

St Catherine's C of E (VC) Primary School, Hoddesdon
 Meeting of the Governing Board
 Thursday 23rd November 2023
 4.00-6.00pm
 Minutes

Let Your Light Shine!

Present	Peter Falconbridge (PF-Chair), John Forest (JF), Dale Webster (DLW) Jelisa Smith (JS), Sarah Thompson – Storey (ST), Mike Marsh (MM), Cathy Irons (CI), Jim Nicholson (JN), Jo Devonshire (JD),
In Attendance	Claire Gatto (CG-HFL Clerk), Joe Pring (JP)

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	Election of Chair and Vice Chair of the Full Governing Board CG took the Chair for this part of the meeting. <ul style="list-style-type: none"> • Peter Falconbridge offered to stand as the Chair and stated what he can bring to the role. PF was unanimously elected by the governing board. • Cathy Irons offered to continue in her role as Vice Chair and was unanimously elected by the governing board. • PF and CI both will stand for another 1-year term of office and then step down from Chair duties. They have encouraged other Governors to work towards these roles. PF and CI will support and upskill Governors and succession plan in readiness for next year's election. 	
4	To monitor aspects of the School's Christian distinctiveness. <ul style="list-style-type: none"> • 2023-2024 SDP Priority "Christian Distinctiveness" – Quality of Education – Continue to develop the quality of teaching particularly in meeting the needs of the low attainers in writing and maths. • To develop Spirituality. Led by JD and the SLT team. There are 6 – 7 main objectives • To develop Courageous Advocacy – Personal Development - Within our school vision, we want children to develop their sense of identity, be equipped to make their own informed decisions and explore the world beyond their own whilst being able to @ Let their Light shine' for Good. 	

	<p>Children know our school vision and Matthew 5 in which Jesus said “Let your light shine.” Children celebrate their talents and skills and now we want children to use them - being a good role model for others and leading change - using their voice. Intended impact.</p> <p>Senior and subject leaders have looked at ways to develop and deliver the Church of England vision for living well together as set out in ‘ Celebrating Diversity – Enabling Flourishing’, to enable curriculum to cherish and celebrate diversity and inclusion. Children use their voice and talents to lead change.</p> <p>Child led groups have a greater impact on school and community.</p>																									
4	<p>To receive apologies and approve absences.</p> <p>There were no apologies for absence.</p>																									
5	<p>To declare any conflict of interest that may arise during the meeting.</p> <p>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>No conflicts of interest were declared.</p>																									
6	<p>To approve minutes from previous meeting on 22nd June 2023</p> <p>The Minutes, Part 1 and Part 2, from the FGB meeting held on 22nd June 23 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.</p>	PF																								
7	<p>To confirm actions from the minutes of the meeting on 22nd June 2023 have been taken.</p> <table border="1" data-bbox="263 1317 1289 2018"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Responsible</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>03.</td> <td>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.</td> <td>JD/TL</td> <td>Ongoing. Report at FGB – 14.03.24</td> </tr> <tr> <td>07.</td> <td>JD will add a copy of Staff Survey to Governor Hub.</td> <td>JD</td> <td>Complete</td> </tr> <tr> <td>07.</td> <td>Environmental Sustainability to be further discussed at the next FGB Meeting</td> <td>PF</td> <td>Complete</td> </tr> <tr> <td>09.</td> <td>2023-2024 SEF to be discussed at Governor Away Day. 2023-2024 SDP to be discussed at Governor Away Day.</td> <td>PF PF</td> <td>Complete</td> </tr> <tr> <td>10.</td> <td>SIAMS Summary SEF to be updated</td> <td>PF</td> <td>Complete</td> </tr> </tbody> </table>	Item	Action	Responsible	Action	03.	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.	JD/TL	Ongoing. Report at FGB – 14.03.24	07.	JD will add a copy of Staff Survey to Governor Hub.	JD	Complete	07.	Environmental Sustainability to be further discussed at the next FGB Meeting	PF	Complete	09.	2023-2024 SEF to be discussed at Governor Away Day. 2023-2024 SDP to be discussed at Governor Away Day.	PF PF	Complete	10.	SIAMS Summary SEF to be updated	PF	Complete	
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11.	To add a note on CPOMS if a child is excluded from school	JD	Ongoing. Report at FGB – 14.03.24
12.	PF to update GDPR information and include in the Autumn 2023 DPO Report	PF	Complete
15.	To discuss possibility of extending safeguarding training, to volunteer staff, with DM	JD	Complete
16.	To discuss the 2020-2024 Equality Statement at the Governor Away Day	PF	Complete
18.	To provide an update on governor vacancies	PF	Complete
18.	JD and JS to meet to discuss Black History Month	JD	Complete
18.	DW to carry out a Health & Safety Visit.	DW	Complete
18.	Governors to add any training attended to GovHub	All	Ongoing. Report at FGB – 14.03.24
20.	To set up a Diversity Group Meeting	JD/JS	Ongoing. Report at FGB – 14.03.24
21.	To review the Succession Planning Policy	PF	Complete
22.	To publish the 2023-2024 Governor Annual Planner	PF	Complete

