



**Minutes of the Virtual Governors Meeting held via Zoom Conference Call on
Tuesday 7th December 2021 (17:30 – 19:15)**

Present: Danielle Hart (Chair), Kate Nester (Headteacher), Lucy Shakesby, Mary Whittaker, Helen Clark, Kim Todman, Louise Melia, Hannah Herbert, Stewart Brock and Mike Sales (Clerk).

01/15 Welcome and Apologies – After some initial technical issues for Mike joining, Danielle welcomed everyone to the meeting and reiterated the importance of confidentiality whilst being held virtually. Danielle explained that with the current Covid-19 Amber guidance the meeting was being held virtually and that this would be reviewed prior to future meeting dates. Danielle also welcomed Stewart who was joining the meeting as an observer with the view to becoming a Governor (ex Leafe vacancy).

Apologies were received from Michelle Heap who is remaining as a Governor but has limited availability to attend physical meetings in the short term.

Sue and Martin didn't attend the meeting.

Resignations from the Board had previously been received from Sue Court, due to changes in circumstances and the ability to commit to the roles. Sue will remain as Governor until the vacancy is filled which will be readvertised.

Action: Mike to organise for the Governor vacancy to be readvertised from January onwards.

Action: Mike to liaise with Stewart about becoming a Governor.

02/15 Opportunity to declare Pecuniary Interests – None received.

03/15 Minutes of the last meeting – The minutes of the meeting held on the 28th September 2021 were approved by the Board. The minutes will be signed electronically by the Chair as an accurate reflection of the Meeting (Mike S has previously confirmed with Governance Services that this was acceptable).

04/15 Action points from the previous meeting – The Action Points were reviewed and the following clarified as follows:

01/14 – Stewart joining meeting as observer potentially filling the Governor vacancy (Ex Leafe). Sue's position to be advertised January

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onwards when it is expected there will be more interested. Sue remaining as a Governor until this position is filled.

05/14 – Any outstanding Governor Subject Lead Meetings to be held with teachers and reports sent to Mike to circulate.

10/14 – Safeguarding training dates for those who couldn't attend the cascade training in September have been circulated and will be undertaken by Cassie Reynolds in January onwards, unless Governors have received training in their own settings. If so, confirmation of this training to be sent to Mike.

05/15

Month 6 Finance Report – Summaries were circulated via email 25/11/21 from Mike (for staff and Governors) and Finance Governor (to Governors). The Finance Governor Report was run through in detail:



Finance Review
18th November 2021



Month 6 Report
2021-22 Staff and G

Governors feedback that they continue to appreciate the ability to review the financial information in a summarised format with detailed explanatory notes. They also said the ability to ask further questions at any point during the year is reassuring.

It was reiterated by the Finance Governor that the current deficit of £35.5k reflected a £20k c/f from 2020/21 Financial Year where the school were unable to self-generate income due to Covid-19 (Hall Hire, fundraising and Glastonbury Festival) but also underfunding with falling pupil numbers. At the time of the report there were 200 children but with capacity for 210. The difference of 10 children equates to £37.5k (£3,750 min funding per child * 10). The funding formula also doesn't take into account the age of the school building and associated costs which some other schools may not have.

The Finance Governor emphasised that this situation was not unique to Hindhayes, and that several other schools in the local were in a similar situation.

Kate also updated the Board about her discussions with colleagues in the Schools Commissioning Team about PAN numbers for the 2023 Intake. The letter below states that the PAN will be reduced with any additional children over the 60 attracting growth funding which the school cannot currently access.

The Board agreed with the decision about PAN numbers and felt it a sensible decision given the schools current financial position.

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Reduction on PAN
for 2023.docx

06/15

Relationship between LA and it's Maintained schools – Mike cascaded information from Governance Services on 26/11/21 which included the PowerPoint slides from the presentation by Amelia Walker (Assistant Director for Education). There was discussion about the proposal and what this meant for Hindhayes and other LA Maintained Schools. Kate and Mike had separately joined presentations where the proposal was reviewed. The main driver is that a certain amount of the school's budget would be pooled and that funding used to benefit all schools within the group that join (similar to Academisation). It was felt that there currently wasn't sufficient detail about the proposals, so Hindhayes had registered its interest to be part of the 'Test and Learn' process but were not committing itself by doing so at this stage.

