

St Catherine's C of E (VC) Primary School, Hoddesdon

Meeting of the Governing Body

Thursday 18th November 2021

4.00-6.00pm

Minutes

Aim High, In Life, In Learning, With God – Together

Present: Rebecca Bannocks (RB), Jo Devonshire (JD), Peter Falconbridge (PF) (Chair), Cathy Irons (CI), Mike Marsh (MM), Rachel Pennant (RP), Carly Perkins (CP), John Perkins (JP), Camilla Smitham-Payne (CSP), Ange Wallis (AW) (Headteacher), Dan Wallis (DW), Dale Webster (DAW),

Apologies: John Forrest (JF)

In attendance: Andy Mansfield (HfL Clerk)

No	Item	Action
1.	Welcome and opening prayer The meeting convened with a prayer at 4:05pm.	
2.	Election of Chair and Vice Chair Peter Falconbridge (PF) was proposed as Chair of Governors by John Perkins (JP); PF was seconded by Cathy Irons (CI). The Governing Body unanimously approved this appointment. Cathy Irons (CI) was proposed as Vice Chair of Governors by Peter Falconbridge (PF); CI was seconded by Rachel Pennant (RP). The Governing Body unanimously approved this appointment	
3.	To monitor aspects of the School's Christian distinctiveness It was noted that the school would have a Statutory Inspection for Anglican & Methodist Schools (SIAM) visit in the 2022/23 Academic year and work is being carried out to prepare for this. The SIAMS Inspection will judge the school's performance in '7 Strands' of school life. This meeting will focus on the evidence we have for Stand 1 - Vision and Leadership (specifically the items A & E of the circulated thought diagram) ITEM A: <i>What extent is the school's vision and its associated values grounded in a clear theology, firmly rooted in a Christian narrative? To what extent do leaders show awareness and understanding of current thinking in Church school education?</i> The circulated thought diagram detailed the school's evidence of work in this area and it was noted that a detailed written document had been added to GovernorHub prior to the meeting here There was an open discussion on the evidence that the school had a clear focus in this area: i. AW stated that there was a periodic update on thoughts on Christian distinctiveness. ii. The 'school story' has been updated and clearly linked to the schools' vision iii. A high % of families had stated in the school survey that they had chosen the school because of its status as a faith school Question: How was the story featured in assemblies? Answer: There are a variety of assembly formats that promote the ethos of the school	

	<p>ACTION: Add appropriate wording reflecting this into the appropriate wording on the strand document</p> <p>A discussion on how this story could promoted to the wider community was held – suggestions included</p> <ol style="list-style-type: none"> Inclusion in the newsletter A dedicated website page A Video Inclusion in the Boat Items prepared for the Noticeboards (both church and school) The Diocese programme of events listing Regular named school activities/item/areas that linked into the story The story mentioned in church <p>Some or all of these items would provide strong evidence supporting the schools work in this area.</p> <p>ITEM E: <i>How do governors ensure that a robust and continuous self-evaluation process is in place that involves the school community in evaluating their effectiveness as a church school?</i></p> <p>It was noted that governors have carried out a high degree of monitoring. A SIAM's Working Party has been set up. It will be meeting early in the new year to review the SIAMS Health Check report, which took place in July 2021.</p> <p>Its main role will be to oversee the school's readiness for inspection and ensure that the full governing body is kept informed of progress.</p> <p>It was noted that the Annual Parent Survey refers to Christian values.</p> <p>It was considered that the current level of governor oversight in this area was acceptable.</p>	AW																				
4.	<p>To receive apologies and approve absences</p> <p>Apologies were received from John Forest and consent was given to this absence.</p>																					
5.	<p>To declare any conflicts of interest that may arise during the meeting</p> <p>Governors were reminded of the obligation to declare any actual or perceived interest, whether financial or other, in any item on the agenda: there were none declared.</p>																					
6.	<p>To approve minutes from previous meetings</p> <p>The minutes of the governing body meeting held on 24th June 2021 were agreed to be a true and accurate record of the meetings and would be duly signed by the Chair and forwarded to the Clerk.</p>	PF																				
7.	<p>To confirm actions from previous minutes has been taken</p> <p>The following items from the meeting on 24th June 2021 still require action</p> <table border="1" data-bbox="263 1496 1334 1827"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Who?</th> <th>When?</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Ask parent body about matched funding opportunities</td> <td>AW</td> <td>On-going</td> </tr> <tr> <td>7</td> <td>Upload OPAL slides to GovernorHub – This is being checked by PF</td> <td>AW</td> <td>End term</td> </tr> <tr> <td>7</td> <td>Research finance training – a new course is being prepared by HfL. Item to be carried forward</td> <td>PF</td> <td>Next mtg</td> </tr> <tr> <td>17</td> <td>Impact of Inclusion Team for SIC agenda – To be added to next meeting's Agenda</td> <td>AM</td> <td>Next mtg</td> </tr> </tbody> </table> <p>All the other actions have either been completed or are covered elsewhere in the agenda.</p>	Item	Description	Who?	When?	2	Ask parent body about matched funding opportunities	AW	On-going	7	Upload OPAL slides to GovernorHub – This is being checked by PF	AW	End term	7	Research finance training – a new course is being prepared by HfL. Item to be carried forward	PF	Next mtg	17	Impact of Inclusion Team for SIC agenda – To be added to next meeting's Agenda	AM	Next mtg	
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8.	<p>To receive notification of any other business for item 18</p> <ul style="list-style-type: none"> Changes to School Admissions code. Increasing participation in school and trust governance (NGA report). 																					

