



**Minutes of the Virtual Governors Meeting held via Zoom Conference Call on
Tuesday 18th May 2021 (17:30 – 19:00)**

- Present: Danielle Hart (Chair), Kate Nester (Headteacher), Lucy Shakesby, Mary Whittaker (Left meeting at 18:30), Elaine Cave, Hannah Herbert, Helen Clark (left meeting at 18:30), Kim Todman, Louise Melia, Michelle Heap (joined as an observer) and Mike Sales (Clerk). *Please see a list of the Governing Board 'Roles & Responsibilities' at the end of these Minutes.*
- 01/12 **Welcome and Apologies** – Apologies were received and accepted from Sue Court, Martin Lukins and Mike Greedy. Danielle welcomed everyone and confirmed that Michelle was joining as an observer, with a view to joining when Mike Greedy steps down at the end of the summer term. Danielle 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.
- 02/12 **Opportunity to declare Pecuniary Interests** – None received.
- 03/12 **Minutes of the last meeting** – The minutes of the meeting held on the 16th March 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.
- 04/12 **Action points from the previous meeting** – There were 2 Action Points which were discussed further. See Agenda items 7 and 9.
- 05/12 **Coronavirus update** – Kate took the group through the latest information. Main points were that there continued to be no positive cases within the staff or school community. There have been some families who have needed to self-isolate due to travelling back from countries requiring them to do so. Vaccinations of staff are going well as these are undertaken through the age groups. There have been some side effects for certain staff and cover for teachers has been required, meaning an impact on the 'Supply' budget. These costs are not covered by the Governments Covid-19 Grants.
- The Risk Assessment was updated before Easter and remains current. The latest guidance from the DfE has indicated that for Hindhayes

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where social distancing cannot be maintained in non-classroom areas, such as the staff rooms and corridors that staff can continue to wear face coverings.

It was discussed that even if all Government restrictions are lifted in June that the staggered school start and finish times would remain in place. It will be reviewed whether parents can come onto site from June onwards though. Lunchtime meals will continue to be eaten in classrooms until a return in September when it is envisaged that there will be a return to a normal start and finish times. It is felt not worth changing the structure for what would be 3 to 4 weeks as some reception and year 1 children have not been in hall.

The school staff are working on the transition for children in Year 2 moving to their new schools as well as the arrangements for new intake in September '21. There are also plans for an end of term disco, school fete and Sports Day.

In terms of the site, the hall is now being hired out to groups adhering to Government and School protocols around Covid-19. The lettings mean that the school can start to generate income that they previously built into the Budget Plan.

A question was asked about Lateral Flow Tests and whether these are continuing for staff. It was confirmed that they are.

06/12

Headteacher update – Kate and Lucy took the group through the new Ofsted Inspection Framework and the slides which had been circulated to Governors.

Reference was also made to the 'Remote Education Review' which was circulated on the 6th May '21 and the work Lucy S had been doing to update this. Lucy is working on a further summarised version and this will be circulated once completed.

Lucy is also able to work across class bubbles for targeted intervention and is leading 2 groups.

Action: Lucy to circulate summarised Remote Education Review

A question was asked about whether a Parent Questionnaire will be circulated before the next Ofsted Inspection. It was discussed that Ofsted have their own set of questions but these are part of the schools SEF (Self Evaluation Form) and that a further parental questionnaire will be circulated.

Lucy also took the board through the Teaching and Learning documents and those changes (highlighted in blue). There are 2 new better learning Teams. 1 Group will look at process and procedures and the other creativity.

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Lucy has taken the Board through the catch up strategies and materials purchased. There is also a focus on the lowest 20% of pupils. Parent Meetings have started to take place face to face and this has really helped those discussions with families. Kate and Lucy have also restarted learning walks and observations. Staff are working hard to make sure end of year assessments are completed and give the children the best outcomes. Training has finally come out for EYFS (Early Years Foundation Stage) for September '21 onwards.

Governor feedback that this is and continues to be an impressive and comprehensive piece of work.

07/12 **Subject Leads** – Several Governors have met with their Subject Leads or have sessions booked. Governor Reports for Geography and History have been circulated. Feedback from those Governors where discussions had been held was that they enjoyed their sessions and that they were helpful and came away feeling positive about what was being covered. Also that Teachers were very positive and passionate about their leads. Governor feedback was that this would be really beneficial if they were to have discussions with Ofsted. Parent Governors feedback that their children were enjoying these subjects.

The extension to the timeline for Governors meeting with their Subject Leads was considered necessary due to the increased pressures staff are currently facing due to the redundancy consultation which is taking place in school. It was discussed that where contact had not already been made or where meetings have not been arranged, that arranging these should wait until after the June half-term.

Kate also confirmed that staff would be receiving some bespoke training to work with the team in the coming months that would also support the SLT to include SEN.

Action: Governors to have met with their Subject Leads after the June half term (not before) and provided a feedback report to the Board (to be circulated via Mike S) by next the meeting (13th July '21).

08/12 **Safeguarding** – There continue to be a number of domestic incidents and there was discussion around the 'iceberg' effect of the pandemic. As there is greater opening up of society there will need to be continued monitoring of attendance and the impacts on children.

