



Minutes of the Full Governors Meeting held at Hindhayes School on Monday 4th February 2020 (Birch Class 5.30pm)

Present: Janet Day (Chair) Hannah Herbert, Elaine Cave, Mary Whitaker, Sue Court, Kate Nester, Helen Clark, Danielle Hart, Kim Todman, Lucy Shakesby, Mike Greedy, Martin Lukins and Mike Sales (Clerk).

Agenda No Item

01/13 **Welcome and Apologies** - Janet welcomed everyone to the meeting. There were no apologies, as all Hindhayes Governors were present. However, no Elmhurst Governor was available to attend.

02/13 **Opportunity to declare Pecuniary Interests** – None received.

03/13 **Minutes of the last meeting** – The minutes of the meeting held on the 3rd December 2019 were approved by the Board and signed by the Chair as an accurate reflection of the Meeting.

04/13 **Action points from the previous meeting** – All the Action Points from the previous Meeting have been actioned.

05/13 **Vice Chair Nominations** – Janet and Mike S explained that there had been a clarification from Governance Services regarding the Hindhayes Board having 2 Co-Chairs (Janet and Danielle), which has been acceptable, however there is also a need to have a Vice-Chair to satisfy technical requirements.

Janet will be stepping down from her position during the summer and in discussion with Danielle, it was preferable to have a separate person as Vice-Chair, so that there is someone already in place at that point.

Mike S. had previously contacted all Governors to see if anyone was interested in Vice-Chair and as no nominations were received it was discussed in the meeting.

Signed..... Dated.....

Kim said that she was happy to put herself forward but if the decision to introduce a Finance Committee was needed, then she wouldn't.

Janet explained that it was agreed approx. 4 years ago that it was decided a separate committee was not required. A discussion was held about whether that decision needed to be reviewed and Mike S was asked his views. Mike explained that he felt there was not a need due to the introduction of the revised, more robust SFVS (School Financial Value Standard) which will be discussed at most Governors Meetings, that Governors receive regular Finance updates and can request any information from him, when required. Kim's involvement for Quality Assurance as Finance Governor and that SSE (Support Services for Education) will also sign off reports, combined with the overall Boards skills (highlighted through Skills Audit) and strong SLT Mean there are a good level of knowledge. The budget is also relatively small.

Mike G said that in his view that a separate committee was not needed and he received all the information he needed as Governor.

Kate said that Mike S is available at every meeting and can comment as Business Manager also.

Janet said that a Working Group could be pulled together as when needed if there were specific issues.

It was agreed that there was no need for a Finance Committee and Kim put herself forward as Vice-Chair. Mary proposed and Mike G seconded.

Action: Mike S to contact Governance Services to update that Kim is now Vice-Chair.

06/13

Month 9 Finance Report – Mike S had previously circulated the detailed Month 9 Report to Governors and also met with Kim in her role as Finance Governor to review the detail on 29th January. A Month 9 Report is required by Schools who have an in year deficit. Kim had also done a separate report for Governors which Mike had also circulated for their information.

Mike updated the Board on the latest information available and had produced a summary for Governors. It was felt that this 'Executive Summary' style was helpful and that if any further detail was needed that by Mike cascading the information between meetings, it gave the Board a chance to ask questions and for him to have answers available. Reports are scrutinised by SSE, Mike and Kim prior to Governor Meetings.

The summary below was referred to in the meeting:

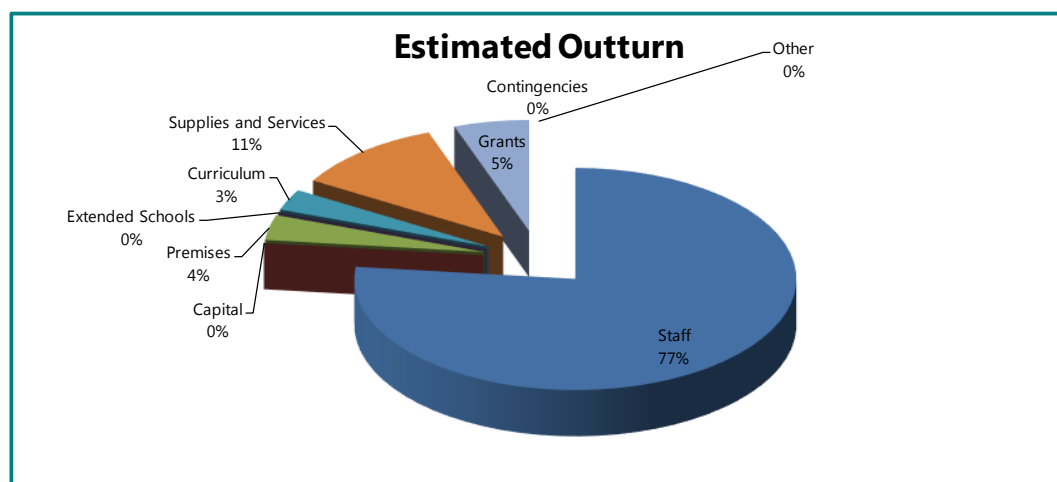
TOTAL FUNDING			
	Revenue	Capital	Total
School Budget Share (excluding carry forward)	£1,070,786	£0	£1,070,786
Previous Financial Year's Carry Forward	£76,046	£0	£76,046
Estimated Funding Adjustments	£0	£0	£0
Total Funding	£1,146,832	£0	£1,146,832

