



Hartsbourne Primary School
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Minutes of the Governing Body Meeting 22.01.15

Present

Co-Opted Governor (3): Mrs Tina Candler (Chair 01/10/15), vacancy
LA Governor (1): Mr Sam Futerman (Vice Chair 01/10/15)
Parent Governors (3): Naomi Rich, Nick Smith, Karen Stockman
HT and Staff Governor (2): Mrs Valerie Hudson (HT), Mr Greg Harper
In attendance: Mrs T Middleton - Clerk to the GB
Apologies received and accepted:
Co-Opted Governor: Major Wayne Fielding

Meeting opened at: 18.39 **ACTION**

- 1 **Welcome:**
 1. The Chair welcomed colleagues to the meeting

- 2 **To receive apologies for absence and to consider approving any absences:**
 1. Governors were reminded that whether apologies have been received and approved/not approved, or apologies have not been received and absence approved/not a governor not attending a governing body meeting for six months, without the consent of the governing body, automatically loses his/her governorship.
 2. Apologies received and accepted from Major Wayne Fielding.

- 3 **To receive notification of any conflict of interest from the agenda:**
 1. Governors were reminded that if a governor, or anyone else present, has a conflict of interest on an agenda item(s) – pecuniary or other, they must declare it and voluntarily withdraw from the meeting for that item(s) and not take part in that discussion. It is for individual governors to declare a conflict and voluntarily withdraw and not for another governor to instruct withdrawal.
 2. None declared.

Confidentiality

 3. Governors were reminded that minutes remain in draft until they are signed off at the next meeting and should therefore not be shared before signing off, nor the content discussed outside of the meeting. Governors have a duty to maintain confidentiality so clarifying this should be considered. Any persons with an interest in what discussions/decisions were had/made at governing body/committee meetings have the right to see the minutes from those meetings when they become public documents (once signed off), excluding 'confidential items' identified as Part II minutes (within the meaning of the Freedom of Information Act). The Chair of Governors has added responsibility to maintain confidentiality as there may be occasions when the Headteacher has to bring a matter (e.g. safeguarding concern) to their attention.

- 4 **To consider notification of any items for AOB:**
 1. Governors were reminded that any items for AOB should be forwarded to the clerk, Chair and Head at least 3 days in advance where they will be considered. Only matters accepted by the Chair should be taken at the end of the meeting under – AOB and a reminder that an AOB item should only be used to consider matters that are deemed either important or urgent:
 2. Recent activity in Paris



5 To agree minutes of the last meeting dated 16.11.14: (previously circulated):

1. The minutes of the previous meeting dated **16.11.14** were circulated in advance of the meeting.
2. The minutes were agreed, signed and dated, and added to the school file (refer to file).

6 To consider matters arising from the last meeting's minutes:

1. The matters arising from the last meeting's minutes were considered and it was agreed that all actions are closed or in hand or on the current agenda with the following updates:

Nick Smith arrived at 18.41

2. Governors discussed how the confidentiality of the Ofsted report impacted on the last meeting, as not all colleagues were aware of the outcomes from the two inspections due to the length of time between inspections and the report being published.

To elect the Chair and Vice Chair

3. It was agreed that the term of office for the Chair will end on 01.10.15.
4. It was agreed that the term of office for the Vice Chair will end on 01.10.15.
5. Tina Candler was elected as Chair.
6. Sam Futerman was elected as Vice Chair.
7. The Governance Review has been booked with HCC.
8. The Committee Terms of Reference will be reviewed at the Strategy Committee meeting and referred to the Governing Body – Committees.
9. The virtual attendance at meeting protocols is outstanding – Strategy.

**Chair
Chair**

Karen Stockman arrived at 18.48

10. Governors discussed approaches for recruiting a new governor including feeder secondary schools and a local business manager.
11. Governors agreed that feedback from the Governing Body review might inform a recruitment strategy.
12. Governors discussed the gap with a business link and how this could help with fund raising, communication, aspirations and strategic planning.

