



Hartsbourne Primary School
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Minutes of the Governing Body Meeting 21.10.15

Present

Co-Opted Governor (3): Mrs Tina Candler (Chair 01/10/15), vacancy
LA Governor (1): Mr Sam Futerman (Vice Chair 01/10/15)
Parent Governors (3): Naomi Rich, Nick Smith, Karen Stockman
HT and Staff Governor (2): Valerie Hudson (HT), Greg Harper (DHT)
In attendance: Mrs T Middleton - Clerk to the GB and Stuart Shaw (prospective Co-Opted Governor)

Apologies received and accepted:

Co-Opted Governor: Major Wayne Fielding

Papers circulated in advance of the meeting:

Behaviour Policy V4 2014
ICTacceptable_use_May15_v8_hfl
Safeguarding_annual__checklist 2015
auditing_of_safeguarding_records 2015
Report to Gov 21.10.15
Whistleblowing Policy Procedure 2015
PSHCE Policy 2015
Annual_report to Govs Oct2015
SEF
Monitoring Schedule

Meeting opened at: 18.41

ACTION

1 Welcome:

1. The Vice Chair welcomed colleagues to the meeting especially Stewart
2. It was agreed to move item 5 to the end of the agenda when colleagues have joined the meeting

2 To receive apologies for absence and to consider approving any absences:

1. Governors were reminded that notification of absence from a meeting should be forwarded to the clerk, Chair and Head at least 3 days in advance of the meeting
2. Apologies were accepted from Major Wayne Fielding

3 To receive notification of any conflict of interest from the agenda:

1. Governors were reminded that in accordance with SFVS requirements, if a governor, or anyone else present, has a conflict of interest on an agenda item(s) – pecuniary or other, they must declare it and voluntarily withdraw from the meeting for that item(s) and not take part in that discussion. It is for individual governors to declare a conflict and voluntarily withdraw and not for another governor to instruct withdrawal
2. None declared

Confidentiality

3. Governors were reminded that minutes remain in draft until they are signed off at the next meeting and should therefore not be shared before signing off, nor the content discussed outside of the meeting. Any persons with an interest in what discussions/decisions were had/made at governing body/committee meetings have the right to see the minutes from those meetings when they become public documents (once signed



off), excluding 'confidential items' identified as Part II minutes (within the meaning of the Freedom of Information Act). The Chair of Governors has added responsibility to maintain confidentiality as there may be occasions when the Headteacher has to bring a matter (e.g. safeguarding concern) to their attention

4 To consider notification of any items for AOB:

- 1. Governors were reminded that any items for AOB should be forwarded to the clerk, Chair and Head at least 3 days in advance where they will be considered. Only matters accepted by the Chair will be taken at the end of the meeting under – AOB and only used to consider matters that are deemed either important or urgent
- 2. Sugar in school food

N Rich arrived at 18.46

6 To agree minutes of the last meeting dated 04.06.15 (previously circulated):

- 1. The minutes of the meeting dated 04.06.15 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair and added to the school files (refer to file)

7 To consider matters arising from the last meeting's minutes:

- 1. The matters arising from the last meeting's minutes were considered and it was agreed that all actions are closed, in hand or on the current agenda

The following updates were provided:

- 2. The parent forum date will be arranged depending on the visiting speaker
- 3. The Equalities Impact Statement will be updated on the website
- 4. The Head incorporates elements of the JARV into the Head's report
- 5. An overview of the assessment training attended was provided. HfL has adjusted the boundaries for assessment however further discussion are being undertaken with the HIP. Targets are set within year groups however with the old/new system in place it refers to Age Related Expectations. The new curriculum impacts on different year groups. Test scores for Y6 are expected to equate to 100 as ARE.
- 6. A coasting category has been set as 85% and the school has evaluated itself as not coasting which will also be raised with the HIP.