SUMMARY INCOME AND EXPENDITURE				
Cost Group	Estimated Final Budget	Estimated Outturn	Estimated Balance	Estimated % Spend at Year End
Staff	£874,535	£867,628	£6,907	99%
Capital	£0	£0	£0	0%
Premises	£43,237	£41,403	£1,834	96%
Extended Schools	£0	£0	£0	0%
Curriculum	£45,324	£34,717	£10,607	77%
Supplies and Services	£120,389	£124,773	-£4,384	104%
Grants	£76,721	£62,085	£14,636	81%
Contingencies	£0	£0	£0	0%
Income	-£13,376	-£16,733	£3,357	125%
Other	£0	£0	£0	0%
EXPENDITURE AND INCOME TOTAL	£1,146,830	£1,113,872	£32,958	97%

BREAKDOWN OF ESTIMATED SCHOOL BALANCES AT YEAR END	
Committed Revenue Balance (B01)	£23,360
Uncommitted Revenue Balance (B02)	£9,598
Other Capital Balance (B05)	£0
Community Focus Extended Schools Balance (B06)	£0
ESTIMATED TOTAL SCHOOL BALANCE	£32,958
Devolved Formula Capital Grant (DFCG) Balance (B03)	£0

OUTTURN SUMMARY - EXPENDITURE

This graph shows the total estimated expenditure of each cost group, as a proportion of the total expenditure for the school.



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Dated.....

Headline information referred to:

- An improved surplus vs. budget is projected of £32,958 an improvement of £20,243 since Month 6 Report due to careful monitoring of spend and deferring projects such as new flooring and payment of the Reception door until April have helped the overall position.
- Pupil numbers are falling, not just at Hindhayes but all local schools (this aligns with a recent population forecast EFS make reference to), this means less Government Grant. 2019/20 Census was 244 on roll, we are currently at 224
- Year 2 Pupil Premium pupils who left haven't been replaced by as many Reception PP pupils, therefore less grant
- Less take up of meals, which we taking initiatives to increase (approx. 175 pupils take a meal daily).
- From April '20 there is a minimum pupil funding increase from £3.5k to £3.75k which could result in an additional £55.5k. Some if this *maybe* clawed back because the grant received for meals, was based on there being a higher number of children than we actually have now. **Highlighted as a risk and could impact on this year.**

Mike S asked for questions of which there were several from the Board.

Mary asked about funding for staffing and whether there is sufficient budget. Mike confirmed there was based on the current structure.

Mike G asked questions about building costs and maintenance. Mike S explained that Property Services do an annual review of the building and grounds and will feedback any work they feel needs undertaking. Some work is paid for if it falls under Health & Safety but other expenditure would be the responsibility of the school.

Janet said that the overall summaries are helpful to highlight areas where Governors may need to focus their attention.

Mike S said that he will now work on the forward budget 2020/21 financial year, where an initial position should be available to review at the next Governors Meeting.

07/13

SFVS (Schools Financial Year Standard) – Mike S circulated the SFVS on the 30th January. This is a revised document which the school need to complete and covers the period from 1st April 2019 to 31st March 2020 and is significantly more detailed than the spreadsheet it replaces. The SFVS uses the school's information for budgets and staff numbers for benchmarking, which have been actually published, so that period is April '18 to March '19.

