



HARTLIP ENDOWED C.E. PRIMARY SCHOOL

Minutes of a meeting of the Full Governing Body held virtually on Tuesday 20th July 2021 at 5.00 p.m.

Present: Joan Jabbour (Co-Chair), Liz Hadley (Co-Chair), Tracey Jerome (Headteacher), Dionne-Rose Coles, Ryan Condron, Jane Davies, Revd. Julian Staniforth, Simon Taylor QC, Jackie Warncken (Finance Officer)

Attending: Rose Davies (Clerk)

Meeting started at 17.01, conducted using Zoom. All Governors confirmed that they were in a secure environment and that all recording and listening devices were switched off. The meeting was chaired by Joan Jabbour.

	Opening prayer led by the Chair.							
1	<p><u>Welcome and apologies for absence</u></p> <p>Noel Lander: holiday</p> <p>Apologies accepted. The meeting was quorate.</p>							
2	<p><u>Declarations of business interests</u></p> <p>Revd. Staniforth and Jane Davies declared an interest against items 13 and 15: they were both Trustees of the Mary Gibbon Trust.</p> <p>Otherwise no changes were declared and no declarations made against any specific item on this agenda.</p>							
3	<p><u>Minutes of the last meeting (13.5.21)</u></p> <p><i>Main minutes</i></p> <p>The minutes were agreed as a true record of the meeting.</p> <p><i>Matters arising</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> Clerk to send declarations of interest report from GovernorHub to Headteacher. </td> <td style="width: 50%; padding: 5px;">Completed.</td> </tr> <tr> <td style="padding: 5px;"> Revd. Staniforth to contact the Diocese for information about whether the number of Foundation Governor posts could be reduced to 6. </td> <td style="padding: 5px;"> Completed. Revd. Staniforth reported that the Diocese had advised that there needed to be a statutory majority of 2 over the non-Foundation Governors. </td> </tr> <tr> <td style="padding: 5px;"> Co-Chairs to look via Inspiring Governance for a Local Authority Governor to replace Simon Taylor. </td> <td style="padding: 5px;"> The Chair said they had both looked at the Inspiring Governance but there were no Local Authority Governor volunteers. </td> </tr> </table>		Clerk to send declarations of interest report from GovernorHub to Headteacher.	Completed.	Revd. Staniforth to contact the Diocese for information about whether the number of Foundation Governor posts could be reduced to 6.	Completed. Revd. Staniforth reported that the Diocese had advised that there needed to be a statutory majority of 2 over the non-Foundation Governors.	Co-Chairs to look via Inspiring Governance for a Local Authority Governor to replace Simon Taylor.	The Chair said they had both looked at the Inspiring Governance but there were no Local Authority Governor volunteers.
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		<p>It was AGREED to contact parents in term 1 in case there were any parents who might fit the profile.</p> <p>ACTION: Headteacher.</p> <p>The Co-Chair reported that she had checked Inspiring Governance for possible Foundation Governors and there were 3 living locally, one of whom was very local.</p> <p>ACTION: Co-Chair to contact these 3 and feed back to the Chair.</p> <p>ACTION: Co-Chair to look at Governors4Schools for possible candidates for Governor vacancies, including Local Authority Governor.</p> <p>A Governor said it might be worth putting something in The Forum for a Local Authority Governor, highlighting this as a way of serving the local community</p> <p>ACTION: Headteacher to contact the editor.</p>	<p>1. TJ</p> <p>2. LH</p> <p>3. LH</p> <p>4. TJ</p>
	<p>Clerk to send recent The Education People guidance on the H & S Governor role to H & S Governor, the Headteacher and Co-Chairs.</p>	<p>Completed.</p>	
	<p>Clerk to send Governor FGB attendance charts 2019-20 and 2020-21 to date (including the Deputy Headteacher as an associate member) to Headteacher and Co-Chairs.</p>	<p>2019-20 chart completed. 2020-21 to be completed after this meeting.</p> <p>ACTION: Clerk.</p>	<p>5. RD</p>
	<p>Governors to check their pen pictures on the website and send any amendments to the Headteacher.</p>	<p>Underway.</p>	
	<p>Headteacher to update what she could on the website by the July meeting.</p>	<p>Completed. She said she did try to keep it up to date as she went along.</p>	
	<p>Headteacher/Co-Chairs to look at dates and a venue for an informal meeting of Governors.</p>	<p>Carried forward.</p> <p>ACTION: Headteacher and Co-Chairs.</p>	<p>6. TJ EH JJ</p>
<p>4</p>	<p><u>Governing Body matters</u></p>		

