



Hartsbourne Primary School
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Minutes of the Governing Body Meeting 19.01.16

Present

Co-Opted Governor (3): Mrs Tina Candler (Chair 01/10/16), vacancy

LA Governor (1): Mr Sam Futerman (Vice Chair 01/10/16)

Parent Governors (3): Naomi Rich, Nick Smith, Karen Stockman

HT and Staff Governor (2): Valerie Hudson (HT),

In attendance: Mrs T Middleton - Clerk to the GB

Apologies received and accepted:

Staff Governor: Greg Harper (DHT)

No apologies received:

Co-Opted Governor: Stuart Shaw

Papers circulated in advance of the meeting:

Art and Design Policy

Calculation Policy

Design and Technology Policy

History Policy

SMSC Policy

Head's report to Governors

Meeting opened at: 18.30

ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting
2. It was noted that Nick would be arriving late

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 received and absence accepted from Greg Harper
3. No apologies were received and therefore not accepted from Stuart Shaw

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. Application to join governing body.

5 To agree minutes of the last meeting dated 21.10.15 (previously circulated):

1. The minutes of the meeting dated 21.10.15 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).

6 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. Governors agreed that the website is a positive improvement
3. An e-Safety parent forum will be arranged for the next academic year
N Smith arrived at 18.45
4. Point 10.10 The training schedule is still outstanding (action needed).
5. Confirmation was given that an automated response to external emails is operating

**S Futerman/
N Smith**

7 To receive Committee and Link Governor Reports:

1. The Resources Committee met on 12.11.15 and the draft minutes were circulated in advance of the meeting (refer to file).
2. The Committee Chair provided an overview of the meeting as outlined in the minutes.
3. There are no areas of concern to raise to the governing body as the budget and staffing position is stable.
4. Jenny Coles (Director of Children's Services) has visited the school (refer to Head's report).
5. The Clerk advised the Governor Development Coordinator that if the school subscribes to the governor training service and a free in-house training session has not been booked, it should be booked no later than 31st March 2016 as courses cannot be carried forward - training courses in this term's Hertfordshire Governor. Individual training records can be obtained directly from the governance team.
6. The Clerk advised that from April 2016 will see the legal enforcement for all employers to pay a 'living wage' (defined by the government) - for more information contact the HR Advisory Service on 01438 844873. The SBM is attending a meeting tomorrow regarding impact on H3.1 and differentials etc. It was agreed that Resources will monitor this area during the next budget planning meeting.



7. The Clerk advised that Schools are now expected to ensure that the following statutory buildings inspections are undertaken: Five yearly electrical inspections and testing; Annual electrical inspection and testing of kitchens; Statutory inspection and testing of fire alarm systems twice a year; Routine inspection and testing of emergency lighting; Regular inspection of lifts if appropriate; Annual inspection and service of fixed gas heating appliances and fan convectors; Inspection and annual servicing of gas/oil boilers.
8. The Clerk advised the Chair that the 2015/16 annual audit report will be required for completion and submission to the local authority SIAS team (Shared Internal Audit Services) by mid- April - SIAS have updated their website with information at http://www.thegrid.org.uk/info/internal_audit/sfvs_guidance.shtml. There are two additional questions this year so ensure the correct spreadsheet is completed for submission. SIAS have also provided a useful update in the spring term Hertfordshire Governor e-mag (see link on page 1). Governing bodies of Maintained Schools and Management Committees of Pupil Referral Units have formal responsibility for the financial management of their schools, and the SFVS return must be submitted annually. Monitoring of finances is often delegated to the Finance/Resource Committee and should be reflected in the Terms of Reference and the Schedule of Financial Delegation and should be clearly linked to a costed School Development Plan & Asset Management Plan. Associate Members on the Finance or Resources Committee do not have voting rights on the budget and financial commitments of the governing body. This should be clearly noted in the Terms of Reference for the Committee. The committee should also be reminded of the need to make available a breakdown of spend for 2015/16 once signed off.
9. Pupil Premium is monitored by Stuart Shaw and he will forward a link report in due course.
10. Visit reports have been added to the school files and outstanding visit reports should be forwarded to the Head.
11. The SEN link visit has taken place and report submitted. The link governor provided an overview including: progress, SEN data, SEN links with outside agencies, maths in KS2. Confirmation was given that the link governor feels confident that the needs of this vulnerable group are being met.
12. The link governor has met with the School Council and a report has been submitted. The link governor provided an overview including: playground equipment, Anti-bullying workshop, learning walk, safeguarding update, Y2 and Y3 Smiling Minds workshops, Anti-Bullying assembly.
13. Governors attended the Remembrance Assembly (including ex Governor Wayne Fielding) which included music, poetry and work from the children.
14. A Governor attended the Harvest Festival assembly.

