



Hindhayes

INFANT SCHOOL

**Minutes of the Governors Meeting held on
Tuesday 7th February 2023 (17:30 – 17:30)**

Present: Louise Melia (Chair), Hannah Herbert, Ben Amos, Kate Nester (Headteacher), Lucy Shakesby, Helen Clark (left at 18.25) and Keta Deakin (Clerk).

- 1/18

Welcome and Apologies
Louise welcomed everyone to the meeting and touched on the subject of Governors communication. This will be discussed at the next Governors meeting in March
Apologies were accepted from Sue Court who couldn't attend.
No apologies were received from other absent Governors.
- 2/18

Opportunity to declare Pecuniary
Nothing to declare
- 3/18

Minutes of the last meeting
The minutes of the meeting held on the 8th November 2022 were approved by the Board and Louise signed at the meeting.
- 4/18

Action points from the previous meeting – The Action Points were reviewed and it was agreed that the yearly planner would be delayed until the next meeting.

Agenda Item	Action by	Agreed action	Update for next Mtg
3/17	Keta	Louise to sign Septembers Minutes	Completed
4/17	Keta	Keta to resend email with dates for Governor OFSTED training	Completed
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.	Completed
6/17	Keta	To add subject leads emails in with the Governors Roles to enable contact	Completed

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.	Completed
8/17	Keta	Keta to send a draft Year Planner	Delayed for next meeting due to workload re MATs
14/17	Keta	Chase anyone that did not sign leaving cards	Completed

5/18

Any Other Urgent Business

The Acceptable Use Policy was raised for discussion due to a recent audit enquiring about a missing policy on our website regarding the wearing of smart watches in the classroom by staff. As some smart watches contain cameras this has become a safeguarding issue. No guidance is currently available, so a section has been added to the Acceptable Use Policy. The Governors proceeded to discuss how the staff felt when informed at a recent staff meeting, and if guidance regarding the use of smart phones in the classroom would help with creating a policy around smart watches.

When parents have everything to sign re not photographing children, then I'm not sure they would be very happy about staff wearing smart watches.

We also need to protect the staff as well as the children.

6/18

MAT Update

Louise reminds everyone of all discussions that have taken place regarding the 3 Multi Academy Trusts (MAT) Hindhayes is currently in contact with. Millfield haven't yet replied to the set of questions that have been sent.

After talking to the Local Authority (LA) about the steps Hindhayes has taken so far, they have informed the school that Governors can now vote on which MAT they would like to continue with. The due diligence list can be completed during the process. It was highlighted that once the vote has been held, it doesn't mean the school has signed on the dotted line with that MAT.

Q. Are we continuing with Millfield? It's been 9 weeks since the presentation and they haven't responded to the questions

I think everyone feels the same

They wanted to be set up by April

Apparently, the situation is constantly changing. We haven't been informed of the reasons for the delays. ACE and Wessex have been great at communicating. We're trying to be fair and follow the same process with each MAT,

MAT = Multi Academy Trust
LA = Local Authority
SSE = Support Services for Education

Signed by Chair.....*A. Mella*.....
Dated.....*14.03.23*.....

7/18

Local Authority Core Offer

Kate gives an overview of the Core Offer. LA looks at all schools and what their buyback has been for pay, ICT etc then generates an offer. Kate Edwards from the Local Authority joins the meeting via Teams at 18.00. Kate tells us a bit about herself. She has been in this post for 2 to 3 weeks and has worked for the LA for approximately 4 years. Has worked for Support Services For Education (SSE) and the council, looking after schools and MATs in and out of Somerset. Kate would like to explain the details of the core offer and to answer any questions that may arise.

Previously the Government would take a top slice (£14,000) from a schools budget to go to the LA. This year they won't, it will go straight to the school means the Local Authority won't have any funding, therefore the prices charged to schools for services will go up. An external company researched into services used and paid for by schools. Kate then went through the individual offer that is available to Hindhayes and how if extra services were needed they could be purchased as and when.

No questions were asked, but Hindhayes can contact Kate if any arise. Kate then left the meeting (18.30)

The Governors then discussed the situation.

If all schools are required to join a MAT by 2030, is this a bridging situation?

Difficult for LA, if lack of participants, they would have to make people redundant. What if schools don't purchase enough hours for work in the first year, does that mean they will lay off staff and when more hours are needed, they won't have the staff to cope with it?

If Hindhayes doesn't join, support would still be there, but it would cost a lot more. The school has received a lot of support with IT this year due to new devices having been purchased, that will reduce next year.

It's not a fair system as all schools core offers are worked out the same, but we are dealing with a very old building, whereas a brand new school wouldn't have half of those issues to pay for.

What happens if we pay for hours in certain services, but then don't use them?

We need to ask if they could be transferred to another service.

Q. The figures show that the schools budget is down by £30,000 next year.

A. The number of pupils is lower.

Q. Are there any other options?

A. Could ask if Hindhayes could join for 6 months instead of a year.

LA were adamant that we wouldn't be part of a mat by September as MAT for Street hasn't been approved. Bizarre they're thinking we would join that one and not look at others.

LA thinks that MATs would buy into services such as refuse collections.

ACE and Wessex are being supported as they have a proven track record

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

Dated.....*14.03.23*.....

