



**Minutes of the Virtual Governors Meeting held via Zoom Conference Call on  
Tuesday 13<sup>th</sup> July 2021 (17:30 – 19:00)**

**Present:** Danielle Hart (Chair), Kate Nester (Headteacher), Lucy Shakesby, Mary Whittaker, Helen Clark (left meeting at 18:30), Kim Todman, Michelle Heap (observer), Karen Leafe (observer), 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 from Sue Court, Elaine Cave, Hannah Herbert, Louise Melia and Mike Greedy. Mike had sent a message to Danielle that was read out, thanking everyone for the leaving card and voucher. He also said that 'Kate and Lucy are superb leaders of the school and an example to everyone', also that Danielle in being 'a very efficient and effective Chair'.

Danielle welcomed everyone to the meeting and confirmed that Michelle and Karen were joining as observers, with a view to joining from September (vacancies from Elaine and Mike). Danielle reiterated the importance of confidentiality and it was hoped that face-to-face meetings could recommence for the next meeting but with the option for members to join virtually, which all agreed was helpful.

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

03/11 **Minutes of the last meeting** – The minutes of the meeting held on the 18<sup>th</sup> May 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** – The Action Points were reviewed and the following clarified

- Remote Learning – Hindhayes are ready to respond if needed to and can provide remote learning as well as access to software such as 'Purple Mash' which has been used successfully during the lockdowns. It is a requirement for the school to provide 'Remote Learning' for at least the next 12 months. The school can also provide paper packs of work to parents if needed. At 13<sup>th</sup> July, the school were taking guidance from PHE (Public Health England) about Covid-19 cases within the school community and would act swiftly where needed.

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A question was asked about children who could attend school but couldn't if family situations meant a family member couldn't bring them into school and whether the PFSA could be used. Kate discussed that due to workload and setting a precedent that this option would be used only in exceptional cases.

A further question was asked about school attendance – Kate confirmed that 'Vulnerable Meetings' are still happening and Attendance Letters had been sent to reinforce good attendance. Improving attendance post-Covid19 is something that will be revisited and enforced from September '21. It was agreed that 'Attendance' would be the next Governor Meeting Agenda.

**Action:** Attendance to be put on the September agenda.

- Governor Subject Leads – It was discussed that there were a lot of conflicting priorities and some Governors had not been able to meet with their Subject Leads. Those who had recently met with their leads commented positively on their meetings and how useful they had been. Those reports will be written up and circulated to their Governor Colleagues for them to review.

**Action:** Outstanding Governor Subject Lead Meetings to be arranged for the Autumn Term onwards.

- Single Central Records – It was discussed that SCR would be passing to Scott following the outcome of the redundancy process. Face to face training on SCR to be delivered in the Autumn Term onwards and Mike S would help support during this period. Danielle will meet with Scott in her role as Safeguarding Governor to review the SCR and go through the Safer Recruitment processes.

**Action:** Danielle to meet with Scott in the Autumn Term to review the SCR.

- Pupil Premium profile – The profile had been circulated to Governors and Kate took everyone through it. Comments were made from a member of the board that it is clear that every document they had seen that it is obvious that the SLT and school put the children at the centre of all that they do. Hindhayes are an example to other schools to follow with its energy and positivity.

A question was asked about how Hindhayes know about children joining the school. Lucy confirmed that discussions and meetings are held with Nursery Leaders and multi-agency teams. These staff will pass on the basics of what stages the children are at. It was agreed that the Pupil Premium and Sports Premium summaries showing spend would be referenced in the Autumn Term Newsletter as well as the school website.

**Action:** Pupil Premium and Sports Premium summaries to be included in the Autumn Term Newsletters.

It was confirmed that the Pupil Premium Report is on the school website.

05/11 **Coronavirus (Update for Hindhayes)** – The updated Risk Assessment had been circulated to Governors and Kate asked for their feedback on the summarised version circulated, which follows the format of the existing Hindhayes policies.

Feedback was received that it was easy to read and to follow which was echoed by other board members. Kate said that the previous comprehensive and detailed risk assessments had been circulated and could be updated if needed. The policy had a couple of typo's which will be updated before putting on the school website.

