

St Catherine's C of E (VC) Primary School, Hoddesdon
 Meeting of the Governing Board
 Thursday 22nd June 2023
 4.00-6.00pm
 Minutes

Let Your Light Shine!

Present	Peter Falconbridge (PF) (Chair), John Forest (JF), Dale Webster (DW) Jelisa Smith (JS), Sarah Thompson – Storey (ST), Rachael Pennant (RP), Mike Marsh (MM)
Apologies	Jim Nicholson (JN), Simon James (SJ), Cathy Irons (CI), Ange Wallis (AW)
In Attendance	Claire Gatto (HFL Clerk) Tracey Lines (RE Lead)

No	Item	Action
1	Meeting format This was a Face-to-Face meeting for all in attendance	
2	Welcome and Opening prayer Meeting Opened at 16.00pm. Peter Falconbridge welcomed Governors to the meeting and welcomed Claire Gatto as the new clerk for the governing board. Peter Falconbridge delivered the opening prayer.	
3	To monitor aspects of the School's Christian distinctiveness. Tracey Lines the RE lead gave a presentation on the new RE Curriculum for next year to the Governing Board. <ul style="list-style-type: none"> • Our Christian vision is based on the words of Jesus, from Matthew chapter 5 – 'let your light shine'. • SIAMS Postponed not cancelled • School is expecting a SIAMS visit possibly early in the autumn term 2023 • The SIAMS Framework is changing in September 2023; <ul style="list-style-type: none"> ○ There are 6 IQ questions and 2 Judgements ○ SIAMS give the overall Judgement and to receive judgement J1 all 6 inspection questions must be rated as J1. • Tracey's handouts included a whole school curriculum map which highlighted each year group and each term and the topic they will be covering. • The Emmanuel Project is made up of a cycle – Engage, Enquire, Explore, Evaluate, Express and these will be part of every lesson. • We will encourage families to be part of learning • We will celebrate learning. • We will listen and include Pupils voice and display symbols and visual prompts. 	

	<p>What next</p> <ul style="list-style-type: none"> • TL will finish mapping EP units onto the Herts Agreed Syllabus (HAS) • Meet with EYFS • Create a new tracker for each year group • Prepare Unit review questions • Teachers to prepare for Autumn Term • Be prepared to complete a unit review at the end of Autumn 1. 	TL/JD
4	<p>To receive apologies and approve absences. Apologies were submitted by Peter all apologies were accepted.</p>	
5	<p>To declare any conflict of interest that may arise during the meeting. Governors are reminded that they must declare a particular interest, financial or otherwise in any item on the agenda and withdraw from the meeting for that item.</p> <p>Part 2- Confidential Minutes are attached covering items 8 and 21 on the agenda.</p>	
6	<p>To approve minutes from previous meetings on</p> <ul style="list-style-type: none"> • 23rd March 2023. - This meeting was a FGB meeting, and the minutes held on 23rd March were Approved by governors as a true and accurate record. The Chair will sign a copy of the minutes and give them to the school office for filing. • 18th May 2023 – This meeting was a FGB meeting which included in the agenda the Budget approval for 22 – 23 and the upcoming budget for 23 – 24. The Budget for 22 – 22 and 23 – 24 was Approved by Governors. The minutes held on 18th May were Approved by governors as a true and accurate record. The Chair will sign a copy of the minutes and give them to the school office for filing. 	

