



Minutes of the Virtual Governors Meeting held via Zoom Conference Call on Tuesday 13th September 2022 (17:30 – 19:30)

Present: Louise Melia (chair), Hannah Herbert, Sue Court, Michelle Heap, Mary Whitaker, Helen Clark (from 17:50), Hayley Antonello (observer) Martin Lukins, Ben Amos (from 17:50), Martin Case (Observer), Kate Nester (Headteacher), Lucy Shakesby and Mike Sales (Clerk).

01/16 **Welcome and Apologies** – This meeting was scheduled to be face to face, but due to changes to Governors commitments and several requests to join electronically, it was agreed to move to virtual so that it could take place. The meeting was also able to remain quorate by being held virtually. Louise welcomed everyone to the meeting and reiterated the importance of confidentiality whilst being held virtually.

Kim Todman and Mark Pople were not present - No apologies received.

It was noted that the Elmhurst Chair of Governors will be joining future meetings and that the Hindhayes will be doing the same as part of the soft federation and to further strengthen the relationship between the 2 schools.

Following Ben Amos joining a previous meeting as an observer he was elected to the Hindhayes Board filling an existing vacancy.

Action: Mike to organise for Ben to receive Training via Governance Services and be added to GIAS and the school's Governor lists. Ben's term will run for 4 years until 2026.

Hayley Antenello was welcomed and joined as an observer with a view to becoming a Governor from the next meeting onwards.

02/16 **Opportunity to declare Pecuniary Interests** – None received.

03/16 **Chair and Vice-Chair positions** – All Governors were previously asked if they would be interested in either of these roles on the Governing Board. The previous Vice-Chair has stepped back and there was a vacancy. Louise Melia put herself forward for Chair and Hannah Herbert as Vice-Chair. No other nominations were received. All Governors were asked again if they had an interest in these roles or wanted to discuss further without Louise or Hannah present. No requests or objections received, therefore Louise Melia will be Chair and Hannah Herbert Vice-Chair for the next academic year.

Signed by Chair: *L. Melia*

Dated: *17th / 11th / 2022*

04/16 **Minutes of the last meeting** – The minutes of the meeting held on the 12th July 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).

05/16 **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.

Agenda item	Action by	Agreed action	Update for next Mtg
01/15	Mike	Mike to update GIAS (Get Information About Schools) as well as Governance Services regarding the changes. Sue Court 4 year term until 2026.	To action w/c 5/9/22
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.	Email Hannah Smith 12/08/22
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.	Include on Draft Agenda sent to LM 120822
06/15	All Governors	Circulation of Skills Matrix to be completed by All Governors to update the Board Summary (even if completed previously).	Circulated 12/08/22
06/15	All Governors	Governor Allocation of roles to be discussed (using the outcomes from the Skills Matrix if available for the September Meeting).	Added to Sept '22 Agenda
06/15	Mike	Mike to circulate a yearly planner of Governors tasks to be reviewed.	TO DO
07/15	Mike	Mike to circulate the Finance Governors Report when available	Follow up with Kim w/c 5th Sept if not received
07/15	All Governors	Agreed to be discussed as part of the 'Allocation of Governor roles' from September onwards.	Added to Sept '22 Agenda
08/15	Mike	SFVS to remain on the agenda.	Added to Sept '22 Agenda
10/15	Mike	Finance Governor feedback to be circulated prior to the next meeting or deferred until the September '22 Meeting.	Follow up with Kim w/c 5th Sept if not received
14/15	Mike	Mike to order a spider phone to assist with hybrid model of Governor Meetings from September '22	Order w/c 5th Sept

06/16 **Terms of Reference, Standing Orders and Code of Conduct** – These were circulated prior to the meeting. No changes required and there were agreed as documents for the academic year ahead.