There are 29 questions which help to benchmark Hindhayes so that the Board can see how comparable they are against other schools. Kim and Mike S met on the 29th January to review the SFVS and the responses demonstrate that Hindhayes are meeting all the areas of responsibility it should be or are working towards these. The review of the SFVS Mike drafted took Kim and Mike approx. 1 hour, so rather than use a significant amount of the Governors Meeting reviewing again, it focused on the 'Dashboard' (shown below):

A. Information about your school			
School name:	Hindhayes	Click here to see the RAG rating data for this school Input the school's percentages and ratios directly below, or click here to input raw spending and characteristics data for your school To reset the form to draw from the raw spending and characteristics data, click here . Macros must be enabled	
School LA/Estab number:	9332069		
Phase:	Primary		
Region:	South West		
Number of pupils:	243		
% of pupils eligible for FSM:	10.7%		
This school is being compared to other: - medium primary schools with medium levels of FSM - primary schools outside London (for average teacher cost only)			
B. Spending as a percentage of total expenditure			
	Guidance	The school's data	Rating against thresholds
Spend on teaching staff as a percentage of total expenditure	Guidance	46.3%	Middle 20% of similar schools
Spend on supply staff as a percentage of total expenditure	Guidance	1.0%	Broadly in line with similar schools
Spend on education support staff as a percentage of total expenditure	Guidance	17.0%	Middle 20% of similar schools
Spend on administrative and clerical staff as a percentage of total expenditure	Guidance	3.7%	Broadly in line with similar schools
Spend on other staff costs as a percentage of total expenditure	Guidance	5.7%	Highest 20% of similar schools
Spend on premises (including staff costs) as a percentage of total expenditure	Guidance	6.9%	Highest 20% of similar schools
Spend on teaching resources as a percentage of total expenditure	Guidance	3.7%	Broadly in line with similar schools
Spend on energy as a percentage of total expenditure	Guidance	1.3%	Broadly in line with similar schools
Other spending as a percentage of total expenditure (balancing line)	Guidance	14.3%	N/A
C. Reserves / balances as a percentage of total income			
In-year balance as a percentage of total income	Guidance	-2.7%	Medium risk
Revenue reserve as a percentage of total income	Guidance	9.6%	Low risk
D. School characteristics			
Average teacher cost (£)	Guidance	£45,330	Lowest 20% of similar schools
Senior leaders as a percentage of workforce	Guidance	4.1%	Broadly in line with similar schools
Pupil to teacher ratio	Guidance	20.8	Broadly in line with similar schools
Pupil to adult ratio		5.0	Lowest 10% of similar schools
Teacher contact ratio (less than 1.0)	Guidance	0.77	Broadly in line with recommendations
Predicted percentage pupil number change in 3-5 years	Guidance	-6.4%	Medium risk
Average class size	Guidance	27.0	Broadly in line with similar schools
E. Outcomes			
Ofsted rating	Guidance	Good	Good
Progress score in reading	Guidance	0.0	Average or above average
Progress score in writing	Guidance	0.0	Average or above average
Progress score in maths	Guidance	0.0	Average or above average
F: Optional commentary			
Note - Spend on 'other staff costs' includes the costs of Recruitment (advertising) Premises costs include Caretaker costs, but exclude the effect of the income generated for Hall Hire/Lettings. In Year balance - In Year deficit known and grant funding doesn't cover costs. Currently being offset with Carry Forward values. Pupil to adult ratio, was based on 2018/19 but takes into account Play Worker posts/SEN. Pupil numbers known to be reducing as seen in the Population Forecast summary. 2018 = 243 on roll vs. 230 @ Dec '19			

Helen asked about the Pupil to Adult ratio and Mike S explained the RAG system and that this area would be addressed when the next SFVS is completed (because changes had already happened).

Signed.....

Dated.....

Martin commented on the benchmarking ratios and how these could skew the figures because of comparing schools in different locations and setting.

Kim thanked Mike S for his work on the SFVS as this was a time consuming piece of work to have done properly.

The SFVS is on the upcoming agendas.

08/13

Headteacher updates – Kate and Lucy took the Board comprehensively through the following documents, which had been circulated prior to the meeting. All agreed that having the documents colour coded to highlight changes was very helpful and appreciated:

Personal Development and Behaviour Plan – Kate took the Board through points 5 & 7. Discussion on the Trail Blazing Award, an initiative identified for funding complex support. Any Grant money available will be used to train staff. There is an application process through the Tor School which Kate is going to complete. This initiative will help with emotional wellbeing, mental health and support.

Mary asked what SEMH is. Kate confirmed it is an abbreviation for Social, Emotional and Mental Health.

