



# Hindhayes

INFANT SCHOOL

**Minutes of the Governors Meeting held in person on Tuesday <sup>11th July</sup> ~~16th May 2023~~  
(17:30 – 19:30) ~~Previously due to be held on Tuesday 9th May 2023~~**

**Present:** Louise Melia (Chair. Left at 7pm), Sue Court, Helen Clark (joined at 17.35. Left at 18.35), Martin Lukins, Kate Nester (Headteacher), Lucy Shakesby, Linda Monaghan (Observer), David Hall (Observer), Mike Sales (Business Manager) and Keta Deakin (Clerk).

1/21 **Welcome and Apologies** – Louise welcomed everyone to the meeting. Linda Monaghan and David Hall joined us as observers but will be joining us as governors in September.

Apologies were received and accepted from Michelle Heap, Ben Amos and Martin Case.

Jason Palmer didn't attend and no apologies were received.

2/21 **Opportunity to declare Pecuniary Interests** – None were declared.

3/21 **Sports & PE Funding** – Welcome to Kath who is the leader of Forest School.

Kath went through the sports premium document below



Sports Premium  
2022-23 Kath summar

There are lots of reasons that we do PE. There's a positive connection between activity and mental wellbeing. I have observed PE lessons and have seen the teachers giving good, clear communication and the children have been listening well.

There are lots of opportunities to practice activities, such as in the quad. We encourage peers to give feedback so that no one feels pressure and continues to always try their best.

Q. What's the key priority - increased stamina?

A. If we increase the childrens core strength, that helps them sit at a table properly which will help them learn to write correctly.

During Covid children weren't out running around as parks were closed etc, we want the children to be active.

Q. How do you assess?

A. It's difficult as there isn't a tick list and too much time is lost doing them. The teachers know the children so know who needs help

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

Dated.....*26th Sep 2023*.....

TA's (Teaching Assistants) used to do PE with the teacher. The TA's are vital, we need their help during lessons.

Q. Have we got a PE governor?

A. No, I don't think we have

Use of the quad, OPAL play and forest school is helping more children get on track for developing their fine motor skills.

The governors have a conversation around fine motor skills and hand eye coordination in children. There's no formal assessment in place, but we need one.

In the childrens reports this year a PE assessment has been given which means we could ask the teachers to pull the information together into an end of year report. Use inclusion to think of the children, for example; different abilities would use different sized balls.

The children have cricket tomorrow. The university children are running it and have lessons for all of the children depending on age and ability.

Q. How is it all funded?

A. Primary Sports Funding

Q. All schools receive this?

A. Yes

Forest school uses part of the funding and part is via Mikes clever figures

Q. What's the £414 leftover

A. That will roll into next year to buy more equipment

We have asked LA (Local Authority) to put Forest School into a separate funding rather than share the PE funding.

Q. If money is raised externally, can we use the fund elsewhere?

A. Yes, but only within PE. It's a condition of the funding.

PE has a huge affect on the childrens wellbeing which is why the funding is larger than for other subjects as it really helps the children.

Q. So, if we raised money for forest school how would it benefit elsewhere?

A. It can help further training for teachers teaching PE. It would enable us to be able to attend other schools' competitions.

We are trying to get Nature funding for forest school.

Q. Can you see the impact over 3 years?

A. Definitely – the children are so pleased when they climb higher than they have previously or they can hold a tennis racket properly. You can see the difference during the play and learn sessions.

Q. In the report it mentioned children been encouraged to use local facilities & that a large number of children are part of outside groups. How is this encouraged and how is it part of school life?

A. From school emails, the Victoria Club

The children get to go and experience something they might not otherwise.

One of the governors commented that at a previous school, once a term they would meet with families on a Saturday morning and go for a walk for a couple of hours.

Out of school activities was picked up by OFSTED. But a lot of our children attend clubs outside of school anyway.

Need to evidence that the children are doing extras outside of school.

Signed by Chair... *d. Mehta* .....

Dated... *26th Sep 2023* .....

Kath to return with information that we have in the form of a report. It will enable the governors to help support you. We'll set up a PE governor to visit lessons and report back to the board.

The chair then thanks Kath for her time and tells her the board knows she's doing a great job, we just need the written evidence to say that.

