

**THE GOVERNING BODY  
PIRTON SCHOOL  
High Street, Pirton, Hertfordshire, SG5 3PS**

Minutes of the Governors' Meeting held on Thursday 30 March 2017 at 7.30 p.m.

Present	Absence approved	Absence not approved	Name	Category	Position	Curriculum	Premises	Resources	Link	Term end
x			Mrs J Webb	HT	Head					
x			Mrs N Robbins	C	Chair				Safeguarding and CLA	08/05/18
x			Ms S Fenner	Staff		X				04/20
x			Mr R Easterbrook	C	VC			X	Leadership	23/04/19
	x		Mrs B Brown	P				X	Leadership	12/10/20
x			Mr N Ireland	LA				X	Leadership	17/11/17
x			Mr R Unsworth	C			X		Quality of Teaching H&S	19/01/19
	x		Mrs B La Plain	C		X			Behaviour and welfare	03/09/20
x			Mrs J Budd	P		X			Outcomes SEN	17/01/20
x			Mrs L Sexton	C		X			Quality of Teaching	03/09/20
			Vacancy	C						
			Vacancy	P						
x			Mr J Conlon						Legal Clerk	
x			Mrs S Richards						Clerk	

1.	<b>Welcome and Introductions</b>	<b>When</b>	<b>Who</b>
2.	<b>Apologies and consent to absence</b> Mrs B Brown, Mrs B La Plain		
3.	<b>Declarations of conflict of interest</b> <i>Governors are reminded that should a conflict of interest arise for anyone in any course of the meeting, they must declare it and withdraw from that part of the meeting.</i> No declarations of conflict of interest notified.		
4.	<b>Notification of any other urgent business</b> None notified.		
5.	<b>Approval of the minutes of the meeting held on 18 January 2017</b> The minutes were approved and signed by the chair. Following a request at the last meeting for a breakdown of the Year 6 teacher assessment data compared to test data (2016), JW presented this to governors. A discussion followed about the difference between teacher assessment and test results. Based on cohort sizes and the percentage each child represents, it was ascertained that the differential was not statistically significant. <b>Is teacher assessment a good indicator?</b> Yes, now we have national data we have more clarity, aiming for C5 which is age related.		
6.	<b>Matters arising and review actions of previous meeting</b> <b>Amendment to admissions appeal statement:</b> Covered in Headteacher's report.		

7a.	<p><b>Headteacher's Report, including SEN update</b>  The written report was previously circulated.  Three in-year applications have been made for pupils in KS1 and KS2. Two places have been offered and one will need to go to appeal. Further details contained in Part 2 minutes.  A recent JARV was previously circulated to governors, which reflects the school very well. Work scrutiny and observations have continued throughout the term. Consideration is being given to consistency, and also time to embed provision throughout the school.  The Resources Committee has met to discuss the financial position.  Clarity was sought regarding absence data, which is compared against national authorised and unauthorised absence. SEN pupils last year had high levels of absence, which brings average to above national average. Discussion took place regarding the impact of absence of a small number of pupils, unauthorised holidays and governors were further informed that there is no evidence of reluctance to attend school.  Discussion took place regarding the use of phonics and the use of letter sounds or names. Staff are being helped to understand the impact on child's learning over a prolonged period of time.  <b>From the JARV: Literacy and mathematics are a concern in the Early Years - is the school confident that improvement is taking place?</b> Yes, we have worked on staffing and will be monitoring the impact during the summer term.  <b>Is the school recruiting for another member of staff?</b> There are factors to be considered, including resources, and this was discussed at the Resources meeting.  The <b>School Development Plan</b> has been updated and previously circulated.  <b>Priority Development 1: To embed the maths mastery curriculum across the school:</b> All staff meetings have been completed, parent information session has not yet been booked.  <b>Impact on learning:</b> The school is beginning to see the impact coming through with the children's work. There is good progress against Spring term targets. Capacity is being built within the school in terms of staff leadership, so that it is not entirely top down.  <b>Priority Development 2: To improve standards in reading through developing phonics and guided reading:</b> A lot of monitoring and work in terms of tracking the children has taken place, along with guided reading observations to monitor impact of CPD.  <b>Are children regularly using the school library?</b> Yes, children are using it and it is led by Year 6 librarians. A Book Club has been started, attended by a wide range of pupils.  In the Key Actions, all reading observations have been completed and will now be coded green.  Pupil survey has been completed, results to be analysed.  <b>School Expansion:</b> A topographical survey has been completed, services have been tested. School field is a site of archaeological sensitivity, so a field investigation has to be completed.  <b>Can the children get involved in the field work?</b> It was agreed that community links could be explored so that any field work, where possible, could be incorporated into the curriculum and local expertise utilised.  Governors were informed that at a local Council Planning meeting held recently, the potential housing developer informed that meeting that £225,000 is being given to North Herts for the school. It was clarified that if the proposed village development goes ahead, section 106 funding would be payable to the Local Authority. This funding is not directly allocated to the school.</p>		
8	<p><b>POLICIES</b>  <b>Equality and Accessibility</b>  With minor corrections, the policy was agreed.  <b>Lettings Policy</b>  The only change was in the terms and conditions, which changed Race Relations Act to Equality Act. The policy was agreed.</p>		

