

St Catherine's C of E (VC) Primary School, Hoddesdon
Meeting of the Governing Board
Thursday 20th June 2024
4.00-6.00pm
Minutes

Present: Peter Falconbridge (PF-Chair), Dorothy Marlow (DM-Head), John Forest (JF), Mike Marsh (MM), Jim Nicholson (JN), Sarah Thompson-Storey (ST), Neil Turner (NT), Dale Webster (DLW)

In attendance: Amanda Morrison – HFL Clerk, Jo Devonshire (JD) -Associate Member

Let Your Light Shine

No	Item	Action
	<p>Meeting format This was a face-to-face meeting.</p>	
1.	<p>Welcome and opening prayer</p> <p>The Chair welcomed everyone to the meeting and introduced Amanda Morrison who was attending as Clerk for the meeting.</p> <p>The meeting was opened with a prayer at 4.20pm.</p>	
2.	<p>To receive apologies for absence Apologies were received from Cathy Irons (CI - Vice Chair) and Thomas Dowle (TD). Their absence was approved.</p>	
3.	<p>To declare any conflict of interest that may arise during the meeting. <i>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</i></p> <p>No conflict of interest was declared.</p>	
4.	<p>To monitor aspects of the School's Christian distinctiveness For discussion at this meeting: -</p> <ul style="list-style-type: none"> • SDP Priority "Christian Distinctiveness" <ul style="list-style-type: none"> ○ developing Spirituality DM is working with children through collective worship to develop their understanding of prayer and opportunities for prayer. Currently there are reflection spaces in classroom. ○ Developing Courageous Advocacy The Young Leaders group are looking at developing the Quad area as a focus for their Young Leader's Award Project. They would like to have a <p>The School Prayer is used every day and was recently used in a service at St. Catherine & St. Paul's Church. It fits well with 'Let Your Light Shine' and is also used in class worship.</p>	DM