ACE have been given a certain number of schools

Q. How many?

A. I can't say, is currently confidential

After attending recent training and talking to others, a strong MAT is made up of 9 schools

Hindhayes needs to start looking more in depth with one MAT with add on of LA Core Offer.

Governors don't believe Hindhayes has a choice regarding the Core Offer.

If voting we need more information, feels like a take it or leave it situation. If Hindhayes doesn't take it then it will cost the school more.

Q. What does Mike say?

A. Agrees that we don't have a choice

It's a tight deadline, a choice has to be made by the start of March.

Schools are meant to get 3 quotes for services.

Relationships haven't been made re the Core Offer. There have been long response times. They were in a healthy financial position and now they're not.

Q. Do we have to use all of the budget on certain things?

A. No, a certain amount can be used wherever we need it.

A discussion is held debating the budget offer.

Mike could balance the budget to move hours we haven't used to a different section, but I don't know if LA would allow that, as our questions aren't being answered. It seems the situation is evolving and if that's so what situation would we be in 6 months' time, we don't know what to expect.

Governors discuss money in other schools

Not going for it could put the school in an awkward situation as we can't sustain the Senior Leadership Team as it is.

Governors have agreed to join the Core Offer on the proviso that money can be moved through the different pots and they answer what happens if we don't need it in 6 months' time

8/18

Policies – The following policies were circulated prior to the meeting for Governors to review:

- Attendance Policy
- Exclusions Policy
- EYFS Policy
- Governor Visit Policy
- Hindhayes Whistle Blowing Policy
- Medical Conditions Policy

It has been agreed that Governors will have another week to read the policies.

Comments received were discussed.

- OFSTED will push re fining for absence.
- Maybe could check if that family take the same time each year

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

Dated... *14.03.23*.....

- We don't currently Exclude or Suspend pupils as we find other ways to deal with the situation.

Q. What's a curriculum Letter?

A. Is the letter sent at the start of the half term.

Action:

- Any additional comments to be forwarded to Lucy.
- Keta to look at the Statutory Policy List to see if we can reduce the number of policies the Governors currently review.

9/18

Finance

Finance Policy – Previously circulated and reviewed by Governors with no queries or amendments. This has now also been reviewed by the Finance Governor who has no changes. This Model Policy was approved.

Month 6 Report – This covers the period April to September '22 – Mike had presented this information previously and circulated initially to Governors and then to Staff. The Finance Governor also has a Summary to circulate. Due to workload this has been delayed but will be cascaded via Keta shortly.

Month 9 Report – This report covers the period April to December '22 has just been finalised. A Governor and Staff Summary is attached with further detail below but the headline information is:



Month 9 Report
2022-23 Staff and Go

For the month 9 Report we are indicating an *overall* deficit of £47,425 which represents movement from the Budget Plan, (before it was known about significant unforeseen variations of the staff Pay Awards (including 'on costs') and Energy costs) of £28,269 (Month 9 Report £47,425 – Budget Plan £19,156).

When we look at the main variations since the Budget Plan was approved by Governors there have been lots of changes to projections, however the overall significant movements can be summarised as:

Variations - Budget Plan vs. Month 9

	£
Staffing - Pay Awards	23,718.00
Heating costs	21,809.15
Total	45,527.15

As you'll see we would have improved our position by £17,258 (£45,527.15 – £28,269) and this would have further reduced the overall deficit i.e., without the increasing costs above we would be looking to be looking at being 'on target' (£19,156 – £17,258).

Action: Keta to add Finance Policy to One Drive
Keta to circulate the Finance Governor Summary when received

10/18 Headteacher Update Report (including attendance)
This was circulated prior to the meeting. No questions were asked.

Q. Regarding the Teaching and Learning SDP; what do the different colours of writing mean?

A. They show which month the update was made, the colour of the months at the top of the page correspond with the coloured writing in the document.

Q. There's no link for the high quality text.

A. We use High Quality Text in the planning. We could ask staff to look at the high quality text they're using and add the links

Q. Could external visits be sent to Governors? It could provide more information for when we visit the subject leads.

A. Yes, we could add them to One Drive. When Hindhayes first had the quad, we asked everyone to add to a report, but this has dropped off since COVID, we need to get back into it.



Whole School
Development Plan 20



Teaching and
Learning SDP actions

11/18 Safeguarding
Safeguarding was covered when discussing a new policy regarding smart watches. See Any Other Urgent Business.



Safeguarding Report
to the Governing Boai

12/18 Governor Training and visits

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Signed by Chair.....*Melia*.....
Dated.....*14.03.23*.....

Meeting ran over due to earlier agenda points, so this hasn't been properly discussed.
No visits have been held and clarification is needed re visits.

Date	Governor name	Description	Status
21/11/2022	Louise Melia	Complaints - the role of the Governance Board	Completed
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	Completed
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
23/02/2023	Helen Clark	Preparing for OFSTED	Booked

Action: Keta to email SGS to clarify subjects and visit quantities

13/18 **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	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

Agreed Action Points:

Agenda item	Action by	Agreed action
8/18	Keta	Policy comments to be emailed to Lucy

8/18	Keta	Check Statutory Policy list re policies Governors don't need to review
8/18	Keta	Email SGS re Governor visits (which subjects and how many visits)
9/18	Keta	Add Finance Policy to One Drive
9/18	Keta	Circulate the Finance Governor Summary when received