



**Minutes of the Board of Governors held on
Monday 27th June 2016**

Present:

Cathy Burke (CB) DHT	Fiona Higgins (FH) VCoG
Linda Crawley (LC), CoG	Amy Novell (AN)
Jo Garcia (JoG)	Janet Goddard (JG), HT
Liz Tomlinson (LT)	Hilary Isham (HI)
Richard Rickwood (RR)	Ben Wicks (BW)
Sandra Ison (SI)	Paul Karim (PK)

Absent - Accepted:

Janice Graham (JG)	Jennie Burton (JB)
Kate Leahy (KL)	

In attendance:

T Middleton HfLClerk;	Lara Jubb (LJ), Observer
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SUPPORTING PAPERS CIRCULATED WITH THE AGENDA

1. Minutes of FGB Meeting of 14th March 2016
2. Headteacher's Report
3. EYFS report
4. Termly progress data report
5. Safeguarding report
6. CP, Safer Recruitment and Inclusion policies
7. Budget statement, Schedule of Financial Delegation

The meeting was opened at: 19.45

Procedural

Action

1 Declaration of Conflict of Interest:

1. The Chair welcomed colleagues to the meeting especially AN – newly elected staff governor
2. Those present at the meeting completed the Pecuniary Interest Form
3. Confirmation was given that there were no verbal declarations of interest

Paul Karim arrived at 19.48

2 Apologies and consent for absence:

1. Apologies received and absence accepted for Janice Graham (JG)
Jennie Burton (JB), Kate Leahy (KL)

3 AOB:

1. None



4 **Minutes of the last meeting** and any matters arising from these minutes not covered on the agenda:

1. The minutes of the meeting dated 14.03.16 which were circulated in advance of the meeting were approved and signed and added to the school files with the manual amendment to Point 7 – literacy crossed through
2. The matters arising from the last meeting’s minutes were considered and it was agreed that all actions are closed, in hand or on the current agenda

5 **Head teacher’s Report:**

1. The Head’s report which was circulated in advance of the meeting was reviewed and further discussion and questions elicited that:
2. Interviews for the TA vacancy are planned
3. Achievement – Y1 phonics and KS1 data are being submitted to the DfE this week
4. Rigorous internal and external moderation on book scrutinies has been undertaken
5. Colleagues are warmly welcomed to attend the school events detailed in the report
6. Q – The EYFS profile refers to last year and the girls appear to be performing better, in communication and language particularly the boys are performing less well. Why is this? There are some extenuating circumstances e.g. EAL, SEN. These children will be targeted with appropriate support and specific resources and interventions will be put in place to support individual learning. An example of strategies and interventions were provided , and it was noted that the curriculum is particularly language rich and summer borns should be considered
7. Q – The reading data is slightly lower than maths and writing, what are your reflections? Comparisons were made with last term which has since shown an improvement in reading and it was noted that the ARE have changed due to the introduction of the new curriculum and assessment
8. Q – When are the numbers for funding based? The data is based on the January census. There are in year admissions and the school uses the Herts admissions criteria
9. The school presents a strong picture compared to national and governors reflected on the quality of the curriculum and acknowledged the contribution of the teaching staff

6 **Report on Pupil Achievement Meeting:**

1. **ACTION: The minutes of the meeting dated 07.06.16 will be circulated in due course**
2. The Committee Chair provided an overview including:
3. The Y3 teacher presented the ICT coding curriculum at the meeting
4. A report was received on handwriting and this is clearly becoming a strength of the school
5. The Inclusion Policy was reviewed
6. The Child Protection Policy was reviewed in line with recent legislation relating to FGM and Prevent. Governors discussed the named governor (in section 11) being a parent governor and it was noted that this would be acceptable. The Committee recommended the Policy for adoption
7. The Code of Conduct is being reviewed under agenda item 9
8. Health and Safety was reviewed and it was noted that there are some outstanding items with HCC regarding road markings etc which are being chased by the local councillor
9. The Road Angel Scheme was considered

SI



7 Report on Resources Committee:

1. The Committee Chair provided an overview of the meeting dated 14.06.16 including:
2. Additional revenue has been received from letting
3. The Committee has no concerns regarding the cautious forecast
4. The future 5 year forecast shows deficits largely due to the increase in NI, Pensions and Living Wage however the healthy carry forward will support this for the immediate future
5. The GB agreed the Budget
6. The 5 contractors were reviewed and 3 shortlisted to ensure best value principals maintained for the forthcoming building works
7. The responsible Officer Report has no concerns to bring to the attention of the GB
8. The SoFD which was reviewed, amendments highlighted and recommended by the committee
9. The SoFD was adopted by the GB
10. The Safer Recruitment policy was reviewed and updated accordingly
11. **ACTION: The After School Club provision will be reviewed in September by a working party and colleagues are invited to express their interest to RR/LJ**
12. There are currently limited spaces available in the Breakfast and After School Clubs and colleagues agreed that the quality of the offering is a priority. Alternative provision (lists of childminders) are available to new parents

All

8 Annual report on Safeguarding/CP Policy:

1. The Annual report on safeguarding which was circulated in advance of the meeting was reviewed
2. An overview of the report was given as detailed in the report
3. **ACTION: The Health and Safety Policy will be reviewed in September**
4. The Child Protection, Safer Recruitment and Inclusion Policies were circulated in advance of the meeting
5. **Action: The Physical Restraint Policy was reviewed during 2015 and the date will be updated accordingly**
6. **ACTION: The Annual report on Children Looked After will be investigated**
7. The GB adopted the Child Protection Policy
8. The GB adopted the Safer Recruitment Policy
9. The GB adopted the Inclusion Policy

Head

Head

Head

Governor Items

9 Membership of the GB and re-elections:

1. The membership of The Free School was reviewed in line with the Articles of Association
2. JB is resigning in December and there will be a member vacancy (Article 50)
3. It was agreed that the re-appointments of members commence from June 2016
4. **ACTION: A staff election will commence next term**
5. **ACTION: Parent elections will commence next term with 2 in October 2016 and a further 2 during the October 2017 (Articles 53-58)**
6. It was agreed that the re-appointment of the Co Opted Governor

Head

Head

10 Governor Visit Reports:

1. None



11 Governor Training:

1. The Training Record was updated

CONSIDERATIONS/DECISIONS

12 AOB:

1. **ACTION: A parent has raised a concern regarding the use of u.v sunglasses in school which will be further investigated with School Health** **Head**

13. Dates of future meetings:

1. The date of the next meeting was agreed as 02.11.16; 13.03.17; 26.06.17
2. The date of the next Resources Committee was agreed as 14.09.16
3. The date of the next Pupil Achievement Committee was agreed as 12.10.16
4. Colleagues were thanked for their attendance and contribution to the meeting

The Chair closed the meeting at 20.55

Actions

Item	Action	By Whom
6	The minutes of the Pupil Achievement meeting dated 07.06.16 will be circulated in due course	SI
7	The After School Club will be reviewed in September by a working party and colleagues are invited to express their interest to RR/LJ	All
8	The Health and Safety Policy will be reviewed in September	Head
8	The Physical Restraint Policy was reviewed during 2015 and the date will be updated accordingly	Head
8	The Annual report on Children Looked After will be investigated	Head
9	A staff election will commence next term	Head
9	Parent elections will commence next term with 2 in October 2016 and a further 2 during the October 2017	Head
12	A parent has raised a concern regarding the use of u.v sunglasses in school which will be investigated with School Health	Head