



Minutes of the Full Governors Meeting held at Hindhayes School on Monday 14th October 2019 (Birch Class 5.30pm)

Present: Janet Day (Chair), Mary Whitaker, Lucy Shakesby, Mike Greedy, Kate Nester, Helen Clark, Daniele Hart, Sue Court, Kim Todman and Mike Sales (Clerk).

Agenda No Item

01/15 **Apologies** – These were received and accepted from Rosie Harris (child care), Emma Western (who has now stood down as Governor) and Martin Lukins (work commitments).

It was noted that Emma had stood down as Governor with immediate effect and Rosie from the end of December. The Governing Board thanked both for their valued contributions as Governors.

Mike S has advertised these positions with a closing date for nominations of 25th October 2019.

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

02/15 **Co-Chairs for Governing Board** - Mike chaired this part of the meeting and put forward a proposal that Janet is willing to continue as Co-Chair until the end of the summer 2020 term. Danielle, following her attendance at the 'New Chairs Meeting – Leading the Team' on 9th October, said that she is also happy to act as Co-Chair. A new Co-Chair would to be elected when Janet steps down from the Autumn Term 2020.

Janet and Danielle left the room whilst the Board discussed the proposal. There were no other nominations for these positions and as there was no challenge to the proposal, Mary nominated Janet and Danielle which was seconded by Mike G.

Janet and Danielle were invited back into the room and it was confirmed that they had been elected as Co-Chairs. Both were pleased

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and Danielle reported back that the training she attended was excellent and she felt enthusiastic about taking on the role and would be able to commit longer term.

Action: Mike S to inform Governance Services of the re-elections and update relevant documents.

03/15 **Opportunity to declare Pecuniary Interests** – None received.

04/15 **Minutes of the last meeting** – The minutes of the meeting held on the 10th July 2019 were approved by the Board and signed by the Chair as an accurate reflection of the Meeting.

05/15 **Action points from the previous meeting** – Sue attended the Elmhurst Governors Meeting on the 23rd September and produced a report which she took the Board through. Sue said that there was more information referred to before the Meeting electronically so agenda items were signed off promptly.

Lucy asked Sue if she thought Hindhayes could improve from this approach. Sue said that she wasn't sure but felt that it may be due to her IT knowledge.

Board discussed that the more electronic approach could be useful for Hindhayes to consider and would be explored, especially if the Birch Room large screen/monitor was used in future meetings.

Kim will be attending the next Elmhurst Governors Meeting on the 18th October and will feedback her thoughts. Lucy will also look to attend an Elmhurst Meeting.

All the other Action Points from 10th July 2019 Meeting have been actioned.

06/15 **Terms of Reference and Standing Orders** – The 2019/20 Standing Orders had previously been circulated via email and were approved at the Meeting.

Mike G asked about the ToR when Joint Panels between schools are needed to address particular issues and who the Governor Representatives are. Janet said that it could be any of the Governors. There isn't any specific training on this but good support from Governance Services is given.

It was also noted that the 'Code of Conduct' had been circulated to Board previously via email with no comments received.

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07/15 **Governor Roles and Responsibilities** – Following the changes of Governors within the Board, the following were the agreed Roles and Responsibilities:

Kate said that in addition to the original list there was a need for an E Safety Governor. It was agreed that Danielle would consider what the role involved and Mike S will contact Dean Matthews (Teacher with the IT Lead) so that he can contact her with what this would be in terms of involvement.

Action: Mike S to ask Dean Matthews to contact Danielle regarding the E Safety Governor involvement.

Governor Roles and Responsibilities around the school	
Role	Governor
Health and Safety/Site Management	Martin and Helen
Quality of Teaching, Learning and Assessment	Mary and Sue
Personal Development, Behaviour and Welfare	Janet and Danielle
Effectiveness of Leadership and Management	Danielle & Mike
Finance	Kim
Pupil Premium and SEN	Mike & Kim
Safeguarding	Janet
E-Safety	Martin & Danielle

08/15 **Headteacher updates** – Kate took the Board through the latest SEF (Self Evaluation Form) on screen (with copies also available in the meeting). Kate covered the following:

- Effectiveness of Leadership & Management
- Impact on Parental Perceptions
- Personal Development & Behaviour
- School Improvement Plan Priorities

Kim asked how often the SEF is updated. Kate said that this is termly.

Kate explained that the current pupil numbers are 230, which have been on the decline, with the forecast numbers for the Street area also on a downward trend. This is not Hindhayes specific but figures which are being seen across the area.