<p>9.</p>	<p>To receive and approve:</p> <p><u>2021 – 2022 SEF</u></p> <p>The SLT and governors reviewed the SEF in detail at a planning morning (6th October 2021). The school has been graded internally as Good in all areas. The SLT was challenged to demonstrate robust evidence to support this evaluation. Updates were made to the SEF to support this. GovernorHub has the most up to date version of this evaluation.</p> <p>Question: 38.5% of children were pupils from minority ethnic groups – what is the further breakdown of these figures?</p> <p>Answer: 72 children were designated as ‘English as an additional language’; 62 children were classified as ‘Any other white background. The school has received 22 new starters since September 2021 – the majority of these are from other countries.</p> <p>Question: Is this an unusual school make-up? Answer: We are similar to some other local schools and different to others.</p> <p>Question: Do these demographics reduce the school’s ability to improve its SEF evaluation</p> <p>Answer: No there is no evidence of this.</p> <p>Question: Will the OFSTED report give pointers as to where the school could improve its SEF rating?</p> <p>Answer: The actual report will not but the OFSTED Handbook details what areas are inspected and the types of evidence that will be needed to reach various grades.</p> <p>It was noted that the school newsletter was being (Google) translated for three families.</p> <p><u>2021 – 2022 School Development Plan (SDP).</u></p> <p>The plan includes a focus on Early Years provision. Attendance is also a focus. It is slightly early in the year to formally measure progress. The plan clearly shows the goals and the evidence required to prove impact.</p> <p>Question: What is the ‘staff sustenance’ mentioned?</p> <p>Answer: Staff hot drinks and biscuits.</p> <p>It was noted that COVID was still having an impact on how parent meetings were being conducted</p> <p><u>2021 – 2022 Governor Development Plan (GDP)</u></p> <p>The GDP was focussed on the monitoring role of governors, particularly relating to AIM 3 of the SDP – Develop the Leadership to Take the School Forward. Aspects of monitoring included;</p> <ul style="list-style-type: none"> • Development and retention of governors and a succession plan for both staff and governors • Ensuring a clarity of vision and an involvement in the schools strategic planning. <p>The next steps will be for the School Improvement (SIC) committee to carry out a RAG rating of the plan – ACTION: Add a RAG rating of the Governors Development plan to the SIC committee agenda</p> <p>Other key areas of the GDP were:</p> <ol style="list-style-type: none"> 1. Control of the school’s finances and financial probity 2. Appraisal of the Head Teachers performance 	<p>PF</p>
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	<p>Question: What is the term for parent governors? Answer: 4 years</p> <p>It was noted that this year 3 Governor’s terms had come to an end, and they had chosen for a number of reasons not to seek re-appointment.</p> <p>Question: How many governors are we short of a full quotient Answer: Two (LA Governor and Diocesan Education Board Governor)</p>	
<p>10.</p>	<p>To receive an update on the 2020-2021 SIAMS SEF</p> <p>The review of collective worship was postponed as the OFSTED inspection was a focus of the school.</p> <p>A Health check was carried out by a diocesan representative (see item 3 above) – the result was small changes to the SIAM’s SEF to detail where an even higher level than present can be obtained. The SIAM’s working group will focus on this report in detail.</p> <p>Question: Were there any other activities planned over and above the items discussed previously Answer: Consideration has been given to a quiet space</p> <p>Question: Is the current RE Policy & Collective Worship policy on the school’s website? Answer: No – this requires action</p> <p>Question: What are the ‘Spiritual Arts Resources’, referred to in the SIAMS Health Check Action Plan? Answer: This is a website that provides a further resource in these areas</p> <p>Question: Do we have a school prayer? Answer: Yes, we do</p> <p>The SIAM’s committee will meet in the new year. PF to set a date</p>	<p>AW</p> <p>PF</p>
<p>11.</p>	<p>To receive the Headteacher’s Report</p> <p>The Headteacher’s written report had been circulated with the agenda and questions were invited.</p> <p>Risk Assessment: Question: Has the School’s risk assessment been changed to reflect the ‘return to school life’? Answer: The Herts Grid Advice hasn’t changed since September. Future Outbreak planning has been carried out</p> <p>Attendance: Question: The report details a range of work carried out in respect of improving attendance levels. Is there any external support from the Schools Attendance Officer? Answer: There is a range of external support but visits from the Attendance Officer are not being carried out at present.</p> <p>Also, COVID is making data collection very difficult in this area. Question: Poor Attendance is linked to the Pupil Premium, what are the figures in detail? Answer: Children with an Educational and Health Care Plan (EHCP) have the lowest attendance – some ethnic groups are showing high % levels of non-attendance but the small size of the various cohorts makes these figures unreliable.</p>	