8 To receive notification of any other business for item 20

The introduction of a 'Care Dog' on the school site

PF introduced this item of AOB and reviewed a proposal from Mrs D. Marlowe (DM), the new Headteacher from January 1st 2024, to have a care dog on site for 2 days per week. The dog was her Labrador called Ruby.

After discussion governors reviewed the pros and cons and agreed more information was required from DM about how her dog was managed on site in her current school. Other issues requiring further investigation;

- Where will the dog be kept during the day?
- Not all children and adults like dogs
- Allergies
- Need to check the school policies. Letter went out to parents stating dogs are not allowed on school site.
- Dog waste disposal bin where will it be disposed who will pick up?

PF agreed to liaise with DM and provide governors with further information.

Governors to review the situation further in the New Year

PF

	<p>MM term of office MM term of office comes to an end on 7th December 23. MM agreed to continue as a PCC Foundation Governor for another term of office, from 8th December 2023 to 7th December 2027. MM will discuss his re-nomination with the St. Catherine & St. Paul's PCC</p> <p>HCC Ofsted Inspection of SEND provision. Covered in Item 20</p>	MM
9	<p>To receive a review of (and ask questions): · <u>2023-2024 SEF (Autumn 2023 update – SIC 07.11.23)</u> Discussed fully at SIC – 07.11.23. Nothing further to add.</p> <p><u>2023-2024 SDP (Autumn 2023 update – SIC 07.11.23)</u> This has been RAG rated for the autumn term 2023. Copy available in GovHub.</p> <p>SDP 2 Develop spirituality and courageous advocacy. Q. How many pupils are currently involved in the Worship Group? Are they representative of different age groups? A. Yes</p> <p>Q. What was involved in the recent training on a language of spirituality? A. I introduced the concept of Mirrors, Windows and Doors</p> <p>Q. Who is providing the spirituality training in January? A. We will be joining Ponsbourne school on their online training provided by Ryan Parker (Dioceses).</p> <p>Q. Is there a draft Spirituality Policy available for governors to look at? A. The policy is in it's infancy and will be shared and developed with Dot ahead of sharing a draft with Governors.</p> <p>Q. (SDP3) Are you able to share the types of celebrations and learning opportunities being planned? A. Not yet.</p> <p>SDP 4 To ensure a consistent approach to behaviour Q. How is the Family voice captured? Is it via a targetted survey, focussing just on behaviour or is it part of a larger survey, which includes behaviour issues? Can governors access this information? A. The views captured in the current SDP monitoring, are from informal conversations with families at pick up and collection and from families who attended the behaviour Parent Forum (16 families attended). A family survey will be shared soon.</p> <p>SDP 7 To support subject leaders to effectively lead their curriculum areas. Q. Who organises the SL clusters? Is it a St. Catherine's initiative and colleagues from other schools are invited, or is it a Herts initiative and our staff attend?</p>	

