



**Minutes of the Virtual Governors Meeting held via Zoom Conference Call on Tuesday
12th July 2022 (17:30 – 19:30)**

Present: Louise Melia (chair), Danielle Hart, Hannah Herbert, Sue Court, Martin Lukins, Ben Amos (observer), Kate Nester (Headteacher), Lucy Shakesby and Mike Sales (Clerk).

01/15 **Welcome and Apologies** – This meeting was scheduled to be face to face, but due to Governor sickness and changes to commitments, it was agreed to move to virtual so that it could take place. The meeting was also able to remain quorate by being held electronically. Louise welcomed everyone to the meeting and reiterated the importance of confidentiality whilst being held virtually.

Apologies were received and accepted from Helen Clark, Michelle Heap, Kim Todman and Mary Whitaker.

Martin Case and Mark Pople were going to join the meeting as observers but will now do so in September '22.

The Elmhurst Chair of Governors was invited to this meeting but that they will now be joining the next meeting in September.

Sue Court's term as Hindhayes Governor had come to an end. Sue expressed an interest to continue. She left the meeting whilst this was discussed and all agreed that they would like Sue to continue. Sue returned to the meeting and was pleased to be re-elected to the Board.

Action: Mike to update GIAS (Get Information About Schools) as well as Governance Services regarding the changes. Sue Court 4-year term until 2026.

Action: Mike to contact Governance Services to organise training for new Governors joining in September '22 and look to increase constitution following Sue Court wanting to remain on the Governing Board.

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

03/15 **Minutes of the last meeting** – The minutes of the meeting held on the 24th May 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).

04/15 **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.

L. Melia

15/09/22

Agenda item	Action by	Agreed action	Update for next Mtg
05/17	Mike	Mike to update GIAS (Get Information About Schools) as well as Governance Services.	Completed
05/17	Mike	Mike to advertise 2 further Governor Vacancies (SC and DH roles) in anticipation for as September '22 start.	Not needed as have Ben Amos (taking DH role), Mark Pople (taking SC) and potential Martin Case (take SB post)
07/17	Kate	Kate to provide a MAT Governor summary for the July Meeting.	Will be covered in the Meeting 12/07/22
09/17	Kim	Kim to produce a Governor Summary for the 2022/23 Budget Plan.	Deferred until Kim can complete and send
13/17	Danielle	Danielle to forward training details to Kate	Training took place 11/07/22

05/15 **SLT update Reports** – The following documents were reviewed in the Meeting and were agreed to be circulated electronically (separately via email due to the size of the files):

- Moving forwards, making a difference 2022 – 23
- Whole School Development Plan
- Teaching and Learning School Development Plan
- School leaflet (updated)

Kate took the Board through the School Development Plan – Feedback again was that this was a useful document. From September '22 Lucy will be teaching 3 days a week and will be well placed to lead literacy development. Following a member of the teaching team going on maternity leave (returning Sept '23) and another leaving to relocate, there is an ECT (Early Careers Teacher) starting in September. Kate said that there are a lot of skilled staff who are planning and creating a progression map for the return to school in the Autumn term. There is a plan for one of the INSET days in September for subject leads to share their SEF's (Self Evaluation Forms) setting out what the priorities are.

A question was asked about the Criteria for Pupil Premium and whether this would change given the impact of the cost of living crisis. Kate feedback that at present there isn't any changes from the DfE and discussed that some families in Street have been picking up work from Street Village and therefore there is becoming more of a time poverty for some families. Financial support in terms of the FSM food vouchers over the summer continues and Mike has contacted those families and arranged food vouchers. These are valued at £10 per child per week for each of the 6-week holidays.

Governor feedback was that this was really positive and that the SLT had all areas covered.

Lucy took the Board through the School Leaflet and the 'Historic and current' data.

All agreed that this was a very useful document to refer to. The 2022 data information is indicating lower than the estimated national average but discussed that development has been impacted upon due to Covid. Literacy and language interventions will be put in place where required.

A question was asked about how these figures compare to the national Average. Lucy said that the National Average was likely to be between 75/76% but this hadn't been confirmed yet but is a useful reference to other schools who are reporting similar figures to Hindhayes.

L. Melia

Another question was asked whether the Team were surprised by the figures. Kate replied that some children scored just a few points below the required target. Also, some children had some barriers to learning and some complex needs support which impacted on the overall scores.