Catering:

Question: What action has been taken to ensure allergies are catered for in the school's meal ordering system?

Answer: The Dolce Food ordering system will not let children/parents order food containing items that have been deemed allergic to specific pupils.

School Improvement:

Question: Reading volunteers have been lost as a result of the school's disruption due to the pandemic. Can Governors help increase the number of volunteers?

Answer: Some volunteers are returning. The Church reading group has been disbanded. Any extra help is always useful even an hour a week would be of benefit – whatever people can offer.

Question: Did writing skills get put to the test during Viking Day?

Answer: Yes, the evidence is in the classrooms.

Question: It was quite startling to see the low starting scores for pupils entering Early Years provision. Is there any visible reason for this?

Answer: One factor maybe that due to the pandemic the current cohort of EYFS pupils have not previously had full days nursery provision before starting Early Years.

Question: Is there anything the school can do over the coming years to improve the schools experience that has been diminished due to the effect of the pandemic?

Answer: We are reviewing the abilities of all children to see what and where the lack of in school learning has been. We have noticed an increased number of children receiving 'catch-up sessions' in a number of subjects.

General Overview:

Question: How are the assemblies working in their current format?

Answer: It is nice to be able to target specific key stages

Question: How were the SEN swimming lessons

Answer: We undertook individual risk assessments and children had one-to-one support to overcome any fear of the water.

Behaviour & Safety

Question; How did the introduction of the 'Walking Bus' go?

Answer: The school's Walking Bus has been re-routed from the original plan to encourage attendance in certain geographic areas. It is too early to report definitive results. We would like a parent to run 'The Bus'

Pupil Achievement

Question – The baseline assessments have been carried out - did they throw up any shocks?

Answer: We were expecting physical characteristic figures to be lower than they are showing. Unfortunately, our comparison with the national baseline will not be fed back, the figures will be used to report the pupil's attainment over time.

Pupil numbers

Question: Our move to two form entry sets our total roll numbers to 420 – we are currently 88 pupils short of this figure. How do we fare against other schools in the area?