7 To receive Committee and Link reports:

1. The Strategy Committee met on 06.11.15 and draft minutes circulated in advance of the meeting (refer to file).
2. The Resources Committee met on 06.11.15 and draft minutes circulated in advance of the meeting (refer to file).
3. Confirmation was given that KS2 milk provision is in place.
4. Governors noted that the following training has been booked: Induction; Safeguarding; Behaviour; Safer Recruitment. It was noted that the SEND Governor training has been postponed and the SEND governor will attend the re-scheduled meeting.
5. Question: What are the expectations for the new governor? A meeting with the Head and Safeguarding link governor, and SENCO and SEN link governor is planned for this term.
6. The Head confirmed that staff Safeguarding training has been booked for March as part of the requirement for training every three years.
7. The Chair and Head have attended Safer Recruitment refreshers.

**NR
KS**



8 To review membership and confirm accuracy of HCC database:

1. The HCC database was circulated in advance of the meeting (refer to file).
2. Governors agreed the accuracy of the database.

9 To monitor and adopt Policies:

1. The Behaviour, Anti Bullying and Relationships Policy 2015 was circulated in advance of the meeting (refer to file).
2. The Governing Body adopted the Behaviour, Anti Bullying and Relationships Policy.
3. The SEND Policy was circulated in advance of the meeting (refer to file).
4. It was noted that the Governing Body adopted the SEND Policy last term.
5. The Supporting Pupils with Medical Needs Policy was circulated in advance of the meeting (refer to file).
6. Question – How is this monitored? This will be reviewed as part of the Health and Safety audit.
7. Question – What does the readily available mean? There is a locked medical cupboard easily accessible to appropriate staff for all controlled drugs.
8. The Governing Body adopted the Supporting Pupils with Medical Needs Policy.

10 To receive and ask questions of the Head's Report:

1. The Head's Report was circulated in advance of the meeting (refer to file) and it was noted that the date will be amended.

Further governor discussion and questions elicited that:

2. Question – How are the new staff settling in? The meet the teacher has taken place and induction is underway.
3. Question – Why is the appointment temporary and what is the longer-term plan? A permanent post will be advertised in due course and Resources Committee will review the staffing structure. The notice period for teachers and best timing for advertising to attract a high quality pool of candidates was explained. The Deputy Head confirmed that a mentor and non-contact time has been allocated and monitoring and development is the same as for permanent teachers.
4. Question – Has the TA with ICT skills post been advertised? Yes, 2 interviews are taking place next week.
5. Question – Has the Attendance Officer raised anything regarding illness of the children with poor attendance? This continues to be monitored and sickness in the cases noted is unfortunate. Child in Need and Child Protection cases require weekly monitoring of attendance with external agencies notified. The pupils with poor attendance are in different classes.
6. Question – What effect will the new intake have? Year 2 will be 31 under the Fair Access protocols after half term.
7. Question – What is in place to ensure this increase does not impact on the rest of the class? Monitoring of all children is undertaken. Should an additional child have specific needs, the staffing is adjusted accordingly and intervention programmes put in place to ensure gaps in learning are addressed.
8. Governors discussed class sizes and the impact on daily management of the classroom and confirmation was given that teacher time is not unduly diluted; many teachers manage larger classes in other schools. The focused direction of support staff is paramount in these cases.



