



**Minutes of the Virtual Governors Meeting held via Zoom Conference Call on
Tuesday 24th May 2022 (17:30 – 19:45)**

Present: Danielle Hart (Chaired part of Mtg), Louise Melia (Chaired part of Mtg), Kate Nester (Headteacher), Kim Todman, Mary Whitaker, Michelle Heap, Lucy Shakesby, Martin Lukins and Mike Sales (Clerk).

01/17 **Welcome and Apologies** – This meeting was scheduled to be face to face but several Governors requested this be moved to being held virtually. The meeting was also able to remain quorate by being held virtually. Danielle welcomed everyone to the meeting and reiterated the importance of confidentiality whilst being held virtually.

Apologies were received and accepted from Sue Court and Hannah Herbert. Helen Clark did not join the meeting (unwell).

It was noted that the Elmhurst Chair of Governors was invited to this meeting as well as an interested potential new Governor but that they will now be joining the July Meeting.

02/17 **Opportunity to declare Pecuniary Interests** – None received.

03/17 **Minutes of the last meeting** – The minutes of the meeting held on the 15th March 2022 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).

04/17 **Action points from the previous meeting** – The Action Points were reviewed and it was agreed that they had either been completed or were being discussed as part of this meeting agenda. The following were discussed in more detail:

- Ofsted review – Hannah met with Kate to start on producing an aide de memoir for Governors. Kate feedback that this was a really useful meeting but reminded Governors that all the information they need is in the SEF (Self Evaluation Form). The document which Hannah pulled together is attached but some references to page numbers to the latest SEF would need updating.



Ofsted Governance
File - aide de memo

Signed.....

Dated.....

- Newsletter – This is now circulated on Parent Mail on a Friday and Sunday evening. Initial feedback has been really positive and well received by Parent Governors who felt it was a helpful addition to remind families about key dates and be ready for the week ahead.
- Google Drive – Mike feedback that Hindhayes are one of a number of schools who are still waiting for the completion of the SLP Migration work to be completed. New email addresses, including those for Governors will then be issued. At this point Google Drive can be set up therefore still remains a change the board are committed to making.

05/17 **Chair position and Governor updates** – Danielle had circulated an email to Governors on the 22nd March that she would be stepping down from the Chair position at the end of term, but would remain as Governor until the end of the Summer Term. There was an opportunity for all Governors to put themselves forward as Chair. Louise offered to take this role on a short-term basis, whilst the Board filled vacancies and could then step back once a longer-term Chair was appointed. Mike had checked with Governance Services that this change was appropriate to proceed with and to do virtually. All Governors thanked Danielle once again as Chair and welcomed Louise as incoming Chair. At this point Louise took over as Chair of the Meeting.

Action: [Mike to update GIAS \(Get Information About Schools\) as well as Governance Services regarding the changes.](#)

Action: [Mike to advertise 2 further Governor Vacancies \(SC and DH roles\) in anticipation for as September '23 start.](#)

06/17 **Allocation of Governor roles** – It was discussed and agreed that this agenda item would be deferred until September '22 when the changes to the Governing Board had taken place and vacancies filled, so that there could be a review of which Governors were best placed to take on the important roles for the school.

07/17 **Headteacher updates** – Kate took the Board through the following:

- There will be a Teacher vacancy from Sept '22. Interviews for an ECT (Early Careers Teacher) are being held on Friday 27th May.
- Kate and Mike had a further Meeting with the Local Authority regarding setting up a Nursery provision. This is still a potential development opportunity for Hindhayes to explore for September '23 onwards.

- Government White Paper – Kate summarised the proposed changes from this link - [schools white paper – opportunity for all: strong schools with great teachers for your child](#)

A question was asked about weather the proposed changes will be affected by local and/or Central Government elections. Kate and Mike feedback that as these changes were Government influenced that the expectation is that these would be fully funded.

One of the proposals is to increase the school day by ½ hour from September '23. Kate said that Hindhayes were looking to implement these changes this September so that good practice is put in place earlier. Work to implement this has started.

