



Hartsbourne Primary School
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**Minutes of the Governing Body Meeting
04.06.15**

Present

Co-Opted Governor (3): 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): Valerie Hudson (HT), Greg Harper
In attendance: Mrs T Middleton - Clerk to the GB
Apologies received and accepted:
Co-Opted Governor: Mrs Tina Candler (Chair 01/10/15)
Apologies not received and not accepted:
Major Wayne Fielding

Meeting opened at: 18.42 ACTION

- 1 Welcome:**
 1. The Vice Chair welcomed colleagues to the meeting
 2. Governors attended a presentation of Assessment prior to the meeting and thanks were extended to the Deputy for the informative and interesting information

- 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 Mrs Tina Candler
 3. No apologies were received and not 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 22.01.15: (previously circulated):

1. The minutes of the previous meeting dated 22.01.15 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
2. Question – Is the assessment system understood? Yes, certainly by the school. The next key area is what Age Related Expectations looks like under the new curriculum and what the new tests for Y6 will look like.
3. There have been 2 parent forum meetings and were positive experiences which were well attended.
4. Question – When should the next parent forum be held? A survey monkey questionnaire will be circulated before the end of term. Parents will be advised of the next forum via a letter from governors.
5. Governors discussed the format of the school fair and other opportunities in the calendar to celebrate the school year with the school community and celebrate success in an inclusive way.
6. The school website meets statutory requirements and updated content will be considered in September.
7. Governors discussed the content and management of the website and the internal capacity to maintain it. It was agreed that it should reflect the daily life of the school.

T Candler

7 To receive Committee and Link reports:

1. The SATs link visit report has been circulated.
2. The Strategy Committee met on 20.05.15 and draft minutes circulated in advance of the meeting (refer to file).
3. All governors are required to complete the statutory information by the end of this month so that the website is compliant.
4. Governors were reminded to book their link visits.
5. Governors agreed that the NGA Code of Conduct should be adopted
6. The Resources Committee met on 26.02.15 and 14.05.15 and draft minutes circulated in advance of the meeting (refer to file).
7. An overview of the discussions as outlined in the minutes was provided.
8. It was agreed that the draft minutes for all meetings are approved by the school representative and meeting chair and returned to the minute taker to circulate to the governing body.
9. The Governor training record was reviewed and gaps identified.
10. It was agreed that the governor review actions should be prioritised in line

All



with the training programme.

8 To agree Policies and note updated statutory guidance:

1. <https://www.gov.uk/government/publications/statutory-policies-for-schools>
The following policies have recently been updated or uploaded as new and model versions are available: Updated: eSafety (ICT Acceptable Use) – previous version consisted of two separate documents which have now been consolidated into one. The DfE have recently updated the following: Working together to safeguard children (March 2015): Statutory guidance on inter-agency working to safeguard and promote the welfare of children and, Keeping children safe in education (March 2015) – Statutory guidance for schools and colleges
2. It was agreed that the Head liaises with Richard Maskrey to clarify the policy requirements and possibly arrange a parent workshop. **Head**
3. A governor asked about the strategies in place at the school to ensure children understand internet safety; The school follows the HertsforLearning ICT curriculum which includes a termly dedicated lesson on e-safety, reminders before every lesson, outside speakers visit the school, letters and/or newsletter items to parents reminding them of good practice, display board in classrooms, school policies.
4. It was noted that there is updated DfE guidance 'Keeping children safe in education' staff have all received a copy.
5. Equalities Update - This will be the third completed year against the 4-year equalities objectives agreed in 2012. The action plan should be updated and published and the last meeting of the academic year is a good time to do it. A statement about how schools/academies are meeting their public duty on equality must be available on the website **Head**
6. It was agreed that the policy will be reviewed by the strategy committee in line with the new vision.
7. Confirmation was given that staff have signed the appropriate documentation.

9 To monitor Pupil Progress:

1. Refer to strategy minutes and Head's reports.
2. It was agreed that the JARV report is circulated to all governors and it was noted that the judgement from the HIP was 'good' (2) for all areas covered (Achievement, Teaching & Learning, Behaviour & Safety, EYFS, Leadership and Management). **Head**
3. Question – Is the evaluation of progress towards targets easily understood by governors? Year 2 and 6 were discussed at the Strategy Meeting.

Further discussion and questions elicited that:

4. The current system in place was discussed and the school has adopted the HfL assessment programme however it is new and is a transition year for all schools.
5. The curriculum expectations are now higher which will have an impact on the number of children meeting age related expectations.
6. Governors discussed how expectations/targets might be set and how comparative information and benchmarking could be available.
7. In response to a question about levels; the school responded that the current average level of attainment for Hartsbourne children is 5C which is well above the norm of 4b. However, the new curriculum is more challenging and therefore age-related expectations will be raised. **T Candler**
Head



- 8. It was agreed that the intention would be for all children to meet age related expectations and more, and, for all children to maximise progress however it is understood that some children may find this challenging and a narrative would explain individual case studies.
- 9. The Head and Deputy are attending Assessment training next week and will have further understanding.
- 10. A clearer vision of setting and measuring targets will be further discussed at the next meeting.
- 11. The SID has been updated and will be circulated

