



**Minutes of the Virtual Governors Meeting held via Zoom Conference Call on  
Tuesday 16th March 2021 (17:30 – 19:00)**

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

01/11 **Welcome and Apologies** – Apologies were received and accepted by Elaine and Hannah. Danielle welcomed everyone to the meeting and reiterated the importance of confidentiality. It was confirmed that whilst virtual meetings continue, that these will only cover essential items and will last no longer than 1.5 hours. Non-essential items will be circulated via email.

02/11 **Opportunity to declare Pecuniary Interests** – None received.

03/11 **Minutes of the last meeting** – The minutes of the meeting held on the 2<sup>nd</sup> February 2021 were approved by the Board. The minutes will be signed by the Chair as an accurate reflection of the Meeting electronically. Mike S has previously confirmed with Governance Services that this was acceptable.

04/11 **Action points from the previous meeting** – There were no outstanding actions.

05/11 **September intake figures** – Kate explained that the figures for September '21 Reception classes were 54 (this would be a net reduction of 20 children, when the Year 2 children leave). The reduction in intake figures isn't due to parental choice but an area wide issue, which is affecting all schools. The Somerset County Council Population Forecast (2019) is due to be updated with a 2020 Report due imminently. This Report is known to include further reductions in intake numbers for all schools and these reductions have a greater initial impact on Infant and Primary settings. Hindhayes has been affected by these reductions over previous years with class sizes reducing from 9 to 8 and now the need to reduce further.

The implications for Hindhayes from September '21 are that the reduction from the current 215 children to 195, based on total class sizes of 30 would be 7 classes. It is really important to remember that

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funding is based per child and this equates to funding of 6.5 classes. This gap in funding has been raised on many occasions with the Schools Funding Team.

The SLT have been working on a plan which would mean that its current staffing levels could be retained for 2021/22 by providing a provision for children aged 3+. This would *not* be babies, 1 or 2 year olds, initially with low numbers of 8 in the mornings and 8 in the afternoons. A discussion was held that there are a lot of positives and the provision wouldn't impact on any one setting. The Business Plan has a planned start of Sept '21. In the first year, with the lower occupancy there would be an expected deficit of up to £35k, with an expected surplus in Year 2 of £27k. It is proposed that decision makers in Early Years took at 2-year approach. It is understood that although Hindhayes have a deficit budget position, any Early Years provision shouldn't be propped up by the schools 'Statutory budget' and therefore the schools self-generated Wrap around care income could be offset, making the proposal is viable. This would also save the Local Authority and School the redundancy costs and implications.

Kate explained that we have a good Leadership Team and Business Manager with knowledgeable and skilled teachers in their subject leads, supported by Lucy with curriculum, teaching and learning. These staff have helped to achieve a 'Good' Ofsted rating and the SLT are reluctant to lose these skills. A Business Plan has been submitted to 'early years' colleagues and we expect to have a decision on this by 19<sup>th</sup> March. However, if approval isn't given then cost savings would need to be put forward in the terms of redundancies.

The following processes below are challenging because they do align. Redundancy processes to be invoked (for Sept '21) by 15<sup>th</sup> March, however Hindhayes have an extension to 22<sup>nd</sup> March. Budget Plans for the Financial Year (not academic) from 01/04/21 to 31/03/22 need to be agreed and submitted by May '21.

If redundancies were to be invoked the following savings would need to be considered:

- Full and part-time teacher
- Full and part-time teaching assistant
- Librarian role
- Part-time cleaner

If the above needs to be invoked, then those in the pool of staff affected would need to reapply for their roles.

Kate asked the Rainbows Pre-School Manager about their views of the Hindhayes proposal. **Feedback was that the Manager knew that some other settings were struggling with numbers, however their setting was**

near capacity. It was discussed that the Hindhayes offer would be different to a lot of the other settings and would offer:

1. Hot food and snacks for the children who attend.
2. There is a fabulous Forest School area with yurts and teepees
3. Access to a quad and play leader
4. Access to wrap care hours
5. Library
6. Gross motor development through a well-equipped sports hall
7. Access to all year round care within a consistent environment
8. Transition – Children would be able to move from Nursery into Reception and this would provide a natural transition. This would result in less anxiety and continuity of learning and social interaction.
9. Consistency in terms of teaching and learning
10. Convenience – Having a nursery on the school grounds would result in a number of parents only having one drop off and collection. This would be advantageous for parents working arrangements, as well as reducing traffic. There is also the use of the Victoria Club car park so not impacting on parking on roads around the school.

The Manager summarised that they felt that Hindhayes would be able to make a success of the proposal and would be happy to work closely between the 2 settings and was fully supportive of the school's proposal. Kate thanked the Manager for their positive support and views.

General discussion was that all Governors were supportive of the proposal stating they felt the school were in a 'strong position' and that 'it is a tremendous opportunity' that would succeed with the SLT drive and commitment to make it work.

The conclusion of these discussions that all Governors agreed the following:

1. Full support to proceed with the Early Years provision, taking a 2-year view to funding and/or inclusion of non-statutory income to fund any shortfalls if required.
2. If, however any redundancies need to be invoked because the Early Years provision doesn't get approval from Colleagues at County Hall or some redundancies are needed then due to the deadlines, then approval was given by the Governing Board for the SLT to take forward the redundancy processes.