	reflection area within it. The children are completing an application for funding to develop it.																										
5.	Notification of any other urgent business not on the agenda. Item 18 <ul style="list-style-type: none"> ○ Music Suite 																										
6.	To approve the minutes from previous meetings on <ul style="list-style-type: none"> • 14th March 2024 These minutes were approved as a true and accurate record. • 16th May 2024- These minutes were approved subject to a couple of minor amendments. AM to amend the minutes and publish to GovernorHub. <p>The Chair will sign a copy of both minutes (including online, via GovernorHub) and give them to the school office for filing.</p>	<p>AM</p> <p>PF</p>																									
7.	To confirm actions from the previous minutes have been taken 14th March 2024: - <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Item</th> <th style="width: 55%;">Action</th> <th style="width: 15%;">Responsible</th> <th style="width: 25%;">When</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2</td> <td> To monitor aspects of the school's Christian Distinctiveness The Christian Distinctiveness Working Party (CDWP) will monitor our Christian Distinctiveness and how it is being embedded in the school. The next meeting of the CDWP will be 21.03.24. This meeting did not take place. It will take place on 27 June 2024. </td> <td style="text-align: center;">CDWP</td> <td>CDWP Meeting- 21.03.24 Report at next FGB</td> </tr> <tr> <td style="text-align: center;">8</td> <td> To receive a review of: The review of the SIAMS SEF (Spring 2024) will be carried out at the Christian Distinctiveness Working Party meeting on 21.03.24 This will also be dealt with on 27 June 2024. </td> <td style="text-align: center;">CDWP</td> <td>CDWP Meeting- 21.03.24 Report at next FGB</td> </tr> <tr> <td rowspan="4" style="text-align: center;">9</td> <td> The Headteachers Spring 2024 Written Report. If governors would like one of the recently hatched ducklings, they should contact the school. The ducklings have now moved on to new homes. </td> <td style="text-align: center;">ALL</td> <td style="text-align: center;">ASAP</td> </tr> <tr> <td>DM to file a copy of the Draft Behaviour Curriculum on GovernorHub. DM will update GovernorHub.</td> <td style="text-align: center;">DM</td> <td style="text-align: center;">ASAP</td> </tr> <tr> <td>JF to complete an anxiety mapping and a risk management plan for pupil x. This is now complete.</td> <td style="text-align: center;">JF</td> <td style="text-align: center;">ASAP</td> </tr> <tr> <td>PF to contact governors about taking on a link governor role for monitoring the school's internet filtering systems</td> <td style="text-align: center;">PF</td> <td style="text-align: center;">ASAP Report at next FGB</td> </tr> </tbody> </table>	Item	Action	Responsible	When	2	To monitor aspects of the school's Christian Distinctiveness The Christian Distinctiveness Working Party (CDWP) will monitor our Christian Distinctiveness and how it is being embedded in the school. The next meeting of the CDWP will be 21.03.24. This meeting did not take place. It will take place on 27 June 2024.	CDWP	CDWP Meeting- 21.03.24 Report at next FGB	8	To receive a review of: The review of the SIAMS SEF (Spring 2024) will be carried out at the Christian Distinctiveness Working Party meeting on 21.03.24 This will also be dealt with on 27 June 2024.	CDWP	CDWP Meeting- 21.03.24 Report at next FGB	9	The Headteachers Spring 2024 Written Report. If governors would like one of the recently hatched ducklings, they should contact the school. The ducklings have now moved on to new homes.	ALL	ASAP	DM to file a copy of the Draft Behaviour Curriculum on GovernorHub. DM will update GovernorHub.	DM	ASAP	JF to complete an anxiety mapping and a risk management plan for pupil x. This is now complete.	JF	ASAP	PF to contact governors about taking on a link governor role for monitoring the school's internet filtering systems	PF	ASAP Report at next FGB	<p>PF</p> <p>PF</p> <p>DM</p>
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		No link governor is to be appointed. Jess, Cathy and Dan will report on this under the termly Safeguarding report.			CI/JF
	10	To receive the Spring 2024 DPO Written Report PF to add 'Internet filtering systems' to SIC Agenda – 04.06.24 DM advised that it flags inappropriate search queries, which are then discussed with the individuals concerned. JF advised he has signed up for a course on cyber-security and may be able to feedback useful pointers.	PF	SIC – 04.06.24	JF
	11	To Receive an update on Attainment and Progress for the Autumn 2023 JD to file Spring Attainment & progress data on GovernorHub by the end of term This has been done and was discussed.	JD	ASAP Report at SIC – 04.06.24	
	14	To discuss the use of a School Care Dog DM to notify staff and parents of the introduction of a School Care Dog This has been done. Positive feedback was given. The dog has relieved anxiety in some children. Some children have been much calmer and also some parents.	DM	ASAP Report at next FGB	
	15	To discuss pupil behaviour related to the use of social media PF to include an article in the Easter newsletter setting out some principles about parental responsibilities around monitoring children's online safety. It was noted that this action was carried out.	PF	ASAP	
	17	To approve policies and confirm policies due for review this term The Equality Objectives for 2024-2028 to be monitored annually by JD/JF. First monitoring report to be presented to the FGB – 20.06.24	JD/JF	Report at next FGB	
	19	Items of any other business <u>SFVS</u> Governors to reply to TF's request for information for the SFVS Audit. This has been dealt with.	ALL	ASAP Report at next FGB	

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8.	To receive a review of: · <ul style="list-style-type: none"> • 2023-2024 SEF (Summer 2024 update – SIC 04.06.24) • 2023-2024 SDP (Summer 2024 update – SIC 04.06.24) • 2023-2024 GDP (Summer 2024 update – SIC 04.06.24) • 2023-2024 SIAMS SEF (Summer 2024 update – SIC 04.06.24) <p>The documents have been received and have been shared on GovernorHub. No further questions were raised at this meeting.</p>																								
9.	To receive the Headteachers’ Written Summer 2024 Report. The Headteacher’s written report had been shared in advance on GovernorHub. The headteacher gave a summary of the key points and governors were invited to ask questions. Q. What is the level of the experience of the newly appointed teachers?																								