07/16 **SLT update Reports** - The following documents were reviewed in the Meeting and were agreed to be circulated electronically:

- Pupil Premium Statement (updates since last report in green)
- Use and Impact of Additional Funding
- School Development Plan
- SEF (Self-Evaluation Form)



Pupil Premium Statement 2021-22 €



Use and impact of additional funding



Teaching and Learning SDP Hindh

<https://docs.google.com/document/d/1gIKPe-qWjSjGldOdxmEI33VKPXIOS1Z/edit?usp=sharing&oid=101170093065884310283&rtpof=true&sd=true>

Kate took the Board through the Pupil Premium Statement and provided an update on the position as at July '22. This document links to the

Signed by Chair.....*J. Melia*

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Financial Budget Plan. Kate explained the 'Key Principles behind Pupil Premium Funding' as well as the allocation and Impact of PP funding. All areas identified were highlighted supported by the Impact, Evidence and Next Steps document.

Feedback from the Governing Board that this was comprehensive document and the information really helpful. A Governor with Headteacher experience said that this is a 'brilliant' piece of work.

A question was asked about Ofsted and will there be an allowance for the pandemic. Kate said that there is a reference in the guidance which Governors can refer to for KS1 of:

'2022-23 'There is evidence that the attainment gap between socially disadvantaged pupils and their classmates has grown. There is further evidence that the children in Key Stage 1 have been the most significantly impacted with lower attainment than previous cohorts across all subjects. There is also emerging evidence that the pandemic has had a negative impact on pupil mental health'.

Kate then went on to take the Board through the SEF (Self Evaluation Form) and reiterated that everything needed for Governors to refer to remains in this document.

Under Attendance it was discussed that Hindhayes recognise that Glastonbury is part of the local Culture but encourage families not to let this impact on their children's attendance. As the festival had been run for the first time in 2 years, this year there was a greater impact of non-attendance but hadn't impacted as heavily as envisaged.

There was Governor discussion about the Parent View Survey and parental understanding of the standard 17 questions. There was feedback from some parent Governors that some questions may have led to inaccurate responses, such as Questions 4 and 5 around Bullying which were unclear.

Kate said that the Parent View Questionnaire was really positive with a high level of parent engagement. There had been various Parent Forum's but attendance had been low. These will be revisited in the coming Terms.

A question was asked about acronyms and whether these can be circulated with the next Parent View questionnaires. Kate said that these would be sent out.

Further discussion was held about those children with SEND and whether all parents were aware that their child had SEND and if this impacted on the questionnaire responses. Kate confirmed that parents received a letter and communication but not if their child *didn't* have SEND.

Lucy then took the Board through the Teaching and Learning information and referred Governors to the areas in green for changes.

Signed by Chair.....
J. Melia

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A Governor feedback was that the results and trends seen are very similar to those of the settings she has worked in, so are inline with what she would expect to see.

There was a general Governor discussion about the level of information that Governors need to refer to and retain, especially if asked as part of an Ofsted inspection. It was agreed that the SEF is the key document that Governors should refer to.

08/16 **Finance - Governor Report feedback** – Unfortunately the Finance Governor didn't attend the Meeting and therefore this deferred agenda item couldn't be reviewed. As part of the 'Roles and Responsibilities' being discussed on this agenda Mike suggested that having a 2nd Finance Governor as back up would be helpful. The Budget Plan had been signed off by Governors for 2022/23 but the Finance Governor Report is always helpful to support the information provided by and give greater reassurance and ability to ask questions. It was agreed that Governors would consider if they were able to fulfil this role. The 2nd Finance Governor will then work with Mike in his Business Manager role on any outstanding tasks.

Action: Governors to consider whether they could take on the Finance Governor role and let Mike know by Friday 16th September.

09/16 **Governor Role Allocations** – The following are roles and responsibilities around the school which need to be filled. Not all of the 'Skills Audit's' have been received by Governors so Louise requested that everyone stated their preferred area of responsibility by 5pm Friday 16th September by replying to Mike – From this role will be allocated as per their preferences or discussed further between meetings:

Governor Roles and Responsibilities around the school		
Role	Lead Governor	Support Governor
Effectiveness of Leadership and Management		
E-Safety		
Finance		
Health and Safety/Site Management		
Personal Development, Behaviour and Welfare		
Pupil Premium and SEN		
Quality of Teaching, Learning and Assessment		
Safeguarding	Michelle Heap	
Wellbeing Governor		

Subject Leads are:

Signed by Chair *H. Melia*.....