**Action:** Policy to updated (points 8 & 11) then put on website

A question was asked about Lateral Flow Test (LFT's) for staff and how this worked. Kate said that this is optional for staff however the majority of staff were regularly testing with only a couple of people who had strong views not doing so. The school have two dedicated email inboxes so that when staff test (at least twice weekly) that they can email their result as well as the NHS site. Staff also use the school WhatsApp to inform each of any concerns.

Kate updated the Board on an email from a parent concerned about hygiene in the school, particularly hand washing. Kate replied reassuring the parent that regular hand washing is promoted and sanitisers are available. Kate also said that a request was received for parents to attend Sports Day and the Year 2 Leavers Assembly and why some schools were able to hold these and others not. Kate confirmed this would be a decision taken at each individual school based on what they could achieve safely within their Risk Assessment. For Hindhayes the Sports Day is going ahead in class bubbles and there will be a Year 2 Leavers DVD.

Danielle also feedback that she had visited the school and reviewed the documentation around the Lockdown periods. Danielle confirmed that there was comprehensive evidence and everything she reviewed was impressive about how this was logged and reviewed.

06/11 **Headteacher updates including School Development Plans** – The following documents were circulated to Governors prior to the meeting:

- SEF (Self Evaluation Form)
- SEN (Special Educational Needs)
- Pupil Premium
- Teaching & Learning SDP
- July (for September onwards) Risk Assessment
- Accessibility plan

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All documents were reviewed with either Kate or Lucy updating the Board on relevant changes since the last documents were issued and why these documents are important for Governors to be aware of especially around the next OFSTED visit. Kate confirmed that there had been a delay caused in pulling these documents together and sharing with Governors, but dealing with Covid-19 had been the priority.

Kate took the group through the independent School Partner (Linda Bird) feedback on Hindhayes stating that the leadership at the school is outstanding. Comments were made about the 'Better Learning Team' as well as the work to support children outside the classroom also. Kate confirmed that OFSTED are approx 6 terms behind their inspections, with Hindhayes last being 2017, so are looking at 2023 onwards.

Kate updated the Board on the 11 members of staff who were leaving the school at the end of July and made reference to Lucy's work with the 2 trainee teachers, one of whom has already secured a teaching job at another school. Teacher roles are scarce at the moment, as many schools have also experienced falling pupil numbers. The school librarian will also be returning on a voluntary basis, such is her commitment to the school. Kate took the Board through each individual person. All the 11 staff have experienced different emotions and has affected them in varying ways. Mike had written a supportive message from the SLT confirming that there is genuine support from the SLT and/or signposting to other independent 1:1 support or good mental health support. This had been well received by most staff.

A compliment was made regarding Scott and how well he was working within the school; his maturity and calmness have been impressive. Kate gave an example where Scott had been proactive with some work and then changes had to be made, which Scott took in his stride. Kate mentioned that Mike's mentoring of Scott has helped mould his attitude and commitment to work and meant that he is learning well and gaining some great skills and experience.

A comment was made that the popularity of the WRAP care provision and how it is increasing in numbers is worthy of note and should be recorded for the minutes of the meeting.

Danielle asked if anyone had anything else to add and everyone was happy with what had been covered.

07/11

**Governor Subject Leads** – Already covered under 'Action Points' - *It was discussed that there was a lot of conflicting priorities and some Governors had not been able to meet with their Subject Leads. Those who had recently met with their leads commented positively on their*

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*meetings and how useful they had been. Those reports will be written up and circulated to their Governor Colleagues for them to review.*

08/11 **Safeguarding** – Kate and Lucy attended the `virtual` DSL (Designated Safeguarding Lead) Briefing on 01/07/21. Awaiting the KCSIE (Keeping Children Safe in Education) document, which is 120 pages to be reviewed. Cascade training has been organised for staff and Governors at Hindhayes on Monday 6<sup>th</sup> September 2021. Kate also discussed the `Brooks` toolkit which covers bullying and physical intervention.

*A question was asked about how often physical interventions were required. Kate feedback that this varies depending on the cohort at the time. Examples were discussed where the positive interventions had made a significant difference to a child's journey through school.*

09/11 **Policies** – The Health and Safety Policy had been circulated and there were no queries raised by the two lead Governors or the group regarding this so the policy was approved by the Board.

