



Minutes of the Full Governors Meeting held at Hindhayes School on Wednesday 10th July 2019 (Willow Room 5.30pm)

Present: Janet Day (Chair), Danielle Hart, Emma Western, Kim Todman, Sue Court, Kate Nester, Lucy Shakesby, Martin Lukins, Mike Greedy and Mike Sales.

Agenda No Item

- 01/12 **Apologies** – These were received and accepted from Rosie Harris (child care), Helen Clark (other commitments), Mary Whitaker (personal) and Andy Shepherd (Elmhurst Governor). Kim Todman was also welcomed as the newly elected Parent Governor to the Hindhayes Board.
- 02/12 **Opportunity to declare Pecuniary Interests** – None received.
- 03/12 **Minutes of the last meeting** – These were approved by the Board and signed by the Chair as an accurate reflection of the Meeting.
- 04/12 **Action points from the previous meeting** – The Action Points from 8th May 2019 Meeting have all been actioned.
- 05/12 **Headteacher updates:**
- Operational Report – Mike S. took the Board through the latest finance position since the 2019/20 Budget was approved in May. Mike confirmed that the position remains 'on target' based on the reconciliations to month 3 (April to June) and the actual % spent to date vs. budget included 'one off' spends for Nurture Building, Traded Services and 9th Class teacher. The budget should deliver a small surplus based on current projections. Mike confirmed that if any Governor required detail on the budget throughout the year to contact him and he will provide. The Governor Finance Training is also confirmed for Monday 4th November at 5.30pm.

Mike G asked what impact the budget has and Kate confirmed that there will be 8 classes. There will be 2 Reception classes, 1 Mixed Reception/Year1, 2 Year 1 classes and 1 mixed Year 1/2 classes with 2 further Year 2 classes. Some parents have discussed that they were initially concerned about the mixed class groups. Kate confirmed that Transition days have been a good way to settle into their new rooms and people they work with and that the number of settling in days are more than other schools offer.

Mike G asked how the teachers manage the mixed classes. Lucy confirmed that there is experience within the teaching staff already and that with support from the Teaching Assistants and Lucy herself, that they can support mixed classes without impacting on the teaching and learning for the children. Although there will be some challenges these can be worked through. Kate explained that where there is a part time teacher, the TA will be a full time member of staff (and vice versa).

Emma asked if parents were happy once they knew that there would be no impact on teaching and learning for their children. Most queries had related to friendship groups rather than ability. Kate explained that the classes were based on professional discussion and these decisions were made taking into account a range of considerations.

Kim feedback her own experience and had looked into the potential benefits of mixed classes and the resources that were being given. Kim explained at the last Parents Evening in spring that the thinking was 9 classes, since the budget was agreed, that the reduced funding meant the decision for 8 classes was made. Kim feedback that she felt most parents were more positive once they had more information.

Danielle also feedback her experience of mixed classes and anxieties which parents and carers may have and that she felt most were reassured once they had discussed their concerns.

Janet asked whether the newly completed Nurture Building was being utilised and Kate confirmed that it had been put to use immediately and that this additional space was proving to already be a valuable asset.

Kate took the Board through the remaining areas of the Operational Report. This was previously a lengthy document however OFSTED guidance stated that this summarised Operational Report and SEF gave the key information to summarise.

Under staffing it was noted that Scott Carpenter is staying in his role as Apprentice Admin Assistant for a further year (until July '20) and that this will help bring further stability and continuity to the School Office.

Emma asked what the outcomes were from the GDPR audit. Mike S explained that the audit recognised the work undertaken to date and that it had highlighted that Hindhayes had taken significant steps to be as GDPR compliant as possible, such as access control doors, IT controls etc. There are some actions to implement some as the asset register and low level reporting of any data breaches. These will be put in place from Sept '19 onwards.

