



**Minutes of the Virtual Governors Meeting held via Zoom Conference Call on
Tuesday 1st December 2020 (17:30 – 19:00)**

Present: Danielle Hart (Chair), Kate Nester (Headteacher) (17:35 – 19:30), Lucy Shakesby, Hannah Herbert, Mary Whittaker, Elaine Cave, Helen Clark (17:30 – 18:45), Kim Todman, Louise Melia, Mike Greedy, Martin Lukins (17:45 – 19:30) and Mike Sales (Clerk). *Please see a list of the Governing Board 'Roles & Responsibilities' at the end of these Minutes.*

- 01/14 **Welcome and Apologies** – No apologies were received. Sue did not join. Danielle welcomed everyone to the meeting and reiterated the importance of confidentiality, whilst we continue with virtual meetings.
- 02/14 **Opportunity to declare Pecuniary Interests** – None received.
- 03/14 **Minutes of the last meeting** – The minutes of the meeting held on the 29th September 2020 were approved by the Board. The minutes will be signed by the Chair as an accurate reflection of the Meeting electronically. Mike S had confirmed with Governance Services that this was acceptable.
- 04/14 **Action points from the previous meeting** – There were no outstanding actions.
- 05/14 **New Governor appointment** – Louise Melia was welcomed to the Board into the Co-Opted Governor (vacancy). Although Louise is a parent at the school, Governance Services have advised that there is no barrier to this appointment, as long as the Board take into account, through the skills matrix, the overall skills and experience required. Louise has undertaken her Induction and Mike S will send a welcome letter to Louise:
- Action:** [Mike S to send a Governor Welcome letter to Louise.](#)
- 06/14 **Coronavirus (School update)** – Kate has updated and circulated the revised Hindhayes risk assessment at 26th November. Staff questionnaires issued to ensure everyone remains confident and safe to be at work. Feedback has been very positive. The cleaning resource has been bolstered so that high use areas have a regular deep clean as well as the daily clean. We also have a relief cleaner should we need to call on. The Cleaning Team know that they are valued and appreciated for their hard work. Hindhayes has been one of only a few local schools who haven't had to close any classes or bubbles.

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The systems and processes for communication are working well for parents and carers with staff. Governors commented that the SLT have a calm, considered and methodical approach which instils confidence to staff, parents and carers.

Regular updates from DfE are circulated to staff and Governors. There is also a Covid-19 tracking spreadsheet for those who are not in school or affected by Covid-19.

A question was asked about those children who are not in school.

Unless there is a positive case of Covid-19 in the household or they're vulnerable, then children should be in school and follows the Government guidance. Where children need to access online learning they can access information this via the school website as well support through the class teacher. Other resources will include BBC Bite size, National Academy etc. There will also be welfare checks where needed. There would be concerns about gaps in learning if an absence lasted too long.

A question was asked about the reasons for non-attendance. Kate went through some examples.

There was general conversation from the Board about how the school were managing the impact of the pandemic. Parent Governors feedback that they had confidence and felt reassured by how the school were dealing with issues. Also that there remains good communication, such as the example given in the Newsletter where Keyworkers are regularly tested for Covid-19.

Other feedback included that the children didn't seem to be worried about coming into school and were happy to be there. Attendance has remained high.

Governors said they remained very supportive of the school and wanted to pass on their thanks to everyone for their hard work.

Kate said that it is important to return to a normal school day when restrictions allow. OFSTED will focus on the impacts of Covid-19 and what plans are in place to bridge the attainment gaps.

Governors asked what they can do to support the school in advance of OFSTED inspecting. Kate said that having a subject lead as part of their roles and responsibilities would be appreciated. Non-core subjects which require support include Geography and history.

A question was asked how Governors could support this at present. It was suggested that a virtual meeting (Teams/Zoom) could be set up and Governors could have a list of questions (which would be provided to them) to support discussions with the teacher, that could then later be referred to with the OFSTED Inspector.

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Action: Mike S to send the Governor a list of subject areas with a view to allocating these on weighted and preference basis, with any outstanding areas then allocated based on skills/knowledge.

Mike will also send the list of questions to Governors which would be the basis for discussion.

