



**Minutes of the Virtual Governors Meeting held via Zoom Conference Call on
Tuesday 29th September 2020 (17:30 – 18:10 & 18:20 – 19:00)**

Present: Danielle Hart (Chair), Hannah Herbert, Kate Nester (Headteacher), Lucy Shakesby, Mary Whittaker, Elaine Cave, Helen Clark (17:30 – 18:10), Sue Court, Kim Todman (17:45 onwards), Louise Melia (Observer), Martin Lukins, Mike Greedy (17:30 – 18:10) and Mike Sales (Clerk). *Please see a list of the Governing Board 'Roles & Responsibilities' at the end of these Minutes.*

Please note that due to technical issues, a new Zoom link had to be sent to Governors via email and not all could re-join (see above attendance times). Virtual meetings will continue until further notice, so an unlimited Zoom account has now been set up so that future meetings can continue until concluded. All were thanked for their patience and understanding for issues experienced in this meeting.

Agenda No Item

- 01/14 **Welcome and Apologies** – No apologies were received. Danielle welcomed everyone to the meeting and also that Louise Melia was joining the meeting as an observer, as she is interested in becoming a Co-Opted Governor.
- 02/14 **Elect/Re-elect Chair and Vice Chair** – Danielle handed over to Mike S who said that we would normally ask those to be elected to leave the room, but the process had been done electronically on this occasion. Mike Greedy proposed Danielle as Chair and Kim as Vice-Chair. This proposal was seconded by Mary with no objections. Therefore, Danielle and Kim have been re-elected as Chair and Vice-Chair for the Hindhayes Board.
- 03/14 **Opportunity to declare Pecuniary Interests** – None received.
- 04/14 **Minutes of the last meeting** - The minutes of the meeting held on the 14th July 2020 were approved by the Board. The minutes will be physically signed by the Chair as an accurate reflection of the Meeting in due course.
- 05/14 **Action points from the previous meeting** – Mike S said that a date for the next meeting had been set of 1st December but dates for the rest of the year will be circulated before the next meeting.

Signed.....

Dated.....

Action: Mike S to circulate dates to Governors for Terms 3 to 6 before December's Governors Meeting.

06/14 **Terms of Reference and Standing Orders** – These had been updated for 2020/21 and circulated to Governors in advance of the Meeting. A question was asked about the names of the Governors being shown on the Standing Orders. Mike S confirmed that these hadn't previously been listed by name but reflected how many Governors there should be on the Board and in which roles.

07/14 **Governor Roles and Responsibilities** – It was discussed these should be updated and include Hannah and Elaine, as they are now established Governors. Mike S had previously circulated the Skills Audit for 2020/21 and is awaiting some returns to come back. Mike will update the Skills Audit Summary when the outstanding returns are received and circulate. The summary will then be used to help look at what areas work well with Board Members for roles and responsibilities to be allocated at the December Meeting.

Action: Mike S to request outstanding Skills Audits, update the summary and circulate to the Board before the December Governor's Meeting.

08/14 **Headteacher update** – It was acknowledged by Governance Services that Headteacher's and Senior Leadership staff had been implementing complex risk assessments whilst prioritising safe and structured returns to school, therefore there was not an expectation to review the SEF (Self Evaluation Forms) and/or SDP's (School Development Plan's) at the first meeting of the year. However, Kate took the Board through the updated Risk Assessment for Hindhayes which members had previously had sight of and then focused on the updated areas in blue text.

Kate confirmed the latest Government guidance is constantly reviewed and the Risk Assessment updated. The DfE daily Coronavirus updates are circulated to Governors daily by Mike S.

Martin had undertaken a site visit with Kate to review the risk assessment and walked around the school and spoke to different staff and parents. He said he was confident that the school were doing all they could to ensure everyone was safe and that parents, carers and staff felt supported.

Danielle reiterated her support for the school and admiration for the hard work that had gone into it opening safely.

Kate said that there were challenges but the staff team were hard working and committed and doing really well in a difficult situation. She said that she would like be concentrating on Teaching and Learning though.

Signed.....

Dated.....

There was a question about Work/Life balance for Kate who said that she felt supported as the Senior Leadership Team are a strong Team and remain positive with good support for each other.

There was a further question about face coverings and whether there had been any situations where people hadn't been recognised when collecting children. Kate confirmed that this hadn't been an issue and if it were, staff would satisfy themselves that only those known and listed on the pick-up list could collect.