	<p>See also item 3.</p> <p>The Chair said that this was Simon Taylor’s last meeting. She said all Governors thanked him for all the time and effort he had put into governance at Hartlip in many roles over the years. Even if he was not available in person he had always been available by email when his advice was needed.</p> <p>Simon Taylor thanked the Governing Body for all the work they had done and continued to do in the community; it had been illuminating to work with people from so many different backgrounds and he had learned a lot from them.</p> <p>The Headteacher wished to say a personal thank you to Simon Taylor who had given her wise advice on a number of occasions.</p> <p>The Chair notified that she was stepping down as a Co-Chair in September but would continue her term as a Foundation Governor.</p> <p><i>Governing Body health check</i></p> <p>See item 7.</p> <p>17.26: Simon Taylor left the meeting.</p>	
5	<p><u>Governor monitoring</u></p> <p>Reports discussed at Quality of Education Committee meeting on 28th May.</p> <p>There were no questions.</p>	
6	<p><u>Governor T & D</u></p> <p>The Chair of Quality of Education said she had looked at The Education People courses on offer which included ones on understanding data but candidates would need data from the school for 2019 (pre Covid).</p> <p>The Headteacher said she could provide this if needed.</p> <p>The Clerk said that it appeared that some training would be continued to be offered virtually as it was so much more convenient for most Governors.</p> <p>The Co-Chair advised that the District Governors' Briefings were being advertised already and the next one was on 23rd September.</p> <p>The Chair said there had been massive disruption with KLZ but emails were beginning to come through.</p>	
7	<p><u>Board strategic self evaluation</u></p>	

	<p>The Co-Chairs said they could do these virtually for a 30-minute maximum slot. This would give Governors an opportunity to put across any thoughts about being a Governor.</p> <p>ACTION: Co-Chairs to email Governors asking for their availability in August.</p> <p><i>Skills audit</i></p> <p>ACTION: Clerk to send out NGA 2020 form to Governors.</p> <p><i>Governing Body health check</i></p> <p>The Clerk suggested that at the September meeting Governors could plan how to take this forward, perhaps through an informal virtual meeting without the Clerk.</p> <p>ACTION: Clerk to send health check to Governors for information.</p> <p>ACTION: Clerk to add to September agenda.</p>	<p>7. JJ/EH</p> <p>8. RD</p> <p>9. RD</p> <p>10. RD</p>
8	<p><u>Headteacher report (circulated in advance)</u></p> <p><i>Part of the discussion under this item is recorded in the confidential part of these minutes.</i></p> <p>Headlines were:</p> <ul style="list-style-type: none"> • <i>attendance</i> for the year was 95%, with 97% in term 6. • <i>Staffing.</i> All staff knew where they would be for next year and the teams were strong. • <i>Data.</i> Assessment information had been sent to Governors and was strong considering the disrupted year. There had been robust and thorough Pupil Progress meetings today and the targets set had been met which was very pleasing. This did not mean that all children were at Age Related Expectations in attainment but they had made progress and overall matters looked favourable moving onto next year. • It was not appropriate for Governors to see the reports for vulnerable and SEN children as they contained information that would identify the children but each child was drilled down into and all but one of the Pupil Premium (PP) children (14% of the pupils) made expected progress this year as had SEN children (22% of the school): most had made expected progress and for those who had not the barriers were known. In attainment they were not generally at Age Related Expectations. The staff had had provision plan meetings with the Deputy Headteacher and parents could attend these. There was a personalised provision plan for every SEN child. The Deputy Headteacher worked closely with the SENCO at Holywell and the Specialist Teaching Service. Staff were able to attend weekly clinics if there were issues they needed to discuss. • <i>Morale.</i> The children had ended the year on a high as the school had remained open; they had been remarkably resilient. The Year 6s had been exhausted after their camp but were also in high spirits. Children had finished on Friday. Staff 	