	<p>A. Broxbourne School introduced clusters a few years ago and invite all local schools. This is our first year in attendance for some time. Maths and English leads are invited to attend the free HfL clusters if they wish.</p> <p>Q. (SDP7) Do the Senior Leaders Clusters with local colleagues have an agreed focus and support with sharing good practice?</p> <p>A. Not really. They are an opportunity for staff to collaborate but without a clear focus or lead.</p> <p>Q. Can we identify the new Designated Senior Lead and DDSL's on the report for retrospective succession planning and Governor information?</p> <p>A. This information will be updated but has to be the names of the people in post for that term. As the next report will be for the Autumn term, the DSL and DDSLs details will be changed.</p> <p>Q. As part of the 'Addressing Discrimination' group I'm clear on what we are doing to address racial abuse. The 'Home Issues' recorded are also notable, what are we/can we do to support children with issues that are within the home?</p> <p>A. We set a Summer Holiday Challenge "ME and My Heritage" in which all children were invited to create a celebration of what makes them unique. We have shared them in class and school and put some up to display. We are now at the stage of considering the best ways of sharing this with the wider audience through our website and social media so that we can promote and celebrate our diversity within the home.</p> <p>Q. The three fixed terms suspensions are extraordinary and unusual for our school; do we feel that this is now addressed with the exclusions and how is the child and parents supported?</p> <p>A. The 3 exclusions were not the same child but have been addressed by reviewing the school behaviour policy but also support and advice from outside agencies were utilised.</p> <p><u>2023-2024 GDP (Autumn 2023 update – SIC 07.11.23)</u> PF has updated the RAG rated GDP from 07.11.23 to included further changes. Copy available in GovHub.</p> <p><u>2023-2024 SIAMS Summary SEF (Autumn 2023 update – SIC 07.11.23).</u> Discussed fully at SIC – 07.11.23. Nothing further to add.</p>	
10	<p>To receive the Interim Headteachers' Written Autumn 2023 Report.</p> <p>General Overview</p> <p>JD thanked the school community, in particular the Governors and members of the Church for offering support and encouragement this term. As always, it has been a busy term with lots of highlights to mention. As you know, in the second week of term, we received the call informing us of our SIAMS visit. In the end, the outcome of the inspection was a positive one for our school and inspectors confirmed our belief that St Catherine's is 'living up to its foundation as a Church school in every regard'. The inspection visit itself felt collaborative and fair, with the inspector</p>	

noting how will had recognised our areas for development ourselves and 'could have written the report ourselves.' Whilst the quality assurance process and removal of first report is, by all accounts unusual, we were the first school to be inspected under the new framework and the content of the report remained positive throughout.

Q. Is the heating and double doors, for the Music Suite, being funded by Bradford Watts Ltd. I thought the school was going to have to fund these items.

A. We are still hoping for the double doors to be donated and fitted by the kindness of Bradford Watts Ltd. Did we officially thank them for their huge generosity getting the suite to this stage and promoted them on our social media and within the community? PF confirmed he emailed the CEO of Bradford Watts Ltd.

The heating is to be funded by the school as is the pathway for access. We are currently discussing how best to spend the current fund amount – heating or path which would allow access in the summer term even without heating?

Q. Great news about the music suite works progressing. When do we anticipate it officially opening?

A. We would love to have it open by the summer term (albeit without heating).

Q. Are there plans to 'hire' it out and generate income?

A. YES

Q. Do we know how the families for the Early Years Intake tours hear about St. Catherine's; LA advertising, our website, siblings already at school, word of mouth, Nursery feeders?

A. Recommendations, Ofsted and Social Media accounts such as Spotted, as well as a large number visiting all the school in their locality.

Comment: Great to see the continued links with the community an ongoing plan, the school has a well-established profile in Hoddesdon

Behaviour

Q. You mention the positive response to the 'Green Card' system and teachers noting the reduction of time spent addressing anti-social behaviours overspilling from lunchtime. Has there been any feedback from the MSAs about the success, or otherwise, of the system?

A. JP has sought feedback from all MSA's at the end of the last ½ term. Their views are as summarised. MSA voice indicates a transformation of culture and impact on children's behaviour. *"Lovely to report and celebrate good news and its spreading good behaviour" ... "Much easier, children know about the cards and children being more polite now and children changing behaviour when make mistakes quickly. A reminder works" ... "Before there was a lot going on that we couldn't really manage – much better now" ... "Children know what they (cards) are used for. When I give a green card other children notice and want one".*

Q. What does the Inclusion Team programme of support for individual pupils, displaying anxiety at drop-off, involve?

A. Personal welcome and greetings on the gate. Early arrival times with Inclusion team. Escorting pupils to class. Arranging to activities to come in to such as Lego, Sensory Room. Providing jobs for individuals – all specific to individual pupils.