7	<p>To confirm that the actions from previous minutes have been taken:</p> <p>23rd March 2023</p> <table border="1" data-bbox="209 331 1321 1238"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actioned</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Conversation with DW re ongoing support.</td> <td>Yes</td> <td>completed</td> </tr> <tr> <td>11</td> <td>JD will add a copy of Staff Survey to Governor Hub.</td> <td>In process</td> <td>Will be added once formatting is sorted out.</td> </tr> <tr> <td>11</td> <td>Succession Policy to be reviewed and updated.</td> <td>Yes</td> <td>On Policies Spreadsheet</td> </tr> <tr> <td>11</td> <td>PF to arrange a link visit to discuss vulnerable pupils</td> <td>Yes</td> <td>Notes of Link Visit on GH</td> </tr> <tr> <td>13</td> <td>AW to add a copy of Basic Skills Map to Governor Hub</td> <td>Yes</td> <td>Report on GH</td> </tr> <tr> <td>13</td> <td>Feedback on parent discussion on discrimination</td> <td>Yes</td> <td>Discussed at the Meeting</td> </tr> <tr> <td>13</td> <td>Future security breaches to be notified to governors</td> <td>Yes</td> <td>Monthly Catch up with the Head in Place</td> </tr> <tr> <td>19</td> <td>Environmental Sustainability to be further discussed at the next FGB Meeting</td> <td>In Process</td> <td>Ongoing to be discussed next term at FGB meeting</td> </tr> </tbody> </table> <p>18th May</p> <table border="1" data-bbox="209 1317 1321 1473"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actioned</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>James Nicholson to be added as a governor. Alison Richards and Marcus Cooper to be removed from Governor Hub.</td> <td>Yes</td> <td>GH has been updated</td> </tr> </tbody> </table>	Item	Action	Actioned	Notes	5	Conversation with DW re ongoing support.	Yes	completed	11	JD will add a copy of Staff Survey to Governor Hub.	In process	Will be added once formatting is sorted out.	11	Succession Policy to be reviewed and updated.	Yes	On Policies Spreadsheet	11	PF to arrange a link visit to discuss vulnerable pupils	Yes	Notes of Link Visit on GH	13	AW to add a copy of Basic Skills Map to Governor Hub	Yes	Report on GH	13	Feedback on parent discussion on discrimination	Yes	Discussed at the Meeting	13	Future security breaches to be notified to governors	Yes	Monthly Catch up with the Head in Place	19	Environmental Sustainability to be further discussed at the next FGB Meeting	In Process	Ongoing to be discussed next term at FGB meeting	Item	Action	Actioned	Notes	2	James Nicholson to be added as a governor. Alison Richards and Marcus Cooper to be removed from Governor Hub.	Yes	GH has been updated	
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9	<p>To receive a review of (and ask questions):</p> <ul style="list-style-type: none"> • 2022-2023 SEF (Summer 2023 update) · • 2022-2023 SDP (Summer 2023 update) · • 2022-2023 GDP (R.A.G. rating – 22.06.23) <p>Reports have been uploaded onto Governor Hub all governors have reviewed them. There were no questions from governors referencing these updates.</p>																																													

	<p>Key points</p> <ul style="list-style-type: none"> • SEF is updated by SLT once a year, but reviewed termly via SIC & FGB <ul style="list-style-type: none"> ○ This will be discussed at the governors away day in the autumn. • SLT is in the process of writing a new SEF. <ul style="list-style-type: none"> ○ This will be discussed at the governors away day in the autumn. • SDP – The committee discussed teacher performance and how this can improve at the PRC Meeting on 20th June • The development plan is very positive. <ul style="list-style-type: none"> ○ This will be discussed at the governors away day in the autumn. 	<p>PF</p> <p>PF</p> <p>PF</p>
<p>10</p>	<p>To receive an up-date on the 2022-2023 SIAMS SUMMARY SEF</p> <ul style="list-style-type: none"> • SIAMS postponed not cancelled. • There is a new SIAMS FRAMEWORK on Governor Hub for all governors to review. • The new framework for 2023, contains 6 IQ questions and 2 Judgements • The SIAMS Working Party met on 20th June 23, any updates will be added to Governor Hub. • The current framework has 7 evidence strands these will now be replaced by 7 IQ questions. • The outcome of future inspections will be defined by 2 judgements (J1 & J2) • SIAMS have said that they will accept the existing SIAMS Summary SEF for another year. • Governors will be kept updated. 	<p>PF</p>
<p>11</p>	<p>To receive the Headteachers' Written Summer 2023 Report Questions to be submitted to the Headteacher in advance</p> <p>Q – General Overview: The aspirations week sounds like a very eventful week, with a range of visitors. Is it for all pupils? Is there any follow up in class to allow pupils to talk about what they heard, and share their own aspirations?</p> <p>A – School hosted a fantastic assembly for all pupils and the children were able to discuss and share their aspirations there were some very funny and out their responses. Guests were also invited to come in and share their aspirations and experiences. Guests included a scientist and a child's psychologist. Everyone had a fun and positive week and the children and guests enjoyed this.</p> <p>Q - Attendance: Noted the overall attendance for the current year to May is 93.1%, and important to acknowledge that attendance did hit 96% after the Easter break which is a positive. Assuming it happens, are there any 'pupils who consistently arrive late for school' issues? How is it actioned?</p> <p>A-School had a breakout of Chicken Pox in every year group. Unfortunately, there is no provision that allows for this in the attendance codes and this unexpected absence will be accounted for in the absence figures. Persistent lateness is dealt with between school and the parents/ carers support is offered and this is monitored regularly.</p>	

