



Local Governing Body Meeting

Wednesday 22nd September 2021 at 4pm

PRESENT

Constance Tyce – Chair	CT
Sam Petchey- Head of School	SP
Jack Branford	JB
Joanna Caston	JC
Rebecca Millin	RM
Marian Marsh	MM
Robin Gainher	RG
Gill Pegg	GP
Neil Rowe	NR
Lindsey Tooke	LT
Sia Vare	SV

ATTENDING

Sarah Rankin – Clerk SR

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

	ACTIONS
The Chair welcomed governors to the first meeting of the new academic year. It was noted that JB would join the meeting later on due to teaching commitments. There were no declarations.	

2. ELECTION OF CHAIR AND VICE CHAIR

	ACTIONS
It was noted that the Chair has been appointed by the Trust. MM was nominated by GP as Vice Chair and voted in unanimously by governors.	

3. DECLARATIONS OF PECUNIARY INTEREST AND LGB CODE OF CONDUCT

	ACTIONS
The annual declarations of pecuniary interest forms were completed by governors. The LGB Code of Conduct was circulated in advance of the meeting and signed by the Chair on behalf of the LGB.	

RM joined the meeting at 4.23pm

SIGNED AS A TRUE AND ACCURATE RECORD BY CHAIR..... DATE.....



4. MINUTES OF THE MEETING OF 14TH JULY - ACCURACY

	ACTIONS
The minutes of the meeting of 14 th July were checked for accuracy and approved.	

5. HEAD OF SCHOOL'S REPORT

	ACTIONS
<p>The Head of School reported the following:</p> <ul style="list-style-type: none"> • New full-time year 2/3 teacher has settled in really quickly and working really well. • RM EYFS lead is now working 4 days a week and progress is being seen. <p>Governors asked who covers nursery on RM's day off. The Head advised that cover is provided by a L2 and a L3 TA.</p> <ul style="list-style-type: none"> • Numbers: 59 children. Nursery numbers are low, but will grow in October. The Head of School strongly feels that once the school comes out of an Ofsted category the numbers will grow. <p>Governors asked when a regrading is anticipated. The Head of School advised that February was possible, the key being the implementation of the curriculum. Pupil recruitment was discussed and personalised tours were favoured over an open day. It was agreed however that the rating currently would be a concern for new parents</p> <ul style="list-style-type: none"> • Pupil Premium numbers slightly down on last year, with 12 students. A full PP report will be prepared for the next LGB. • SEND – 2 registers in operation: SEND and Interventions <p>Governors asked how children are assessed for additional needs. SP advised that all children take entrance tests to baseline them and produce end of year targets for each child. Children are regularly assessed through reading and times tables. Data will be shared with governors at the next meeting.</p> <ul style="list-style-type: none"> • Phonics assessments are taking place every 4 weeks to allow children to progress more rapidly and to drive expectations. • Sports premium funding spend planned to include swimming lessons for all children in Grasshopper class, travel costs for sporting events planned for the spring and summer terms, subsidising the activity centre trip, new playground equipment and CPD courses for the PE lead • Catch up funding has been spent on the implementation of Read Write Inc and associated training, Lego club, Yoga club (forthcoming), The Write stuff – purchase and training, reading books and new library space <p>Governors asked for information on The Write Stuff. The Head of School explained that this is seen as a good investment for the school whose impact has been seen already with children and staff enthusiastic about writing.</p> <ul style="list-style-type: none"> • Attendance excellent at 97.7% <p><i>5pm JB arrived</i></p>	



<p>Ofsted visit: This Section 8 monitoring visit took place in June. This was very positive visit that confirmed plenty of progress is being made. The full report has been circulated to governors and is published on the school website. SP advised that she has requested the same inspector for the next visit to maintain the relationship.</p>	
<p>Website: The new website is working really well and has received positive feedback from parents. Documents online include the new Student Handbook which has been very well received by parents. Parent survey results are now posted online so parents can see the actions taken from their comments. Governors asked how the website is kept up to date. SP reported that all amendments and updates are carried out externally by a very efficient external IT company. SP requested help from a governor to carry out an audit of the website for functionality and compliance. JB volunteered to do this.</p>	<p>JB</p>
<p>Subject Leadership: training has begun and subject leadership should be in place by half term. Governors suggested that Maths is a big subject for the Head to take on. SP reported that she used to be a maths adviser, and that she is very happy to lead on this subject. Governors were reminded that there are also Synergy leads for English and Maths who will provide support. Governors were invited to a meeting being held on Monday with the Synergy maths lead.</p>	
<p>Curriculum: This was updated over the summer to fit a three year cycle. The Head of School requested that governors take a subject and map the curriculum from Reception to Year 6, and consider whether the curriculum is broad, balanced and progressive. The following was agreed: Science – JC Attendance - RG History – RG Geography – SV PE and games – MM RE – JB Art and design – LT Spanish – SV PHSE – GP Forest School – MM Computing - JC Music – CT Website - JB SP TO PUT SOMETHING IN WRITING ON NEEDS AND REQUIREMENTS AND PRODUCE A MATRIX FOR GOVERNORS TO USE. Timescale: before half term to discuss at the meeting on 17th November. Governors were thanked for their support.</p>	<p>SP</p>
<p>Covid update: with the removal of zoning and bubbles the whole school can be together again, which has had a very positive impact. Governors asked if visitors are asked to wear a mask. This was confirmed, and that visitors are encouraged to take a Lateral Flow test too.</p>	
<p>SIDP: The SIDP priorities for the term were reviewed and the need for consistency noted.</p>	



6. PUPIL ADMISSION NUMBER (PAN)

	ACTIONS
PAN was confirmed as currently 16 and it was agreed to keep it the same.	

7. GOVERNANCE

	ACTIONS
Safeguarding: GP reported that an audit of the SCR will take place before half term.	
Roles and responsibilities: Roles were agreed as follows: Safeguarding: LT – to shadow GP Health and Safety: MM RHSE and Staff Wellbeing: JC SEND, PP and Equalities: SV Finance and Attendance: RG Art: NR EYFS: CT	
Governor Monitoring: The monitoring programme for the autumn term was circulated and discussed. Deep Dives into English (SV and CT) and Maths (MM and LT) were agreed. SP requested governor presence at next week’s parents’ evenings. LT and NR confirmed their attendance. Governors were reminded they are always welcome to attend assemblies which take place on Wednesdays 1-1.30pm and Fridays 10-10.30am.	
GDPR: Nothing to report.	
Health and Safety: broken wrist – recorded.	
Staff Workload and Wellbeing: SP has sent out feedback from TAs about what they felt had gone well last year and areas that could have been better.	

8. POLICIES

	ACTIONS
Positive Behaviour policy: governors approved this policy. It was noted that implementation of this policy can be monitored by governors on visits.	

9. GOVERNOR TRAINING UPDATE

	ACTIONS
Governors were advised by the Clerk that the training provider has changed to Herts for Learning. However, the Trust has agreed to honour any bookings made with Educator Solutions prior to the merger.	

10. CORRESPONDENCE WITH THE TRUST



	ACTIONS
None.	

11. MATTERS ARISING FROM THE MINUTES OF 14TH JULY

	ACTIONS
None.	

12. A.O.B.

	ACTIONS
Meeting start time: It was agreed to move the meeting start time to 4.30pm in future.	

There being no further business, the meeting was closed by the Chair at 18:20

**Date of next meeting:
Wednesday 17th November at 4.30pm**