	<p>finished today and she had told them that if there was anything more they needed to do they could do it at home.</p> <ul style="list-style-type: none"> • <i>Reports.</i> The Headteacher had tried to complete these wearing ‘parents’ shoes’ by making them as informative as possible. Every single report was written individually. A letter had gone to parents explaining what they could expect to see e.g. on attainment which this year might be lower but the important thing was that the child had made expected progress. If they had not parents should already be aware of that, but if not, parents had been offered a slot on a Monday to discuss it. For ‘Effort’ parents needed to see at least Good and the same with attendance and behaviour as any lower than that would affect attainment and progress. She believed the reports had been well received as only 5 parents had been in touch, and they were asking ‘what can I do more of’. <p>A Governor said of the assessment data that it was really the right move to have used 4 steps rather than 6 as the measure of the children’s attainment.</p> <p>The Headteacher said this gave parents something by which to measure the school’s effectiveness.</p> <p>The Chair thanked the Headteacher for her thorough report.</p> <p>Q: had the Headteacher been on any further behaviour management courses?</p> <p>A: no. She had not received the video or the slides but would chase this up as she wanted them for staff training.</p> <p>ACTION: Headteacher.</p>	11. TJ
9	<p><u>School Improvement Plan and Strategic Planner</u></p> <p>The Headteacher said this had gone to the Quality of Education Committee meeting on 28th June. The draft was a work in progress and would come to the September FGB.</p> <p>ACTION: Clerk to add to September agenda.</p> <p>It included a list of what was going to be coming up next year and had been added to today at the Pupil Progress meetings e.g. Phonics would have to be looked at as the Government were going to allow only approved schemes in schools. This school used Letters and Sounds which had always been accepted to the School Improvement Adviser but the scheme had now been re-marketed and would have to be re-purchased. Every Government-approved scheme had a cost attached. The Relationships and Sex Education curriculum had to run through Years R-6 so this had to go into the school plan and was a large piece of work.</p>	12. RD
10	<p><u>Committee reports</u></p> <p><i>Quality of Education 28th June</i></p> <p>The draft minutes had been circulated. There were no questions.</p>	

11	<p><u>Safeguarding</u></p> <p>Discussion under this item is recorded in the confidential part of these minutes.</p>	
12	<p><u>Finance</u></p> <p><i>3-month (end of June) budget monitoring report</i></p> <p>The Finance Officer said very little had changed; there had been just a few staffing tweaks. This had helped her as she had not been in school during the budget setting process.</p> <p>Headlines were:</p> <ul style="list-style-type: none"> • the revenue rollover prediction had been reduced to £488327 (by £2207). • This was within the Balance Control Mechanism. • On capital the predicted outturn had been amended to £18200, higher by £3770. The reasons for this would be discussed under item 13. <p>The Vice Chair of F & R said he had no comments to add.</p> <p><i>PP additional claim</i></p> <p>ACTION: Headteacher to check position.</p>	13. TJ
13	<p><u>H & S</u></p> <p>The Headteacher said there were no issues currently. Safety would be heightened over the summer as the caretaker had been given a 'to do' list for over the summer e.g. issues arising from the inspection of the play activity.</p> <p><i>Roofing project</i></p> <p>The Headteacher had asked the Mary Gibbon Trust for 10% of the building cost; the cost had risen from £100K to £180K but the Trust had undertaken to meet 10% of the higher figure. The Diocese was now in a position where it would have to raise the additional money. The contractors had told the architect that they could not start until January and he had asked if the school was happy with this. She had replied that if the Diocese would finance the extra money she would put up with the delay. The contractors had confirmed that they would hold the price and she was waiting for the Diocese to respond.</p> <p><i>H & S monitoring</i></p> <p>The H & S Governor confirmed that she had received the guidance from the Clerk and had spoken to a H & S Governor on her induction course which had been very helpful.</p>	

