

**Goffs Oak Primary & Nursery School
Full Governing Body Meeting
Wednesday 12th June 2024 at 4.30pm
To be held at the school.
MINUTES**

Present: Owen White (OW) Chair
 Maria Minas (MM)
 Amiee Hart (AH)
 Victoria Fryer (VF)
 Giovanni Imarino (GI)
 Hanife Senkul (HS)

Michelle Beck (MB) Headteacher
 Jo Holland (JH)

Sarah Goldsmith (SG)
 Salih Taspinar (ST)
 Sacha Benfredj (SB)

Apologies: Tom Lilley (TL), Kamal Patel (KP)

In Attendance: Claire Gatto HFL Clerk

Start Time: 4.30pm

No.	Item	Action
1.	<p>Welcome and to receive and approve apologies for absence.</p> <p>Chair open the meeting and welcomes Governors. Chair welcomes and introduces SB, ST and HS to the meeting.</p> <p>Apologies were received and accepted from TL and KP.</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 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"> • The Chair and Governors would like to send a thank you and best wishes to HF who will be leaving at the end of term after 30 years' service. Governors are invited to attend the leaving party on July 12th. • Governor Visits – Action - All Governors to conduct a visit by the next FGB meeting in November. Please fill out the visit form and publish to GovHub. Please can you book link visits with the subject leads. Action – Visit form to be emailed to Governors. 	<p>All OW</p>

<p>5.</p>	<p>Approval of the Minutes of the Full Governing Body Meeting on 13th March 2024 and discuss matters arising from previous meeting.</p> <p>The minutes were approved and signed in Govhub as a true copy of the meeting.</p> <p>There were no matters arising.</p> <p>Actions and Outcomes from the FGB Meeting 13th March</p> <ul style="list-style-type: none"> • 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. – MB has been looking into this and there are issues with being UKGDPR compliant. Alternatives are being looked into and it will be presented to Governors at FP&P for approval when ready. • OW- to contact the candidate for next steps and onboarding. – New Governors have now joined the GB. • All - To propose incentives for support staff to be agreed by GB. - No further work as been conducted this is still work in progress. • TL - SEN visit to be completed - The visit has been completed and the report will be written up and uploaded to GH. <p>Q: What is the rationale regarding the incentives for support staff? A: Support staff used to have an exceeding rating as part of the performance management rating and as part of the terms and conditions change which was voted in by the unions this was removed.</p> <p>Q: Does this come out of the school budget? A: Yes</p>	
<p>6.</p>	<p>Discuss Governor Matters</p> <ul style="list-style-type: none"> • Welcome to our new Governors. – Chair welcomes and introduces the new governors to everyone. The Chair explains the governors code of conduct, confidentiality and encourages all governors to ask questions and all questions are relevant. Head explains abbreviations. • Review and discuss Governor Link roles/subjects. - The Chair explains Governor link roles and the Committees. Governors agree to continue with their current link roles. Action – Governors Link Roles and Committees to be agreed with HS, ST and SB an email will be sent out, Governors to ratify via email if they agree to their Link role and Committee. • Governor Visit Day. – Today was the governor visit day all governors attended. Governors gave feedback to the head. Governors thanked the school for a lovely day. The feedback was all positive and governors were happy to see the children all engaged and ready to learn all lessons observed were very engaging. The children were respectful and caring and all governors had a lovely day. Governors were impressed with the staff room. Governors commented on how amazing the Early Years outdoor area looked. • Governor Terms of Office. – JH, GL, MM and FP term of office were due to expire. These have now all been agreed renewed for another 4 years term of office. 	<p>OW / MB</p>
<p>7.</p>	<p>Headteacher Report</p>	

	<p>Report published to GovHub.</p> <ul style="list-style-type: none"> The Chair and the Head discuss with Governors the recruitment for the SBM vacancy. MB explains that this is the 3rd lot of interviews, and they will be happening over the coming week. There are 2 applicants they have not visited the school but both have made contact via telephone the electronic tasks have been completed and sent through. The salary has also been communicated explicitly to the applicants. MB will update governors of the outcomes. <p>Action - Comparative figures to be included in the HT report. Historic or term by term table of attendance to be included.</p> <p>Action – Questions can be emailed in advance to the meeting.</p> <p>Action – Governors to challenge and ask questions, know your school and the figures and prepare for Ofsted.</p> <p>Action – Modern Governor log ins</p> <p>Governors Questions:</p> <p>Q: How do our attendance figures compare to national figures? A: We are below Herts figures and in line with National. Our attendance figures are improving to where it was. We have a child in Reception who is on a part time reduced timetable this contributes towards the figures. There are no further trends.</p> <p>Q: Are we able to have a table / report set up so we can see the trends of attendance such as dips at key times? A: Yes, a historic table can be included in HT report. We haven't had issues with holidays currently however we have had an outbreak of chicken pox Q: does this count towards the figures? A: Yes, this is included in the data.</p> <p>Q: Who decides what absence is authorised or not authorised? A: Headteacher decides on authorisation</p> <p>Q: What types of absence is authorised? A: If someone is off sick, we may ask for medical evidence due to a pattern. If a child has above 10 unauthorised absences in a term this is processed for fining. Head authorises absence if necessary.</p> <p>Q: Who sets the benchmark at 10 absences a term that is a lot of absence a term? A: Hertfordshire County set the 10 a term and yes this is a lot.</p> <p>Q: When an Ofsted inspection happens how long is left between inspections? A: Inspections are carried out every 4 years.</p> <p>Q: When was the last Ofsted visit? A: It was 2 years ago in 2022 we are not currently in the Ofsted window. The SEF is a helpful tool to see where the school is right now and what we are working towards. It also explains what works well. It identifies the school's strengths and weaknesses, and we can grade the school against the current Ofsted Inspection Framework. In completing the self-evaluation form (SEF), we can determine which</p>	<p>MB</p> <p>All</p> <p>All</p> <p>Clerk</p> <p>All</p>
--	---	--