The SEN Policy had also been previously circulated and Kate asked if there were any queries. *Feedback from a Governor on this was that it was a comprehensive document from their experience. This was also approved by the Board.*

10/11 **Dates of future meetings** – The following dates had previously been circulated:

Hindhayes - Governor Meeting dates		
Dates	Term	Status
28/09/2021	Term 1	To be held
07/12/2021	Term 2	To be held
08/02/2022	Term 3	To be held
15/03/2022	Term 4	To be held
17/05/2022	Term 5	To be held
12/07/2022	Term 6	To be held

It was discussed that as the virtual meetings had been successful, that to maximise attendance and give flexibility where needed that any members of the Board could attend virtually, where needed. This was agreed as all felt this was helpful.

11/11 **Any other business -**

- A question was raised about the volume of information which is being sent to Governors at the moment and whether this could be summarised. A conversation was held that this would be an added layer to existing work and be very time consuming. Most of the Headteacher documents are

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colour coded so that you can refer to the main changes. Policies were all now in the shortened Hindhayes style, which were well received. Some documents had to be the length they are as they are statutory documents which can't be shortened. It was felt that instead of all Governors reading all documents in detail, that Governor Leads could summarise the main points at the meetings, where needed. Kate said a lot of information had come in a short space of time, some of which had been delayed due to Covid-19.

- Accessibility Plan – This was reviewed by a Governor in a site visit. Feedback was that the Plan was inclusive and all staff were engaged with the plan.
- Contract Cleaning – Mike had circulated (030721) the summary regarding the contract cleaning quote for the school, which had also been reviewed by the Finance Governor (see attachment) – Currently negotiating TUPE arrangements for staff. Due to Covid the proposed start for this is likely to be 1<sup>st</sup> October 2021:



School Cleaning  
Service quotation - (

- Wi-Fi – Mike had circulated (03/07/21) the summary regarding the school's Wi-Fi and it not being fit for purpose. Funds had been released from the Centrally held Budget to part fund this work. The SCC ICT Team are allocating a further 15 laptops and a lap top trolley to improve the IT offer for the children.



FW School Wi-Fi -  
Support Ticket S140

- Fencing – The damage to the school fencing has been approved for repair by the Insurance Company. Temporary fencing is in place awaiting the permanent fix. A delay on the green coloured post has meant this will be completed w/c 19/07 onwards.
- Governor questions – Danielle circulated a document, which will be used in future meetings to help record questions raised in the meeting and help all Governors contribute to the meetings. This was consider very positive and proactive.
- A reminder that if any Governors want to sign or send messages to go in the leaving cards for staff that these are held in the School Office or can be sent directly to Mike for these to be included.

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- Governor Awards and Trophies were discussed and would be available to hand out (current Covid-19 situation allowing).
- Kate thanked the Governors for their support to the school and its staff over the past year. Danielle and the Board thanked Kate, Lucy and the school staff for their continued hard work and efforts and that they were proud to be part of the community reiterating that they remain available when needed.

<b>Agenda item</b>	<b>Action by</b>	<b>Agreed action</b>
04/11	Danielle/Mike	Attendance to be an Agenda item for the September Meeting
04/11	Governors	<a href="#">Outstanding Governor Subject Lead Meetings to be arranged for the Autumn Term onwards.</a>
04/11	Danielle/Scott	<a href="#">Danielle to meet with Scott in the Autumn Term to review the SCR.</a>
04/11	Kate	<a href="#">Pupil Premium and Sports Premium summaries to be included in the Autumn Term Newsletters.</a>
05/11	Kate	<a href="#">Covid-19 Policy to updated (points 8 &amp; 11) then put on website</a>

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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
09/06/2021	Danielle Hart	Covid update and EIF discussion	Completed
09/06/2021	Michelle Heap	Visit to walk around Hindhayes	Completed
10/06/2021	Kim Todman	School Inventory Review	Completed
22/06/2021	Danielle Hart	SCC Training Course - Understanding Domestic Abuse	Completed
TBC	Michelle Heap	Review of Accessibility Plan and SEN Polict	Completed
TBC	Danielle Hart	Review of Covid-19 Polices and procedures	Completed
	<b>Governor</b>		<b>End of term date</b>
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		31/05/2021
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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