Head

Head

8 To complete the Register of Pecuniary/Business Interests, Governors Code of Conduct and ICT Acceptable User Policy:

- 1. Governors present at the meeting updated the Register of Pecuniary Interests
- 2. Governors adopted the NGA Governors Code of Conduct which will be re-circulated and signed for the school file
- 3. Governors will complete the ICT Acceptable User Policy and return signed forms to the school

All
All

T Candler arrived at the meeting at 19.17



5 To agree/confirm Term of Office and Elect Chair and Vice Chair:

1. The Governing Body determined that the date on which the term of office of the Chair ends is 01/11/16
2. The Governing Body determined that the date on which the term of office of the Vice Chair ends is 01/11/16
3. Chair - Nominations were received from T Candler
4. Vice Chair – Nominations were received from S Futerman
T Candler Left the room at 19.20
5. T Candler was elected as Chair
T Candler Returned to the room 19.21
S Futerman Left the room 19.22
6. S Futerman Was elected as Vice Chair
S Futerman Returned to the room 19.23
7. Q – What plans are in place to address succession? It is suggested that committee chairs are undertaken by other people so that they can consider the roles of Chair and Vice Chair in the future

9 To confirm outcome of virtual attendance at meetings:

1. The Governing Body reviewed its power to make arrangements for members to be present at board and committee meetings ‘virtually’, for example by telephone or video conference, and therefore to participate in discussion and decision making remotely
2. The Governing Body agreed to virtual attendance at meetings

10 To agree the Governing Body’s annual programme of work and governor visits:

1. The Governing Body’s Annual Programme of Work was circulated in advance of the meeting (refer to file)
2. The Annual Programme of Work was agreed
3. Governors considered the programme of school visits
4. Q – Are these the subject leaders? Yes, some teachers lead more than one subject area
5. Governors were encouraged to submit visit reports for the school records
6. Q – What is the best time for governors to speak to teachers to reduce the cost of cover? Outside the school day or during subject leadership time is easier for teachers however it is appreciated that governors may not be available during these times
7. It was agreed that a day is set aside for governors to meet with teachers – date to be circulated – and carry out their link visit
8. The Governor Link Table was updated and will be re-circulated
9. Governors were reminded that they are welcome to attend the published school events
10. A schedule of training will be compiled to address the External Review and training gaps and published by the end of November
11. An in house or cluster session will be arranged where all the governors can attend as a group – Holding the School to Account
12. The H&S Governor has completed the annual checklist
13. A risk assessment on the water system was undertaken today and there are no issues to report
14. The catering facility achieved 5* for hygiene from Environmental Health this term which was celebrated via the Newsletter.

Head

Head

N Smith
S Futerman
N Smith



11 To Agree Committee Terms of Reference:

1. The Terms of Reference which were reviewed by the committees last term were circulated in advance of the meeting (refer to file)
2. The Governing Body adopted the Terms of Reference
3. It was agreed that the committees will be clerked by a member of the committee
4. It was agreed that the governing body meetings will be clerked by T Middleton
5. Governors agreed that the Policy Schedule will be reviewed by Committees to ensure that committees are adopting policies

**T Candler
N Smith
S Futerman**

12 To review Committee Membership and Link Governors:

1. Confirmation was given that all governors who have changed their governor type or extended their term of office have completed a pre-appointment check. Stuart is required to complete a pre-appointment check
2. The vacancies were reviewed and governors noted that skills would be considered during new governor recruitment and prospective governors would meet with the Head and Chair to fully understand the role and expectations
3. The following committee membership was agreed:
4. Strategy: Sam, Karen, Naomi, Valerie
5. Resources: Nick, Stuart, Tina, Greg, Valerie
6. Committee Chairs will be elected at the next committee meeting
7. Membership of the following panels was reviewed: Complaints, Staff disciplinary appeals, Pupil exclusions, Headteacher's Performance Appraisal
8. It was agreed that the panel would be called according to availability, training and the context of the issue
9. The following link governors were reviewed and agreed: Child Protection/Safeguarding (Naomi), Children Looked After, Special Educational Needs (Karen), Governor Development Coordinator (GDC) (Nick), Sports Funding (Stewart),
10. Pupil Premium resources and impact will be monitored by Strategy
11. Confirmation was given that the Local Offer following the implementation of the SEND Code of Practice is published on the website
12. Governors were reminded that under the Education Act 2002 the governing bodies of schools and other educational settings have a duty to safeguard and promote the welfare of their pupils. They are also required to work in partnership with other organisations to identify any concerns about vulnerable children and take action to address them. These duties apply to maintained and independent schools, including academies and free schools, as well as to further education colleges. Safeguarding comprises a variety of elements e.g. child protection, safer recruitment, safety, site safety and security, attendance, anti-bullying, behaviour management to name but a few.
13. Governors were reminded that The Counter Terrorism and Security Act (2015) is a new statutory duty and information of WRAP training (Workshops to raise awareness of Prevent) are being run by Herts for Learning in the autumn term. Further information on Preventing Radicalisation Female Genital Mutilation and further information on Children Missing Education can be found at