Q. How many 'yellow cards' have been issued and is there a downward trend or is it too early to say?

A. Last half term there were 150 yellow cards issued. Currently this ½ term, 23 yellow cards have been issued. This is a significant decrease from 48 in the same time frame when introduced last half term. There is one exclusion, as a result of an assault on a teacher

Q. Was this in a class and if so, have there been any 'post incident' effects on the teacher and the rest of the class? How will the pupil be reintegrated into the school?

A. This incident involved an assault on a member of staff (MSA) and occurred at lunchtime. Pupils were supported in line with the school policy which involved a reintegration meeting with the family.

Health & Safety

Q. The Inclusion Team completed their review of pupils who require individual evacuation procedures? What are the outcomes and implications for the school?

A. Purchasing buggies to assist with evacuation procedures!

Q. Can you elaborate on the individual evacuation procedures reviewed by the Inclusion Team? What does that look like?

A. See above.

Teaching and Learning

Q: What are Rosenshine's Principles of Instruction to support the needs of pupils?

A.

1. Daily review.
2. Present new material using small steps.
3. Ask questions.
4. Provide models.
5. Guide Student practice.
6. Check for student understanding.
7. Obtain a high success rate.
8. Provide scaffolds for difficult tasks.
9. Independent practice.
10. Weekly and monthly review.

Q. You note the recent HIP Visit, with the focus going forward on the Quality of Education and impact on pupils' outcomes, asking the question linked to the DfE definition of progress; are they 'knowing more, remembering more?'. In practical terms how will SLT monitor that staff are including this in their impact assessments?

A. SL will continue to complete a termly monitoring summary in which they identify strength, areas for development and next steps that are shared with SLT.

Q. Rosenshine's Principles were first postulated in 2012. What has triggered their introduction now?

A. EEF research states that the greatest tool; making the greatest difference on pupil's progress (particularly PPG) is good quality teaching and learning. Rosenshine's principles underpin good teaching.

Q. How does the 'Calculation' document work in terms of providing support for staff to 'bounce back'?

A. Teachers can plan appropriate learning opportunities around a child's knowledge and understanding.

Q. What booster/intervention groups are underway to support children?

A. We are currently undertaking Pupil Progress meetings which will help determine where the greatest needs lie for research-based interventions. Currently; Little Wandle catch ups, Speech and Language, regularly readers (fluency projects), handwriting sessions and nurture activities are offered.

Pupil Achievement – End of Year Results

Q. Where is the Primary End of Year Results on the Governor Hub?

A. JD said she would save a copy to GovHub

JD

Q. Will there be no English and Maths KS SATs in 2024?

A. Not for KS1. All KS1 SATs have been removed and EYFS baseline which was completed in October will be used for future progress measures.

Q. To be rated as outstanding, what would be the Attainment levels which we should be achieving to demonstrate the necessary pupil capabilities, in class, to the Inspectors. The school's high percentage of SEN, Disadvantaged and EAL pupils, obviously makes this hard to achieve. Is there any National data, which quantifies the potential reduction in Attainments levels, which might be expected with these groups of pupils?

A. Good question Mike! A piece of research by the Education policy institute 2016: 'Is there Room to Improve?' Jo Hutchinson concludes: -

These findings raise questions about whether the inspection system is fully equitable to schools with challenging intakes. We have found that the least disadvantaged schools are most likely to be judged 'good' or 'outstanding', and that notable proportions of 'good' and 'outstanding' schools are not down-graded, despite a substantial deterioration in their academic performance. We have also found that if schools were rated according to levels of pupil progress, we would expect many fewer 'outstanding' schools with very low proportions of pupils eligible for free school meals, or low prior attainment when they join the school.

Staffing

Q. Can governors be kept informed of the arrangements for Mrs Catterall's retirement, in particular arrangements for gifts/collections?