Kate also updated the Board on the discussions which had been taking place for schools to become part of MATs (Multi Academy Trusts) by 2030 as part of the Government Whitepaper. Hindhayes are in a good position as the school offer help to other settings and haven't needed support in these areas themselves. Examples of this include Lucy helping with Curriculum Development.

Kate went on to say that she and Lucy had been to a presentation with a potential partner based in Devon who are interested in setting up a Specialist Somerset Hub with good quality schools such as Hindhayes. This was followed up by a visit from their CEO and Curriculum Development Lead to Hindhayes. Their feedback was complimentary about Hindhayes. Kate explained to the Board that the work which the Local Authority (LA) had looked to set up, referred to as the 'Patchwork Project' wasn't going to be a viable offer and therefore looking at high quality options now needed to be considered to be part of shaping the future for the school. It was discussed that even if there were a change of Government the Whitepaper would almost certainly stand and the choice will be to either wait until the LA deadline or be proactive and part of changes and help shape this with like-minded educational professionals.

Feedback from a Governor who joined the Hindhayes visit said that they felt it was very positive and that the grounds looked fantastic, the children were engaging and staff positive. They were pleased and proud to be part of the school. They could see that Hindhayes would be a setting which Devon would want to partner with when setting up a Somerset Hub.

Kate went on to say that the Devon partner currently have their own systems and back office functions but could see that there would be a need for Mike and the Team to be part of the of the changes also. Kate will be talking to the staff team in the upcoming meetings about the visit. If this or any option is taken forward it would follow any HR consultation process so are early stages of due diligence.

Kate asked for any questions. Governor feedback was that information was very useful and covered everything.

06/15 **Governor Feedback on 'Being strategic training** – Hannah had attended this training session on 23rd May and found it really informative (see attached):



FW_ Strategic Governance course

Hannah provided feedback and encouraged other Governors to attend if they had opportunity to do so. It was felt that from September when new Governors are in post it that it would be helpful to revisit this.

There was discussion about the 'Hooked on Thinking' and 'Hindhayes Kind ways' is in the School Development Plan and SEF documents. The following were discussed as action points:

d. Melia

Action: Being Strategic to be an agenda item for the September Governors Meeting onwards. To discuss in relation to the allocation of Governor roles.

Action: Circulation of Skills Matrix to be completed by All Governors to update the Board Summary (even if completed previously).

Action: Governor allocation of roles to be discussed (using the outcomes from the Skills Matrix if available for the September Meeting).

Action: Mike to circulate a yearly planner of Governors tasks to be reviewed.

07/15 **Finance Governor Report feedback** – Unfortunately the Finance Governor was unable to attend the Meeting due to sickness and feedback on the Budget Plan. Information had previously been circulated to Governors by Mike. The Finance Governors Report to be deferred until the September and will be circulated between now and then if available.

Action: Mike to circulate the Finance Governors Report when available

Action: It was also discussed whether having backup Governors would be supportive so that roles can be shared where helpful. Agreed to be discussed as part of the 'Allocation of Governor roles' from September onwards.

08/15 **SFVS (Schools Financial Value Standard)** – The SFVS had been circulated to Governors previously for the period to 31/03/22. It was agreed the SFVS would regularly feature on the Governor's Agenda so that the document could be reviewed in sections. Mike had circulated the Governance section for feedback on 01/07/22 (attached):



SFVS.msg

Mike took the Board through the Governance section (questions 1 – 5) and there were no further questions received. Mike said that if there were any following the meeting that these could be emailed to him.

Action: SFVS to remain on the agenda.

09/15 **Attendance** – Some areas of attendance had already been covered in the Headteacher Update Reports. Kate said that the team had held 'Vulnerable' Meetings (12/07/22). Attendance for the majority of children was 90% or more. For an infant school setting with more illnesses circulating following Covid-19 this remained a strong percentage. Those with lower attendance, they are reviewed with the reasons looked into.

Children being brought into school later than 8:50 does have an impact with things like Phonics and these are areas also being looked into.

The PFSA (AL) is being impacted on by the higher level and more complex cases he is dealing with, taking time away from being able to follow up regularly on lower level interventions like this. PFSA's are carrying a heavy and complex caseload.

d. Melia

10/15 **Policies for Review Finance** – Mike had previously circulated the Finance Policy for Review (see attached):



Hindhayes model
Finance policy.msg

As the Finance Governor was unavailable for this meeting this policy would be deferred until they could review the policy and feedback. If feedback is available before the next meeting this will be circulated to Governors, otherwise the Finance Policy will be deferred until the next meeting.

Action: Finance Governor feedback to be circulated prior to the next meeting or deferred until the September '22 Meeting.