9. Question –How does performance management takes place in the school? Each person is given up to 3 objectives which arise from the School Improvement Plan and internal class data and includes a Pupil Progress target. The performance management structure was outlined. There are 3 meetings: target setting, midyear review and end of year review. The midyear review is an opportunity to review pupil progress and attainment and tweak any actions or intervention strategies for the children. The targeted pupils will depend on the cohort, internal data and receipt of pupil premium.
10. Question – What is the current effect of Life without Levels? Parent communications have commenced (two letters have been sent) and HfL is supporting the new assessment programme. The Head and Deputy provided an overview of the changes to date and Governors agreed that this is an area which parents will find challenging to understand and communication is key. The changes in assessment and the new curriculum have been introduced and the Head will send a letter to parents before the next parent consultation evening, reiterating the changes.
11. It was agreed that the next governor communication to parents will also cover this area.
12. In response to a question about dyslexia, the Head confirmed there is a dyslexia screening kit in school and staff are appropriately trained to use it including the Head.
13. Question – Year 1 progress is strong in reading, is it possible to advise of the trend? This is the report from the HIP – it is an external moderation. Pupil progress is further discussed in strategy committee meetings.
14. Question – What is the outcome of the e mail regarding sanctions that are being challenged by a parent? Regular meetings continue to take place and the consequences are discussed and agreed as outlined in the Behaviour Policy.
15. Question – Is there evidence of these discussions? Yes, a file note is recorded and where appropriate the class teacher is made aware.
16. Governors discussed the view that Ofsted may have regarding the relationship between the parent and the school. The Head confirmed the relationship continues to be open and respectful. Confirmation was given that parents with concerns are given opportunities to talk with the Head to consider resolutions.
17. Governors discussed the expectation in meeting an objection to a policy.
18. Confirmation was given that the Complaints Policy is on the school website. It was agreed that Handling Complaints is a possibility for the next training session.
19. Responses to the parent forum will be circulated to governors and a document will be produced for parents.
20. An update on the refurbishments in “The Duck” was provided and confirmation was given that the room is sufficiently secure. It will open after half-term for a breakfast club and the official opening will be around Easter time. Major Fielding is hoping to book the Northwood Band and a suitable officer to open the building. There has been one response to the request for a working party and an afternoon tea and open afternoon has been organised.
21. The Head provided an update on behaviour in relation to the baseline analysis and playground behaviour overall has improved from a staff perspective.

Head

N Smith

Sam Futerman left the meeting at 20.01

Head/Chair



22. Pupils in KS2 initially responded that the changes do not allow for playing chase and running around but the field will be open in the spring/summer terms. However when asked if they feel safe they say yes. There are currently more low -level playground behaviour incidents in KS1 and a reward for lining up nicely has been re-introduced. Friends of Hartsbourne have agreed to buy more equipment.
A governor reported that the badge-making activity for being a role model has been well received by the children.
23. There have been no incidents of racism or bullying to report for the autumn term.
24. The Homework review will be discussed further in Strategy. An overview of the discussions from staff was provided.

11 To monitor school website:

1. The statutory requirements have been reviewed and in place.
2. There are general updates required and this will be further explored.

**N Rich
Head**

12 To monitor the School Improvement Plan (SIP), Self Evaluation (SEF) and Ofsted Action Plan (OAP):

1. The SIP, SEF and OAP were circulated in advance of the meeting (refer to file).
2. It was agreed that the OAP will be "rag" rated and re-circulated.

**Head
N Smith
N Rich**

13 Chair's Business:

1. The school term dates for next year were provided.
2. The Review of Governance has been booked and the cost to the school is £450 where a trained governor will attend the meeting. The reviewers will attend on 09.02.15. The self-assessment form has been received and it was agreed that Governors should complete the form with reference to their perceptions of the governing body as a whole.

14 Items from the Annual Programme of Work (Monitoring Schedule):

1. Link visits should be arranged in line with the policy, dates could be agreed by e-mailing the Head. The Chair meets with the Head regularly.

15 Any Other Business:

1. Some parents have raised concerns regarding the Paris incident and asked about school security. The school has contacted the Community Police Officer and his letter is being circulated to parents this week as to how Hertsmere is responding. The school will continue to follow standard safeguarding protocols and be even more vigilant however on balance the risk is low and this is a safe site. HCC has not provided schools with information on this topic.

16 To agree Date of next meeting:

1. The date of the next meeting will be Thursday 4th June 2015 commencing at 18.30 with a staff presentation at 18.00 on Assessment (Greg Harper).
2. Colleagues were thanked for their attendance and contribution to the meeting.

Meeting closed at 20.34