A. Yes – we are holding a little mince pies and mulled wine afternoon on Tuesday 19th at 3.30. A collection is currently open in the office. After 25 years of service, if the Governors want to lead on further aspects, they are welcome.

	<p>Q. Where will Gemma Bacon be doing her 4-week placement next term? When will she complete her training? When and what level will she start as an ECT at St. Catherine's?</p> <p>A. The dates are yet to be confirmed but will be before Feb half term. If she continues as she is, she is due to complete her training at the end of the academic year. Currently there is no start date as an ECT at St Catherine's because there is not a position from Sept but if she is welcome to apply for futures posts and will be an asset to the profession.</p> <p>Pupil Numbers</p> <p>Q. It is good to see pupil numbers increasing year-on-year. At what stage will we have a rough idea of the number of children who will be joining St. Catherine's in September 2024?</p> <p>A. We will receive approximate numbers before April when County publish their allocations.</p> <p>Wellbeing</p> <p>Q. What did the 'Yellow for Young Minds' initiative involve? Children wore yellow in addition to the class activities noted in my report.</p> <p>A. Families were invited to make a donation to young Minds and we raised £227.22 for the Charity</p> <p>Community Links</p> <p>Q. You mention the Events Committee, who are standing in to organise events in the absence of a PTA. Are there any plans to re-instate a PTA or is the Events Committee likely to take on this role in a more permanent way?</p> <p>A. This has not been discussed at this stage.</p>	
11	<p>To receive the DPO's Written Autumn 2023 Report and ask questions</p> <p>PF has filed a copy of the Autumn 2023 DPO Written Report on GovHub. Key areas for monitoring and areas to improve on:</p> <ul style="list-style-type: none"> • Privacy Notes are still appropriate in line with Herts Model Policies. • Copy of DPIA will be circulated when complete. • Staff Data Management • Subject Access Requests • Data Breaches • Training 	
12	<p>To receive the Governor Away Day Report.</p> <p>The Governor Away Day was on the 18th October 2023. A copy of the report is available on GovHub.</p> <p>PF noted it was an extremely useful planning day for governors. DM attended the day and led a very useful session on developing spirituality, which was very much appreciated.</p>	

	<p>Governors thanked JD for leading the day and providing useful information and insights into the major areas of school planning, including the curriculum, inspection, assessment and monitoring priorities.</p> <p>It was observed that it was a shame that not all Governors could attend the day. Governors asked if, for the 2024 Away Day, a consensus about the best day and time could be sought ASAP.</p> <p>PF agreed to get a doodle poll out asap to ensure a date could be agreed on before end of term</p>	PF
13	<p>To Receive an update on Attainment and Progress for the Autumn 2023</p> <p>The End of Year Results for 2023 have been filed on GovernorHub</p> <p>The Autumn 2023 Summary of Attainment has been filed on GovernorHub.</p>	
14	<p>To receive the Summer 2023 Safeguarding Report</p> <p>CI has completed the Summer 2023 Safeguarding Report. A copy is available on GovHub.</p> <p><u>Whole School Safeguarding Issues</u></p> <p>Q. 2 new governors requested to complete safeguarding and child protection introduction and safeguarding and governance before Sept 23. Have these governors completed this training?</p> <p>A. CI and PF to signpost the new Governors to courses.</p> <p>Q. Staff reviewed the new anti-racism statement, as did families, governors and pupils. Updates to be shared in September 2023. Are there any updates to be shared?</p> <p>A. The ‘responding to racism’ flow chart is now included within the behaviour policy.</p> <p>Q. How was the Police talk to Y5 and Y6 about behaviour and staying safe including online received? Any follow up to note?</p> <p>A. The pupils mainly seemed engaged and interested. No follow up to note.</p> <p>Q. Have JD and JF completed their Safer Recruitment training?</p> <p>A. YES, Current adverts reference possibility of online searches for shortlisted candidates.</p> <p>Q. In terms of the updated KCSiE, what measures were put in place to address the increased focus on ‘filtering and monitoring’?</p> <p>A. Increased used of e-safety category on CPOMS in order to monitor incidents and responses/appropriate actions over time. E-safety incidents now follow the same CP process overseen by DSL/DDSL</p> <p><u>Individual Safeguarding Issues</u></p> <p>Q. What was the nature of the 2 Child in Need Plans?</p> <p>A. Without providing confidential materials, these relate to ongoing family mental health issues.</p> <p>Q. How many racist incidents were reported and what were their nature?</p>	