9	<b>SEN INFORMATION</b> A SEND Reforms booklet was distributed to governors for them to study. A health check has been carried out on the SEN provision, including making sure everyone understood legislation and their role.		
10	<b>SAFEGUARDING UPDATE</b> A governor has made a visit during this term, and reported that children had a positive reaction to safeguarding questions. Governors were reminded to add in an element of safeguarding with all their visits. The school continues to follow procedures and works with Children's Services where necessary.		
11.	<b>COMMITTEE UPDATE</b> <b>Resources Committee:</b> Minutes will be circulated. The majority of discussion was around the budget, the staffing priorities and apprenticeship scheme. The next meeting is 02 May 2017 in which the budget will be examined, and DfE benchmarking toolkit used to look closely at the spend compared with national averages. Staffing provision will be proposed by the Headteacher, and discussed at the Resources meeting. Governors were invited to attend the budget pressures toolkit meeting with Judith Sumner, scheduled for the morning of 18 April 2017. Hertfordshire County Council is meeting the full cost of the hall flooring, including additional surveys which have taken place. <b>Premises Committee:</b> Met on 08 February. Terms of Reference were agreed by the full Governing Body. A health and safety audit will be completed early in the Summer term. <b>Curriculum Committee:</b> Not yet met.		RE  JW  RE  Premises
12.	<b>STAFF AND PARENT SURVEYS</b> Pupil surveys have been completed. Governors are compiling a staff survey which will go out early in the Summer term. Parent survey is to be agreed through the Curriculum Committee.	By end of Summer term	NR Curriculum
13.	<b>VACANCIES AND SUCCESSION PLANNING</b> One governor has resigned and another has stepped back, leaving a parent vacancy and two co-opted vacancies. The Chair has put together information, and approached some parents. It was agreed that the governing body can appoint a parent governor without holding another election, as previous elections have failed. Governors need to look at the skill set across the governors, and try to fill any gaps. An advert will be placed in the village magazine. Governors were asked to put their name forward if they wish to become Chair, in order to organise a smooth handover.		NR All
14.	<b>GOVERNANCE HANDBOOK AND COMPETENCY FRAMEWORK</b> Within the Headteacher's report were three links with information for governors, and all governors were encouraged to look at this information.		All
15.	<b>PUPIL RADICALISATION</b> Training on 17 May 2017, 3.30 - 5.00 p.m. open to all staff and governors, also opened to other schools to help with the cost.		All
14.	<b>ANY OTHER BUSINESS</b> <b>Where is the school on Academisation?</b> At the fact finding stage. The Headteacher and Chair of Governors have attended consultation sessions led by HfL. This process has been informative in terms of the academisation process and looking at what options are available. Also looking at more collaboration with Hexton School. Previously it had been agreed not to go ahead with federalisation with Hexton.  In the absence of any other business the meeting closed at 8.35 p.m.		
15.	<b>Date and time of the next meeting</b> 15 May 2017 at 7.30 pm in the school		