	<p>Q - Health and Safety: Pleasing to read the fire drill was over in 3 minutes and roll call in 5. Do you have any situations where a pupil(s) finds the procedure distressing? A – The Fire Drill went well and there were no issues. Children that may need support such as a child with ASD were supported with the fire drill and did not find it distressing.</p> <p>Q - Staffing: Have there been any resignations from either teaching or non-teaching staff which will see them leave at the end of term? A – We have had no resignations we have had a member of staff reduce their hours.</p> <p>Q - Pupil Achievements How did the children cope with the KS2 SAT tests? A – The children coped well with all tests, there are processes in place if a child finds tests difficult and we work with the DFE to adjust for example the Maths test is timed if a child had anxiety the timer could be switched off.</p> <p>Q Do you need Permission? A – No you can arrange this with the DFE.</p> <p>Q – Pupils As part of Personal Development and the sessions exploring relationships how many families requested to remove their children from these sessions? A – 2 families asked for their children to be removed from the PHSE lesson.</p> <p>Q – Behaviour Have there been any exclusions? A – We have had 2 for the term. 1 was for 1 full day and 1 was for a half day. With a formal exclusion before they return to school, we meet with them and the parents. We ask for their reflections and hear their commitment to make sure the behaviour does not happen again. One of the families are being supported by the Phoenix Centre to support with the behaviour.</p> <p>Q – Are the parents being receptive? A – Not initially they were not we are having meetings and they are now more receptive.</p> <p>Q Are the statutory meetings being recorded? A – No. If it is a permanent exclusion and the parents agree, then it is. Moving forward we could add a note to CPOMs</p> <p>Q – A paper trail is important and this needs to be recorded somewhere where can this be recorded especially if there are multiple exclusions? A – We will investigate this and, in the interim, add a note on CPOMs</p>	<p>JD</p> <p>JD</p>
12	<p>To receive the DPO’s Written Summer 2023 Report and ask questions</p> <p>Report was received in the spring and nothing has changed since then. Changes will be made in the autumn. The changes will include updates on Privacy Notices, GDPR Policies. The VSend system may be introduced in the Autumn term.</p>	<p>PF</p>
13	<p>To receive a curriculum and attainment update for Summer 2023 (See Headteacher’s Report)</p>	

	<p>Report is on Governor hub and all governors have seen and read the report.</p> <ul style="list-style-type: none"> • The data does not include Year 6 as this data is submitted at the end of June. • SAT results are published at the beginning of July. 	
14	<p>Receive Committee Meeting Minutes</p> <ul style="list-style-type: none"> • Resources Committee. 02.05.23 - Minutes on Governor Hub • School Improvement Committee. 06.06.23 - Minutes on Governor Hub • SIAMS Working Party Meeting. 20.06.23 - Will be uploaded to Governor Hub • Performance Review Committee Report. 22.06.23 - Will be uploaded to Governor Hub 	
15	<p>To receive update on Safeguarding. Termly Safeguarding Checklist (Spring 2023)</p> <ul style="list-style-type: none"> • Report has been circulated to all governors. Report is on Governor Hub all governors have read. <p>Q- The trends of concerns has decreased, and concerns raised has gone down is there anything influencing this? A – No we are still having the normal behavioural issues that we have at school. If we are in any doubt, we log issues on CPOMS.</p> <p>Q - Are we able to extend the safeguarding training to staff that volunteer at school? A -We can raise this with the Head.</p>	JD
16	<p>Equality Statement (2020-2024) · Summer 2023 Review</p> <ul style="list-style-type: none"> • Report has been circulated to all governors and is on Governor hub all Governors have read and understood. • Report runs for another year and has 4 objectives • It is a 3-year plan from Jan 2020 – Jan 2023 • Targets have been updated and new objective have to be set and agreed for the New Statement – 2023-2026. • This will be discussed at the governor’s away day in the Autumn • No questions were raised. 	PF
17	<p>To approve policies and confirm policies due for renewal this term:</p> <p>Approval at this meeting</p> <ul style="list-style-type: none"> • The play policy was approved by Governors in June 2023 and will be reviewed in 2 years <p>Review for approval at next meeting:</p> <ul style="list-style-type: none"> • Anti-Bullying Policy • Child Protection Policy • Children Looked After Policy • Governor Code of Conduct • Home-School Agreement • Safeguarding Statement 	