Pupil Premium numbers are currently 52, with only 10 from this year's Reception classes. Numbers have been checked with Admissions and there are potentially up to 4 further children which may be Pupil Premium.

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Kate said that the Hindhayes were slightly under the 96% national average for attendance. A letter for attendance is being sent to those families with under 96% attendance.

Mike G asked about seasonal fluctuations for attendance and Kate explained the profiling which had been done over each term for the past 5 years.

Mike G asked about fines for parents and Kate said that this is worded within the attendance letter as 'we reserve the right to fine'.

Kim asked about 'Services' Children and Kate said that approval can be given for absence for exceptional situations. Kate said that a third of children make up Reception pupils and can introduce new infections and have an impact on absence figures especially early into the autumn term.

Parent View Questionnaires – Last 5 years have a good overview. Ofsted Inspector commented at the last review that Hindhayes had positive Parent View. Figures tend to dip where parents answer with 'don't know' responses.

Kim asked about Bullying and Lucy feedback that the school don't experience actual bullying and when looking at the Parent View figures 46% of responses said that the school deal with this well and 46% with didn't know. This is viewed that is because they haven't experienced bullying that reflects their response. Combining the 2 figures therefore gives 92% overall.

Danielle asked whether the question could be changed and given a scale. Kate said that the questions were not set by the school and were national and were the same for all schools to align with Ofsted.

Lucy gave out the data set for pupil data. Foundation stage figures have shown a dip so new targets are being set through teacher performance. School are awaiting the new national standard for the Foundation baseline and Hindhayes are taking part in the pilot.

Kim asked why there had been a decline in the Foundation stage and Lucy feedback that there is lots of research linking the lack of dexterity and the possibility of younger children growing up finger pointing and using iPads/technology as well as modern flooring inhibits physical development e.g. crawling co-ordination. Therefore these children are not developing the skills required for writing as early as needed.

Helen asked whether the younger children have difficulty holding cutlery and Lucy confirmed that this has been seen in some children.

Kim asked whether Nurseries are reporting this back to the school. Kate said that Hindhayes take children from 11 different settings but they are reporting similar issues.

Mike G asked what GLD means. This is Good Level of Development. There are 7 areas and children needed to achieve in 5 and this is where there has been a reduction in figures. Page 16 of the SEF covers this.

Mike G asked why the figures have dipped and Kate said that the School were working with Boolean Maths to look at increasing EYFS. Lucy is moderator and visits other schools to see how they deal with these areas. Other schools remain interested in how Hindhayes deal with EYFS to diminish the gap for children.

Janet asked when the revised information will be available and Lucy said at present there isn't a date for this to be released but when it is she will make Governors aware.

Kate took the Board through the rest of the SEF. Discussion held that the new Tree House, mainly funded from Pupil Premium, was being fully utilised.

PFSA – Still no definite plans to fund a PFSA as the Parish Council are concerned about losing funding if they fund the post as the Local Authority could withdraw the funding.

Helen asked why the PFSA isn't funded by the Schools and Kate confirmed that this is due to a lack of funding. Mike S confirmed that the school has been running a deficit for several years and those previous years surpluses have kept the budget balanced. Further funding will be required for 2020/21 financial year.

Kim asked about the Behaviour system and red slips. Kate and Lucy confirmed the systems currently used and the different colours.

Action: Mike S to circulate Kate's SEF via email. It was noted that the document is updated in Green where there have been changes, so that updates are easily identified.

09/15

Policies for review – The policies for review had previously been circulated to Governors. The policies reviewed were:

- Behaviour Principles – Agreed and signed
- Concerns & Complaints – Mike G asked about Playground resolution. Kate said that staff received a session on emotional coaching skills and how to employ certain phrases. Mike asked if issues get escalated if needed. Kate and Lucy will support teachers if needed with parent input. Example would be pupil progress meetings held in a room of people. School try to

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maintain a 'solution focused' approach rather than confrontational.

- Volunteers Working in School – Following Danielle's suggestions this requires this policy requires further updates to include 'All Volunteers are supervised'.
- Food – This is BAM's own policy. No comments were made on this policy.
- Safeguarding – Awaiting revised policy – Discussion deferred until December 2019 Meeting.

Safeguarding Training - For those Governors who couldn't attend the 2 previous Hindhayes sessions, there will be dates at other schools circulated in due course. Danielle to send Kate examples of what she delivers for Millfield School in her DSL role. Danielle to also discuss her training with Kate.