Kate then also took the Board through the SEP (Somerset Education Partner) Report:



Sl.Hindhayes.ARV.2
01022.LB.docx

This is a very positive report of how the school has worked and continues to work for the academic year 2020-21. Kate has organised for an independent expert to come into school and work with the staff to empower them to ensure the plans the school have for teaching and learning are followed and delivered, so that they can work with Governors and OFSTED at inspection(s) to be able to clearly demonstrate and evidence all they do to meet the required outcomes for the children.

07/14

School Development Plans – 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).

Lucy took the Board through the 'Teaching and Learning' Development Plan. There is no robust Key stage 1 data for the summer term 2020. Development points remain ongoing but will be balanced with the need for a period of recovery from Covid-19. There is an understanding that it will take time for data to be measurable against previous attainment for children and to build on the 2019 end of year data.



Teaching and
Learning SDP Hindh

Questions were asked about how to compare data for this year – Lucy said that staff will meet and discuss, refer to baselines and a lot of work was going to help close gaps, however children were bouncing back and some rapidly. There is a focus on reading.

08/14

Budget update – Mike S had previously circulated the Month 6 Finance Report (Period April to September 2020), together with an overview report which went to all staff and governors. Mike had also circulated a simplified 1-page Executive summary as per previous

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updates, which all find useful to refer to and where Governors can ask questions where needed. This format supports the required detailed documents.

Kim, in her role as Finance Governor had met with Mike and produced a Report which had also been circulated. Kim summarised her report and confirmed that that the school are continuing to work hard to stay within budget despite the challenges of Covid-19 and underfunding overall. Hindhayes has 8 classes and associated staffing costs (equating to 240 children) but have actual funding for 220. Mike has benchmarked Hindhayes against other Somerset Infant schools and has been working with Burnham infants. The main difference in expenditure remains the building as Hindhayes requires more maintenance. Mike is working with Building Surveyor to push for funded improvements. Also, looking at grants for energy saving and 'invest to save' schemes. WRAP (before/after school) care income has helped to offset a loss of income from hall hire and as well as income from Glastonbury Festival. There are plans for WRAP care to continue after restrictions from Covid-19 are lifted.

No further questions were received and feedback from Governors was they had confidence in what the school were receiving and the information being provided could be understood. Mike confirmed that if there are ever any questions between meetings that he is happy to receive and answer these.

Kim also reiterated that there is no Finance Committee. It was discussed that it is felt one isn't needed but this decision will be reviewed annually. Succession planning was discussed for staff/Governors in this role that there would be support and handovers if needed.

An extract from the summary produced, below which shows that Hindhayes has moved from a deficit to small surplus position **(however, this will be dependent on the additional Pupil premium and Covid-19 Exceptional Funding being received)**:

FUNDING			
Revenue	Revenue	Capital	Total
School Budget Share (excluding carry forward)	1,068,808	0	1,068,808
Previous Financial Year's Carry Forward	29,167	0	29,167
Estimated Funding Adjustments	27,647	0	27,647
TOTAL	1,125,622	0	1,125,622

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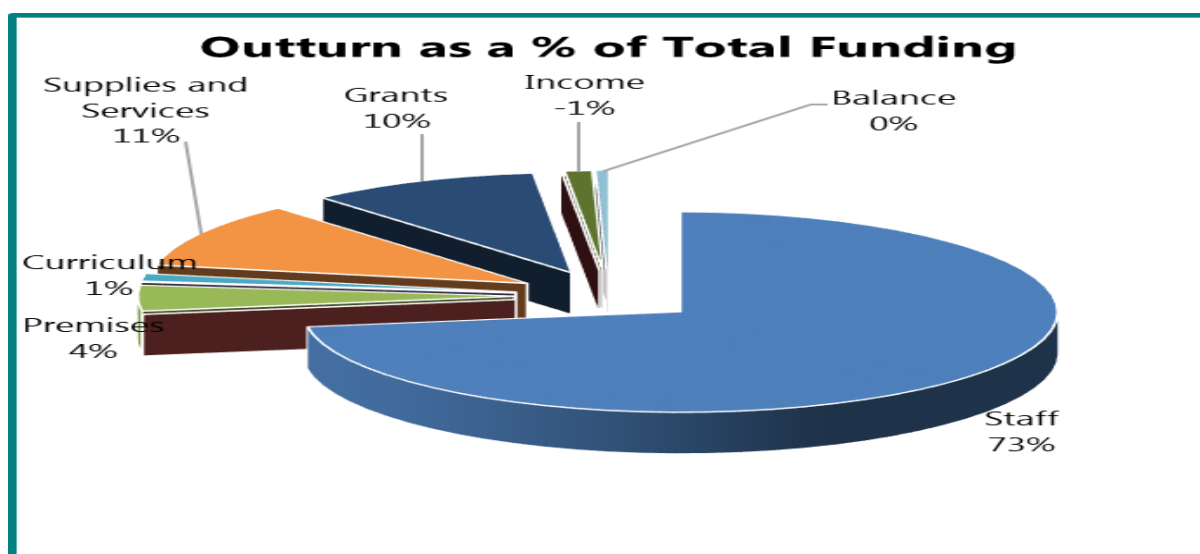
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SUMMARY INCOME AND EXPENDITURE