	<p>areas of improvement to focus on. The SDP is also helpful, and we update this regularly this highlights the actions we take to improve the school.</p> <p>Q: Is there any training we all need to do? A: Safer recruitment, Safeguarding, Exclusions and Complaints are the main courses and any induction training for our new governors. Action – All Governors to ensure training is up to date in readiness for September.</p> <p>Q: Is there a list of training? A: There are courses on GovHub and e learning and training on Modern Governor. Action- List of training needed to be emailed out by September.</p> <p>Q: Do we have many exclusions? A: We have had a few fixed term suspensions. Q: When do Governors become involved in these? A: If the patents do not agree with our course of action it goes to the Governors</p> <p>Q: When is the Moderation writing assessments? A: They are happening on the 19th June.</p> <p>Q: When are the KS1 SATs? A: There is no expectation for these to be completed and to report the data. But we have decided to get the children to complete them in school and use the data towards out teacher assessments. These are happening next week.</p> <p>Q: Have we received the phonics mark? A: The tests are all done we haven't received the mark, yet we are hoping for the 100% we achieved last year.</p> <p>Q: If the child doesn't pass, when do they retake? A: They can retake in year 2.</p> <p>Q: Is the staffing cemented for next year? A: Yes, except the SBM and we think a member of our support staff may resign but hasn't yet.</p> <p>Q: Do they subject leads remain the same? A: Yes, there is very little teacher movement except Vicki.</p> <p>Q: (Chair discusses the open-door policy that school currently has) How are we going to manage this moving forward so that it benefits all, ensuring that parents can have their voice, but reduces the amount of time dealing with parent's complaints and queries. Are head and senior leadership are too accessible?</p> <p>The process of the behaviour policy/ complaints policy needs to be made clear to the parents and consistently followed by the team – even at the ease of someone higher up dealing with it quickly to try and reduce the workload of others. We have a good relationship with parents in the school. There are a group of parents that are never happy, and we need to be consistent in our expectations.</p>	<p>OW / MB</p> <p>All</p> <p>MB</p>
--	--	--

	<p>Q: Would it help of Governors sent a letter to all parents outlining the framework and the process of complaining and queries and a culture change or how would you like to handle this what would you like to do?</p> <p>A: We will think about this over the summer and let Governors know what we decide.</p>	
8.	<p>Chairs verbal update from the Committee Meetings.</p> <p>Reports from link governors</p> <p>EYFS / KS1</p> <p>KS2</p> <p>DPO</p> <p>Safeguarding</p> <p>SEN</p> <p>PPG</p> <ul style="list-style-type: none"> • Verbal updates of visits were given, and reports of Governor visits will be uploaded to Gov Hub. 	
9.	<p>School Development Plan</p> <ul style="list-style-type: none"> • This has not been updated for the next academic year as it is too early, there were a lot of curriculum changes this year so next year the bulk of the SDP will stay the same and it will be about embedding and monitoring this across the school. In our July SLT meeting we will be focussed on where we are currently and what we need to do next year. • Teacher allocations are done, and they have been told. All are happy. • Support Staff are to be told and the Head will inform them in the coming weeks. Head explains the EHCP process and bandings to Governors and explains there are 15 children are coming from nursery into reception and 2 children that require the EHCPNA. Head also explains the issues with SALT (Speech and Language therapist). School has paid for a private SALT. • All targets are agreed in the SDP. • PGL 2025 was discussed letters will be going out to families soon as PGL will be earlier due to costs being lower. 	
10.	<p>Ratification of Policies (all policies that require ratification will be in the meeting folder on Governor hub)</p> <ul style="list-style-type: none"> • There were no policies to be ratified. 	
11.	<p>School website and Statutory requirements.</p> <ul style="list-style-type: none"> • Governor to check all statutory items are up to date. – The website is currently up to date and is updated when necessary. 	
12.	<p>Update on Academisation and Governors questions (Confidential Item)</p>	

	<ul style="list-style-type: none"> No further updates. 	
13.	<p>AOB</p> <ul style="list-style-type: none"> Finance- There was an error in the Budget allocation. Rates were accounted for twice this is an error and has been corrected. The roof bid is ready to go in and Governors will be kept updated moving forward. An Early Years audit was conducted on 10th June it went well however it was highlighted that the reception class needed a refresh. We will be looking into new furniture etc, and we hope to keep the cost below £2k if not any costings will be presented to Governors for approval. Whiteboards will be coming to the end of life soon as they are 7 years old – we will start looking into cost effective alternatives. Head explains that they are looking into having a forest school and the benefits of a forest school. This will be discussed at further Committee and FGB meetings. 	
14.	<p>Agree the dates and times for 2024/25 FGB Meetings</p> <p>Please see below proposed dates and times: Wednesday 20th November at 6:30pm Wednesday 19th March at 6:30pm Wednesday 18th June Governor Visit Day with the FGB Meeting at 4:30pm.</p> <ul style="list-style-type: none"> All dates and times of the FGB meetings were agreed. Committee meeting dates have not been agreed. The dates will be emailed out before the end of term please email back any changes. <p>Close of meeting- Chair closes the meeting and the Chair and the Head thanked all governors for their support and commitment over the past year. They wish everyone a restful summer break.</p>	

Finish Time – 6.25pm