



**Minutes of the Virtual Governors Meeting held via Zoom Conference Call on
Tuesday 28th September 2021 (17:30 – 19:15)**

Present: Danielle Hart (Chair), Kate Nester (Headteacher), Lucy Shakesby, Mary Whittaker, Helen Clark (left meeting at 18:30), Kim Todman, Louise Melia, Hannah Herbert, Martin Lukins and Mike Sales (Clerk).

01/14 **Welcome and Apologies** – Danielle welcomed everyone to the meeting and reiterated the importance of confidentiality whilst being held virtually. Danielle explained that the meeting was due to be held face to face, (with an option to join virtually), however to ensure that a quorate meeting was able to go ahead, as some members couldn't attend for the full meeting or physically, it was decided to be held via Zoom.

Apologies were received and accepted from Sue Court, Michelle Heap and Karen Leafe.

Resignations from the Board had been received from Karen Leafe and Sue Court, due to changes in circumstances and the ability to commit to the roles. Karen's resignation is from immediate effect and Sue will remain as Governor until the vacancy is filled.

Action: [Mike to organise Governor vacancy information to be circulated](#)

02/14 **Elect/Re-elect Chair of Governors and Vice Chair** – Mike had circulated an email of the 17th September stating that Danielle and Kim were happy to continue in their respective roles as Chair and Vice Chair and asked if any board members wanted to be considered for these roles. Board Members were pleased that Danielle and Kim wanted to continue in the roles and were very complimentary about both. No requests were received about others being considered. It was agreed that both were doing an excellent job and the Board were pleased they were continuing. Mike confirmed that he would minute.

03/14 **Opportunity to declare Pecuniary Interests** – None received.

04/14 **Minutes of the last meeting** – The minutes of the meeting held on the 13th July 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.

Danielle said thank you to Mike for always turning around the minutes of the meetings around so promptly.

Signed by.....

Dated.....

- 05/11 **Action points from the previous meeting** – The Action Points were reviewed and the following clarified
- Attendance – This had been added as an agenda item for this September Meeting
 - Governor Subject Leads – It was discussed that any outstanding meetings with Teachers would be held by the end of the year. Also, that when new Governors had been appointed there might be a review of the subject leads. Mary agreed to pick up 'Curriculum for Life', which and would meet with Emma Plummer. It was also discussed that moving forwards it would be helpful for Teachers to join parts of the Governor Meeting to help contribute towards the Boards overall understanding and strengthen knowledge for any Ofsted questioning.
 - Single Central Record – A date for Danielle and Scott to meet to review the Hindhayes processes has been set for 11th October. Danielle has recently undertaken training to become an accredited Safer Recruitment trainer and this will be useful to help strengthen the Hindhayes processes following Scott picking up this role.
 - Pupil and Sports Premium – An update had been included in the Newsletter of the 17th September, as well as a Facebook post, Parent Mail cascade and website update.
 - Covid-19 Policy update – Points 8 and 11 have been updated on the school website version

Action: [Any outstanding Governor Subject Lead Meetings to be arranged for the Autumn Term onwards and to be completed](#)

Action: [Mary to organise to meet with Emma Plummer re 'Curriculum of Life'](#)

06/14 **Terms of Reference and Standing Orders** – These were circulated to Governors on the 17th September and approved by the Board electronically. Feedback from the Board is that these remain usual documents.

07/14 **Headteacher updates** – Kate took the Board through the latest Heads Operation Report and SEF (Self Evaluation Form). The documents and links are below, with the main points covered being:



Heads Operational
Report September 2

[SEF Summer working copy KN 2021 Sept updates](#)

Signed by.....

Dated.....

Finance update – Mike updated the Board that there is a Month 6 Report due to be completed by the end of October which covers the period April to September (6 Months) and that this would be used to compare to the Budget Plan that was completed earlier in the year. The Budget Plan took into account planned redundancy costs which have been built into the budget and these changes would look to give the school a balanced position at year end, however the deficit from the previous financial year would mean that the school would still be looking to have an overall deficit of approx. £20k. The deficit from the previous year is made up of underfunding (having to pay for costs for 8 classes but receiving funding for approx. 7.2) as well as reduced income from WRAP Care and Hall Hire. Mike said that the monthly reconciliations he undertakes comparing the school system with the Local Authorities showed that we remain on target for this projected year end position.

Kim said that she felt it was imperative that the true impact of under-funding for the school is clear when producing the Month 6 Report and that the income generated from Hall Hire and WRAP doesn't mask the bottom line position. Mike confirmed that this would be highlighted in the Report and that at every opportunity it is raised about funding.

Kate took the Board through the remaining parts of the Heads Operation Report:

- Premises and Grounds
- Health & Safety
- GDPR
- Free School Meals
- Staffing
- Extra-curricular activities and enrichment
- Community Engagement
- Freedom of Information

A question was asked about the members of staff who had joined the WRAP Care Team. These posts are temporary until the end of March '22 when the ongoing use of WRAP can be assessed.

Kate then took the Board through the updates to the SEF:

A question was asked about the impact of next years continued falling pupil numbers which would see a further 5 less children in Reception (but with the same costs). Kate confirmed that this is continually being raised by Kate, Lucy and Mike. The impact of 5 less children is £18,750 (Minimum per child £3,750 * 5). Kate continues to look at options such as Hindhayes being a specialist autism hub as well as continuing to explore the potential of the 3 to 4 year old provision from September 2022 and continues to work with the LA on these proposals.

Governors feedback that they continued to be impressed with how the school has managed through the pandemic and that the attendance numbers were really encouraging considering all the challenges of Covid-19.