	<p>A. This term there have been no racist incidents reported.</p> <p><u>Attendance, Manged Moves and Exclusions</u></p> <p>Q. How does the % of authorised absences (5.8%) and unauthorised absences (1.4%) compare County-wide and nationally?</p> <p>A. (4.2% authorised and 2.1% unauthorised) to date. Above national.</p> <p>Q. What is the % absence threshold for persistent absence?</p> <p>A. Attendance below 90%.</p> <p>Q. If the NOR is currently 366, then 67 persistent absentees equates to an 18% PA rate. How does this compare with County-wide and nationally?</p> <p><u>Appendix A</u></p> <p>Q. The report notes an alarming increase in anti-racist incidents (1 to 5) summer 2022-summer 2023. Has this trend continued into the autumn?</p> <p>A. There have been no racist incidents reported to date this academic year. School Development Plan. Autumn 2023 Tracking Report</p>	
<p>15</p>	<p>To discuss environmental sustainability</p> <p>PF noted the discussion at the FGB Meeting on 22.06.23 and referred to the documents relating to environmental sustainability filed on GovHub</p> <p>DLW briefly updated governors on strategies already implemented, or in the planning stage which impacted on the schools focus on environmental sustainability;</p> <ul style="list-style-type: none"> • Governors’ decarbonisation strategy (ongoing) • Energy efficiency priorities identified, e.g. LED lighting • NGA Environmental Sustainability Report. April 2022 • Link to DfE Sustainability and Climate Change resources. • School Travel Plan • Ongoing review of sustainable solutions via regular H & S Visits to school. <p>It was agreed that it would be more appropriate to devolve the ongoing discussion and review of environmental sustainability to the Resources Committee.</p> <p>PF agreed to add Environmental Sustainability as a standing agenda item to RES Committee Meeting agendas.</p>	<p>PF</p>
<p>16</p>	<p>Review Committees</p> <ul style="list-style-type: none"> • Chairs of Committees appointed <ul style="list-style-type: none"> ○ FGB – P. Falconbridge ○ SIC – P. Falconbridge ○ RES – M. Marsh ○ PRC – P. Falconbridge ○ Christian Distinctiveness Working Party – P. Falconbridge • Membership of committees/panels agreed 	

	<ul style="list-style-type: none"> • Committee Terms of Reference agreed • committee meetings dates agreed and on the Governor Annual Planner. <p>Receive Committee Minutes</p> <ul style="list-style-type: none"> • Resources Committee (MM). 12.09.23 – On GovernorHub and Agreed • School Improvement Committee (PF). 07.11.23 – On GovernorHub and Agreed • Performance Review Committee Report (PF). 07.11.23 – Decision notes are confidential and are not on GovHub. 	
17	<p>For approval at this meeting.</p> <ul style="list-style-type: none"> • Child Protection Policy (JD/CI) – Approved • Children Looked After Policy (JD/CI) – Work in progress when complete will circulate to Governors • Governor Code of Conduct (PF) - Approved • Home-School Agreement (JD) - Approved • Safeguarding Statement (CI) - Approved • SEND Policy (PF/JF) - Approved • Staff Handbook (JD) - Approved • Staff Whistleblowing Policy (PF) - Approved <p>For approval at next meeting:</p> <ul style="list-style-type: none"> • Equality Statement (DM/JD) • Pupil Premium Policy (JD) • Safer Recruitment Policy (PF) • Supporting Pupils with Medical Conditions (DM/JD) • Uniform Policy (JD) • Virtual Attendance at Meetings Policy (PF) 	
18	<p>To cover Governor Matters</p> <ul style="list-style-type: none"> • Agree Link Governor roles. All agreed and updated on Governor hub. • Receive Annual Planner. Has been circulated to Governors. • Review Skills Matrix and Identify in-house training. • Confirm governor declarations. – PF reminds all Governors to update the below on Governor Hub <ul style="list-style-type: none"> ○ Complete pecuniary/business interest forms. ○ Review and sign Code of Conduct. ○ Keeping Children Safe in Education (Update Sept. 2023) ○ Acceptable Use Agreement. <p>It was noted that governors were now expected to sign a printed declaration form to show they have read KCSiE 2023, in its entirety. PF would circulate an appropriate declaration form for completion</p> <ul style="list-style-type: none"> • Identify vacancies and term of office due to expire in academic year. Terms of office, due for renewal, will be reviewed at every FGB meeting. PF noted there had been an application for a Parent Governor and LA Governor position. 	PF