<p>A. One teacher is very experienced and the others are Early Careers Teachers (ECTs). DM was pleased to report that St Catherines is fully staffed for teachers from September following a very thorough recruitment process.</p> <p>PF confirmed that JN is now the Health and Safety Link Governor, albeit that he was supported by DW initially. TD has taken on the role of Safeguarding Link Governor, from CI. Governors were notified of the changes in roles, via GovernorHub in May</p> <p>Some concerns were raised in relation to Health and Safety.</p> <p>Q. Why were ‘dangerous’ trees left untreated for an unacceptable length of time?</p> <p>A. It was explained by that several items had to be prioritised and the school were responsible in determining the source of funding and making the operational decisions around implementing actions related to health and safety concerns.</p> <p>The trees could not be actioned straight away. The Premises Management Group are now responsible for prioritising health and safety items and overseeing a termly health and safety audit. This is in line with the new arrangements for reviewing and monitoring health and safety items, agreed at the Additional Resources Committee Meeting on 13th March 2024. A Health and Safety audit was carried out of the 3rd May 2024 . The next audit will take place in 3rd July. Consideration was given in relation to what could be done in the short, medium and longer term. The trees are being dealt with on Monday 24 June 2024.</p> <p>Q What is happening in relation to the fencing in need of repair?</p> <p>A. There was a discussion about the section of fencing in most need of repair. This has been under review by the Resources Committee for some time. A condition survey has been organised, by TF, in relation to the repair of the fencing. It was requested that consideration be given to implementing interim measures to make safe the fencing while the condition survey was being completed, should the fence start to fail.</p> <p>There was a discussion relating to children’s behaviour to make sure that there are carefully planned expectations. Consideration is being given to adapting expectations for children with additional needs and determining what is reasonable so that their, ‘light can shine’.</p> <p>The Headteachers report states that the training for Therapeutic Thinking in the Summer Term as been relaunched. There is an intention to reduce the reliance of a small number of children on the ‘Breakout Room’ and instead children are encouraged to use the Calm Areas in each classroom, which have been recently introduced. Our new Behaviour Curriculum has been shared with staff and we have begun to implement some areas. We will continue to work on this through the rest of this term with the intention of having this fully in place in September. A copy of the Behaviour Curriculum would be shared with governors on GovernorHub.</p>	<p>DM</p> <p>DM/TF</p> <p>DM</p>
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	<p>There was discussion about the transition to a new maths programme – ‘White Rose Maths’. A visit to a neighbouring school, to observe the programme in operation, revealed that there had already been positive changes.</p> <p>JD advised County have selected St Catherine’s School for moderation of grades in writing in relation to Year 6. County confirmed that they agreed with teacher assessments and validated the judgements that had been made. DM advised that this was reassuring and highlighted the strength of our Year 6 teachers, Assessment Lead and English Lead.</p> <p>JD also highlighted that Classes that have implemented a regular fluency in number for 10 mins every day, following analysis of NFER (National Foundation for Educational Research) testing in the Spring term, have shown very good progress.</p> <p>It was confirmed that in the new school year the school are going to trial keeping children in the same classes rather than mixing the classes. We are hoping that this will improve the transition experience. Parents have been informed and the news was received positively.</p> <p>It was confirmed that The Rev. Mark Escott has been appointed as the new Vicar at St. Catherine and St. Paul’s Church. PF and DM have contacted the Rev. Escott to welcome him to the Board of Governors. He will take up his role in September 2024.</p>	
10.	<p>To receive the Summer 2024 DPO Written Report PF noted there had been no changes since the Spring 2024 Report had been published. A report for the Autumn Term 2024 will be uploaded to GovernorHUB before the autumn 2024 FGB Meeting.</p>	PF
11.	<p>To Receive an update on Attainment and Progress for the Spring 2024- This was reviewed and discussed at the at the SIC Meeting on 04.06.24. The Summer Term data will be reviewed at the autumn 2024 SIC Meeting.</p> <p>DM noted the End of KS 2 Test Results will be shared with governors before the end of term.</p>	JD DM
12.	<p>To receive the Spring 2024 Safeguarding Report</p> <p>This is to be completed at handover of the link Safeguarding role scheduled for 5th July 2024. TD is taking over the role from CI. The report will be shared on GovernorHub once finalised. CI and TD will meet early in the new academic year with Jess Fitzgerald to complete summer 2024 report.</p>	CI/JF
13.	<p>To discuss environmental sustainability This is a standard item staying on agenda.</p> <p>DM noted that children are doing a great job checking the lights in their classroom are turned off each day.</p>	

14.	<p>To discuss pupil behaviour related to the use of social media.</p> <p>DM advised social media continues to be an ongoing issue and often results in children falling out with each other. There is a need for parents to supervise pupils online. Children use group chats and sometimes use foul language and make unkind comments. This is taking a considerable amount of staff time to address and sometimes leads to parents of children falling out with each other. Unfortunately, they refer to the school to deal with their complaints, rather than taking responsibility for managing their children’s online activity. It’s a very difficult situation to manage.</p>	
15.	<p>Receive Committee Meeting Minutes</p> <ul style="list-style-type: none"> • Resources Committee (MM). 30.04.24 • School Improvement Committee (PF). 04.06.24 • Performance Review Committee Report (PF). <p>The reports have been shared on GovernorHub and will be signed of at the individual Committee meetings. No further questions were raised at this meeting.</p>	
16.	<p>To approve policies and confirm policies due for review this term.</p> <p>For approval at this meeting. There were no policies to review at this meeting.</p> <p>For review at the next meeting Child Protection Policy (DM) Children Looked After Policy (JF) Governor Code of Conduct (PF) Home-School Agreement (DM) Online Safety Policy (DM) Safeguarding Statement (TD) SEND Policy (JF) Social Media Policy (JD) Staff Code of Conduct (DM) Staff Capability Policy (DM) Staff Grievance Policy (DM) Staff Disciplinary Policy (DM) Staff Harassment & Bullying Policy (DM)</p>	
17.	<p>To cover Governor Matters</p> <ul style="list-style-type: none"> • Identify vacancies and term of office due to expire in academic year. <ul style="list-style-type: none"> ○ DLW’s current term in office expires on 30/09/24 ○ There are vacancies for a Parent Governor and 2 Coopted Governors. • Link Visits (reports from governors) NT has uploaded his Early Years Link Visit Report to GovernorHUB, following his class visit on 22.05.24 • Feedback on training attended. 	

