



**Minutes of the Virtual Governors Meeting held in person and via Zoom
Conference Call on Tuesday 8th November 2022 (17:30 – 20:00)**

Present: Louise Melia (Chair), Hannah Herbert (joined virtually), Sue Court, Michelle Heap, Martin Lukins, Ben Amos, Jason Palmer (Observer) Kate Nester (Headteacher), Lucy Shakesby, Mike Sales and Keta Deakin (Clerk).

1/17 Welcome and Apologies – Louise welcomed everyone to the meeting and reiterated that it was great to see everyone in person again. The option to join virtually via Zoom was offered to ensure everyone could attend and that the Meeting remained quorate.

Jason was joining as an Observer but is committed to joining Hindhayes as a Governor. The Board were happy to welcome Jason, who is also a PTFA Member.

Martin Case was unable to attend. Helen Clark had technical difficulties joining on this occasion.

2/17 Opportunity to declare Pecuniary Interests – One Governor is employed by ACE (MAT – Multi Academy Trust) and declared this as an interest.
One Governor is employed by a school working with Wessex (MAT)

3/17 Minutes of the last meeting – The minutes of the meeting held on the 13th September 2022 were approved by the Board.

Action: Louise to sign minutes

4/17 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 the current meeting agenda.

Signed by Chair. *L. Melia*

Dated. *08/02/2023*

Agenda item	Action by	Agreed action	Update for next Mtg
01/16	Mike	Mike to organise for Ben to received 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.	Actioned
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.	Being covered as part of the Nov '22 meeting
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.	Since Louise contacted Gov's and they have been replying to her - Again, this is an agenda item for the Nov mtg
11/16	Louise & Mike	Agreed policies to be signed by the Chair, Mike to update the Policy Monitoring Spreadsheet.	Actioned
11/16	Mike	Mike to send a draft Year Planner before the next meeting.	Keta will be picking this up
16/16	Mike	Mike to circulate the @Hindhayes email addresses for all Governors.	Actioned
16/16	All Governors	Skills Audit – All Governors reminded who haven't returned their Skills Audit requested to return to Mike by 20th September.	Some o/s - Will be revisited when new Governors are in post.

5/17 **SLT Update Reports** - The following documents were reviewed in the Meeting and were agreed to be circulated electronically:

- School Development Plan (see below)
- SEF (has been uploaded to OneDrive)



Kate took the Board through the SEF (Self Evaluation Form)

Projected numbers of pupils being taken into the school are constantly changing so discussions need to be held due to different budgets being needed. Kate is pushing for more support from LA (Local Authority) as numbers will break the 30 children per class, but not enough for another full class or the budget to salary another teacher.

Attendance; Local Authority are being stricter with fines for absent children and DFE (Department for Education) are pushing for increased levels of attendance now that the country is post pandemic. OFSTED will also be scrutinising attendance as part of the schools rating
Kate explained more about OFSTED.

Lucy explained the Phonics Screening Check. The school is currently below the national average. The gap is quickly diminishing as a result of the hard work of staff and pupils. A pre-OFSTED visit has highlighted that all work needed to help children return to pre covid levels is being carried out; including help with speech and language

Signed by Chair...*d. Melia*.....

Dated...*08/02/2023*.....

and also behavioural problems associated with non-socialisation during lockdown and the following period of time.

The pre-OFSTED inspection visit from LA felt the school is working at a level better than good. The SLT (Senior Leadership Team) and Governing body need to meet and decide on areas they feel are outstanding.

Lucy explains the Strengths and Development points whilst referring Governors to the areas in green for changes.

A Governor asked when there will be predicted attainment figures?

Kate confirmed that the school are constantly working with SEND and know which children receive the individual help they need. We are also working differently with the children which is making a great difference, but makes the attainment figures difficult to predict.

Kate explains the journey so far for the SLT

Governors can tell an OFSTED Inspector that they know where to find information rather than know everything from memory

A Governor asked if there is OFSTED training for Governors

Yes, the SGS (Somerset Governor Services) forwarded an email with dates

Action: Keta to resend email to all Governors

Kate took the Board through the SDP (School Development Plan) and then followed on to the Government White Papers.

Lucy has returned to teaching 3 days a week, the impact of this will be monitored over time to support Lucy with a good work life balance.

Subject leaders are completing extra training to meet the needs of the school structure during 2022/23. The arrangements with LA for the school structure in 2023/24 needs to be confirmed.

A new teacher has been recruited to fill a vacant position, she has settled in very well and has the required support to complete the first year of her ECT (Early Careers Teacher) program.

KS1 leader is driving the catch up for year 2 pupils who were affected by lockdown in their early educational years. This will ensure they pass a phonics screening by the end of year 2. Phonics training is needed but has been hampered by difficulties with location and online access.

The DFE (Department for Education) gave the school money to train in Mental Health. Kate has completed a mental health leadership training

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Dated. *08/02/2023*

course. This has led to the creation of a mental health policy for the school and a mental health team made up by staff. 3 members of staff will complete advanced training in term 2.

Pupils' vocabulary when entering reception has remained a concern. SLT has observed that the reception team ensuring high quality adult interaction with children whilst playing in the Quad area has led to an improvement. All staff have repeated OPAL training (focuses on the philosophy behind the importance of planning high quality outdoor play) and the next step will be to organise playworker training for the Teaching Assistants.

LA level 3 services are currently running below capacity which results in families not receiving the support needed within the expected time frame. This is causing high levels of anxiety for the safeguarding team. SEMH lead professional training needs to be complete along with prioritising supervision through SEMH leaders' group. Encourage PFSA supervision through line manager and level 3 triage training for the safeguarding team needs to be investigated. The LA need to recognise the difficulty this is placing on the PFSA and we continue to seek funding to help the local community. Kate has reached out to Tessa Munt, the local councillor for children services who has organised for the school to meet with the new Head of Children's Services in December to discuss the challenges.

