

**TWO WATERS PRIMARY SCHOOL GOVERNING BODY  
MEETING ON TUESDAY 29 APRIL 2014 AT 6.30 pm  
MINUTES**

**Present:** Mahjabeen Ahmed  
Valerie Askins  
Tim Gately  
Scott Isaacs  
Joy Larkin  
Nicola O'Connell  
Joanne Summers  
Jennie Witter (in the Chair)  
Jo Conway

**In attendance:** Eileen Heylin, Clerk

No		Action
1	<p><b>Apologies and consent</b> Apologies were received from Michelle Woodmore and Steve Bradley. These absences were approved.</p>	
2	<p><b>Declaration of Conflict of Interest</b> There was no conflict of interest with the items on the agenda.</p>	
3	<p><b>Approval of Minutes:</b> JW thanked John Conlon for stepping in to clerk the last meeting the minutes of which were <b>approved</b> and signed.</p>	
4	<p><b>Matters Arising</b></p> <p><b>i English as an additional language:</b> TG reported that, following a questionnaire on languages spoken at home, parents responded as:</p> <p>English 222 Urdu 2 Pashtu 2 French 1 Spanish 3 Chinese 1 Punjabi 3 Sinhala 1 Russian 1</p> <p>He pointed out that the number of children with English as an additional language had risen from 6.7% to 10.7%. The number of children from minority ethnic groups had also risen from 27.7% to 28.7%. This reflects the growing ethnic diversity in the school.</p> <p><b>ii Staff Questionnaire:</b> SI went through the questions he proposes to put on Survey Monkey and after some discussion some changes were made which he will circulate to Governors for comment before 'going live'.</p> <p><b>iii Free School Meals:</b> There has been some concern about whether schools would be able to cope with the changes to free school meals but TG reported that a person from Herts Catering had been to look at the facilities and said that Two Waters is in a strong position although it may be necessary to change the staggered lunch break. An 80% take-up is expected. He further said that although £2.30 is allowed per meal, the expected cost is about £2.10 so that there is some scope to hire more staff if necessary. Governors were anxious that parents should still apply for pupil premium where appropriate and TG is to send out a letter to</p>	<p style="text-align: center;"><b>SI</b></p> <p style="text-align: center;"><b>TG</b></p>

	<p>parents explaining the situation.</p> <p><b>iv Budget Meeting date:</b> The Finance Committee are to meet on Tuesday 20<sup>th</sup> May at 6.30.</p> <p><b>v Interview Date for Deputy Head:</b> The interview for a Deputy Head will take place on Wednesday 7<sup>th</sup> May. MA and SI to form the panel together with the Head and the HIP. There will be a meeting of the Governors that evening at 5pm to ratify the decision.</p> <p><b>vi Outstanding Governor Nominations:</b> JS nominated and MA seconded the nomination of JW to be put forward for an Outstanding Governor award. JS to fill in the nomination form and to email members for their comments.</p> <p><b>vii EYFS Inspection Consultation:</b> JW explained that there is a consultation as to whether EYFS should be inspected separately. After discussion the Governors felt that EYFS should be inclusive in schools. JW to complete the questionnaire.</p> <p><b>viii Volunteer Helper Information:</b> This document had been circulated and, after changing the start time from 8.50 to 8.45, was <b>ratified</b>.</p> <p><b>ix More Able Pupils:</b> TG explained that there is no longer a requirement of school to maintain a register of Gifted and Talented pupils. There is a course on the changes required and VA will circulate a policy for the July meeting.</p> <p><b>x Holidays during term time:</b> There was a discussion on this issue and TG is to investigate further with the attendance officer and also find out how this works in other schools. Governors were concerned that absence affects Teaching and Learning and that this message must be sent out to parents.</p>	<p><b>Finance Cmmttee</b></p> <p><b>MA, SI ALL</b></p> <p><b>JS</b></p> <p><b>JW</b></p> <p><b>VA</b></p> <p><b>TG/Agenda</b></p>
5	<p><b>Reports of Committees</b></p> <p><u>Finance Committee:</u> The Chair is to circulate the minutes of the meeting.</p> <p><u>Curricular Committee:</u> The Chair of that committee reported that the following had been discussed:</p> <p>Classroom visits especially the visit to Year 6 and the emphasis on handwriting;</p> <p>JARV update;</p> <p>Writing focus and the newspaper which had now been published and she congratulated NO'C on producing the newspaper;</p> <p>Pupil progress;</p> <p>Literacy Governor training;</p> <p>Pupil voice;</p> <p>Recruitment update and restructuring of SLT.</p>	<p><b>SI</b></p>
6	<p><b>Headteacher's Report including Pupil Premium Spending:</b></p> <p>TG said that he felt it more appropriate to give a full report in July.</p> <p>He reported that a statement regarding Pupil Premium had been put on the website. He gave out an overview of pupil premium in the school together with a list by pupil of provision and progress.</p> <p><i>Q</i> How does it get divided?</p> <p><i>A</i> It is not possible to calculate the spend for each child but this document is evidence that it is working.</p> <p><i>Q</i> So all the children benefit?</p> <p><i>A</i> Yes. Because we do not have many PP children they are better looked after as there is only one or two per class. The intervention have been monitored and there is tracking by the SLT to ensure that PP children make the same progress as the other children.</p> <p><i>Q</i> Is social development tracked?</p> <p><i>A</i> OFSTED will focus more on progress but we would make a more careful assessment of a child with emotional and social needs to see how it is affecting learning.</p> <p>JS said that she thought that some of the progress PP children make may be to do with learning social behaviour.</p> <p><i>Q</i> To what do the levels refer?</p>	