Cost Group	Estimated Final Budget	Estimated Outturn	Estimated Balance	Estimated % Spend at Year End
Staff	852,123	836,939	15,184	98%
Capital	0	0	0	0%
Premises	46,291	47,407	-1,116	102%
Extended Schools	0	0	0	0%
Curriculum	13,500	13,855	-355	103%
Supplies and Services	111,227	121,883	-10,656	110%
Grants	137,799	113,671	24,129	82%
Contingencies	0	0	0	0%
Income	-35,319	-13,419	-21,900	38%
Other	0	0	0	0%
TOTAL	1,125,621	1,120,336	5,285	100%

BREAKDOWN OF ESTIMATED SCHOOL BALANCES AT YEAR END

Committed Revenue Balance (B01)	0
Uncommitted Revenue Balance (B02)	5,286
Other Capital Balance (B05)	0
Community Focus Extended Schools Balance (B06)	0
TOTAL	5,286



09/14 **Governor Skills Audit** – This summary information had previously been circulated via email. Mike S took the Board through the updated Skills Audit and covered all Governors, including Louise. The Skills Audit covers the following 6 areas and within these areas there are questions covering each section:

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- 1 - Strategic Leadership
- 2 - Accountability
- 3 - People
- 4 - Structures
- 5 - Compliance
- 6 - Evaluation

The scoring is rated 1 – 5 with being the highest score. Across all areas, the scores were a minimum of 3, which indicates that the board are balanced and there are no immediate areas which require improvement.

10/14 **Safeguarding** – This will be an agenda item for future meetings, so that it is separated from the Headteacher updates. All Governors who didn't join the Teams session delivered by Kate have been sent the link and have viewed the session. One Governor yet to do this training and will complete by 11/12/20

Action: [Governor to complete online Safeguarding Training](#)

11/14 **Policies** – the following have previously been circulated to Governors and with no further feedback received and were signed off:

- Finance
- Governor Expenses
- E-Safety

Action: [Mike S to forward copies of policies for signature](#)

The following policies have been deferred until the next meetings:

- Play
- EYFS
- English
- Gifted and Able
- Maths
- SEN

12/14 **Governor key roles and responsibilities** –

Action: [Mike S to circulate subject leads for Governors](#)

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Governor Roles and Responsibilities around the school		
Role	Governor	Subject lead area
Health and Safety/Site Management	Martin and Helen	To be allocated
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 SEND	Mike & Kim	
Safeguarding	Danielle	
E-Safety	Martin & Danielle	
Wellbeing Governor	Mike	
Equality & Diversity	Elaine	
GDPR	Hannah	
Children Looked After	Louise	

13/14 **Dates of next future meetings** – Dates for the 2020/21 Governor Meetings are as follows:

Hindhayes - Governor Meeting dates		
Dates	Term	Status
29/09/2020	Term 1	Held
01/12/2020	Term 2	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

All meetings will commence at 17:30.

As previously discussed, these will be virtual meetings until further notice when the board can meet safely. Consideration will be given to the membership of its Board and impact on the school environment. All meetings will be via the school Zoom account, which Mike S will send links for with an agenda.

14/14 **Any other business** –

DfE daily Covid-19 updates – It was discussed that although these are useful updates to send to staff and governors, that instead of being sent daily, that a weekly summary would be captured for the previous week and sent every Monday from Monday 7th December onwards, until further notice.

Action [Mike S to send weekly summary from 07/12/20](#)

Brexit plan – Kate talked through that this had been considered for the school but there is little that needed to be done to be ready for the 1st January 2021. SCC HR would support if there were employees who were affected (but none are). Supplies and services are unaffected. BAM will undertake their own review for food delivery.

Signed.....

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