



**Minutes of the Full Governors Meeting held at Hindhayes School on  
Tuesday 2<sup>nd</sup> April 2019 (Willow Room 5.30pm)**

Present: Helen Clark, Sue Court, Janet Day (Chair), Mike Greedy, Martin Lukins, Kate Nester, Lucy Shakesby, Danielle Hart, Emma Western, Mary Whittaker, Pippa Taylor (Elmhurst Governor) and Mike Sales

Agenda No   Item

01/16     **Apologies** – These were received and accepted from Rosie Harris (child care). It was noted that although Rosie hadn't attended several meetings the Board were appreciative of the work she had been involved with in-between meetings especially as Finance Governor and GDPR.

It was also noted that Stephanie Martin had stepped down as Governor due to work commitments. The Governing Board thanked Stephanie for her contribution as Governor.

**Action:** [Mike S to contact Governance Services to update the Governors list. Mike to organise filling the Governor position vacated.](#)

02/16     **Opportunity to declare Pecuniary Interests** – None received.

03/16     **Minutes of the last meeting** – These were approved by the Board and signed by the Chair.

04/16     **Action points from the previous meeting** – There were no outstanding action points from the February 2019 Meeting. Updates about actions taken had been circulated to Governors in advance of this meeting.

05/16     **Pupil Premium Audit Feedback** - Bill Jerman was due to attend this Governors Meeting but was unable to at short notice. Bill is an 'Education and Leadership' Consultant and Hindhayes were able to access his expertise through the 'Extended Learning Network'. Bill is a well-respected advisor and his visit to the school was at Hindhayes request. He has worked in many settings and brings a wealth of knowledge and experience about how to maximise outcomes and

Signed.....

Dated.....

funding. The subsequent Audit Report was sent to Kate and she took the Board through the main points, following his visit to the school on the 7<sup>th</sup> February 2019.

Bill used the OFSTED Report, Pupil Premium profile and met with a range of staff, parents and children in the school.

The overall feedback on the report was very positive and Bill commented that there was real drive and passion to support disadvantaged children but acknowledged this was across the whole school and not just Pupil Premium.

Bill had discussed Pupil Premium with Janet but moving forward this would be Mike Greedy as he is now the Lead Governor on Pupil Premium.

**Action:** Mike G to arrange to come into school and meet with Kate

Danielle asked if the Pupil Premium paperwork was given out at the Parent's and New Intake Evenings, which Kate and Lucy confirmed it was. Discussion also took place that it is important that parents should be encouraged to complete the PP form if their circumstances changes to help maximise income for the school and opportunities for the children.

Helen asked about non Pupil Premium children and how they benefited. Lucy gave examples such as Forest School, Outdoor Playworker and Tai Chi that benefited all children.

Mike Greedy reiterated the importance of the National Insurance numbers on Pupil Premium paperwork to help recognise those families which could benefit from the funding.

Pippa (Elmhurst Governor) asked how Pupil Premium funding helps develop non PP children. Kate said that examples where all children benefit would include Greater Depth Writers, those who write reports, reviews for the Newsletter. All children also access Forest School and Tai Chi.

Kate discussed that PFSA funding had been secured for local schools for the next 5 years and spoke about the pressures of the role.

Overall the report was very well received by the Board and Bill will be invited to come to a future Governors Meeting and run through the report and any further questions which Governors may have.

**Action:** Mike S to check Scott has actioned all points for the school website and make sure that they are complaint and to contact Bill if there are any remaining queries.

06/16 **Headteacher updates** – Kate took the Board through the latest SEF.

Copies of the latest SEF were circulated in the Meeting and there were discussions about attendance (pages 6 – 8 of the SEF). The overall attendance figure is 95.4%. Reception children attendance tends to be lower as parents take children on holidays in term time.

Janet asked how Hindhayes compare to the local and national averages and Kate feedback that Hindhayes compare favourably. Board discussed how to tackle poor attendance.

School Improvement Plan - Kate said that the new Curriculum had been discussed with staff and the new framework. Kate has been on OFSTED training and said there are lots of achievements to be celebrated for Hindhayes.

Kate also took the Board through the behavioural data and the 'great to be green' system. Behaviours which are poor are shown as a red slip and these are discussed with the parent. There was a discussion about the reduction in red slips and behaviours by using techniques such as mindfulness and forest school to reduce anxieties and poor behaviour.