Governors had no further questions at this time but were supportive of the decision to be part of the 'Test and Learn' process. Kate and Danielle are due to meet with the Head of Elmhurst to discuss their intentions in regard to the relationship. This is due to take place in the new year.



LA maintained
schools - FAQs.pdf



LA Maintained



Letter Monitoring
and Brokering Gran

Action:

Mike to register Hindhayes interest in the 'Test and Learn' process.

07/15

Preparing for Ofsted – Danielle and Mike attended training on the 23/11/21 which both found really useful.

Feedback from the training was that it is really important to 'know your school' and that Governors should be aware of key areas which Kate covers in the SEF.

Kate said that she was preparing for Ofsted as if they were coming tomorrow and felt prepared. Kate had recently met with the SEP (School Improvement Partner) who was complimentary about the work undertaken since the last visit and focused on Subject and Curriculum Development areas.

Kate said that Governors would be able to get all the information that they would need from the SEF (Self Evaluation Form). Previously Kate had pulled together information for Governors to refer to prior to the inspection.

Discussion was also held about Google Drive and that the Board has made great strides whilst meetings had been virtual during the

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pandemic and that it wanted to continue this by moving towards using Google Drive from January onwards.

Feedback from the Ofsted Training was that inspectors understand that there is a lot of information to retain, and that inspectors do not expect all governors to know everything about the school, so are happy that Governors will know where to look for the details that they may ask questions about. Therefore, Google Drive would enable Governors to have one place to refer to for all up to date and current information, policies, Minutes, reports etc.

There were questions on Subject Leads and how often Governors should work with the teachers. Kate suggested touching base with them even by email.

Governors asked whether there was an opportunity for a 'Mock Inspection' to be arranged as so they know what to expect. The training also suggested a 'crib' sheet be produced for governors.

Danielle suggested that all governors review the school website to ensure the content meets statutory requirements as outlined on [What maintained schools must publish online - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/what-maintained-schools-must-publish-online)



Curriculum



Ofsted Governance



Ofsted training



Ofsted updates

Questions taken from File - aide de memoir handbook 2021.doc September 2021.doc

Kate also went through the Headteacher's Briefing and discussed what was being covered under Ofsted (attached below):



Preparing for
Ofsted September 2

Action: Mike to have further information to refer to on Google Drive to be explored for use by the Governing Board for 2022 by the next Board Meeting.

Action: Mike to contact Governance Services to enquire about the potential of a 'Mock Inspection' for Hindhayes.

08/15 **Headteacher update reports** – Kate took the Board through the latest reports which had previously been circulated to Governors.



Overview of actions



Whole School

SEN Report to
for Governors AuturDevelopment PAn 2Governors Novemb

Kate took the Board through the key points and updates from the above reports.

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A query had been raised prior to the meeting regarding the content of the 'Overview of Actions for Governors'. Lucy clarified that this was a running update for Governors, and not an action list for Governors to provide input.

A question was raised about where governors could obtain curriculum content in regard to specific subjects (e.g. Religious Studies). Lucy confirmed that this was on the school website under the Teaching and Learning Section. [Hindhayes Infant School - Teaching and Learning](#)

Feedback from Governors were that these remain useful documents and they can see the changes since the previous meetings.

09/15

Attendance – There was discussion about the continued impact of Covid-19 on attendance within the school. Kate confirmed that there had only been 1 confirmed absence of a child in the school. The school continue to adhere to the Amber Guidance issued by the DfE. There have been absences associated with symptoms of Covid-19 where that be children or their families and seeking PCR tests.