Kim asked what the timescale is for the whole process. Kate confirmed between 12 – 18 months

Effectiveness of Leadership and Management – Kate talked through the audit on wellbeing. Also the safety of Hindhayes pupils with internet safety. This will be led by Dean Matthews in his IT lead. Members of the group have been identified and will be meeting in the in the next few weeks.

Teaching and Learning SDP – Kate and Lucy took the Board through the T&L SDP and there was a lot of discussion around Ofsted. They are updating their terminology and using phrases like `Deep Dive`, Lucy explained that there will be reviews on phonics and reading will be really important,

Kate invited any Governors who wish to attend the next Staff Inset Day that they are welcome to come. The next is on 14th February between 9 and 3pm. The morning session will be training on mental health.

Danielle asked a question about how long between the Elmhurst Ofsted inspection and the Report outcomes being known/published. Kate said that was approx. 6 weeks.

Mike G asked what the general inspection changes were. Kate explained there is a 'Preparing for Ofsted' SSE Training course available. Kate is happy to do a preparation for Ofsted session as we have new Governors who have not been through the process before and because requirements have changed since the last Hindhayes inspection. Janet said that this would be beneficial. Kate said that Hindhayes will be back in the Ofsted cycle of inspections from 2021.

Danielle asked what notice Ofsted give before an inspection. Kate said it is the day before.

Danielle asked Kate whether there are improvements which the Board can make. Kate said that it will be important Governors know their lead responsibility areas really well.

Action: Sue and Mary to do a review of 'Teaching & Learning'.

SEF (Self Evaluation Form) – Kate took the Board through the changes (highlighted in green).

Kim asked whether Elmhurst's Ofsted rating had effected Hindhayes. Kate said that feedback is generally where improvements are highlighted that they are made giving reassurance to parents and carers.

Kate said that we need a Wellbeing Governor – Mike G is happy be this.

Kate took the Board through the parent questionnaire and feedback. New questions added to the questionnaire and there have been a high level of responses received. Parent feedback had also included that there had been no instances of bullying within the school. Also that 100% of feedback indicated that the school offer a wide range of subjects.

Discussions re Wellbeing and teachers not running after school clubs supported by Ofsted. Afterschool sessions are run by outside companies.

Mike G asked how the survey is circulated. Kate confirmed that this is through book bags. There were 55 family responses received. Mike G asked if Kate felt that this was good and it was considered that it was. The survey was mentioned to parents and carers in the Newsletter, Facebook and Newsletter.

Danielle asked whether a separate link in the Newsletter would be helpful. Kate said that preference was being given to paper returns.

Hannah asked how Ofsted view the questionnaires and Kate said that the inspector was impressed because the consistent responses from parents and carers was over a longer period of time.

Kate explained that Ofsted inspectors will have 'Deep Dive' discussions with subject leads.

Discussions held over predicted data for all pupils (summer term).

Mike G asked about mixed classes and how that works. Lucy confirmed that children are discussed in their cohorts, so the information relates to the right years/pupils.

Kim asked about children who might nearer the lower or higher ends and whether consideration is given to those pupils. Lucy confirmed that their progress is tracked closely also.

Kate explained some of the staff changes with members of staff returning from maternity in September '20 and how these will be managed and retain 8 classes. Matt Daymond is a new Teaching Assistant who is highly skilled and working in Reception and having a positive impact.

Lucy said that Hindhayes led by Kate is well placed to deal with SEMH pupils and that the schools is well advanced compared with other settings. Kate and Lucy will be part of a best practice panel held at Millfield where the positive work the school are doing will be discussed.

There were no further questions from Governors on the SEF.

09/13 **Policies** – There were none due for review at this meeting. The next policies to be reviewed are:

- Marking
- Children Looked After
- Finance Policy
- Restrictive Physical Intervention

10/13 **Governor Training and visits** – These are below:

Governor Visits/Training and involvement spreadsheet			
Date	Governor name	Description	Status
10/12/2019	Helen Clark	Site visit with Mike Sales	Completed
16/01/2020	Mike Sales (Clerk)	Clerks Briefing	Completed
18/01/2020	Hannah Herbert	New Governors Course	Completed
18/01/2020	Elaine Cave	New Governors Course	Completed
29/01/2020	Kim Todman	Review of Month 9 Report and SFVS with Business Manager	Completed
11/02/2020	All remaining Governors	Annual Safeguarding Training (for those who haven't completed the training or have joined since Sept '19)	To be completed
05/03/2020	Janet Day	Area Meetings for Chairs and/or Other Governance Reps	To be completed

Signed..... Dated.....