	<ul style="list-style-type: none"> • Link Visits (reports from governors). Governors give verbal updates on their link visits and completed visits have been uploaded onto Governor Hub. Governors agree that any visits still to happen will be completed by the end of term. • Feedback on training attended including Exclusion training. All Governors have attended Exclusion training and will update training when necessary. Governors give feedback to PF on the gaps in training especially using Governor Hub. Governors ask if there is any in house training courses. CI will investigate Governor Training and will email out availability for the sessions. • Equality Information & Objectives (update Autumn 2023). To be agreed at the next FGB meeting in March. • Interim Headteacher Performance Management. Targets have been agreed and there is a progress review meeting on 30th November 23. • HIP Autumn Term Visit – This report is now called (SEA). There is no report currently and Governors will be updated, and report circulated via GH when ready, 	<p>ALL</p> <p>ALL</p> <p>PF</p>
19	<p>Date and time of next meetings</p> <p>Resources Committee Meeting. Tuesday 16th January 2024, 4.00-5.30pm School Improvement Meeting. Tuesday 27th February 2024. 5.00-6.30 pm Full Governing Board Meeting. Thursday 14th March 2024. 4.00-6.00 pm Performance Review Committee. Wednesday 20th March 2024. 2.30-3.30 pm</p>	
20	<p>Closing Prayer</p> <p>Chair Closes the meeting and delivers the closing prayer. PF thanks all Governors for their support this year.</p> <p>Finish Time – 6.45pm</p>	

SIGNED _____
P. Falconbridge (Chair of Governing Board)

DATE _____

Summary of Actions

Item	Action	Responsible	When
7	TL will finish mapping EP units onto the Herts Agreed Syllabus (HAS). Meet with Early Years staff 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	Ongoing. Report at FGB – 14.03.24
7	To add a note on CPOMS if a child is excluded from school	JD	ASAP. Report at FGB – 14.03.24
7	Governors to add any training attended to GovHub	ALL	ASAP. Report at FGB – 14.03.24
7	To set up a Diversity Group Meeting	JD/JS	ASAP. Report at FGB – 14.03.24
8	PF to liaise with DM and provide governors with further information on the management of a School Care Dog. Governors to review the situation further in the New Year	PF	ASAP. Report at FGB – 14.03.24
8	Mike Marsh to discuss re-nomination to the position of Foundation Governor with St. Catherine and St. Paul's PCC	MM	ASAP. Report at FGB – 14.03.24
10	JD to upload a copy of the Primary End of Year Results to GovHub	JD	ASAP. Report at FGB – 14.03.24
12	PF to circulate doodle poll to governors to agree a date for 2024 Governor Away Day	PF	ASAP. Report at FGB – 14.03.24
15	PF agreed to add Environmental Sustainability as a standing agenda item to RES Committee Meeting agendas.	PF	ASAP. Report at FGB – 14.03.24
18	PF to circulate copy of KCSiE 2023 declaration form	PF	ASAP. Report at FGB – 14.03.24
18	Link visits for the autumn 2023 term to be completed by the end of term	ALL	ASAP. Report at FGB – 14.03.24
18	Equality Information & Objectives (update Autumn 2023). To be agreed at the next FGB meeting in March.	ALL	Report at FGB – 14.03.24
18	Autumn 2023 HIP Visit Report to be circulated to governors	PF	ASAP. Report at FGB – 14.03.24

SIGNED _____

DATE _____

P. Falconbridge
Chair of Governors