	A They are the average points score for each term. TG said that he would explain Assessment Manager at the next meeting and also bring some case studies. All students' progress is carefully monitored and PP children in particular. TG agreed to do a case study approach on children who are receiving social/emotional support which he would bring to the next meeting.	<b>TG</b>
<b>7</b>	<p><b>Policy Approval:</b></p> <ul style="list-style-type: none"> <li>JC is to confer with TG before writing the Attendance Policy (see above)</li> <li>Safeguarding Checklist <b>completed</b></li> <li>PHSE and Citizenship Policy had been circulated and was <b>ratified</b>. There will be changes needed at the next revision regarding homosexual and transgender issues.</li> </ul> <p>Inclusion/Equality and Diversity Staff Absence Staff Privacy To be completed for the next meeting</p>	<b>JW JC JC</b>
<b>8</b>	<p><b>Lettings Fees</b></p> <p>The Governors approved the letting of the football field to the local club for £10 per session. TG to make enquiries of other venues with a view to letting out the school hall</p>	<b>TG</b>
<b>9</b>	<p><b>Resignation of Chair and succession planning:</b> JW announced her resignation as from 31<sup>st</sup> August. She thanked Governors for all their support and help during her Chairmanship which she said had been amazing and they in turn thanked her for being such a good Chair. JW nominated and VA seconded MA as Chair. This was unanimously approved. MA to take up her position on 1<sup>st</sup> September and a Vice Chair to be elected on 8<sup>th</sup> July, also in readiness for September.</p> <p>TG is to arrange elections for a Parent Governor. The Governors approved that JS should become an LEA Governor. 1 Community Governor is still needed.</p> <p>It was agreed to review the Instrument of Governance in 6 months' time to decide if it is necessary to have 3 staff Governors.</p>	<b>Agenda</b>  <b>Clerk</b>
<b>10</b>	<p><b>Governor Monitoring</b></p> <p>Class visits were still being done and it was agreed to look at the allocation in September.</p>	<b>Clerk</b>
<b>11</b>	<p><b>Governor Training</b></p> <p>JL has trained on Exclusions and pointed out that it needs to be renewed every 2 years. JW to enquire as to cluster courses for this</p> <p>JS has trained on SEN and Pupil Premium</p>	<b>JW</b>
<b>12</b>	<p><b>Any Other Business:</b></p> <p>i Governors Forum 15<sup>th</sup> May</p> <p>ii Herts for Learning contract has arrived and will be left in the Governors' tray in the office for Governors to read</p>	<b>JW</b>
<b>13</b>	<b>Date of Next Meeting:</b> Tuesday 8 July 2014 at 6.30	

The meeting closed at 8.45

Signed..... Date.....