	<p>The Headteacher said that next year on H & S there needed to be a regular and documented process of H & S walk rounds and issues raised by the caretaker which was very proactive.</p> <p>The Finance Officer said she did complete a log for all the statutory tests e.g. fire extinguishers.</p> <p>A Governor suggested that the work from the H & S checklist be diarised.</p> <p>ACTION: Headteacher to review H & S processes and set them up for next year.</p>	14. TJ
14	<p><u>Policies</u></p> <p>There were none to be reviewed.</p> <p>ACTION: Clerk to check Terms of Reference to see if the F & R Committee had been delegated responsibility for the Finance policy.</p>	15. RD
15	<p><u>Co-Chairs' actions/correspondence</u></p> <p>The Co-Chairs had written to the Chair of Trustees when the Mary Gibbon Trust agreed to fund 10% of the roof project to thank the Trust for its financial support. The Trust had advised they might have to restrict any further help but were still prepared to assist as much in the future as funds allowed.</p>	
16	<p><u>Any Other Urgent Business</u></p> <p><i>GovernorHub</i></p> <p>The Headteacher said she was in favour of joining GovernorHub as it provided amongst other things a central repository for documents so Governors could access them from one central point. The Clerk advised of the current special offer for membership from September 2021 to the end of March 2022, with the impact to be discussed at the term 3 FGB.</p> <p>AGREED.</p> <p>ACTION: Co-Chairs to sign up.</p> <p><i>Covid risk assessment</i></p> <p>The Headteacher referred the Governing Body to her letter to parents saying she was not intending to change anything until she had had an opportunity in September to assess the situation. What was in place worked and was safe. The only exception was that in the last week of this term worship had been held on the playground and having the whole school together had created a wonderful sense of community so when the weather continued to be favourable the whole school would gather together for 15 minutes on the playground.</p>	16. JJ/EH
17	<p><u>Confidentiality</u></p>	

	Items deemed confidential are recorded in a separate part of these minutes.	
18	<u>Dates of meetings 2021-22</u> It was AGREED to continue with virtual meetings for the time being and to keep the start time for virtual meetings at 5 p.m.	
19	<u>Impact of meeting</u> The Chair summarised that the Governing Body had: <ul style="list-style-type: none"> • considered the data on attainment and progress - and particularly that of the vulnerable groups - to assess the effectiveness of teaching and use of catch up funding during this unusual academic year. • Scrutinised the 3-month budget monitoring report. • Re-examined H & S reporting. • Started the annual process of Governing Body self evaluation. 	
	Meeting ended at 18.40.	

SUMMARY OF ACTIONS

No.	Who	What	By when
1	Headteacher	To contact parents in term 1 in case there were any parents who might fit the Local Authority Governor profile.	23 rd September
2	Co-Chair	To contact the 3 possible Foundation Governors from Inspiring Governance and feed back to the Chair.	31 st July
3	Co-Chair	To look at Governors4Schools for possible candidates for Governor vacancies, including Local Authority Governor.	31 st July
4	Headteacher	To contact the editor of The Forum about putting in an advert for a Local Authority Governor.	31 st July
5	Clerk	To send attendance chart 2020-21 to Headteacher and Co-Chairs.	31 st July
6	Headteacher/Co-Chairs	To look at dates and a venue for an informal meeting of Governors.	23 rd September
7	Co-Chairs	To email Governors asking for their availability in August for 1:1s.	31 st July
8	Clerk	To send out NGA 2020 skills audit form to Governors	31 st July
9	Clerk	To send Governing Body health check to Governors for information.	31 st July
10	Clerk	To add Governing Body health check to September agenda.	9 th September
11	Headteacher	To chase up the video or the slides from her behaviour management course.	1 st September
12	Clerk	To add School Improvement Plan and Strategic Planner to September agenda.	9 th September
13	Headteacher	To check the school's position on the PP additional claim.	31 st July

14	Headteacher	To review H & S processes and set them up for next year.	1st September
15	Clerk	To check Terms of Reference to see if the F & R Committee had been delegated responsibility for the Finance policy.	1st September
16	Co-Chairs	To sign up to GovernorHub.	1st September

Signed: _____ (Chair)

Dated: _____