

**Goffs Oak Primary & Nursery School
Full Governing Body Meeting
Wednesday 13th March 2024 at 6.30pm
To be held at the school.
MINUTES**

Present: Owen White (OW) Chair
 Maria Minas (MM)
 Giovanni Imarino (GI)
 Sarah Goldsmith (SG)
 Tom Lilley (TL)

Michelle Beck (MB) Headteacher
 Jo Holland (JH)
 Amiee Hart (AH)
 Kamal Patel (KP)

Apologies: Victoria Fryer (VF)

In Attendance: Claire Gatto Clerk to the Governing Body

Start Time – 6.30pm

No.	Item	Action
1.	<p>Welcome and to receive and approve apologies for absence.</p> <p>Chair open the meeting and welcomes Governors.</p> <p>Apologies were received and accepted from VF.</p> <p>Chair says Thank You to SG for doing a fantastic job over the years especially around Pupil Premium.</p>	
2.	<p>To declare any conflict of interest that may arise during the meeting. 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.</p> <p>None were declared.</p>	
3.	<p>Governor Confidentiality</p> <p>Governors are reminded of their duty to confidentiality.</p> <p>Governors were reminded of their obligations by the chair. All Governors agreed.</p>	
4.	<p>Notification of Any Other Urgent Items of Business not covered in this agenda.</p> <ul style="list-style-type: none"> • Premises CCTV – Due to recent break in school are looking into CCTV cameras or an alternative security system. The quotes and camera systems were discussed at the discussed at the FP&P Committee meeting. We have been quoted for camera upgrades and a centralised system and this will need to be approved by the GB. Ring doorbells and other door cameras were discussed. 	

	<p>Further investigation of security systems and quotes will be looked into, and this item will be on the agenda for the next FGB and Committee meetings to approve. ACTION MB to look into ring doorbells and other security systems and have quotes ready for approval at the next FP & P committee meeting and FGB meeting.</p> <p>Q: You have mentioned in the research of security systems and in the quote to upgrade the centralised system getting facial recognition why spend money on this? A: This was included in the quote for the 3-camera upgrade and system. Facial recognition may function as a deterrent. We upgraded the CCTV last year we have a sensor light, and this did not deter them. We will review the systems and costs regularly at FP&P meetings.</p> <ul style="list-style-type: none"> • Governor members – PPG Governor vacancy. We have had one member of the community contact us asking if we had spaces for another governor in the school. . Chair discusses the candidate’s profile with the governors and explains that they have been in and had a walk around school. The candidate has a business background and would like to give something back to the community. ACTION - OW to contact the candidate for next steps and onboarding. • Support staff exceeding rating. MB discusses incentives to reward support staff as the exceeding rating has now changed. MB explains that the Appraisal policy will be updated to reflect the changes. ACTION – To propose incentives for support staff to be agreed by GB. <p>Q: Who has said that the support staff exceeding rating is to be removed? A: This is part of a national change to terms and conditions of support staff. This was voted in by the unions.</p>	<p>MB</p> <p>ALL</p>
<p>5.</p>	<p>Approval of the Minutes of the Full Governing Body Meeting on 29th November 2023 and discuss matters arising from previous meeting. The minutes were approved and signed in Govhub as a true copy of the meeting.</p> <p>There were no matters arising.</p>	
<p>6.</p>	<p>Discuss Governor Matters</p> <ul style="list-style-type: none"> • Governor Training. (Including Exclusions and Complaints training) – Nothing outstanding. Governors will keep their training up to date. ACTION – Training log to be completed. • School Complaints and Policy. – All Governors have up to date training and know the policy. The Policy is displayed on the school website. School currently has no complaints. • Governor Visits. All Governors to upload visits to Govhub and feedback findings at FGB meetings. ACTION – SEN visit to be completed. 	<p>.</p> <p>TL</p>

7.

Headteacher Report

- **Report on Govhub.**
- Teaching and Learning was discussed in detail and consultancy day on the 8th March and twilight sessions were discussed. Literacy tree and the change and adapting English and writing were covered and how we will see the results of success.
- OW – Congratulations to be passed on to the year 5 and 6 Football team that did well at the tournament.
- Governors pass on well done to staff for the play they put on for the school called the day the crayons quit.

Questions Raised

Q: Attendance is improving and is better than last year. How does this compare to the Herts or the National figures?

A: We are in line with National attendance figures.

Q: Are there regular offenders?

A: We have 10 families that are below 90% attendance these families have received the attendance letters and leaflets. There is a child that has 57% attendance – there have been numerous meetings with the parents. But as they have moved out of county, they are using distance and travel time as an excuse.

Q: Glad to see the fining paperwork is being sent to county have you seen any impact?

A: We are having conversations with the attendance team and other contacts around the fining paperwork and if parents will not pay. We have been told that if the family lives out of county, they may not have to pay Hertfordshire we are looking into this.