Kate and Lucy took the Board through the various updates since the May Meeting to include:

- Effectiveness of Leadership and Management
- Improvement Plan
- SEF
- Teaching and Learning SDP
- Writing Profile
- End of Year Data analysis against targets
- SEF
- Pupil Premium

Mike G asked what 'Guided Reading' is. Lucy explained and went onto explain that she has been supporting interventions to allow the teachers to support more able children. Jo Pearce Consultancy training funded by 'The Beach Teaching School' has been invaluable for staff training.

Lucy explained that the schools strengths are academically, broadly in line with the national average. The schools own standards have slightly dipped (compared to Hindhayes from last year). Great depth figures remain in line with the national average.

Phonics has been excellent - 89% pass rate this year compared to 57% 3 years ago, which shows that Soundwrite has been successful. Kate explained that the Pupil Premium pass rate 89% demonstrates good use of the Pupil Premium funding. The Board said this was a marvellous achievement.

Foundation stage data has been really positive. Emma Plummer moderated year 2 and Lucy Year 1 which was quality assured by an independent Moderator. Aspirations for next year are to continue with greater depth and keep standards high. The data was available in a variety of sources. The Board were complimentary of the progress, work and standards being achieved.

Mike G asked whether maths had been affected by the work on Soundwrite and reading. Lucy said this year the school were above national average. Sarah Simmonds undertaking staff training in the Autumn Term. Mike G said that it was pleasing that Phonics hasn't taken the focus and maths grades remain positive. Lucy asked if there were any questions on the data set and said that if there were any questions after the meeting to email/ask.

Kate took the Board through the Pupil Premium Audit which had been very positive. Examples include, Tea, Toast and Reading which has engaged approx. 83 families, of significant amount are Pupil Premium families. Kate has also contacted Soundwrite about Hindhayes being a model beacon school. There is guidance about how to close the gap for children and there is a reference table which shows how effective certain targeted funding is. Something like the Tea, Toast and Reading is a 'low Cost, High Impact' (£500 budgets for the year but only £100 spent from April to date) giving the engagement we have seen so far.

Mike G explained that he is the Pupil Premium Governor and will meet with Kate before Governors Meetings so that he can feedback to the Board at the meetings.

Action – Mike S to check with Governance services if Mike G can be SEN as well as a Pupil Premium Lead Governor.

Action: Mike S to circulate the latest Pupil Premium Report from Kate.

Sports Development Plan has been updated and is on the Hindhayes website.

Kate took the Board through the staff changes from September and made reference to the revised Staffing Structure.

Mike G asked about the cleaner for covering for the member of staff who is sick. Mike S explained that these are doubled due to the sick pay and relief cleaner. There is plan to address the issues if sickness continues.

School Development Plan – No questions from Governing Board.

Action: Kate to update SDP with Mike Greedy and remove Mike Berry.

06/12 **Policies for review** – The policy for review for this meeting is 'Anti-Bullying'. This had previously been circulated to Governors for their feedback.

Janet asked the Board if there was anything that needed changing. Lucy explained she had changed the condensed the policy from 9 pages to 2 sides of A4, amended the formatting, and we will update the minor amendments suggested. Janet said the layout is clear which Emma agreed.

Janet mentioned about making reference to the Staff Code of Conduct so that it is clear that this policy includes staff as well as children.

Janet said about linking reference to the Staff Code of Conduct so that it is clear it includes staff.

The board felt that the way the latest policies were being presented made them much more user friendly.

The Anti-Bullying policy was approved, pending minor changes which Lucy will make.

Action: Lucy to update the policy and forward to Mike S once complete.

07/12 **Safeguarding** - Kate said Safeguarding remains busy and the Nurture Room (to be known as the Tree House) has been well used already. Kate is attending the Safer Recruitment training on 18th July. Kate could not attend the DSL briefing but was receiving feedback from the session from another colleague who did attend.