FW Clerks Briefing Governor Site visit - FW Month 9
Long Sutton Golf CFeedback Form.msgReport - Finance Go

Helen and Kim were thanked for their helpful and positive feedback reports on their visits. It was agreed that Mary and Sue would arrange a curriculum review in the near future. Janet encouraged other Governors, especially new ones, to arrange a visit with Kate.

Safeguarding training – A date of Tuesday 11th February has been set for those Governors (and CLP staff) who haven't been able to attend the 2 previous sessions ran by Kate. This will be held at Hindhayes (Birch Room) between 1.30 to 4pm. This will be delivered by Cassie Reynolds in her new role as TAS (Team Around the School) Co-ordinator.

Discussion held that some people are still finding getting to a session difficult. There were suggestions about how this could be delivered differently, such as tasking those requiring training with watching and reading relevant material and signing to say they've done this. Kate said that the SCC (Somerset County Council) training is meant to be delivered face to face and takes up to 3 hours.

Janet and Kate raised serious concern that the Safeguarding Audit would show red if some governors have not completed the **mandatory** training by the end of March, thereby bringing down the overall result. Janet will raise the issue at the next Chairs Meeting.

It was agreed that Mike S would contact Ann Adams in Governance Services to see if there were any thoughts about this and/or whether there could be sessions ran in the evenings for people to attend.

Action: [Mike S to contact Ann Adams in Governance Services](#)

[Hannah and Elaine feedback that they found the Induction Course was very helpful and will complete a Feedback form and return to Mike about the training they received.](#)

Action: [Hannah and Elaine to complete a feedback form and return to Mike S.](#)

11/13 **Elmhurst Governor and Federation Updates** – Feedback deferred until the next meeting.

Dates of Elmhurst Governors Meetings:

Signed..... Dated.....

Elmhurst Governor Meeting dates:			
			Notes
Monday	23rd Sept 19	Sue Court	Held
Monday	18th October 2019	Kim Todman	Held
Monday	20th January 2020		Posponed
Monday	23rd March 2020		Hindhayes Governor needed please
Monday	27th April 2020	Kim Todman	
Monday	6th July 2020	Martin Lukins	

12/13 **Dates of future meetings – Please see below:**

Hindhayes - Governor Meeting Dates		
14/10/2019	Term 1	Held
03/12/2019	Term 2	Held
03/02/2020	Term 3	Held
17/03/2020	Term 4	To be held
19/05/2020	Term 5	To be held
14/07/2020	Term 6	To be held
6 Meetings to be held in each academic year		

13/13 **Any other business –**

Kim wanted to raise about the Victoria Club Car Park following her experiences of asking people to move on who were inappropriately parked. Kim had approached these people and that these had been positively received. The issues she had experienced were to do with Victoria Club members parking and not parents of the school.

Kate referred to 2 families who had said that they had moved their children from Hindhayes and sighted issues with the car park as contributory factors in making their decision to leave Hindhayes.

Kate had also experienced instances of poor parking by Victoria Club members.

Mike S said that a parent had approached him earlier that day by a parent who had asked someone to move who was parked on the road outside the school. This wasn't a positive experience and she reported to Mike, but they had moved on when he went to investigate. Mike took pictures of other vehicles parked badly. Monday's are difficult for parking in the Victoria Club as they hold tournaments

Kate said that an advert for a Crossing Patrol person had been put in the Newsletter.

Signed..... Dated.....

Action: Mike S to put car parking to be put on the next Governor Meeting agenda.

Action: Mike G said that he will come in to school to meet with Kate.

Janet and Mike G confirmed that there will be unable to attend the next meeting due to other commitments. Danielle has been asked to chair the next meeting, as Janet can only attend part of the meeting.

Agreed Action Points:

Agenda item	Action by	Agreed action	Action taken:
05/13	Mike S	Mike S to contact Governance Services to update that Kim is now Vice-Chair.	
08/13	Sue & Mary	Sue and Mary to do a review of 'Teaching & Learning'.	
10/13	Mike S	Mike S to contact Ann Adams in Governance Services	
10/13	Hannah & Elaine	Hannah and Elaine to complete a feedback form and return to Mike S.	
13/13	Mike S	Mike S to put car parking to be put on the next Governor Meeting agenda.	
13/13	Mike G	Mike G said that he will come in to school to meet with Kate.	

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 & Danielle
E-Safety	Martin & Danielle
Wellbeing Governor	Mike
To be allocated	Elaine
To be allocated	Hannah

Signed..... Dated.....