A question was asked about the impact of Covid-19 on the children and their development. Kate said that the Reception children have been really resilient and pleased to be in school, with some very positive comments from the children themselves and their families. There has been some feedback from the Playworker and that she feels some children are 6 months behind where she would expect them to be with social interaction, sharing and tidying. Kate feels that some children which were already classed as vulnerable would need additional support and there were already referrals in to the schools PFSA, to do work with those families.

Lucy confirmed that the numbers of those children with a Speech and Language need were at levels seen for the whole school without adding the Reception children in. Children haven't been reading as much during Covid-19 and so there is a focus on reading throughout the school and targeting the 'Catch-Up' funding to make best use of resources to help with this. Teachers are feeding back that they are having to revisit some work, which hasn't been retained such as maths (retention of 10's and 1's work). The team don't feel they are where they want to be yet but are looking to close gaps identified.

Lucy said that families are joining the before school, 'Tea, Toast and Reading' but that this has started slowly with 5 attending and now 7 so not at the levels enjoyed previously but hoping this will improve.

Kate said that the school are working with the Salvation Army and looking to ensure that there is support for families which are struggling or will do, preparing for the end of the Furlough Scheme and the changes to some benefits as well as increased costs.

Governors complimented Kate and her Team for Hindhayes being so rounded and thinking of the whole school community and how they can help.

A question was asked about volunteers to the school. Kate and Lucy confirmed that Volunteers had been welcome to come into school and had done. The numbers had reduced due to personal circumstances and some not having as much free time but the school welcome anyone that can come in and help.

There was discussion about the changes to the PTFA and looking to encourage people to join following the changes to the current members. Governors asked about extended family members maybe wanting to get involved to help with things like fundraising.

08/14

Attendance – Covered as part of the SEF updates.

Signed by.....

Dated.....

09/14 **Policies to be agreed** – The following policies were circulated on the 24th September for review:

- Food Safety Policy (BAM)
- Concerns and Complaints
- Equality
- Volunteers working in school

Safeguarding was circulated on the 28th September.

A question was asked about the Safeguarding Policy and the Covid-19 section on Appendix F. Kate said that she will amend section F to reflect the current guidance for the school.

A question was asked about low level safeguarding feedback. Other settings to be compared to SCC's version. Kate said that a log for Physical Interventions might be set up but has concerns about it being a bound book and compliance with GDPR

Action: [Kate to update the Safeguarding Policy \(Section F – Covid-19\)](#)

No other feedback was received. Some Governors commented that they hadn't had time to review the policies. It was suggested that Governors have until the 1st October to review and that if no feedback is received then they would be signed off by the Chair.

Action: [Governors to review policies by 1st October and feedback to Mike with any suggestions.](#)

10/14 **Safeguarding** – No specific updates however, as not all Governors have attended a Safeguarding training session Kate will approach Cassie Reynolds to deliver a follow up DSL session and offer additional spaces to the CLP.

Action: [Kate to organise training for Governors who couldn't attend the cascade training on 6th September.](#)

11/14 **Governor Training and Visits** – Please see below September to date:

Governor Visits/Training and involvement spreadsheet			
Date	Governor name	Description	Status
06/09/2021	All Governors	Safeguarding training (Those Governors unable to attend will have to either of attended a Somerset DSL led session or attend a follow up session asap).	Completed
13/09/2021	Helen Clark	Site visit with Mike Sales	Completed
11/10/2021	Danielle Hart	Planned meeting with Scott to review Hindhayes SCR	To be completed
	Governor		End of term date
Vacancy (Ex Leave)	Co-Opted	Need to update this once new Governors are appointed	28/09/2021
Sue Court	Co-Opted		31/12/2021
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
Hannah Herbert	Co-Opted (but is a parent)		02/12/2023
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		
	12		

12/14 **Elmhurst Governor and/or Federation updates** – Mike has shared the Hindhayes Governor Meeting dates with the Elmhurst Clerk and the Board are keen to get this joint working started again. There is a new Headteacher (Fiona Airey) started at Elmhurst and it was agreed that it would be helpful to allow Fiona to settle in before recommencing the joint meetings.

13/14 **Dates of future meetings** – The following dates had previously been circulated:

Hindhayes - Governor Meeting dates		
Dates	Term	Status
28/09/2021	Term 1	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 that any members of the Board could attend virtually, where needed. This was agreed as all felt this was helpful.

14/14 **Any other business** –

- There were positive comments made about the PFSA (Andy Leaf) and how supportive and effective he'd been for Hindhayes families and subsequently since those families had moved onto Elmhurst.

Signed by.....

Dated.....

- Governor Vacancies – With the 2 most recent Governor vacancies it was discussed whether current Governors could add anything to the process to attract people into becoming a Governor. Points include:
 - Governors making themselves available to speak to interested people
 - Governor Focus in the Newsletter (Danielle to be the first one to contribute to this)
 - Pupils to be asked to put questions to the Governors

Action: Danielle to write something for the Newsletter

- Governors offered to attend the planned Coffee Mornings and felt this was a good way to help offer other support, where needed for families who may need to access support, such as the Salvation Army.

Agenda item	Action by	Agreed action
01/14	Mike	Mike to organise Governor vacancy information to be circulated
05/14	Governors	Any outstanding Governor Subject Lead Meetings to be arranged for the Autumn Term onwards and to be completed
05/14	Mary	Mary to organise to meet with Emma Plummer re 'Curriculum of Life'
09/14	Kate	Kate to update the Safeguarding Policy (Section F – Covid-19)
09/14	Governors	Governors to review policies by 1st October and feedback to Mike with any suggestions.
10/14	Kate	Kate to organise training for Governors who couldn't attend the cascade training on 6th September.
14/14	Danielle	Governor Focus - Danielle to write something for the Newsletter

Danielle closed the meeting by thanking all for attending and contributing.

Signed by.....

Dated.....