08/12 **Governor Training, involvement and visits:**

Governor Visits/Training and involvement spreadsheet			
Date	Governor name	Description	Status
08/06/2019	Emma Western	Supported Hindhayes School Fayre	Completed
08/06/2019	Mike Greedy	Supported Hindhayes School Fayre	Completed
08/06/2019	Martin Lukins	Supported Hindhayes School Fayre	Completed
15/06/2019	Kim Todman	Governor Induction	Completed
15/07/2019	Martin Lukins	Attendance at Elmhurst Governors Meeting	Booked
24/09/2019	Danielle Hart	Headteacher Performance Management Training	Booked

Danielle had confirmed that Vicki had contacted her about the Single Central Record and that she will visit the school to meet with Vicki in the Autumn Term onwards.

It was also discussed that no Governor had attended this term to review

Teaching and Learning. It was agreed that a Governor visit will be needed next term.

Kate asked if Sue could come. Lucy suggested now meeting in the autumn for New Year targets to demonstrate and verify.

Action: Sue and Kate to set a date to come into school in the autumn term to review the quality of Teaching and Learning.

Janet asked what areas she may be interested in leading on from a Governor perspective. Kim explained that her experience is Finance, Health and Safety but is happy to get involved where needed.

Kim also feedback about the Governor Induction Training she recently attended. Kim said that it was helpful training and interesting how the attendees dealt with various scenarios within the training. Kim said that Governance Services offered ongoing training and support as needed.

Kim also confirmed that she has completed the Governor Skills Audit and Mike had already updated the spreadsheet. This is available to recirculate if needed.

09/12 **Elmhurst Governor and Federation updates –**

Andy Shepherd could not attend this Governor Meeting.

Martin Lukins will be attending the Elmhurst Governors Meeting on Monday 15th July and provide feedback to Mike S to circulate to the Hindhayes Board

Dates for the future meetings are:

Elmhurst Governor Meeting dates:	
Monday	23rd September 2019
Monday	21st October 2019
Monday	20th January 2020
Monday	23rd March 2020
Monday	27th April 2020
Monday	6th July 2020

Action: Martin to provide feedback to Mike S of attendance at Meeting on 15th July, for him to circulate to Governors.

Action: All Governors to let Mike S if they can attend the future Elmhurst Governor Meetings. Please note it is preferable to rotate attendance during the year by Hindhayes Governors please.

The Governor Open Morning is now on 4th October '19 – Plan to start at Hindhayes in the morning and then onto Elmhurst.

Emma asked about Soft Federation and MAT's. Kate feedback that MAT's generally are not doing as well as hoped and therefore lower achieving schools have been linked to. Discussions ongoing with CLP, examples Ed Psychology will be more on a consultancy basis. Kate said that as a group of schools do they come together to pool resources. Other examples are where Special Panels are needed for there are a greater number of Governors to select from.

10/12

Co-Chairs – Janet said there are New Chairs courses being run from the Autumn Term (dates below). Since Mike Berry's term ended there has been no Vice Chair. Janet explained clearly that her commitments have changed and she is not able to come into the school as often and therefore doesn't feel as effective. Having a co chair would be more beneficial to share the responsibilities. Janet asked if one of the other Governors can go on the new chairs training in the Autumn Term or maybe 2 people can go. Janet said that we cannot go on as we are.

Course	Date	Times		Area
New Chairs - Leading the Team	09/10/2019	17:30	20:30	Shepton Mallet
New Chairs - Leading the Team	24/10/2019	17:30	20:30	Taunton
New Chairs - Leading the Team	05/11/2019	19:00	21:00	Shepton Mallet
New Chairs - Leading the Team	06/11/2019	19:00	21:00	Yeovil

Mike G said that as Governors the group need to feedback as Janet can't continue being unsupported. Mike explained that he wasn't able to take on the role for the same reasons as Janet (distance from Street and daytime commitments).

Danielle asked what level of involvement the chair should have. Kate said that making contact once a half term is fine. Kate explained that once a week is fine.

Kim asked if an hour here and there would be fine. Lucy explained that a time limit is sometimes also useful. Examples of input were discussed include Governor Assembly, new parents evening etc

Emma explained that when she comes in she does a block of time when she can and speaks to staff. Kate said that this is well received and valuable.