09/14 **Policies to be agreed** – Policies had been circulated to Governors prior to the meeting. Feedback had been received suggesting tweaks to wording but not the content or essence of the policies, therefore the following policies were agreed and will be signed by the Chair.

- Restrictive Physical Intervention
- Collective Worship
- Community Cohesion
- Teaching and Learning
- Transition
- Child Protection and Safeguarding

Please note that the Model Finance Policy is currently being reviewed by Kim and will be circulated before the December Meeting.

Action: [Mike S to circulate the Model Finance Policy once reviewed](#)

10/14 **Safeguarding** – Kate confirmed that the Safeguarding training for staff and Governors was near completion and details will be cascaded to all in due course.

Action: [Kate to circulate details of the Safeguarding Training.](#)

11/14 **Governor Training & Visits** – Guidance from Governance Services has been circulated to the Board. Visits can take place adhering to the school's risk assessment. Training course and dates had also been circulated to Governors. The majority of these will be Virtual Sessions. If there are any visits or training requirements, please contact Mike S who will organise for you.

Action: [Governors to look at any visits or training they would like to attend and let Mike S know who will organise/book.](#)

12/14 **Elmhurst Governors and Federation updates** – It was discussed that this agenda item will remain as a standing one but be deferred until further notice.

13/14 **Dates for future Meetings** – Dates for the 2020/21 Governor Meetings are as follows. These will be Virtual Meetings until further notice and/or discussed that Governors can meet safely considering the membership of its Board. All meetings will be via the new school Zoom account.

Signed.....

Dated.....

Agenda item	Action by	Agreed action	Action taken:
05/14	Mike S	Mike S to circulate dates to Governors for Terms 3 to 6 before December Governors Meeting.	
07/14	Mike S	Mike S to request outstanding Skills Audits, update the summary and circulate to the Board before the December Governor's Meeting.	
09/14	Mike S	Mike S to circulate the Model Finance Policy once reviewed	
11/14	All Governors	Governors to look at any visits or training they would like to attend and let Mike S know who will organise/book.	

Hindhayes - Governor Meeting dates		
Dates	Term	Status
29/09/2020	Term 1	Held
01/12/2020	Term 2	To be held
02/02/2021	Term 3	To be held
16/03/2021	Term 4	To be held
18/05/2021	Term 5	To be held
13/07/2021	Term 6	To be held

14/14

Any other business – Kim commented on the new photocopier contract which the school had negotiated and is projected to save Hindhayes £2,200 per year (from October 2020) over the next 3 years, totalling £6,600. Kim said this was an excellent piece of work.

Danielle and the Board stated that they felt reassured by the risk assessment which Kate had run through and wanted to pass on their thanks to all the staff at Hindhayes for their hard work and commitment to the school. They wanted to reiterate their support and to approach the Board if anyone needed any help, support or advice.

Signed.....

Dated.....

Governor Visits/Training and involvement spreadsheet			
Date	Governor name	Description	Status
14/09/2020	Martin Lukins	Review of School Covid-19 Risk Assessment	Completed
20/10/2020	Danielle Hart	Complaints Training - Was scheduled for 13/05/20 but postponed due to COVID-19	To be completed
TBC	All Governors	Safeguarding training - Awaiting virtual delivery options before cascading	To be completed
	Governor	Need to update this once new Governors are appointed	End of term date
Elaine Cave	Co-Opted		02/12/2023
Mary Whitaker	Co-Opted		31/08/2023
Mike Greedy	Co-Opted		05/02/2022
Sue Court	Co-Opted		14/07/2024
Hannah Herbert	Co-Opted (but is a parent)		02/12/2023
Kim Todman	Co-Opted (but is a parent)		08/05/2023
Kate Nester	Head teacher		
Helen Clark	LA Appointed		14/07/2024
Danielle Hart	Parent		31/01/2023
Martin Lukins	Parent		14/01/2022
Lucy Shakesby	Staff		
Vacancy (Ex day)	Louise Melia (Oberseving 29/09/20) Is a parent but would take Co-Opted vacancy, Gov Services have said this is fine but need to monitor parent Gov numbers		

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	Danielle
Effectiveness of Leadership and Management	Danielle & Mike
Finance	Kim
Pupil Premium and SEN	Mike & Kim
Safeguarding	Danielle
E-Safety	Martin & Danielle
Wellbeing Governor	Mike
To be allocated	Elaine
To be allocated	Hannah
To be allocated	Vacant Governor (Co-Opted) Louise?

Signed.....

Dated.....