Discussion re which governor could cover PE. Lucy Shakesby was nominated and has accepted the role. She is going to do some monitoring in the new school year of the questions raised in the meeting and then feedback to the board to ensure the cycle of challenge is completed.

Governors also discussed which subject lead to invite to the next meeting. Everyone agrees with History/Geography.

4/21

**OFSTED** – We had a meeting where the result was discussed with the OFSTED inspector.

She spoke highly of the SLT and that their hard work cascades down to the other staff.

Also spoke highly of OPAL and the yoga tent – the children have somewhere quiet to go.

When asking the children about their favourite subjects, maths was high on the list which is very unusual.

Science goes deeper than statutory requirements which is great.

Individual children are supported well.

SEN childrens parents are 100% happy which has never been seen before and shows that parents are happy to approach the school and know they can speak to SLT regarding the plans for their children.

Q.

Do we have an inclusion governor?

A.

It should come under SEND

**ACTION**

Keta to email Governor Services and find out exactly which subjects Hindhayes needs governors for.

Governors to need to check the website and challenge if something is not right.

**ACTION**

Create live link to view website checklist

Martin to check the website

**ACTION**

Keta to send the April '23 website checklist to Martin

Governors discuss the recent Ofsted inspection and this was a very positive visit. The full report by the inspector will be available and this will be circulated in due course.

Signed by Chair *d. Metia*

Dated *26th Sep 2023*

6/21 **Any Other Urgent Business** - The governing body present Helen with a personalised etched vase and card to congratulate her on 50 years of a governor at Hindhayes. Congratulations Helen!

7/21 7/21 **Finance** – Mike gives an overview of Dugland Sandeman's Report. Dugald is an Independent Financial Advisor employed by the DfE, with over 35 years' experience working in education. Dugald has worked with schools across the country to reduce deficit budgets and is well respected by the DfE and Local Authority. Therefore when schools were given the opportunity to have a review, Hindhayes put themselves forward and were one of only 5 schools who successfully applied for the review and funding to do a thorough in-depth review of the budget. Dugald met with Louise, Kate and Mike and then produced a comprehensive report, benchmarked against other schools with similar numbers using national financial indicators.



SRMA report  
Hindhayes Infant Schc

The Report had previously been circulated to Governors so that they had sight of it to review prior to the meeting. Mike then took the Board through the headlines. Overall, there was nothing raised which were immediate concerns.

There were several suggestions and many had already been implemented. It was also noted 78% of schools are in deficit this year with more to follow the next year. The LA know that there is a funding issue for schools and have set up a series of 'Deficit Budget workshops because of the large number of schools reporting a financial deficit this year. The main issues have been deficit c/f from Covid when income couldn't be generated through hiring the hall and/or WRAP, wage inflation (increased pay awards, without the equivalent funding), energy inflation (doubling of costs in 1 year) as well as building costs. This is against a backdrop of falling pupil numbers, i.e. less income.

It was pointed out that finance recording in the minutes. Mike said that the updates which are sent between meetings will need to be recorded in the minutes to show the amount of financial information which is shared. Also, that moving forward with Dave Needham joining as finance Governor there would be the opportunity to have regular feedback from him. It was noted that the Somerset Council Population Forecast is done by the Local Authority.

Q. [Is the budget optimistic?](#)

A. [No, it's pessimistic. The funding is calculated based on the census numbers with costs realistically projected and projected income not assumed until actually received.](#)

We are going to be 4 pupils over so we have to have 6 classes. Hindhayes are only allowed to have 30 pupils per class, only LA can break that rule.

Q. [Can Hindhayes request that the LA breaks it?](#)

Signed by Chair *Melia*

Dated *26th Sep 2023*

A. Don't know. If they did it would mean another redundancy.  
 Discussions are held re the finances of schools in the area and how LA allocate funding. Hindhayes have been proactive and sought opportunities and being creative to maximise income and kept spend low by the staff taking on more work. Example, of the Core Offer being reduced by Mike picking up Property and ICT related tasks which were originally included savings approx. £6k per year. There's a discussion regarding where children go to school. There's more ability to move around the schools as no school is at capacity. Hindhayes forest school is viewed as fantastic. Kath is doing PPA cover so we don't

have to employ someone.