Governors also offered support if any needed to be involved with the actual decision making process for effected staff.

06/11

**Coronavirus update** – Kate has previously circulated the March return updated Risk Assessment and took the Board through the main changes. The majority of the children have come into the school really well. Attendance has been high. Staff continue to take regular Lateral Flow Tests and there is a growing sense of normality within school.

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There are no immediate plans to the school lunches where these will continue to be taken to and eaten in classrooms to protect class bubbles. It is envisaged that this will continue until May when DfE guidance should be updated.

The team are continuing with the recovery curriculum until Easter and working on gaps in learning.

Kate said that we there are a lot of activities to build in and catch up on from the past 12 months and Hindhayes fully intend to build in as much as possible.

- 07/11 **School Development Plans** – Deferred until future meetings or to be circulated via email
- 08/11 **Safeguarding** – There were no specific Safeguarding issues to raise. Kate confirmed that the Safeguarding Audit had been submitted. The SEN Report had been submitted and circulated to Governors also. Kate explained that the PFSA (Parent Family Support Advisor) and funding for this crucial role was only confirmed until March 2022 at present.
- A question was asked about 2 incidents outside of school involving parked cars and crossing the road. The school had been awaiting the outcome of a traffic survey and potential funding for a School Crossing Patrol Officer. This Report has since come back and although the results were taken during Lockdown and reduced opening, these figures have been adjusted to take account of Covid-19. Unfortunately, the recommendations in the report state that a SCPO is not required and will not be funded. It was suggested that we continue to work closely with the PCSO and families about how to minimise risk.
- The Safeguarding Lead commented that the School Office had been keeping them up to speed with the Single Central Record.
- 09/11 **Policies** – These will be deferred until future meetings or will be circulated via email. Governance Services have confirmed that Policies can be deferred for 1 year where required.
- 10/11 **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	Held
16/03/2021	Term 4	Held
18/05/2021	Term 5	To be held
13/07/2021	Term 6	To be held

#### 11/11 **Any other business –**

- Mike Greedy resignation – Mike confirmed that he would be resigning from the Hindhayes Governing Board after the 13<sup>th</sup> July Meeting. Mike explained his changing circumstances, other commitments and that as he wasn't local, that he wasn't able to come into school as much as he would like (even without the impact of C19). Mike said it was a difficult decision but he continues to be impressed by the leadership and remains 'over the moon' with the standards and knows the school will continue to flourish. All were sorry to hear of Mike's resignation as he is a valued member of the Board.

**Action:** Mike S to organise advertising the Governor vacancy and update Governor Services.

- SFVS (School Financial Value Standard) – Mike S updated the Board that he had completed this for the period to 31/03/21 (based on the latest 2020 information). This document will be reviewed by the Finance Governor and will then be circulated to the Governors before submitting to the Schools Funding Team.

**Action:** Finance Governor to add comments to SFVS. Mike S to circulate to Governors and once updated send to Schools Funding Team

- Governor Lead Roles – Governors to Meet with Teacher Subject Leads (via Teams/Zoom or Socially Distanced). Kate explained that it was really important that the school, staff and Governors are ready for Ofsted. It was agreed that all Governors would make contact with their subject leads well before the next Governors Meeting and to at least have provisional meeting dates in place.

**Action:** Lucy to send Subject Lead information to Governors for them to make contact with Teachers and organise meetings.

All Governors to have made contact with their subject leads before the next Meeting (May) and to at least have provisional meeting dates in place.

- Budget Plan – Mike S explained that the Report and various scenarios are being worked on and once these are available he will liaise with the

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Finance Governor and Kate to agree the Budget Plan to take forward for 2021/22. The position will be a deficit regardless of which scenario is taken forward. It was also noted that the timescales for setting the Budget Plan should really be the later part of the previous year. Also that funding is retrospective and doesn't align with the redundancy processes where these need to be invoked.

**Action:** Mike S to forward to await final scenario reports from Finance colleagues and then liaise with Finance Governor and Kate for the plan which needs to be agreed by Governors.

- Google Docs – Mike S said that as virtual meetings had run successfully over the past year that running a trial of Google Docs would be helpful. before returning to the face to face meetings, when they can commence. Google docs allows everyone to view a document and add notes as required. This will allow actual meetings to then focus on those comments. All agreed that a trial would be helpful and Mike S will circulate details prior to the May Meeting.

**Action:** Mike S to set up and use Google Docs for Governors prior to the May '21 Meeting.

Danielle asked for the appreciation of the Governing Board to be passed onto the Hindhayes staff team for all they are doing during this difficult time.

Agenda item	Action by	Agreed action
11/11	Mike S	Mike S to organise advertising the Governor vacancy and update Governor Services.
11/11	Mike S/Kim	Finance Governor to add comments to SFVS. Mike S to circulate to Governors. Once updated send to Schools Funding Team
11/11	All Governors	All Governors to have made contact with their subject leads before the next Meeting (May) and to at least have provisional meeting dates in place.
11/11	Lucy S	Lucy to send Subject Lead information to Governors for them to make contact with Teachers and organise meetings
11/11	Mike S/Kim	Mike S to forward to await final scenario reports from Finance colleagues and then liaise with Finance Governor and Kate for the plan which needs to be agreed by Governors.
11/11	Mike S/Kim	Mike S to set up and use Google Docs for Governors prior to the May '21 Meeting.

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