10 To receive update on Pupil Premium an Sports Premium:

- 1. Governors referred to the Head’s report, Resources minutes and Strategy minutes

11 To receive Head’s report:

- 1. The Head’s report was circulated in advance of the meeting (refer to file)
- 2. Question – How many candidates were there for the teacher vacancy? About 3 but there were none selected for interviews.
- 3. Question – In response to the recent Progress Review evaluation of good and reasonable, how many levels are there? There are three categories: good, reasonable and inadequate. The school will not need another review as they achieved ‘good’ and ‘reasonable’.
- 4. The review of the governance report has been received and some aspects of inaccuracy have been highlighted. It was agreed that the report originator is advised of this.
- 5. It was agreed that areas will be taken from the report and will be added to a Governor Action Plan by the end of term.
- 6. Governors agreed that the school is not ready to call for an early Ofsted Inspection however some significant progress is being made against the action plan.
- 7. Governors celebrated that the school roll has not been impacted by the Inspection report.
- 8. Governors agreed that a training programme is reviewed and planned into next year’s programme of work.
- 9. There is a vacancy for a co-opted governor and SCOGS has been approached.
- 10. It was agreed to review the current Instrument of Government at the Business Governing Body meeting.
- 11. The SID was reviewed at the Strategy meeting.
- 12. Question – How often is the school counsellor in school? About 2.5 hours weekly and he usually sees three pupils per visit. There are a number of external professionals who visit the school.
- 13. Question – What was the request referring to regarding counselling? It was a request for specific support. The school will assess the need of the child and facilitate the appropriate support.
- 14. Question – Have the parent situations referred to been satisfied? The school has not been advised otherwise. Appropriate documentation and logging has been processed.
- 15. Parents are written to by the Head and a closure letter offers parents the opportunity to respond if required.
- 16. Parents are advised of the formal complaint policy when appropriate and

T Candler

S Futerman

S Futerman

T Candler



communication channels are open for parents to open a dialogue with the school at any time.

N Rich

- 17. Question – Has the incident of racism been closed satisfactorily? Yes this has been closed.
- 18. Governors discussed situations of racism and the different perceptions held by children and adults.
- 19. Question – Are the poor behaviour incidents monitored? Yes, a quantifiable system has been put in place and it was agreed that the link governor could monitor an anonymous sheet of this low level misbehaviour at lunchtimes.
- 20. Question – Does the data refer to classes? Yes, the data refers to classes so that trends can be identified. Examples were provided.
- 21. Question – Do you think we should have more detail in the Head’s report in governor meetings to expand on actions taken by the school? Yes this will be included in the future to encompass management of behaviour in the playground to identify the seriousness of the incidents and resulting action taken.
- 22. Governors reflected on the changes made to playground management in the autumn and the positive impact it has had on the children.
- 23. 2 link governor visits have been undertaken to evidence playground management.
- 24. Confirmation was given that HMI talked to the children who advised that they feel safe.
- 25. There has been a fixed term exclusion this term and this will be formally reported in the next Head’s Report.
- 26. Question – How did Y5 perform in the maths challenge? As reported in the newsletter they were placed third but did not make the final. The children are disappointed not to have reached the final, although it has been recognised that being placed third is still an excellent achievement.
- 27. Enrichment is an area that the Friends Association are willing to support and a meeting has been arranged to discuss possible requests for funding.
- 28. Question – What is an Exceptional Needs Funding meeting? This is the current system and is a cluster meeting where schools try to secure funding to support individual children. Children are put forward from the meeting to a special needs panel who will make the ultimate decision on funding.
- 29. Question – Are teachers attending sufficient training? Yes, this is a termly account in the report and a CPD report is available for further interrogation. Subject leadership training has been undertaken over the year and more is planned.
- 30. Question – Has the school joined the Fun Day? Yes, the school has accepted the invitation for Y4 and Y5 pupils to play the djembe however it is being held on Father’s Day. A reminder will be sent to parents.
- 31. Question – Will we hear more about the Community Duck? The breakfast club is hosted in the Duck and other activities will be published in the newsletter.

Head

12 To monitor the Stakeholder Voice:

- 1. Governors referred to the Head’s report and Parentview.

13 Chair’s Business:

- 1. The summer edition of Hertfordshire Governor will go live by w/e 17th April 2015 – log on at www.hertsdirect.org/governors - select ‘Hertfordshire Governor – current issue’ under ‘Signpost’ at the foot of the page.



14 To monitor School Improvement Plan and Self Evaluation:

1. Refer to Strategy meeting

15 Any Other Business:

1. None

16 To agree Date of next meeting:

1. The date of the next meeting will be Wednesday 21st October 2015 at 18.30
2. Following meetings will be held on Tuesday 19th January 2016 and Wednesday 8th June 2016
3. Colleagues were thanked for their attendance and contribution to the meeting
4. The Vision Workshop will be held on Monday 13th July 2015 at 18.30.

Meeting closed at 21.10

**Hertfordshire Governors' Annual Conference Saturday, 14th November 2015,
Robertson House, Stevenage**