There was discussion about the SCR (Single Central Records) role and who would undertake this for the school moving forwards, with changes to the level of Office resource from September. Some changes to how the Office is structured will be required and Mike S will organise.

Lucy S will be undertaking the 'Safer Recruitment', which includes training around 'Whistle Blowing'.

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Danielle has completed her Safer Recruitment Training and from September will also be a qualified assessor. Kate asked whether Danielle would be interested in some training for the CLP and it was agreed that this could be an option.

A question was asked about the 'Children Looked After' Policy and ensuring that this is discussed under the Safeguarding agenda item for this and future meetings. The CLA Governor said that they are happy to discuss as required. Kate confirmed that there are no CLA's at this time.

Action: Danielle to send relevant information to Kate for potential training/support from Sept '21 onwards.

Action: Mike S to look at a possible reallocation of SCR within Office Team

09/12 **Googledocs** – It was agreed at the March Meeting that the Board will trial Googledocs, as Hindhayes moves further towards more efficient ways of working. Mike S circulated an email on 27th April to Governors with a test document to try. Google docs will allow for document to be accessed and comments tracked for others to see. Several people feedback that this was easy to use and it was agreed that Googledocs will be used, where appropriate moving forwards.

10/12 **Policies** – Due to the pandemic, policy reviews have been deferred and classed as non-essential business by Governance Services. Guidance being that as long as there's a policy in place, that these can be deferred.

Following a review by Lucy S, the following Policies were circulated to Governors by email on 7th May '21:

| |
|---------------------------------------------|
| Arson |
| Attendance |
| CCTV |
| Children Looked After |
| English |
| EYFS |
| First Aid |
| Gifted and Able |
| ICT Policy |
| Induction of Staff, Governor's & Volunteers |
| Maths |
| Off site visits |
| Play |
| Pupil Premium |
| Safer Recruitment |
| SEN |
| Whistleblowing |

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Several Governors had feedback minor changes to make to the above and therefore, these will be signed off as approved if no further feedback is received by Friday 21st May.

The Off Site Visit Policy was referred to and all were asked if Governors continued to be happy for Kate to be the responsible member of staff for these. All agreed with an action to review in 12 months' time

Action: Mike S to add a calendar note to raise next year for Governors to confirm the responsible member of staff for Off Site Visits.

Pupil Premium – A question was asked about Pupil Premium and the publishing of information on the school website. It was asked that when the 2020/21 information is published whether it can also be circulated via Parent Mail as well as the Newsletter. It was agreed that this would be actioned.

A question was asked about Bullying and how many cases had been reported. Lucy confirmed that in the past 3 years that there had been 3 reported incidents involving the same children. These cases are always investigated and it was found that none of these were actual cases of bullying.

A further question was asked about Gifted and Able and whether there are children on this register. It was discussed that this was a work in progress whilst the focus remained on catch up.

An emailed question had been received about CCTV and whether there is signage and a register where the footage had been requested. It was confirmed that there is adequate signage and if requests to view the footage were made that these would be recorded and held in the school office.

Action: Pupil Premium information for 2020/21 will be published on the school website, as well as Newsletter and Parent Mail.

11/12 **Dates of next future meetings** – Dates for the 2020/21 Governor Meetings have been and are:

| 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 | Held |
| 13/07/2021 | Term 6 | To be held |

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It is hoped the meeting on the 23rd July *could* be a face to face meeting but also have the option for people to join through Zoom if they wish. Confirmation will be sent in advance of the July meeting.

12/12 **Any other business –**

- Proposal for 3 year old + provision – The SLT had been working very closely and intensely over the past few months on Hindhayes setting up a provision from September 2021. Discussions concluded that this proposal could go ahead after a review of the Business Plan and Finances, however should redundancies being required in the new provision that these would not be funded by the LA and fall to the school budget. The SLT will continue to work with the LA so that this provision can start in September 2022. There will be continued close working with Rainbows Nursery. A Parent Mail just sent within the school community established that there was a demand for the provision (enough to run at the numbers projected in the cautious and conservative numbers within the Business Plan).
- Kate gave an update on the redundancy process which is ongoing within the school. There are 7 staff identified within the process, some being a mixture of compulsory and voluntary redundancies. It has been a very challenging time for all concerned. When letters were collected from SLT, staff were encouraged to open these at the time and any immediate discussions or questions could take place. Staff have been largely supportive of how the process has been handled.

A question was asked about wellbeing for staff. Kate confirmed that all staff have access to HR, Union and/or Occupational Health. There are also the staff Wellbeing days (1 paid day per year) that staff can request. There has been a good uptake of these.

- Mike gave an update on the Budget Plan for 2021/22 Financial Year. The agreed Budget Plan was circulated on the 30th April to Governors (electronic link attached below), together with a separate report from the Finance Governor, to refer to:



Budget Plan
2021-22.msg

Key headline information remains that Hindhayes ended the 2020/21 Financial year with a £20k deficit, which was out of the school's control. Due to Covid-19 projected self-generated income from Hall Hire, grants such as Glastonbury Festival, charges for WRAP Care and Hall Hire could

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not be realised, contributing to the deficit. The Government Covid-19 Grants did not cover all of the impact and additional costs incurred during the partial school closures and local down periods.