Danielle asked what types of behaviours were perceived as red. Kate explained this where someone may have got injured or something damaged intentionally.

Pippa asked whether a shared SEF would be helpful for the Elmhurst Governors. Pippa agreed to ask Tracey for more information. There was a general discussion about the benefits of sharing information.

Mike G asked about the Nurture Building and whether this would benefit those who need to. The lunch time club will be used to help with de-escalation. Kate explained what the new building will be used for various situations and the space is needed. Kate and Lucy gave good examples of where children were able to see bad behaviour and that they were able to articulate that it wasn't always rational, (E.g. Dinosaur brain). Pippa said about transition of those children and keeping these benefits into Year 3 onwards at Elmhurst.

Mike G – Asked about having 2 Year 1 teachers and if this affects behaviours. Kate said that there isn't a detrimental effect on the teaching and learning or children. Martin said that different teachers can be good and helpful.

07/16 **Budget Update** – Mike S took the Board through the latest position on the 2018/19 (up to 31<sup>st</sup> March '19) financial year. The projected surplus from the Budget Plan was £73.7k and the final position is currently within £1k of this projected position. It was discussed that this is positive as the school have been able to maintain close monitoring of the expenditure and income throughout the year and manage changes which have occurred to arrive at this very close position.

The 2019/20 Budget Plan (1<sup>st</sup> April onwards) was also discussed and Mike explained that the draft report had been completed. The current expected funding vs. net spend for 2019/20 indicates a small overall surplus. The main reason for the reduced projected surplus is due to increased staff costs (Pay Awards, National Insurance and Superannuation) but not matched by the funding needed. The Report and figures have been reviewed by Rosie Harris in her role as Finance Governor and Rosie confirmed that it was accurate and supported by workings and notes.

The Report is currently with SSE (Support Services for Education) for further review and once returned it can be circulated to Governors. It was agreed that the 2019/20 Budget Plan would be reviewed at a specific meeting on the 8<sup>th</sup> May for approval.

The impact on the reduced surplus will mean that for 2020/21 if the funding doesn't increase and the current structure/spend remain the same that there would be a deficit position. The SLT will review spend as and when they get the opportunity to do so to mitigate this position.

Janet asked for Rosie's feedback to be noted in the minutes that Mike S hard worked hard on the 18/19 and 19/20 financial reports especially given other pressures of work at this time of year

**Action:** Mike to circulate 2019/20 budget report to Governors in advance of Finance specific meeting on 8<sup>th</sup> May

08/16 **Sports Development Plan** – Kath Honeywill to be invited to a future Governors Meeting to discuss the latest SPD. Mike S took the group through a summary spreadsheet of 2018/19 spend and funding. It was noted that several of the items purchased in 18/19 were 'one off' and wouldn't be spent in 19/20. The 2019/20 projected spend will be supported by a £10k carry forward (from 18/19). Spend for 19/20 includes the Sports Coach, Tai Chi and Outdoor Playworker.

09/16 **Policies for review** – The policies for review had previously been circulated to Governors who had provided feedback to Lucy. The policies reviewed were:

- ICT
- E-Safety
- Off-Site Visits

Based on the changes which were suggested in the meeting the policies were agreed. Lucy will update the policies and let Mike S know when complete so that he can forward to Janet for signature.

**Action:** Lucy to update the policies with changes agreed and forward to Mike S to obtain Janet's signature.

10/16

**GDPR** – Mike S updated the Board on the GDPR developments since the last meeting (which had also been circulated prior to the meeting). The main changes include

- Rosie Harris visit into school to undertake a Governor observation walk with Mike S.
- New security for Office and Quad doors
- Library PC now locks after period of inactivity
- Photocopier in office so printing can be kept more confidential
- New signing In/Out system (CB Secure Pass) for Staff, Visitors and pupil late arrivals as well as signing In/Out.

GDPR remains an ongoing task with the next work being the official audit from the DPO (Data Protection Officer) at County Hall. Once this is completed and the recommendations actioned, the DPO role will pass to the school.

**Action:** Mike S to organise formal audit from DPO

11/16

**Safeguarding** – Kate said that it has been a very busy period for Safeguarding. Kate has just undertaken the Contextual Safeguarding Course and is organising the staff updates for the September training onwards. Kate is also undertaking the Safer Recruitment Course in July.