	<p>There were not any updates on training attended.</p> <ul style="list-style-type: none"> • Equality Information & Objectives (update Summer 2024) <ul style="list-style-type: none"> ○ There was discussion about the Governing Board’s role to monitor the Equality Objective’s annually. ○ There is a new Equality Statement for 2024-2028 ○ DM advised that the equality objectives will be: Quality Teaching, Respect for All, Inclusive on Entry, and Trauma Support. <p>We want to monitor language, including the language used by children. Occasionally children have talked using homophobic language. There have been children that have been vulnerable because of mental health and complex social backgrounds. It was noted that the school has a great inclusion team. Some schools are not as welcoming or try to avoid accepting children with additional needs. County are now trying to standardise the reasons given when a school can refuse to admit a child.</p> <ul style="list-style-type: none"> • SEA Summer Term 2024. DM noted the SEA had not complete his summer term visit yet and this will be rescheduled for later in the term. 	
18.	<p>Items of any other business.</p> <p><u>Music Suite</u> There was a discussion about the outstanding work required to complete the Music Suite Project. The school has obtained plans for the construction of a path to the Music Suite entrance. The cost of an actual ramp is prohibitive.</p> <p>Further details of the design of the path were requested. DM is hoping that the support from Bradford Watts, which enabled much of the interior work to be completed, will also see the entrance doors provided. There will be an update on progress at the autumn Resources Committee Meeting.</p> <p>The Summer School Fayre is on Saturday 13th July.</p>	DM
19.	<p>Date/time of next meetings and key items for agenda The dates for all governing board meetings for 2024-2025 will be included in the 2024-2025 Governors Planner. PF will share the planner with governors once completed.</p>	PF
20.	<p>Closing Prayer. The meeting was closed with a prayer at 6.20pm.</p>	

Summary of Actions

Item	Action	Responsible	When
4	DM to update governors on progress for praying and sharing prayer	DM	Next FGM
6	16 th May 2024- AM to amend the minutes and publish to GovernorHub.	AM	24/06/24
	The Chair will sign a copy of both minutes (including online, via GovernorHub) and give them to the school office for filing.	PF	14/07/2024
7	2. To monitor aspects of the school's Christian Distinctiveness The Christian Distinctiveness Working Party (CDWP) will monitor our Christian Distinctiveness and how it is being embedded in the school. To report back on the meeting held on 27 June 2024. To be added to the next FGM agenda	PF	Next FGM
7	8. To receive a review of: The review of the SIAMS SEF (Spring 2024) will be carried out at the Christian Distinctiveness Working Party. To report back on the meeting held on 27 June 2024. To be added to the next FGM agenda	PF	Next FGM
7	To report back on proposed staffing restructure following staff consultations	DM	Next FGM
9	To Update GovernorHub with a copy of the Draft Behaviour Curriculum	DM	05/07/2024
10	To give feedback on training attended regarding Cyber -Security	JF	Next FGM
10	To Receive an update on Attainment and Progress Review Summer data.	PF	Autumn 2024 SIC meeting
11	KS 2 Test Results to be shared with governors before the end of term via GovernorHub	DM	23/07/24
12	To receive the Spring 2024 Safeguarding Report Handover of the link Safeguarding role scheduled for 5 th July 2024.	CI/JF	05/07/2024
12	To be added to the next FGM agenda. The Spring Safeguarding Report	Incoming Clerk ML	Next FGM
16	To be added to the next FGM agenda	Incoming Clerk ML	Next FGM

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18	To update on progress and design of the Music Suite	DM	Next FGM and Headteacher's report
19	Date/time of next meetings and key items for agenda	PF	GovernorHub