11/15 **Safeguarding** – Kate feedback that Danielle had delivered some excellent Safer Recruitment Training 11/07/22. Lucy, Scott and Mike to be invited to future training sessions from the Autumn Term onwards.

Hindhayes will be running a Summer Holiday Club (4 weeks during August). Families are supported and the PFSA will be dropping into the school and helping to signpost and offer support where needed.

The Salvation Army have some Aldi vouchers for the holidays if needed to help those where home situations may have changed.

12/15 **Governor Training and Visits** – The 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 vegatable 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
To confirm date	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
09/06/2022	Hannah Herbert	GDPR Data Protection visit and report	Completed
11/07/2022	Danielle Hart	Review of SCR with Hindhayes Office Team	Completed
11/07/2022	Danielle Hart	Safer Recruitment Training	Completed
11/07/2022	Louise Melia	Safer Recruitment Training	Completed

Hannah undertook a GDPR data walk with Mike on 09/06/22 and her reports had previously been circulated. Again, much appreciated by the Board and extremely useful.

L Melia

Danielle had visited to undertake a review of the SCR (Single Central Record) with Scott (report attached) on 11/07/22. Although, moving forwards Danielle will not be a Governor she has agreed to work with Hindhayes to do regular checks on the SCR and offer help and guidance as a specialist in Safer Recruitment. The Board were very grateful to Danielle to continuing to support Hindhayes in this way.



SCR AUDIT_
Hindhayes 11.07.22.

13/15 **Elmhurst Governor and/or Federation updates** – The Elmhurst Chair of Governors is attending the next Meeting in September '22. Louise will also be joining the Elmhurst Meeting so there will be the ability to discuss the federation further at future meetings.

14/15 **Governor Meeting dates** –

Held:

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	Held

Provisional 22/23 Academic Year dates:

Hindhayes - Governor Meeting dates		
Dates	Term	Status
13/09/2022	Term 1	To be held
06/12/2022	Term 2	Provisional - To be held
07/02/2023	Term 3	Provisional - To be held
14/03/2023	Term 4	Provisional - To be held
09/05/2023	Term 5	Provisional - To be held
11/07/2023	Term 6	Provisional - To be held

It was discussed that the virtual meetings had been working well and were convenient for everyone, especially with changes to commitments for Governors or where there is sickness so that meetings can go ahead and be quorate. Maximising attendance at Governors Meetings had been discussed by Louise and Mike with Governance Services and they have confirmed that virtual meetings are fine. Where there have been Board vacancies they also feel that potential Board members would be encouraged to join if they can but couldn't join in person so that Governing Boards could attract people who may not have otherwise wanted to join. It was agreed that Hindhayes will work to a hybrid model where the meeting would be face to face with the option to join virtually and see how this goes for September '22 onwards. Due to the earlier date for the September meeting this will be reviewed at the start of September.

L. Melia

Action: [Mike to order a spider phone to assist with hybrid model of Governor Meetings from September '22](#)

15/15 **Any other business** – The following was covered:

This is Danielle's last Meeting as a Hindhayes Governor and everyone thanked her for her contribution as Governor and previous chair and navigating the Board through an extremely difficult period. Louise said that the school are grateful for everything's she's done which isn't always visible.

Louise ended the meeting by thanking everyone for their contributions throughout the year and thanked Kate and the Team, wishing them a relaxing summer.

Agreed Action Points:

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01/15	Mike	Mike to contact Governance Services to organise training for new Governors joining in September '22 and look to increase constitution following Sue Court wanting to remain on the Governing Board.
06/15	Mike	Being Strategic to be an agenda item for the September Governors Meeting onwards. To discuss in relation to the allocation of Governor roles.
06/15	All Governors	Circulation of Skills Matrix to be completed by All Governors to update the Board Summary (even if completed previously).
06/15	All Governors	Governor Allocation of roles to be discussed (using the outcomes from the Skills Matrix if available for the September Meeting).
06/15	Mike	Mike to circulate a yearly planner of Governors tasks to be reviewed.
07/15	Mike	Mike to circulate the Finance Governors Report when available
07/15	All Governors	Agreed to be discussed as part of the 'Allocation of Governor roles' from September onwards.
08/15	Mike	SFVS to remain on the agenda.
10/15	Mike	Finance Governor feedback to be circulated prior to the next meeting or deferred until the September '22 Meeting.
14/15	Mike	Mike to order a spider phone to assist with hybrid model of Governor Meetings from September '22

L. Melia

15/09/22