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Subject(s)	Subject Leader
PHSE/RSE/ RE	Emma Plummer
History	Briony Keene
Geography	Holly Seaward
Art	Ally Jones
Design Technology	Lucy Shakesby
Maths	Sarah Simmonds
Science	Lucy Drew
English	Lucy Shakesby
Computing	Sarah Simmonds
Music	Emma Plummer
PE	Katherine Honeywill

Action: All Governors to state their preferred area of responsibility and Subject Lead by 5pm Friday 16th September by replying to Mike directly.

A Governor also raised that following their attendance at the 'Being Strategic' Course that it would be useful to know when the 'School Vision and Aims' were reviewed and build in a review date. This will help new Governors. All agreed this will be useful.

10/16 **Attendance** – This agenda item was discussed as part of the SEF.

11/16 **Policies** – The following policies had been circulated before the meeting for Governors to review:

- Restrictive Physical Intervention
- Transition
- Community Cohesion
- Collective Worship
- Teaching and Learning
- Equality

As discussed, the September '22 'Hindhayes Safeguarding Policy' which wasn't previously circulated is updated and attached for reference:



Hindhayes
Safeguarding Policy

There were several questions asked about how some policies were monitored. These were discussed with examples of evidence given.

There was general discussion about the policies and there were some minor changes suggested which will be updated. Other than that, these

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Dated *17th / Nov / 2022*.....

policies were agreed and will be signed by the Chair. Mike will also update the Policy Monitoring Spreadsheet.

There was discussion about a Governor Year Planner. Mike will look to pull this together and send a draft via email before the next meeting.

One of the Parent Governors commented that their own experience of their children starting and leaving Hindhayes was as per the Transition Policy and wanted to feedback that their experience was a very positive one.

Action: Mike to send a draft Year Planner before the next meeting.

Action: Agreed policies to be signed by the Chair, Mike to update the Policy Monitoring Spreadsheet.

12/16 **Safeguarding** – SCC Cascade training was delivered jointly with the Elmhurst Team on the 2nd September. A small number of Governors, staff and Volunteers need to attend a mop up session. This will be delivered by Kay Davey who has offered to do an evening session so that it helps maximise attendance.

Some Governors working in other Education settings have received their own Safeguarding Training but Kate requested that those people come into Hindhayes to have a 'contextual' discussion to cement their understanding.

There will also be some additional Safer Recruitment Training which will be organised at Hindhayes delivered by the Millfield DSL with a provisional date of 20th October.

13/16 **Governor Training and visits** – None since returning on 5th September:

Governor Visits/Training and involvement spreadsheet

Date	Governor name	Description	Status

14/16 **Elmhurst Governor and/or Federation updates** - The Elmhurst Chair of Governors is attending the next Meeting. Louise and Hindhayes Governors will also be able to attend the Elmhurst Meetings so there will be the ability to discuss the federation further and continue with the closer working between the schools.

Signed by Chair *J. Melia*.....

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15/16 **Dates of future meetings –**

Hindhayes - Governor Meeting dates		
Dates	Term	Status
13/09/2022	Term 1	Held
08/11/2022	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

16/16 **Any other business –**

Governor emails – Mike will circulate @Hindhayes email addresses replacing the @Educ ones which ICT will be decommissioning. Governors are encouraged to use these new email addresses for their Governor work. However, it is not compulsory to do so and if Governors would prefer to use personal ones that's fine but they need to ensure these used confidentially.

Action: Mike to circulate the @Hindhayes email addresses for all Governors.

Action: Skills Audit – All Governors reminded who haven't returned their Skills Audit requested to return to Mike by 20th September.

Agreed Action Points:

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08/16	All Governors	Governors to consider whether they could take on the Finance Governor role and let Mike know by Friday 16 th September.
09/16	All Governors	All Governors to state their preferred area of responsibility and Subject Lead by 5pm Friday 16th September by replying to Mike directly.
11/16	Louise & Mike	Agreed policies to be signed by the Chair, Mike to update the Policy Monitoring Spreadsheet.
11/16	Mike	Mike to send a draft Year Planner before the next meeting.
16/16	Mike	Mike to circulate the @Hindhayes email addresses for all Governors.
16/16	All Governors	Skills Audit – All Governors reminded who haven't returned their Skills Audit requested to return to Mike by 20th September.

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 22nd 17th / Nov / 2022