



FULL GOVERNING BOARD MEETING
Monday 26th June, 7.30pm
Minutes

FGB MEETING		
<p>Present: Linda Crawley (LC), CoG Janet Goddard (JG), HT Chris Ashcroft (CA) Gordon Baisley (GB) Cathy Burke (DHT) Paul Karim (PK) Richard Rickwood (RR) Aimee Novell (AN) Janice Graham (JG) Ben Wicks (BW),</p> <p>In attendance: Carole Connelly HfLClerk;</p> <p>Absent Sandra Ison (SI), Kate Leahy (KL), Hilary Isham (HI)</p>		
1.	<p>To declare any conflict of interest that may arise during the meeting <i>Governors are reminded they must declare a particular interest, financial or other, in any item on the agenda and withdraw from the meeting for that item.</i> The forms were signed by all present at the meeting</p>	
2.	<p>Apologies and consent for absence;</p> <p>SI, KL sent apologies for absence and these were accepted and HI (has resigned)</p>	
3.	<p>Notification of any other urgent business (item 13)</p> <p>Report on the playground</p>	
Procedural:		
4.	<p>Membership update</p> <p>Paul Telford has joined as a member; the members will have an open invite to the FGB meeting and will contact the CoG if they are attending.</p>	
5.	<p>Approval of Minutes from last FGB meeting of 13th March 2017 (previously circulated) & any matters arising (not otherwise on the agenda)</p> <p>Several governors, (JG, RR, GB, SI), visited St Catherine's in Hoddesden to discuss co headships and the ACS CoG had a phone call with the St Catherine's CoG and ACS CoG phoned HR for advice and guidance.</p>	

	<p>There were 8 applicants for the position and 3 of them were short-listed. One has found a job and there are two particularly strong candidates remaining.</p> <p>This is a much stronger showing than was expected.</p> <p><i>Q. Are these people all in current posts?</i></p> <p><i>A. Candidates will be asked which term they are able to start either September 2017 or January 2018 .</i></p> <p>The arrangements for the day were discussed and governors were invited to lunch at 12.30 there also needs to be a ratification meeting at 6.00pm. CoG discussed the structure of the day, presentation (how they will work as a Co head at the school), in tray exercise, a data task, meeting pupils and formal questions.</p> <p>Discussion on the paperwork and the substance of the tasks.</p> <p>Discussion on the purpose of the lunch meeting, it is a social event where the governors can have sight of the candidates.</p> <p>Action: CoG email SI with the dates.</p> <p><i>Q. Is there questioning on joint working?</i></p> <p><i>A. Yes, and there will be questions on resilience.</i></p>	CoG
To receive the following reports:		
6	<p>Questions on the Headteacher’s Report (previously circulated)</p> <p>292 on roll, an increase in number (300 max), there are a number that have received offers but not yet processed.</p> <p><i>Q. Have we dealt with the ones from September?</i></p> <p><i>A. These have been processed and admitted.</i></p> <p>There are 3 members of staff leaving and their posts have all been filled.</p> <p><i>Q. Is there a cause for concern, with 3 staff members leaving?</i></p> <p><i>A. No these are all genuine reasons and most schools would turn over a couple per year.</i></p> <p>Some of these are relatively new staff however one is emigrating to Canada and there are no cause for concern with the other members of staff.</p> <p>EAL up to 28%, PPG the same.</p> <p>County not giving the licence for the work delays toilet refurbishment work. The school will have to pay a significant amount of money for the deposit by Friday 30 June and need the licence. Discussion on the timescale and the licence delay. The Estates dept. have been helpful but there is a delay on the part of the legal department.</p> <p>The contactors are unaware of this delay at the moment</p> <p><i>Q: What is the worst possible scenario?</i></p> <p><i>A. The job not starting on time however the job is planned for 6 weeks and may be 3 weeks and could still be undertaken in the holiday.</i></p> <p>The school should not take the risk of paying without the licence; nobody is comfortable with this position.</p> <p>T&L: the year one phonics screen and EYFS data have been completed, there are no comparators until September term when data will be available to all schools. In terms of monitoring and evaluation the school is working with another St Albans school.</p> <p><i>Q. Did we do well compared to the other schools?</i></p> <p><i>A. Our expectations are significantly higher</i></p> <p><i>Q. Are we achieving these expectations?</i></p>	