A question was asked around staff attendance, and whether there had been an increase in staff needing to take time off due to looking after their own dependants in relation to Covid isolation. Kate advised that there had been no impact on teaching and learning due to any such situations.

10/15

Policies - The following policies have been circulated.

- Freedom of Information policy and FOI Publication scheme were both reviewed by Hannah and then circulated on 23/11/21. No further comments were received and there will be sent to the chair for signing.
- Pay Policy – The policy is 64 pages and had been summarised for Governors highlighting the key areas. This had been reviewed and circulated on 23/11/21 with no further changes suggested at the meeting so will be sent to the Chair for signature. **Governors thanked Mike and Kim for their hard work summarising the information.**
- Low Level Concerns policy – This had been reviewed and some further amendments circulated. These will be finalised by email and a final version cascaded
- Relationship Policy – This was circulated prior to the meeting and some suggestions/comments were received via email.

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Feedback to be considered, and policy recirculated. Overall, Governors felt that the tone of the policy was positive and inclusive of the whole school community. It was felt that the policy focused on positive behaviours, broke down the negative stigma associated with a standard 'behaviour policy'.

Action: Mike to send Policies for signature to Danielle for signature

11/15 **Safeguarding** – Governors were requested to reply to Mike's email offering dates for training. It was also requested that for some Governors that they wouldn't be able to attend training during the day due to work commitments and would prefer evening training if possible. Mike to discuss with trainer.

Action: Governors to reply to Mike's availability email

Action: Mike to liaise with trainer about evening training

12/15 **Governor Training and visits -**

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 rescheduled due to C19
23/11/2021	Danielle Hart	Preparing for Ofsted	Completed
23/11/2021	Mike Sales	Preparing for Ofsted	Completed

Danielle confirmed that although the SCR face to face visit couldn't go ahead due to Covid-19 guidance, she had an update from, and no concerns were raised. An in-person review on the SCR will be arranged between Danielle and Scott once restrictions are lifted.

13/15 **Elmhurst Governor and/or Federation updates (deferred)**

14/15 **Dates of future meetings**

Hindhayes - Governor Meeting dates		
Dates	Term	Status
28/09/2021	Term 1	Held
07/12/2021	Term 2	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

15/15 **Any other business -**

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- Danielle said that she knew Governors were all busy people and there is lots on at the moment but asked if the school contacts to acknowledge the email, even if it's a holding response letting the know when they can respond.
- Lucy took the Board through the Phonics data which is currently 85% for Hindhayes. The national average is 82%. All Governors feedback that this reflected Lucy's and the Team's hard work and congratulated them on excellent results.
- Scott Carpenter – Scott won the Bristol Live and Bath Live 'Apprentice of the Year' (Public Services) at a presentation evening on 25/11/21. Governors said that Scott was a great asset to the school and were really pleased that he had won the award and it was well deserved. Kate also said that Mike should be congratulated for his mentoring and to Support to Scott and that they make a great Team in the Hindhayes Office.

<https://www.hindhayes.co.uk/attachments/download.asp?file=1932&type=pdf>

- Danielle ended the meeting by thanking Stewart for joining as an observer and hoped he would be interested in joining the board.
- Danielle thanked all Governors as well as Kate, Lucy, Mike and everyone in the school for their hard work over the last term. Also, that everyone enjoys their Christmas break with their families.

Agenda item	Action by	Agreed action
01/15	Mike	Mike to organise for the Governor vacancy to be readvertised from January onwards.
01/15	Mike	Mike to liaise with Stewart about becoming a Governor.
06/15	Mike	Mike to register Hindhayes interest in the 'Test and Learn' process.
07/15	Mike	Mike to have further information to refer to on Google Drive to be explored for use by the Governing Board for 2022 by the next Board Meeting.
07/15	Mike	Mike to contact Governance Services to enquire about the potential of a 'Mock Inspection' for Hindhayes.
10/15	Mike	Mike to send Policies for signature to Danielle for signature
11/15	Governors	Governors to reply to Mike's availability email
11/15	Mike	Mike to liaise with trainer about evening training

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