	<ul style="list-style-type: none"> • Sex & Relationship Education Policy • SEND Policy • Staff Handbook • Staff Whistleblowing Policy <p>All policies were Ratified and Approved by governor and are in the meeting folder on Governor Hub.</p> <p>Management documents for review at next meeting:</p> <ul style="list-style-type: none"> • Admissions Arrangements· • Instrument of Government · • Governor Induction Pack • Privacy Notices · • PPG Impact Evaluation and Planned Spend · • SPG Impact Evaluation and Planned Spend 	
18	<p>To cover Governor matters:</p> <ul style="list-style-type: none"> • Governor terms of office. - Mike Marsh term of office expires on 7th December 2023. This is the only term of office expiring this year. • Governor vacancies · There are currently vacancies for 2 Co-opted Governors and 1 LA Governor. We have received 1 application for co-opted governor which is going through the recruiting process and the application is being reviewed. We will be updated in due course. All Governors understand and support the importance of filling all our vacancies. • Arrangements for publication of the 2023-2024 Governor Annual Planner. - This is in the process of being reviewed and will discuss at the next FGB meeting • Faith Visit concerns. There is a Grant of £300 to cover the costs for Faith Visits for year 5 and 6. The visits have been costed and unfortunately there would be a shortfall of £600 in part due to not enough take up, therefore it would not be worthwhile and financially viable this time round. School is looking into more cost-effective ways to introduce faith visits and with Governor's support to encourage non-Christian faith groups. Governors have contacts and will approach them for support. A recent trip has worked well due to early notice for the trip and payments being offered in instalments, School is looking into whether trips including faith trips can be paid like this ongoing as the uptake is better and this has worked well. • Faith Visits– These prompted visits and conversations with parents. JF Was present for some of these meetings and there were some heartfelt feelings involved. The uptake for the meetings were good. JS is pushing to have a meeting with the Head before the end of the term in regards to Black History Month coming up and JF has brilliant ideas to be discussed along with budgets, timescales and workshops and to encourage conversations and activities to celebrate black history all year round and hopefully it will become embedded in the curriculum. JF to propose dates for a meeting. • Link Visits (reports from governors) · DW has posted on Governor Hub the Maths Spring Link Visit on 29.3.23 and Maths Spring classroom visit all Governors to please read. DW is due to do a Health and Safety Visit and will 	<p>PF</p> <p>JS</p> <p>DW</p>

	<p>feedback at the next FGB meeting.</p> <ul style="list-style-type: none"> • Feedback on training attended - All Governors to check all training they need to attend on Governor Hub and all Governors to check that they have added all training to Governor Hub. • Use of CCTV Security – DW has prepared the drawings for proposed areas these drawings include the DfE requirements. DW and School are asking for quotes for CCTV and will feedback at the upcoming resources meeting. This is an urgent matter due to the swimming pool being more vulnerable and open to antisocial behaviour over the summer as per the ongoing issues with the swimming pool. DW will email for an urgent meeting with the resources committee. 	<p>ALL</p> <p>DW</p>
19	<p>To discuss the development of St. Catherine’s as an ‘Environmentally Sustainable School</p> <p>Governors input on the matter is welcome and please pass on any comments for discussion at the next FGB meeting.</p> <p>This will also be discussed at the Governor Away Day in the autumn.</p> <p>A report from the recourses committee will be circulated and posted on governor hub along with the action plan.</p>	<p>ALL</p> <p>PF</p>
20	<p>To discuss an Anti-Racist Statement for use on the school website and amongst pupils, families, staff, governors and stakeholders.</p> <ul style="list-style-type: none"> • There is no place for racism or any form of discrimination at St Catherine’s Hoddesdon Church of England Primary School. • The Anti Racist Statement is on governor hub • All Governors to please read the changes to the policy. • PF and JF have sent their suggestions to the head for comment. These are highlighted in red. • There will be a Diversity Group Meeting set up for next half term. • We need the conversation and momentum to carry on. 	<p>JD/JS</p>
21	<p>To receive any other business as notified in item 8</p> <ul style="list-style-type: none"> • Retirement of Mrs Ange Wallis • Transition arrangements for Mrs Dorothy Marlow starting as our new Headteacher in January 2024 (confidential item. Staff members to leave the meeting) <p><u>Non-Confidential Part</u></p> <ul style="list-style-type: none"> • We will be organising a retirement celebration for Ange on Wednesday 19th July. • Invites have been circulated to lead persons at County, HfL and the Diocese. • We are organising a video messages from those who cannot attend on 19th July. • more information to follow. <p>Q – The recruitment process for the new Head Teacher was very well managed.</p>	