	<p>Reappointed the auditor as following a tender there were no other firms applying for the work and current auditor has been excellent. There is a solar subcommittee, some companies have been contacted in order to answer the costs involved in solar power.</p> <p>Responsible officer's report was received. The premise projects are going to be put into the SDP</p> <p>Lighting arrangement – there is a draft version to be sent to suppliers to obtain quotes.</p> <p>Action: Solar Sub comm. to include Caretaker and School Business Manager</p>	Solar Comm.
Governor Items		
9	<p>Policy updates.</p> <p>CLA policy – ratified by governors. Anti-bullying policy agreed Anti-litter noted by governors E-safety policy adopted Corruption and fraud policy agreed.</p>	
10.	<p>Questions regarding Governor Visit Reports (previously circulated)</p> <p>Premises visit – questions invited. <i>Q. What stood out when visiting the school, are the priorities correct?</i> <i>A. The pride in the work was clearly demonstrated. The recognition of good work was very positive.</i> <i>Q. Anything led to more questions?</i> <i>A. Extra pre and post school places, the spaces and the additional places offered don't seem to stack up. There is a queue and so new parents will not get any places.</i></p> <p>There is a reluctance to get involved in the recruitment, as this is operational and the clubs need to put provision in place in September, governors need to evaluate the provision in future and check the density. Perhaps the provision of homework clubs into different areas. Perhaps the governors should visit other schools. Fleetville Academy provision was mentioned.</p> <p>Safeguarding report – April visit. SCR update, SCR kept by the school secretary this was checked using a HCC checklist. Discussion on DBS certificates and barred listed. Photographic identity and prohibition by association was discussed.</p> <p>3 personnel files were randomly checked and these are kept in her office. Governors and volunteers are less extensive records. Contractors have to sign a declaration that their subcontractors have DBS and sign a safeguarding statement.</p> <p><i>Q. Why are we keeping files on someone who has never worked here?</i> <i>A. She is a supply teacher and hasn't started yet</i> Discussion on the association and the frequency.</p> <p>Discussion on the DBS and online registration. Would it be preferable to have the online service for all staff. Action Clerk and HT to check the detail.</p>	HT/clerk

11.	<p>Governor Training Update Both new governors encouraged to go on safeguarding training asap</p>	
Considerations/Decisions		
12.	<p>MAT update – leave to future meetings.</p> <p><i>Q. Could the schools that we work with potentially be MAT partners?</i> <i>A. This is a professional group, and not necessarily a group to have a MAT relationship with.</i></p>	
13.	<p>Ofsted Update – Questions circulated in hard copy from a recent inspection.</p> <p>Discussion on a communication tree in order to invite governors promptly. School priorities – these can be found at the front of the SDP. Note the governor priorities section.</p> <p>Governors were asked to discuss the strategies that have been put in place to improve teaching.</p> <p>Peer review, there are clear learning objectives in classrooms. The next steps marking in books. Taking part in the moderation process with other school. There is a consistent approach across the school, the working walls are happening in every classroom. Presentations from staff on writing quality and the judgements and marking.</p> <p>Feedback from HT on observation, relationship with SIP.</p> <p>Discussion on the vision and ethos and the aims and objectives stated on the website.</p> <p>Discussion on the trust element and the HT.</p> <p>Importance of governor visits.</p> <p>Ofsted will be concerned with the school diminishing the difference. Governors should know the information and undertake a skills audit at next meeting.</p>	
14.	<p>Decision to consult on amending admission arrangements for 2019/20</p> <p>The GB need to have a discussion on whether to amend the admission arrangements.</p> <p><i>Q. Do the governors need to amend?</i> <i>A. One of the rules is regarding the children of the very first founders.</i> <i>Q. Is there an associated cost to amend the rules?</i> <i>A. A one off payment</i></p> <p>There appears to be no need to amend.</p>	
15.	<p>Any Other Business (AOB)</p> <p>Recruitment of Co Head. Dealt with earlier.</p> <p>Playground – regarding the defects liability period. BAP report circulated in hard copy at the meeting.</p> <p><i>Q. What's the period in which the school has to respond to the report?</i> <i>A. By 22nd September</i></p>	
16.	<p>Dates of future FGB meetings all meetings at 7.30pm</p> <p>6th October 2017 14th March 2018 25th June 2018</p>	

	11 th Oct 2017 PAC 29 th Jan 2018 PAC 2 nd May 2018 PAC 22 nd Nov 2017 Resource 21 st Feb 2018 Resource 23 rd May 2018 Resource	
--	--	--

Actions

Item	Action	By Whom
5	Email SI with Co headship interview dates and ratification meeting	CoG
7	Meeting with SENCo	CoG
8	Resource Comm. to present paper on renewables/energy	Res Comm.
8	To continue to press for a licence	VCoG
8	To include SBM and caretaker in information regarding renewables	Solar Sub Comm.
10	Circulate details of online DBS services	HT/Clerk