For 2021/22 Financial Year the overall projected deficit is £18k (which includes the projected redundancies from Sept '21) as well as the £20k deficit from the previous year.

Mike mentioned that the grant funding for Hindhayes is based on what's called, the 'hard funding formula'. This means that the funding is based per child, on the previous census returns. With falling pupil numbers across Somerset, this hard funding formula affects Hindhayes disproportionately for example with Hindhayes receiving funding for 7.2 classes worth of children vs. the full costs of needing to provide 8 classes (staff and resources). There is also no allowance for the age of the building and higher running costs. The SFAT (Schools Finance and Accounting Team) are aware of this issue for infant schools particularly and have committed to review this once C19 workloads reduce.

- SFVS (Schools Financial Value Standard) – This was reviewed by Mike S and the Finance Governor, then circulated to all Governors on 1st April for review before submitting to County Hall on the 22nd April.
- Michelle said that it was a pleasure to have joined the meeting, looks forward to the July meeting and then joining as a Board member from September.

Danielle closed the meeting by passing on hers and the Board's thanks to Kate, Lucy, Mike and all at Hindhayes for their hard work through a difficult and challenging time. She reiterated that if any support was needed from the Governors to let them know.

| Agenda item | Action by | Agreed action |
|-------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 06/12 | Lucy S/Mike S | To circulate summarised Remote Education Review |
| 08/12 | All Governors | Governors to have met with their Subject Leads after the June half term (not before) and provided a feedback report to the Board (to be circulated via Mike S) by next the meeting (13th July '21). |
| 08/12 | Mike S | To look at a possible reallocation of SCR within Office Team |
| 08/12 | Danielle | Danielle to send relevant information to Kate for potential training/support from Sept '21 onwards. |
| 10/12 | Mike S | Mike S to add a calendar note to raise next year for Governors to confirm the responsible member of staff for Off Site Visits. |
| 10/12 | Lucy S/Mike S | Pupil Premium information for 2020/21 will be published on the school website, as well as Newsletter and Parent Mail. |

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| Governor Visits/Training and involvement spreadsheet | | | |
|------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------|-------------------------|
| Date | Governor name | Description | Status |
| 02/09/2020 | All Govenors | Safeguarding training (Those Govbenors unable to attend have been sent the recorded training to undertake) | Completed |
| 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 | Completed |
| 09/11/2020 | Danielle Hart | Area Chairs Meeting - Danielle Cascading info to other Governors | Completed |
| 13/11/2020 | Louise Melia | Governor Induction Training | Completed |
| 17/11/2020 | Kim Todman | Month 6 Budget review at Hindhayes | Completed |
| 18/11/2020 | Mike Sales | GDPR - Governor Awareness Session (attended in GDPR Lead for Hindhayes) | Completed |
| 22/11/2020 | Helen Clark | Outside/grounds site visit/inspection | Completed |
| 03/02/2021 | Martin Lukins | Review of School Covid-19 Risk Assessment (Sit Visit) | Completed |
| 22/02/2021 | Danielle Hart | SEND (Special Educational Needs and Disabilities) virtual training | Completed |
| 04/03/2021 | Danielle Hart | The Data Protection Act 2018 (GDPR) and Online Safety: Is our school compliant? | Completed |
| 04/03/2021 | Hannah Herbert | The Data Protection Act 2018 (GDPR) and Online Safety: Is our school compliant? | Completed |
| 09/03/2021 | Elaine Cave | Safeguarding for Governors | Completed |
| 16/03/2021 | Hannah Herbert | Preparing for Ofsted - Feedback Report circulated | Completed |
| 26/04/2021 | Kim Todman | Year End Finance Review, Budget Plan for 2021/22 and Governor Report (submitted) | Completed |
| 06/05/2021 | Hannah Herbert | Subject Lead - History & Geogrpahy discussions with teachers and reports submitted | Completed |
| 19/05/2021 | Hannah Herbert | GDPR/Data Protection Governor site walk with Mike S | Completed |
| | Governor | | End of term date |
| Mike Greedy | Co-Opted | Need to update this once new Governors are appointed | 23/07/2021 |
| Martin Lukins | Parent | | 14/01/2022 |
| Danielle Hart | Parent | | 31/01/2023 |
| Kim Todman | Co-Opted (but is a parent) | | 08/05/2023 |
| Mary Whitaker | Co-Opted | | 31/08/2023 |
| Elaine Cave | Co-Opted | | 02/12/2023 |
| Hannah Herbert | Co-Opted (but is a parent) | | 02/12/2023 |
| Sue Court | Co-Opted | | 14/07/2024 |
| Helen Clark | LA Appointed | | 14/07/2024 |
| Louise Melia | Co-Opted (but is a parent) | | 30/11/2024 |
| Michelle Heap | Co-Opted | | 31/07/2025 |
| Kate Nester | Head teacher | | |
| Lucy Shakesby | Staff | | |

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