S Shaw



at: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

14. 4 governors, 2 staff and the clerk have attended WRAP training
15. The Governing Body agreed to co opt Stewart Shaw onto the governing body
16. Thanks were extended to Wayne for his valuable contribution to the governing body

13 Review Governing Body information:

1. The HCC Governor database and clerks circulation list were circulated in advance of the meeting (refer to file)
2. The database and clerks circulation list were agreed as accurate records
3. Governors considered the use of school based email addresses and agreed they will be using school emails in the future
4. Confirmation was given that the School website is compliant
5. It was noted that parent feedback has been positive
6. There is currently 1 co-opted governor vacancy and SCOGS will be approached

Head

T Candler

14 Chairs Business:

1. The External Review of Governance Report and Evaluation of Action Plan were tabled at the meeting (refer to file)
- Further governor discussion and questions elicited that:**
2. Governors discussed the progress against each action and evidence of completion
 3. Q – Who knows the school vision? Governors recited the vision and agreed to add it to the agendas and minutes (in the header).
 4. The Governor Work Schedule has been updated and circulated
 5. Raising the visibility of the governing body within school has been considered in the subject leadership schedule, link visits and engaging with the school community during different parts of the day
 6. Governors agreed to committing to the visits to enable them to get to know the school better and focus on monitoring the school development plan
 7. Governors were reminded that the school subscribes to the HfL governor training –and to check the monthly emails from gov.courses for details of training courses. If governors would like to speak to a member of the training team, they can do so by calling 01438 844426 (Hannah) or 01438 844113 (Kayleigh)
 8. The data on behaviour records has been updated and governors agreed that it is easier to monitor
 9. It was agreed that this document is monitored by the Strategy Committee and actions evaluated by the Governing Body
 10. The Chair reminded colleagues of the new Ofsted framework in place from 01/09/15
 11. It was noted that the clerk has attended e-safety training and the termly clerking seminar
 12. Annual Reports to the Governing Body for ‘Children Looked After’ and ‘Safeguarding’ were addressed in the Head’s report
 13. Community Schools - Schools Financial Value Standard (SFVS) - there are some ‘minor changes’ to this financial year’s submission (additional questions) and SIAS (Shared Internal Audit Service) is running governor

Head

S Futerman

Resources



briefings in the autumn term

S Futerman left the meeting at 20.10

15 Policy Review:

1. ICT, Behaviour and CP Policies were circulated in advance of the meeting
2. The ICT Policy was adopted by the Governing Body
3. Q – Is policy reflecting practice? Yes all stakeholders have bought into the behaviour policy and reflection sheets
4. Q – This policy was updated in response to Ofsted. Has it made significant changes? Response; Yes. Although the Rainbow Rules were at the heart of the policy and children could articulate them feedback indicated that children did not feel full ownership of the rules. Umbrella Rules have been implemented and children are fully aware of them.
5. Q – How are new children introduced to the Umbrella Rules? This is undertaken at the start of each year and copies have been re-sent to parents electronically, along with a reminder of the Home School Agreement. The Code of Practice is signed by each child in the classroom and displayed on the classroom door.
6. Q – Is Parentview reflecting that children feel safe in school? Yes. Summer term parent questionnaire also showed that 100% of respondents felt their child was safe at school.
7. The Behaviour Policy was adopted by the Governing Body.
8. The Child Protection Policy was adopted.
9. It was noted that there are a number of 'HR/Safeguarding' policies currently under review to take account of the new statutory duty 'Counter Terrorism and Security Act 2015' and scheduled to be available next term. Upon publication notification will be via the schools bulletin, Herts Grid for Learning (link below) and Governance will alert CoGs and Clerks via email.
10. Governors were reminded of the DfE document 'The Prevent Duty' (see 'Hertfordshire Governor' - link at top of document - under the 'News' Section

16 Admissions:

1. It was noted that with Admissions the key dates for the secondary & primary application rounds remain very similar to previous years: Secondary transfer will go live on 1st September 2015, closing date 31 October 2015, with allocations made on 1 March 2016. The Under 11s process will launch on 9 November 2015, closing date 15 January 2016 and allocations made on 18 April 2016 (first working day after National Allocation Day for primary places on 16 April). Hertfordshire parents can express 4 preferences for primary and secondary schools in the 2016 application processes. From September 2013 the mandatory coordination of In Year admissions ceased. Nearly 90% of schools in Hertfordshire have opted to remain within county council's system of coordination with applications and allocations made via HCC. Schools accepting In Year applications direct must ensure they respond to applications in writing with, if relevant, the reasons for refusing a place and offering the right to appeal
2. Q – Has any communication been received from HCC regarding bulge classes? Not at this stage. This is the most southern school in the area