Q: How are the predicted grades for the child with 57% attendance?

A: We work hard to support any missed learning.

Q: What was the feedback from the HIP visit?

A: The feedback was positive, and teachers feel well supported – a copy of the visit report will be circulated as soon as it is returned.

Q: The next data drop is on 15th March how are we feeling about this?

A: We are predicting that writing will stay the same due to no significant changes having to be made to teaching. This is all due to start in the Summer Term. We hope that Maths and reading will have improved. When we receive the data, we will circulate by the end of term.

Q: Page 5 of the HT report talks about Extracurricular activities we have discussed the running of clubs at FP&P is the sports clubs with Foundation Sports still not having much uptake?

	<p>A: We are reviewing the sports clubs offering with Foundation Sports as currently they have four children at their Football club. The school run clubs are running at ¾ to completely full.</p> <p>Foundation sports continue to run summer camps in the school grounds the cost is £160 per day and they are looking at running these 3 days a week. They are also running an easter camp over 6 days of the holidays.</p> <p>Q: How was the reset box from Mental Health week?</p> <p>A: It was really well received by the children and the staff. Each classroom has a box, and it supports with regulation. There is a video on our Instagram page highlighting what is in the box. The children are being taught to use this independently for when they need some regulation time.</p> <p>Q: On page 6 of the HT report when is the next SLT meeting?</p> <p>A: We need to put a date in the diary for this meeting. Feedback will be given to Governors at upcoming FGB meetings.</p> <p>Q: The graphs on page 5 and 6 what does red stand for?</p> <p>A: The graphs are teachers’ observations per subjects. Red is inadequate / Improvement needed.</p> <p>Q: On Page 6 regarding the covering SENCO what support are we giving her?</p> <p>A: She is doing a fabulous job covering the role and she recognises she gets all the support we can give; she doesn’t want to be a SENCO long term. We are seeing children have more needs now. We will continue to support.</p> <p>Q: How is staff shout out going have you had much feedback?</p> <p>A: We have a board in the staff room that gets updated by the staff regularly. On the parent shout out we have had approx. 80 updates it makes teachers smile and is having a positive impact.</p>	
8.	<p>Premises Update.</p> <ul style="list-style-type: none"> • EYFS Garden. • Discussed at FP&P Committee Meeting • Paperwork, quotes, and virtual tours have been issued to governors for review and questions. • Funds discussed - Friends account and contingency fund. Go fund me page has been put out to parents. • The views from the FP&P Committee are they are in favour. • Next steps are for the Governing board to approve. • All companies are registered with the association of the play industries. • MB goes through the quotes for each company and what they can offer. • Governors Agree to go with SETTERS. The cost will be £60k. <p>Q: What is driving the costs in the quotes?</p> <p>A: The flooring and the artificial grass are driving the costs up. There are cheaper options such as using mulch we have all agreed that if we are going to do the renovation then we will do it properly.</p> <p>Q: Who will maintain the ground afterwards?</p> <p>A: The company will inspect and sign it off and any issues afterwards the company will maintain this.</p>	

	<p>Q: How quickly can the work start? A: We would need all Governors to approve this tonight and if approved the work can start in May. The children will see the development happening and can ask questions. It will take approx. 2 weeks.</p> <p>Q: Will you keep a scrapbook and take lots of before and after pictures? A: Yes.</p> <p>Q: Is there a guarantee for equipment and the grass? A: There are various guarantees for equipment and grass.</p> <p>Q: Will the artificial grass have drainage? A: Yes, there will be sufficient drainage included.</p>	
9.	<p>Chairs verbal update from the Committee Meetings. Reports from link governors</p> <p>EYFS / KS1/ KS2 – Standards and Curriculum Committee met on 31st January minutes are published on GH for Governors review and questions. – No Questions. Verbal update given to Governors.</p> <p>DPO – Date needed (visit will be planned in for next week).</p> <p>Safeguarding – Verbal update given to governors - Visit conducted and looked at EHCPs, Attendance, MASH, CHEXS no issues found.</p> <p>SEN – Dated needed for a visit.</p> <p>PPG - Report complete. Governor needed to fill this role.</p> <p>ACTION - Link visit reports to be uploaded to Govhub.</p>	.
10.	<p>Update on Academisation and Governors questions (Confidential Item)</p> <p>No Updates</p>	
11.	<p>Ratification of Policies (all policies that require ratification will be in the meeting folder on Governor hub)</p> <p>Governors approved the following policies.</p> <ul style="list-style-type: none"> • Touch Policy • Teaching and Learning Policy 	
12.	<p>AOB</p> <ul style="list-style-type: none"> • Covered In item 4. • Governors to join the school Instagram page for school updates. 	

13.	Date of Next FGB Meeting 12th June @ 4.30pm. Governors agreed and Chair closed the meeting.	
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Finish Time – 8.35pm

Approved by:.....

Date:.....