. If you complete a course on there be sure to the complete the rating at the end otherwise you will not get a certificate.</p> <ul style="list-style-type: none"> <li>• BT to set up an area on Basecamp showing the governor training that has been completed.</li> </ul>	
15	<p><b>Close of Meeting</b> – 19:45</p> <p><b>Next meeting</b> – 3<sup>rd</sup> February 2020</p>	