- so unlikely to serve the Watford population
3. Governors discussed the entry criteria for faith schools locally

17 Stakeholder communication:

1. The summer parent questionnaire feedback was circulated in advance of the meeting
2. The new pupil questionnaire feedback was circulated in advance of the meeting
3. Feedback from parents in the playground is positive however there is anecdotal evidence that initial emails are not acknowledged. The automatic response will be reviewed as this addresses this issue
4. Governors considered Anti-bullying Week 16th – 20th November 2015
5. Governors considered Pupil Voice and agreed that the identified groups will have the opportunity to give feedback when they visit

Head

18 Receive Head's Report:

1. Q – Is the level of behavioural feedback sufficient? Yes, staff are finding the feedback useful.
2. Q – Who allocated the EP? The EP is allocated by HCC however their work is allocated via perceived need and they have a preference to support training of staff. The school purchases private EP services for some assessment (eg Dyslexia, Dyscalculia) as this is not always forthcoming from the HCC EP within an acceptable time frame.
3. Congratulations were extended to the school particularly the Year 6 teacher for the high percentage of Level 6 in maths and GPS and the Year 2 and Reception teachers for their successful results which exceeded National and Hertfordshire averages.
4. The Groundworks programme held in the Nature Reserve and Portacabin in the summer holidays was much enjoyed by all those who attended and the Head hopes to involve them again in providing this service to our families.
5. Q – Is the emergency evacuation undertaken with the children? Yes, this is undertaken termly and the target is 2 – 2.5 minutes. Anything under three minutes is considered acceptable.
6. Q – Do we have any groups where the gap is not narrowing? The progress of vulnerable groups across both key stages is 'good' and is closing however SEN children are a focus this year, noticeably Y3 and Y4 and FSM children where there is more than one presenting need for an individual pupil. Although there are a small number of disadvantaged children they are closely monitored to ensure they achieve to the best of their ability and interventions are implemented accordingly.
7. Q – From the Ever6 children are there other vulnerabilities? Yes, e.g. EAL, specific learning difficulties, poor attendance.
8. Q – In the breakdown of provision we have a number of link governors. Who monitors the more able? This could be part of the SEND Governor's role. Within school these children (top 1-2%) are monitored termly and strategies are put in place to ensure they achieve well, e.g. L6 booster groups in Y6 and the Y5 maths team (for the Herts Y5 maths Challenge event).



19 Monitor SIP and SEF:

1. Refer to committee meeting minutes

20 Receive Committee and Link Reports:

1. The Strategy Committee meeting minutes will be circulated to all governors
2. The Resources Committee has not met yet.

S Futerman

21 Any Other Business:

1. Sugar is an area of concern across the nation and should be considered in the provision (refer to document circulated in advance of the meeting)
2. Governors discussed the menu and options made available to the children and the education programme
3. The teacher governor confirmed that the Science curriculum covers Healthy Eating on an annual basis for each class as well as PSHE and the Food Technology unit in the Design Technology curriculum.
4. Caterlink reassured the school that they cover all government guidelines and adhere to their company's approved recipes. The food is fresh and very little is frozen or processed.
5. Q – How do you see yourself influencing the menu, as a Governor?
Response: This would have to be investigated in particular with other local schools and the longer term impact on children's health.
6. The school outlined some of the changes they have already agreed; no pork on the menu and only vegetarian jelly to be served. Menus are approved each term by the school.
7. It was agreed that a governor investigates this area further and report back to the Strategy Committee.

N Rich

22 To agree Date of next meeting:

1. The date of the next meeting was agreed as Tuesday 19th January 2016 at 18.30
2. Following meetings will take place on Wednesday 8th June 2016 at 18.30
3. Colleagues were thanked for their attendance and contribution to the meeting

Meeting closed at:20.50

Hertfordshire Governors' Annual Conference

Saturday, 14th November 2015 - Theme: Change and Continuity in Governance

Confirmed speakers: Opening: Matthew Syed (BBC Journalist and Broadcaster)

Closing: Andrew Cook – Ofsted Regional Director – East of England

The autumn edition of Hertfordshire Governor is now accessible

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The Hertfordshire Governors Handbook 2015/16 being sent to all schools/academies/free schools in September – please ensure you receive your copy.