	<p>Answer: There are some schools with a full complement of pupils; others are reporting that they have similar gaps. The national trend is for declining school numbers for the next few years. We are working on a leaflet to be given to the builders of the new housing estates in the locality.</p> <p>Question: What has been the take up of pupils joining as a result of a school visit?</p> <p>Answer: The results vary, the events have had variable attendance. Governors are welcome to attend any of the events especially the forthcoming 'Open Afternoon'. There is a possibility of running an Open Saturday.</p>	
12.	<p>To receive the DPO's report</p> <p>The autumn report is available on GovernorHub. It notes that a 'not significant' data breach has been reported to the Information Commissioner's Office (ICO). An action plan was received and managed appropriately.</p> <p>The next report will be published in the Spring term</p>	
13.	<p>To receive a curriculum update</p> <p>The SI committee looked at the Curriculum update at their last meeting.</p> <p>It was noted that the focus needs to be on 'evolution not revolution'.</p> <p>Strands of specific topics were followed through each specific year group to monitor the diversity of provision for each year group</p> <p>The SI committee is charged with regularly considering the curriculum.</p>	
14.	<p>Committees:</p> <p>FGB Vacancies:</p> <p>A Foundation (Diocesan Board of Education) governor is being sought</p> <p>A Local Authority governor is being sought.</p> <p>Sub Committees:</p> <p>The following is the make-up of specific committees and individual link and subject roles:</p> <p>School Improvement committee: PF (Chair); RB; JD; AW; CI; RP – the meeting added CSP & JF</p> <p>Resources Committee: MM (Chair); JD; PF; AW; Tracey Fisher (TF); the meeting added CP & JP</p> <p>The names of the new committee members are to be added to the appropriate Terms of Reference – With these additions the Terms of reference were agreed.</p> <p>The Annual Governor Planner is available here – this lists the planned dates for the rest of the 2021/22 academic year.</p> <p>Link Governor Roles remain in place from the previous academic year. The full list can be found here.</p> <p>It was noted that Project Based Learning is not a Link Governors role</p> <p>JP was appointed Health & Safety Link Governor</p> <p>CSP was appointed as the EYFS Link Governor</p> <p>DAW was appointed to the Science & Numeracy Link Governor roles</p> <p>CP was appointed as the Literacy Link Governor</p> <p>The GovernorHub Link Governor listing requires updating</p> <p>Members of the Performance Review Panel were confirmed as PF, MM & CI</p> <p>Members of the SIAM Working Party were confirmed as JD; AW; PF & RB</p> <p>If anyone else is interested in assisting in these areas they were asked to contact PF.</p>	<p>PF</p> <p>PF</p>

15.	<p>Receive Committee Meeting Minutes</p> <p>The minutes of the School Improvement committee meeting held on 2 November 2021 were circulated prior to the meeting and are available on GovernorHub.</p> <p>The Resources committee met on 30th September. The meeting discussed the latest (Period 5) budget report. Minutes are available on GovernorHub.</p> <p>The Performance Review Committee (PRC) met on 01.10.21 to receive the Summer 2021 QTLP Report and review SLT recommendations for teacher pay progression. These minutes are confidential and not available on GovernorHub. PF has produced an Autumn 2021 PRC Report, which details decisions taken only and is available on GovernorHub</p>	
16.	<p>To receive update on Safeguarding</p> <p>The Annual report on Looked After Children has been completed</p> <p>Question: How was the GREEN RAG rating determined.</p> <p>Answer: AW had set the rating</p> <p>The Summer Term 2021 Safeguarding Checklist has been completed and is available on GovernorHub. The Autumn Term 2021 Checklist will be completed for the next FGB meeting.</p> <p>Question: Has the pandemic had an impact on the reported figures?</p> <p>Answer: There has been an impact that can be connected with the different educational situation over the past 2 years.</p> <p>It was noted that the Ofsted Parentview comments suggested that parents of children with SEND were less than satisfied with the support they were getting. It was noted that it was a small number of families that had responded to that question on Parentview and it could be that they had a perception of their child needing support rather than it necessarily being the case.</p> <p>AW noted that the Inclusion Officer (JF) is going to survey the families of those on the SEND register to determine their satisfaction with what the school provides. The survey results will be circulated to governors</p> <p>Question: Children with an EHCP are reviewed annually. Isn't this too long a period?</p> <p>Answer: Children with SEND, including those with an EHCP also have Pupil Support Plans (PSP). These are reviewed termly or more often as needs demand.</p> <p>It was noted that CI was the Safeguarding & Children Looked After Link Governor</p>	<p>CI/AW</p> <p>JF</p>
17.	<p>To approve policies and confirm policies due for review this term</p> <p>The following policies were discussed and approved (with amendments):</p> <ul style="list-style-type: none"> Child Protection Policy. Approved remotely - 17.09.21 Sex & Relationship Education Policy. Approved remotely - 15.10.21 SEND Policy (inc. Parent Information Report & Leaflet) Children Looked After Policy Anti-bullying Policy Remote Learning Policy. This policy was amended to include a suggestion that videos for children be uploaded for parents to review before being made available to children. Whistleblowing Policy (PF) Home-School, Agreement (AW), Staff Handbook (AW) 	