All

8 To receive the Head's Report:

1. The Head's report which was circulated in advance of the meeting was reviewed (refer to file)
2. Further governor questions and discussion elicited that :
3. Question: The HIP Standards report refers to KS1 – How are the KS1



strategies monitored by the GB? The outcomes at the end of the year will demonstrate impact. The SLT is drilling into the impact of each intervention to ensure that changes are made accordingly

4. Question – What will the focus of the next meeting be? In March, a review of an identified area. Interventions may be an area to suggest
5. Question – If the intervention is not accelerating progress are we criticised? Yes; we must monitor the impact of interventions and plan accordingly.
6. Are you allowed to give a child constant support? Answer: There are no children constantly receiving an adult 1-1 intervention. Interventions are programmes e.g. Wave 3 1-1 FFT which relates to reading and writing over a period of 6 weeks. The child is then assessed. Interventions are put in place according to need. The maths TA tends to work 1-1 with the more able children (eg to support the Y5 Maths competition) and with SEN pupils using a math programme; Power of 2. The school is maintaining records to demonstrate interventions in place and the impact on progress and attainment.
7. The Education Psychologist is visiting the school in January and will be working with 3 identified pupils.
8. Question – Do you think the SIP grading of 2 for achievement is fair? Answer: Some aspects of attainment are outstanding (eg maths and grammar, punctuation, spelling) however progress is good; therefore 'good' is a fair judgement. Governors discussed the assessment process from entry level with Reception.
9. Pupil Premium examples were discussed at the meeting and governors agreed that emotional wellbeing is a key consideration.
10. This year the SATS will be assessed out of 115 where 100 is likely to be ARE.
11. Parent Communication overall is more positive this term and the individual comments from e mails were reviewed.
12. Question – Did parents raise anything around behaviour statistics? No; generally with racist incidents parents are informed and the Head makes a formal record.
13. Question – There are 13 children on FSM; is this as a result of promoting PP? Answer: No, this is largely due to a new cohort. The SEN is also higher than usual.
14. Question regarding applications for 2016 places: Parents visiting the school for the next September intake have not referred negatively to the Ofsted report at all. however this year there was over subscription which was addressed by the LA with a local bulge class in another local school.
15. Question – Is attendance improving as a result of the strategies? Yes, without religious observance data the target of 97% has been achieved. There are 2 persistent non-attenders who are being monitored by the Attendance Improvement Officer (AIO) and the school is working with the families concerned.
16. Question – What is persistent? Anything under 90%. The monitoring protocols were explained by the Head.
17. Question – Can doctor's certificates be requested? Yes, although any charges would be paid by the school.
18. Governors challenged whether or not the Penalty Clause should be introduced to the Attendance Policy and agreed it was not required at this stage; however this would be reviewed by Strategy.