	<p>However, could the process be strengthened by having the current Head or a member of the school SLT or a Parent Governor being part of the panel?</p> <p>A – DFE guidance sets out the good practice for Leadership Recruitment, as does our succession planning policy. A current Headteacher cannot be involved in the recruitment process for a new headteacher, but some panels have included members of the SLT. We acted on good advice, for our Leadership Recruitment Adviser, when agreeing our panel.</p> <p>Q – Could we look at the Succession Planning Policy, when it is up for renewal, and ensure it contains clear advice about Leadership Recruitment procedures?</p> <p>A – It is due for renewal in the Spring we will look at this and discuss in the Autumn.</p>	PF
22	<p>To confirm the next meeting date:</p> <p><u>FGB Meeting</u> To be confirmed on publication of the 2023-2024 Governor Annual Planner.</p> <p><u>Committees</u> All committee dates and times to be confirmed on publication of the 2023-2024 Governor Annual Planner</p>	PF
23	<p>Closing prayer Peter Falconbridge thanked all School Staff and Governors for their hard work and commitment over the last year. He wished everyone a safe and restful summer break and we are looking forward to next.</p> <p>Peter will be attending end of year assemblies and performances. Invites extend to all governors if they can attend.</p> <p>Peter closed the meeting and delivered the Prayer.</p> <p>Meeting closed – 18.40pm</p>	

SIGNED _____
P. Falconbridge (Chair of Governing Board)

DATE _____

Summary of Actions

Item	Action	Responsible	When
3	TL to complete updates to new RE Curriculum and training staff. Report progress via SIAMS Working Party and FGB	TL & JD	Report at autumn 2023 SIAMS WP and FGB
7	JD will add a copy of Staff Survey to Governor Hub, when formatting problems have been dealt with	JD	Add to GovHub in autumn 2023. Report at autumn FGB
7	Environmental Sustainability to be further discussed at the next FGB Meeting	PF	Autumn FGB Meeting
9	PF to arrange Governor Away Day and set Agenda	PF	By August 2023
10	Updated SIAMS Summary SEF to be circulated to governors.	PF/JD	File on GovHub in September 2023. Report at autumn 2023 SIAMS WP and FGB
12	Governors provided updated copies of Privacy Notices and GDPR Policies	PF	File on GovHub in September 2023. Report at autumn 2023 FGB
15	JD to discuss safeguarding training for volunteer staff	JD	Report at autumn FGB
16	2023-2026 Equality Objectives and Statement to be discussed at Governor Away Day	PF/JD	To be discussed at Go. Away Day
18	Application for co-opted governor to be discussed by governors	PF	Agreed ASAP
18	JS to arrange Black History Month planning meeting with SLT	JS	ASAP
18	DW to arrange a Health & Safety Visit	DW	Before the end of term
18	DW to contact RES governors regrading CCTV	DW	ASAP
19	All governors to pass comments/questions to PF about NGA Environmental Sustainability Report	ALL	Before September 2023. Discuss at Gov Away Day
20	Diversity Group Meeting to be set up for the autumn 2023.	JS/JD	By September 2023. Report at autumn 2023 FGB
21	PF and JD to discuss Succession Plan Policy	PF/JD	By end of September 2023
22	Governor Annual Planner to be agreed and circulated	PF/CI/JD	End of July 2023