Janet asked how much time Kate spends on Safeguarding and she confirmed that recently a large part of her week is spent on this but the time taken does fluctuate.

12/16 **Governor Training and visits –**

<b>Governor Visits/Training and involvement spreadsheet</b>		
<b>Date</b>	<b>Governor name</b>	<b>Description</b>
12/02/2019	Emma Western	Visit to school - Leadership & Management
12/02/2019	Emma Western	Training - Complaints
04/03/2019	Emma Western	Elmhurst Governors Meeting
16/03/2019	Danielle Hart	New Governor Training
01/04/2019	Rosie Harris	GDPR
01/04/2019	Rosie Harris	18/19 & 19/20 Budget review

Governor Finance Training was previously postponed as colleagues delivering the training from SSE were going to use the 18/19 Budget Plan when it was thought more beneficial to use the 19/20 Budget Plan.

Danielle will come into school after the Easter Holidays and do some Governor observations – Provisionally 8<sup>th</sup> May.

**Action:** Mike S to organise Governor Finance Training with SSE colleagues.

**Action:** Danielle to come into school for observations 8<sup>th</sup> May

13/16

**Governor Skills Audit** – All returns now received from Governors. The Skills Audit Summary spreadsheet was circulated to Governors prior to the meeting and hard copies available in the meeting. The summary is ammonised and Mike S took the Board through the report. Rating 5 means extensive knowledge and rating 1 no knowledge. Looking at the range of areas which are covered in the Audit it was concluded that the Hindhayes Governing Board were mainly 3 or 4 with the only 2 being 'experience of being a board member in another sector'. It was felt that some Governors may have scored themselves lower than their actual skills set was perceived by others. In summary it was felt that there is a good mix of experience within the Board.

Mike G asked what the purpose is/would be done with the Skills Audit information. Janet replied that it is evidence of Governor Self-Evaluation and relevant skill set across the Board. If the exercise were repeated in 12 months, a compromise should show evidence of skill development, new strengths and addressing weaknesses. The Audit helps fill gaps when looking for new competencies to join the Board.

Signed.....

Dated.....

14/16 **Joint Terms of Reference** – Previously circulated to Governors. It was discussed that the link with Meare was unclear and that Mike S would investigate further with Elmhurst’s Clerk (Glenda).

**Action:** Mike S to discuss with Glenda Jones ToR and Meare links.

15/16 **Dates of future meetings** – The next Full Governors Meeting is Tuesday 8<sup>th</sup> July. However it was agreed that a finance specific meeting would be held on Wednesday 8<sup>th</sup> May 2019 in the Willow Room at 5:30pm which would cover the 2019/20 Budget Plan. Mike will circulate copies of the Report by email and hard copies so that Governors can forward questions in advance to him and then cover in detail on the 8<sup>th</sup>.

**Janet said that she cannot attend this session so a Chair will be needed for this meeting and minutes taken as Mike will be presenting the Budget Plan.**

**Action:** Mike S to circulate the 8<sup>th</sup> May as the Finance Specific training session.

16/16 **Any other business** – Co-Chair discussion. Janet reiterated that she intends to step down from September ’19 onwards. Therefore, we are looking for 2 Governors willing to be Co-Chairs. Governors were asked to give consideration to this and state whether they would consider this role and to discuss at the next Governors Meeting.

**Action:** All Governors to consider Co Chair role.

Agenda item	Action by	Agreed action
01/16	Mike S	Mike S to contact Governance Services to update the Governors list. Mike to organise filling the Governor position vacated.
05/16	Mike G	Mike G to come into school and meet with Kate
05/16	Mike S	Mike S to check Scott has actioned all points for the school website and make sure that they are complaint. To contact Bill if there are any remaining queries.
07/16	Mike S	Mike to circulate 2019/20 budget report to Governors in advance of Finance specific meeting on 8 <sup>th</sup> May
09/16	Lucy S/Mike S	Lucy to update the policies with changes agreed and forward to Mike S to obtain Janet’s signature.
10/16	Mike S	Mike S to organise formal audit from DPO
12/16	Mike S	Mike S to organise Governor Finance Training with SSE colleagues.
12/16	Danielle	Danielle to come into school for observations 8th May
14/16	Mike S	Mike S to discuss with Glenda Jones ToR and Meare links.
15/16	Mike S	Mike S to circulate the 8th May as the Finance Specific training session.
16/16	All Governors	All Governors to consider Co Chair role.