19. Question – What work is outstanding on the Cabin? The Head outlined that the bid for a grant has been successful and storage, landscaping and fencing is being put in place. Governors discussed the expenditure of £20k and value for money. It was noted that a parent with appropriate expertise is assisting the school. It was agreed that the Resources Committee monitors this area.
20. Thanks were extended to the Head for the informative report

9 To Monitor and adopt policies:

1. Confirmation was given that the School has a clear Pay Policy and pay decisions have been reached in accordance with this Policy.
2. Art and Design Policy which was circulated in advance of the meeting was reviewed (refer to file).
3. The Governing Body adopted the Art and Design Policy
4. The Calculation Policy which was circulated in advance of the meeting was reviewed (refer to file).
5. The Governing Body adopted the Calculation Policy.
6. The Design and Technology Policy which was circulated in advance of the meeting was reviewed (refer to file).
7. The Governing Body adopted the Design and Technology Policy.
8. The History Policy which was circulated in advance of the meeting was reviewed (refer to file).
9. The Governing Body adopted the History Policy
10. The SMSC Policy which was circulated in advance of the meeting was reviewed (refer to file).
11. Question – Is this in addition to PSHE? Yes, this outlines the British Values more clearly and our policy on preventing radicalisation.
12. Question – When it refers to British fundamental values they do not appear to be purely British? Governors debated this issue and noted that the headings are laid out by the Government.
13. The Governing Body adopted the SMSC Policy with an amendment to the opening sentence.
14. Confirmation was given that all the staff have received Prevent training.
15. Governors discussed the RE links, collective worship and general spiritual education.
16. Question – Have the subject leaders been involved in the development of the policies? Yes and the new curriculum requirements have been incorporated.

Head

10 Safeguarding:

1. The clerk advised the Chair that The Safer Recruitment Consortium has updated guidance for Safer working practice for those working with children and young people in education settings (Oct 2015). The document provides simple but detailed and practical advice to support educational settings and can be downloaded by logging on at <http://www.saferrecruitmentconsortium.org/>
2. The Safeguarding/Health & Safety link governor was directed to the useful checklists which can be found by logging on to at www.thegrid.org and typing 'annual safeguarding children checklist' or 'health and safety checklist' in the search engine
3. The clerk advised the chair/head that the eSafety model policy was updated last term and can be accessed by logging on at:



<http://www.thegrid.org.uk/eservices/safety/policies.shtml#images>

11 To monitor School Improvement Plan and Self Evaluation:

1. Refer to Head's report
2. Question – Is the SID on target? Yes progress is meeting appropriate timeframes. Addressing behaviour, lunch time, monitoring were key areas which are on track. The change to SATs is an unknown at this stage. Some practice papers have been received.
3. The SID is monitored by the Strategy Committee

12 Chairs Business:

1. Confirmation was given that the HCC Governor database which was circulated in advance of the meeting (refer to file) is an accurate record
2. Confirmation was given that all governors who have changed their governor type or extended their term of office have completed a pre-appointment check.
3. It was agreed that the Head contacts Stuart Shaw to ascertain that he is receiving communications relating to the GB.
4. The content of the website will be reviewed for compliance

Head

N Rich

13 To receive and external reports/audits:

1. Refer to Head's Report

14 Items from annual programme of work:

1. None

15 Any Other Business:

1. Governors discussed the current skills set of the governing body. The Governing Body agreed that Adrian Duke-Cohan is appointed to join the governing body as a Co-Opted Governor following an initial meeting with the Head and Chair. Governors reviewed the skills base and agreed it would complement the Governing Body. Details are to be provided to the clerk to add to the database.
2. Governors discussed alternative routes for securing governors in the future.

Head

16 To agree Date of next meeting:

1. The date of the next meeting was agreed as Wednesday 8th June 2016 at 18.30.
2. A presentation on Assessment and English will commence at 18.00.
3. Governors were invited to join the INSET on 26.02.16 (School Improvement Planning) and meet with subject leaders – attendance to be confirmed with the Head.
4. Colleagues were thanked for their attendance and contribution to the meeting.

Meeting closed at: 20.20