Q. Have Hindhayes every thought of going to Millfield?

A. It doesn't matter where we go outside of the school, they don't know our children like we do.

Q. How do the governors feel about the report?

A. It doesn't reflect the hard work that has happened before this report. If we achieve what we would like in the next year; a hub for ECHP children, that will help with our staffing.

8/21 **Minutes of the last meeting (May 2023) to be agreed** – The minutes of the Governors Meeting held on Tuesday 9<sup>th</sup> May were approved by the board and signed by the chair.

9/21 **Action points from the previous meeting** – The Action Points were reviewed and it was agreed that they had been completed

Agenda item	Action by	Agreed action	Update for next Mtg
8/20	Keta	Homeschool Agreement - check with SGS if still required	Completed
8/20	Keta	Reset Martin Case email	Completed
8/20	Kate	Ask Kath Honeywill to attend a governors meeting to talk about sports premium	Completed
12/20	Keta	Send new governors forms and training dates to new finance governor	Completed

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

Dated.....*20th Sep 2023*.....

12/20	Keta	Find out what's included under the Premises heading	Completed
14/20	Keta	Distribute SEND school info report with the minutes	Completed
16/20	Keta	Send out next years meetings dates	Completed

10/21 **Clerk Briefing Update** – As the meeting was quite long, a handout was given to each person in the room with details of updates covered in the last clerks briefing, also included was a list of dates for next years governor meetings.

**ACTION** Keta to email to absentees

11/21 **Policies to be agreed** – None. Health and Safety has been pushed to September due to time constraints.

12/21 **Headteacher Update Report** – The document wouldn't open so will be sent out with the minutes. The report is over the next 2 years. Most schools will write theirs over 5 years, but as Hindhayes children are here for 3 years, this report spans 2 years.



Whole School Development Plan 20

The Teaching and Learning SDP spans 12 months. Lucy goes through the updates on the Teaching and Learning School Development Plan.



SDP 2023-2024.docx

**Q.** If Sounds Write are limited on the number of books, is there not another phonics program that's better?

**A.** Yes, there are more than 11 that have improved. But Sounds-Write is phonics in its purest form.

Hindhayes needs to look at other books and the children may have to start re reading books.

Sounds-write has raised Hindhayes reading levels by 37%, so we like the program and reading levels have increased again this year.

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

Dated.....*26th Sep 2023*.....

- Q. Being at home during COVID was not good?  
 A. Lots of conversations have been held as to how we help this.

The team have worked really hard to get the children to where there are in year 2, so we're pleased with the results.

The Whole School Development Plan will be sent out with the minutes and we'll go through it in September.

Everyone discusses the fact that SATs are stopping

13/21 **Safeguarding** – There's a new safeguard platform being implemented next year.

OFSTED commented on the fact that our safeguarding is very good Safeguarding course is on 5<sup>th</sup> September. We need to arrange a mop up session for those that can't attend.

Andy is now settled into his new room. The children and families are happy. He's helping lots of people and will cover the summer holidays to ensure safeguarding is covered whilst the rest of us aren't here.

We still need a vice chair – we will re visit this in September

Thank you to all governors that have attended and there's lots of work to be done for the governors ready for September to ensure we have a strong governing body.

14/21 **Dates of future meetings**

Hindhayes - Governor Meeting dates		
Dates	Term	Status
19/09/2023	Term 1	Provisional - To be held
14/11/2023	Term 2	Provisional - To be held
16/01/2024	Term 3	Provisional - To be held
12/03/2024	Term 4	Provisional - To be held
07/05/2024	Term 5	Provisional - To be held
09/07/2024	Term 6	Provisional - To be held

**Agreed Action Points**

Agenda item	Action by	Agreed action	Update for next Mtg
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Signed by Chair..... *Melia* .....

Dated..... *26th Sep 2023* .....

6/21	Keta	Email SGS re subjects we need governors to cover	To be completed
6/21	Keta	Create live link to view website checklist	To be completed
6/21	Keta	Keta to send the website checklist to Martin L	To be completed
10/21	Keta	Keta to email to absentees	To be completed

Signed by Chair.....*L. Mella*.....

Dated.....*26th Sep 2023*.....

LA = Local Authority

SLT = Senior Leadership Team