A question was asked about the contract with BAM FM (food partner) and whether the longer lunch would have an impact. Kate and Mike feedback that there should be minimal impact on as the preparation and serving time would be adjusted so the overall hours remain the same. Kate reiterated that Hindhayes are pushing for better dining experience for the children so they aren't as rushed. BAM have produced a revised menu and are committed to serving more freshly produced food as well as reduce the amount of food waste.

Kate took the Board through the white paper and focused on the following 'Opportunity for all: strong schools with great teachers for your child' – Please refer to the following summary – Pg. 16, Pg. 24, Pg. 34, Pg. 43

Kate gave examples of a recent visit to the school by other Headteachers who reviewed Geography and History. Their feedback was excellent, so much so that they said they would review their own practice.

A question was asked about what the differences are from the White Paper and what Hindhayes do now. Kate feedback that practice isn't the same in all schools so the Whitepaper would look to bring those schools inline, similar to the Ofsted framework. Hindhayes are already meeting most of the objectives.

There was discussion about the school website. Kate said that a new parent said that when she looked at the website it gave a good impression of the school. To her it came across as supportive and nurturing and liked the Forest School. She also said reviewing the Pupil Premium Report that Hindhayes provided excellent support to the children.

A question was asked about MAT's (Multi Academy Trust's) and what direction Hindhayes were looking to take. Kate said that discussions were ongoing and that she hoped to have information to present to Governors for the next meeting.

Action: Kate to provide a MAT Governor summary for the July Meeting.

Feedback from one of the Governors with experience of working as a current Headteacher said that the school environment and pressures on Heads had significantly increased and that it was challenging and difficult role. Their view was that Kate was doing very well in a difficult situation and that they would be interested in working as a lead Governor implementing the White paper changes with her.

A question was asked about whether the Whitepaper changes will form part of the Ofsted. Kate said that Ofsted will want to know where Hindhayes on this journey, however good practice is in place now so shouldn't be affected by any inspection.

Due to time constraints it was agreed to circulate Lucy's Teaching and Learning Summary – Please see below:



Overview for governors May 2022

Kate also took the Board through the 'Whole School Development Plan' and it was agreed to circulate this document also to allow Governors to review:



Whole School Development Plan 2

A question was asked about DT and Art and how the children were able to expand their creativity. Kate gave some examples where the children had helped make Easter baskets and fruit kebabs. Kate gave observations of Forest School where the children were using their skills and imagination to design and make Fairy Houses which they were protecting from Aliens!

A question was asked about whether there were any children/families who were not coming into school because continued Covid-19 concerns. Kate confirmed that there wasn't and that a recent session run by Andy Leafe (PFSA) was well received by those parents attended

A discussion was held about the PTFA which was being built back up after not being able to be active during Covid-19. Kate said a recent school disco had been well attended and raised over £600.

Kate was thanked for her comprehensive update to Governors.

Signed.....

Dated.....

08/17 **Preparing for Ofsted** – Reviewed (see 04/17 `Minutes of Previous Meeting).

09/17 **Budget Plan 2022/23 Year – Finance Governor update Report –**

Kim updated the Governors that her observations were that the funding for the school from SFAT has been inadequate with examples given about needing to fund the staffing needed to run the number of classes and not children. Kim said that she felt that the school were doing all it could to be as efficient as possible. Kim will be producing a Governor Summary which Mike will then circulate.

Mike had circulated a summary to Governors and Staff on the 8th April following the draft of the Budget Plan for the 2022/23:



Budget Plan
2022-23 Gov & staff

The Budget Plan was supported by Governors so has been submitted to SFAT (Schools Funding and Accounting Team) for them to sign off.

For 22/23 there is a projected in-year surplus of £14,287, however there is a deficit c/f from the 2 previous years of £33,443 making an overall deficit of £19,156. It is acknowledged by SFAT that Hindhayes like many other schools were not able to generate income during Covid-19 through hall hire, WRAP Care and take advantage of grants such as Glastonbury festival which didn't take place.