	<p>Safeguarding Statement (CI)</p> <p>The following will be reviewed for approval at next meeting. Safer Recruitment Policy (PF), Supporting Pupils with Medical Conditions Policy (AW), Virtual Attendance at Meetings Policy (PF)</p>	
18.	<p>To cover Governor matters</p> <p>The Annual Governor Planner is available here – this lists the planned dates for the rest of the 2021/22 academic year.</p> <p>It was agreed that ‘Governor Visits’ would be the In-house HfL training for this academic period.</p> <p>Governors were reminded to:</p> <ul style="list-style-type: none"> • Review or complete the pecuniary/business interest forms and ensure that they have completed the declaration section on their personal profile on GovernorHub. • They should also agree and sign the Code of Conduct; Online Acceptable Use & the KCSiE 2021/Part 2 declarations • Confirm their contact details <p>The following Terms of Office will expire in the 2021/22 Academic year:</p> <ul style="list-style-type: none"> • JD (June 2022), • DW (31 Dec 2021) <p>Governors were thanked for completing the governor Skills Matrix document on GovernorHub here</p>	
19.	<p>AOB</p> <p>Admissions Code: The changes to the DfE School Admissions Code. Revised School Admissions Code published 13 May 2021, in force from 1 September 2021 were noted. This document is available on GovernorHub here</p> <p>The NGA report ‘Increasing Participation in school & trust governance’ has been published – the full document and a summary are available on GovernorHub here Governors were asked to read the summary report and comment to PF, via GovernorHub</p>	ALL
20.	<p>To confirm the next meeting date</p> <p><u>FGB Meeting</u></p> <p>The Next FGB will be held on Thursday 17th March at 4pm – close at 6 pm</p> <p><u>Committees</u></p> <p>Resources Committee: Tuesday 11th January 2022, 4.00-5.30pm School Improvement Committee: Tuesday 1st March 2022, 5.00-6.30pm Performance Review Committee: TBC</p>	
21.	<p>Closing prayer</p> <p>Meeting closed with a prayer at 19.00</p>	

Summary of Actions

Item	Action	Responsible	When
3	Add appropriate wording reflecting this into the appropriate wording on the strand document	AW	Next meeting
6	Chair to sign minutes of 24 th June FGB and return to Clerk	PF	As soon as reasonable
9	To add a RAG rating of the Governors Development plan to the SI Committee agenda	PF	22 Feb 2022
10	Add the current RE & Collective Worship policy to the school's website	AW	As soon as reasonable
10	Set date for SIAMS Working Party Meeting	PF	As soon as reasonable
14	Add new governor names to committee Terms of Reference	PF	As soon as reasonable
14.	Link Governor Listing to be revised	PF	As soon as reasonable
16.	Autumn Term 2021 Safeguarding Checklist to be completed	CI/AW	As soon as reasonable
16.	SEND Satisfaction survey to be circulated to governors	JF	As soon as reasonable
19	Comment on the summary of The NGA report 'Increasing Participation in school & trust governance'	ALL	As soon as reasonable