Action: Lucy to update the Volunteers Policy with the suggested wording agreed in the meeting.

Action: Danielle to send Kate examples of what she delivers for Millfield School in her DSL role. Danielle to also discuss her training with Kate as she may not need to attend the LA training.

Action: Mike S to inform Governors who haven't undertaken the Safeguarding training this year of the refresher dates (when known).

10/15 **Safeguarding** – Kate confirmed that this continues to be busy.

11/15 **Clerk Hours** – Mike S left the room for this agenda item.

Following his appraisal with Janet, Mike raised that he felt the 3 hours weekly allocation for the Clerk hours didn't cover the work required, even when weighting the weekly hours over a cycle of meetings and allowing for busier times to be balanced but the quieter ones. Mike raised this after a year of doing the role as he appreciated that he was new to post and also working in a school, so wanted to see if he could be more efficient after time. It was agreed that he would review his workload and he discussed with Ann Adams (Governance Services) who said that for Hindhayes the allocation per week would be up to 7. Mike also discussed with Colleagues at the Clerks Briefings and 3 hours seemed to be the lowest allocation and most people had more hours per week. Mike has documented the above.

Janet proposed that the Clerk's hours be increased from 1st September 2019 from 3 to 5 hours per week, at grade 12. This will allow Mike to keep a separation between his Business Manager and Clerk positions. This was seconded by Mary, with all in favour.

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Mike was invited back into the room and it was confirmed that the increase had been agreed. Mike thanked the board for their decision.

Action: Mike S to action increase from 01/09/19.

12/15 **Governor Training and Visits:**

Governor Visits/Training and involvement spreadsheet			
Date	Governor name	Description	Status
02/09/2019	Helen Clark	Safeguarding Training	Completed
02/09/2019	Mike Greedy	Safeguarding Training	Completed
23/09/2019	Kim Todman	Governing the Pay in Your School	Completed
24/09/2019	Mike Greedy	Headteacher Performance Management Training	Completed
24/09/2019	Danielle Hart	Headteacher Performance Management Training	Completed
07/10/2019	Mary Whitaker	Safeguarding Training	Completed
09/10/2019	Danielle Hart	New Chairs Meeting - Leading the Team	Completed
09/10/2019	Mary & Sue	Monitoring of Teaching and Learning Meeting with Lucy	Completed

13/15 **Elmhurst Governors Meeting and Open Morning:**

The Open Morning for new parents was 3rd October and was well attended. Kim and Sue were present and helped show potential new parents around the school.

Kim feedback that she really enjoyed being part of the Open Morning and showing people around. She also wanted to raise how enthusiastic Lucy was and what a good job she does of promoting the school. All agreed.

The Joint Governor Open Morning was well attended by Hindhayes Governors but on this occasion no Elmhurst ones could attend.

14/15 **Future Meetings** – The next meeting was agreed to be held on Tuesday 3rd December 2019 at 5.30pm.

It was agreed that Mike S will circulate potential dates for the rest of the 2019/20 academic year after checking Kate's availability.

Action: Mike S to circulate dates of potential dates for the rest of the 2019/20 academic year after checking Kate's availability.

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15/15 **Any other Business - Mike G raised about the changes on the Governor Roles and Responsibilities and that his was now up to date.**

Agreed action points:

Agenda item	Action by	Agreed action	Action taken:
01/15	Mike S	Mike S to contact Governance Services to update the Governors list. Mike to organise filling the Governor position vacated.	
02/15	Mike S	Mike S to inform Governance Services of the re-elections and update relevant documents.	
03/15	Mike S	Mike S to ask Dean Matthews to contact Danielle regarding the E Safety Governor involvement.	
08/15	Mike S	Mike S to circulate Kate's SEF via email. It was noted that the document is updated in Green where there have been changes, so that updates are easily identified.	
09/15	Mike S	Lucy to update the Volunteers Policy with the suggested wording agreed in the meeting.	
09/15	Mike S	Danielle to send Kate examples of what she delivers for Milfield School in her DSL role. Danielle to also discuss her training with Kate as she may not need to attend the LA training.	
09/15	Mike S	Mike S to inform Governors who haven't undertaken the Safeguarding training this year of the refresher dates (when known).	
11/15	Mike S	Mike S to action increase from 01/09/19.	
14/15	Mike S	Mike S to circulate dates of potential dates for the rest of the 2019/20 academic year after checking Kate's availability.	

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