Action: [Kim to produce a Governor Summary for the 2022/23 Budget Plan.](#)

10/17 **SFVS (Schools Financial Vale Standard)** – This is a standing agenda item but as the SFVS had only recently been completed, there were no queries raised about the submitted version which had been circulated on 14th March:



FW_ SFVS - School
.msg

11/17 **Attendance** – No further discussion held as attendance discussed within the rest of the agenda, especially as part of the Headteacher updates.

12/17 **Policies to be agreed** – As there were no policies due to be reviewed until the next meeting (July '22), the school website was reviewed vs. 'What maintained schools need to publish online'. [What maintained schools must publish online - GOV.UK \(www.gov.uk\).](#)

Signed.....

Dated.....

Hannah had done some work on reviewing the existing website vs. the requirements and produced the attached notes:



Hindhayes website notes May 22.docx

All thanked Hannah in her absence for this work.

Mike also updated the Governors that he and Scott had met with the current website provider with a view to make some changes. Mike is working with the provider to add the following additional functionality:

- Language Translation button/tool
- Calendar sync (with school calendar for key events)
- Latest news banner for new information
- Enhanced `search` button
- Improved `contact us` page
- Link to Facebook and options for Twitter
- Links to various partner websites (such as the uniform shop)

The above changes will go live for September (due to the lead time needed by the website provider).

13/17 **Safeguarding** – Danielle had offered Hindhayes staff access to the Millfield Safer Recruitment Training on the 12th July. This session will run from 9:30 to 4pm. Danielle will forward details of the training to Kate and also offered to run a session for

Action: [Danielle to forward training details to Kate.](#)

All Governors have now received training. Cascade training will be delivered in September for new and existing Governors.

14/17 **Governor Training and Visits** – To table below shows the training and visits for this academic year:

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	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
28/01/2022	Hannah Herbert	Discussion with History Lead	Completed
31/01/2022	Helen Clark	Site visit and meeting with Paula Carpenter (Re vegetable garden)	Completed
15/02/2022	Mary Whitaker	Safeguarding Training (delivered by Cassie Reynolds)	Completed
15/02/2022	Kim Todman	Safeguarding Training (delivered by Cassie Reynolds)	Completed
15/02/2022	Martin Lukins	Safeguarding Training (delivered by Cassie Reynolds)	Completed
15/02/2022	Louise Melia	Safeguarding Training (delivered by Cassie Reynolds)	Completed
08/03/2022	Louise Melia	Preparing for Ofsted	Completed
TBC	Hannah Herbert	Discussion with Geography Lead	Completed
16/05/2022	Hannah Herbert	Review of website	Completed
20/05/2022	Hannah Herbert	Preparing for Ofsted - Meeting with Kate Nester	Completed
23/05/2022	Hannah Herbert	Being Strategic!	Completed
TBC	Danielle Hart	Review of SCR with Hindhayes Office Team	TBC

15/17 **Elmhurst Governor and/or Federation updates** – The Elmhurst Chair of Governors is attending the next Meeting in July. Louise will also be joining the Elmhurst Meeting so there will be the ability discuss the federation further at future meetings.

16/17 **Dates of future meetings** – The meeting dates are:

Hindhayes - Governor Meeting dates		
Dates	Term	Status
28/09/2021	Term 1	Held
07/12/2021	Term 2	Held
08/02/2022	Term 3	Cancelled - As not quorate
15/03/2022	Term 4	Held
10/05/2022	Term 5	Held
12/07/2022	Term 6	To be held

17/17 **Any other business** – The following was covered:

A Governor wanted to give thanks for you for keeping the school open to all year groups when staff absence due to COVID was high in the spring term.

Signed.....

Dated.....

Agenda item	Action by	Agreed action
05/17	Mike	Mike to update GIAS (Get Information About Schools) as well as Governance Services.
05/17	Mike	Mike to advertise 2 further Governor Vacancies (SC and DH roles) in anticipation for as September '23 start.
07/17	Kate	Kate to provide a MAT Governor summary for the July Meeting.
09/17	Kim	Kim to produce a Governor Summary for the 2022/23 Budget Plan.
13/17	Danielle	Danielle to forward training details to Kate

Signed.....

Dated.....