The Relational Policy has been in effect for 1 year and has been reviewed during training on building a compassionate curriculum underpinned by a relational approach.

6/17 **Governor Role Allocations** – Louise read through the list of roles for each Governor and checked all were happy.

Jason Palmer had joined the meeting as an observer, but has now agreed to take on the role as Finance Governor, all attendees agreed the following:

Role	Lead Governor
Effectiveness of Leadership and Management	Hannah
E-Safety	Louise
Finance	Jason
Health and Safety/Site Management	Martin/Helen
Personal Development, Behaviour and Welfare	Ben
Pupil Premium	Martin L
SEND	Michelle
Quality of Teaching, Learning and Assessment	Sue/Ben
Safeguarding	Louise
Wellbeing Governor	Michelle

Signed by Chair *d. Melia*

Dated *08/02/2023*

Action: Keta to book a Governor Induction course for new Governor
Keta to add subject leader emails to Governor Role list to enable contact

7/17 **Attendance** – This agenda item was discussed as part of the SEF.

8/17 **Policies** – The following policies had been circulated before the meeting for Governors to review:

- Charging and Remissions
- Hindhayes Low Level Safeguarding Concerns
- Mental Health and Wellbeing
- Uniform
- Child on Child Abuse
- Menopause
- Relationship
- Hindhayes Safeguarding
- 2022 Esafety

Governors had circulated their thoughts on the Policies and there were a few suggestions of changes which will be updated on the relevant policies. Otherwise, all policies have been agreed and will be signed by the chair.

Action: Comments to be emailed to Lucy and Kate who will update the policies. All policies to be signed by the Chair, Keta to update the Policy Monitoring Spreadsheet and ensure policies are updated on the school website.

There was discussion about a Governor Year Planner. This has been passed to Keta.

Action: Keta to set up the Governor Year Planner and distribute to all Governors

9/17 **Finance** – Although there was no Finance Governor in place for the current meeting, the Business Manager gave an update on the current deficit due to energy price rises and staff pay increases, which are outside of the school's control but impact on the overall financial position for Hindhayes. All schools are currently struggling due to lack of funding which is receiving a lot of press coverage. Hindhayes had a Deficit Recovery Plan in place post Covid-19 and had worked hard to get back to a balanced position when income streams stopped overnight and additional costs were incurred. Mike reiterated that the current pressures on the school budget are not as a result of a lack of efficiency or good management but costs which could not have been projected and are not met by the schools funding. Most schools are operating with an in-year deficit.

Signed by Chair.....*d. Mellia*.....

Dated.....*08/2/2023*.....

10/17 **MAT** – The Government Whitepaper states that all schools need to look at joining Trusts/Academies by 2030. SLT have started investigating different options to find the trust that best aligns with needs of Hindhayes school.

A governor asked for more details re what the current Trusts were offering. It was suggested that asking the Trusts Hindhayes were interested in to give the Governing body a presentation to help decision making.

Action: Ask all 3 Trusts to give a presentation to the Governing Body.
Extraordinary Governors Meeting to be held on 14th December 2022
17.00 – 19.30 to receive 2 presentations.

11/17 **Safeguarding** – Discussed earlier during the SEF update A Governor and one other to attend the next available safeguarding training session.

12/17 **Governor Training and visits** – One visit in November for SEND



Hindhayes Gov SEND
Visit.docx

Date	Governor name	Description	Status
21/11/2022	Louise Melia	Complaints - the role of the Governance Board	Booked
28/11/2022	Jason Palmer	Online Safety - what the Governance Board needs to know	Booked
01/12/2022	Jason Palmer	Cybersecurity in Education - what the Governance boards need to know	Booked
05/12/2022	Ben Amos	Governor Induction	Booked
05/12/2022	Jason Palmer	Governor Induction	Booked
06/12/2022	Jason Palmer	Protecting Personal Data in Schools (formerly GDPR: is our school compliant?)	Booked

13/17 **Elmhurst Governor and/or Federation updates** – Conversations are being held with Elmhurst

Signed by Chair *L. Melia*

Dated *08/02/2023*

Dates of future meetings –

Hindhayes - Governor Meeting dates		
Dates	Term	Status
13/09/2022	Term 1	Held
08/11/2022	Term 2	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

14/17 **Any other business – Governor emails – Majority of @Hindhayes emails now being used**

Leaving cards for Mary and Kim to be signed – A discussion was then held re acquiring something more permanent as a gesture to the long service for the Governing body.

OneDrive – All to look at OneDrive. All policies needing amendment and other relevant documents will be uploaded for all Governors to refer to.

The Board thanked Mike for his service as Clerk to the Governors who was stepping down at this meeting, due to his work with another school, after 5 years’ service.

Action: Keta to chase anyone who left without signing the cards.

Agreed Action Points:

Agenda item	Action by	Agreed action
3/17	Keta	Louise to sign Septembers Minutes
4/17	Keta	Keta to resend email with dates for Governor OFSTED training
6/17	Keta	Keta to organise for Jason to receive Training via Governance Services and be added to GIAS and the school’s Governor lists. Jason’s term will run for 4 years until 2026.
6/17	Keta	To add subject leads emails in with the Governors Roles to enable contact
8/17	Louise & Keta	Comments to be emailed to Lucy and Kate who will update the policies. All policies to be signed by the Chair, Keta to update the Policy Monitoring Spreadsheet and ensure policies are updated on the school website.
8/17	Keta	Keta to send a draft Year Planner
14/17	Keta	Chase anyone that did not sign leaving cards

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

Dated.....*08/02/2023*.....