



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

**Present:** Louise Melia (Chair), Ben Amos, Sue Court, Helen Clark (joined at 17.45), Martin Case, Martin Lukins, Kate Nester (Headteacher), Lucy Shakesby, Linda Monaghan (Observer) and Keta Deakin (Clerk).

1/20 **Welcome and Apologies** – Louise welcomed everyone to the meeting.

Apologies were received and accepted from Michelle Heap.  
Jason Palmer didn't attend and no apologies were received.

2/20 **Opportunity to declare Pecuniary Interests** – None were declared.

3/20 **Minutes of the last meeting (March 2023) to be agreed** – The minutes of the Governors Meeting held on Tuesday 14<sup>th</sup> March were approved by the board and signed by the chair.

4/20 **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 during the meeting.

Agenda item	Action by	Agreed action	Update for next Mtg
10/19	Keta	Send Statutory Policies list for everyone to read through and select specific policies they wish to overview	Completed
10/19	Keta	Add website column to the Statutory Policies list	Completed
12/19	Louise	Talk to potential governors re attending a Governors Meeting as observers	Ongoing
13/19	Keta	Email the up-to-date Teaching and Learning SDP -updates are in purple	Completed

5/20 **Any Other Urgent Business** – None.

6/20 **MAT Update** – Due diligence is currently being completed by ourselves and ACE. Kate tells everyone what happened during the visit

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

Dated... *11th July 23* .....

ACE made to Hindhayes. ACE completed a deep dive into the school and were happy with everything they saw. The 1<sup>st</sup> form had been completed prior to their visit which they were impressed with. Hindhayes' budget was looked at and reports are being completed re the schools building. The board (ACE) is meeting in the summer and the Local Authority were going to look at the situation this year, but unfortunately with all the local schools going through the process LA are overwhelmed and the date for Hindhayes has been pushed back from being completed around Christmas to now being completed around Easter 2024. Not such a bad situation as it will occur around the end of the financial year which works well with the end of the core offer that has just been agreed.

Ace are checking if the governors will need to hold another vote once all deep dives have been completed on both sides to decide if Hindhayes are going to complete the process with ACE. At the current time the process can be stopped or paused at any point.

LA have completed a deep dive on Hindhayes budget as there is a deficit. All changes that were suggested had either already been put in place or were looked into and discovered they wouldn't work. Due to first schools being the first to see pupil numbers drop over secondary schools, they are also the first to see the difference in the budget. LA were also surprised that no more funding was available for the school building.

A parent perception letter has been distributed, Hindhayes received 1 comment. The parents had researched ACE and felt that they were old fashioned in their values. They believe a flexible approach to school hours and uniforms is what they would like for their child.

The governors then discuss flexible hours in schools and if it would be feasible.

Hindhayes are organising for ACE to hold a presentation for parents. The governors discuss budget deficit and how it affects the early years (nurseries, pre-schools)

LA are leaving more to school staff. Working groups have been set up for schools to help each other, but if time is taken away from Hindhayes to help at another school then the time needs to be paid for.

- 7/20 **Evacuation Plan** – Lucy is checking for any updates that may be needed
- 8/20 **Clerk Briefing Update** – Handouts were given out re the summer term to do list and updates. The list was condensed to only contain relevant information to reduce the amount of reading for the governors. Using the Hindhayes email addresses was discussed and governors were reminded that confidential documents cannot be sent to personal email addresses. Everyone had a quick scan of the handout.
- ACTION Homeschool Agreement – Keta to check with SGS if this is still required.
- ACTION Reset one of the governors email addresses
- ACTION Ask Kath Honeywill to attend a governors meeting to discuss the sports premium

Signed by Chair... *d. Metia*.....

Dated..... *11th July 23*.....



9/20 **Policies to be agreed –**

- Safer Recruitment
- Children Looked After

Q. The Safer Recruitment policy looked like the boxes were misaligned and parts of the sentences were missing.

A. A printed copy is produced and the layout is all fine. Lucy will double check before it is uploaded to the website

Lucy has reviewed the following policies, but none need approval of the governors;

- Play Policy
- Reading and Writing Curriculum Statements
- Gifted and Able Policy
- Off Site Visits Policy
- First Aid Policy
- Induction Policy
- CCTV Policy

10/20 **Policy Process Update** – Everyone agrees with the way the policies have been shared out amongst the governors to help in reducing workload.

11/20 **Governor Strategy** – Due to unforeseen circumstances this hasn't been completed so will be rolled over to the next governors meeting

12/20 **Finance** – Everyone has read the SFVS and the Governor and Staff Summary Budget Plan 23-24.  
We have a new Finance governor who will be starting with us soon and will attend the next governors meeting. Mike held a meeting with him last night.

**ACTION** Send new governor forms and training dates

A governor commented that it was lovely to read that a visitor who reviewed Hindhayes budget couldn't suggest anything that hadn't already been tried or changed. It's a show of the times rather than a reflection on the school.

The governors discuss a recent news article regarding school meals for children. The prices schools are charged for meals is increasing but the funding from Department of Education is not. In a secondary school you could offset the extra with meals that are being paid for, but in an infants school all of the meals are free of charge.

Q. Is there anything BAM can do?

A. They can support us by helping to find another company or another way to supply the meals, but it's a very difficult situation.

Q. Is there a way to feedback to DFE to increase funding?

A. Its very hard to get through to DFE, they don't tend to listen.

Signed by Chair, *J. Melia*

Dated *11th July 23*

There are some children who attend school to get heat, hot meals, stability and we can't provide some of that due to lack of money. We can't blame the companies they need to cover rising costs.

Q. If children opt out of school meals, does Hindhayes lose the funding?

A. It's all calculated by the number of meals that are actually served, so yes.

Hindhayes has thought about doing themed days or bring a parent/carer to lunch to try and raise funds.

Q. Do you receive an early indication from DFE as to how many pupils will be joining the next year?

A. No, we don't. It would be good as we'd have more time to try and figure it out

Q. Do you give joining parents/children an idea of what the meals will be like?

A. Yes. When we do the evening for the new children joining, the kitchen put up examples of the meals. It's a great success.

We'll discuss it within the Heads Group and see if we can come up with any ideas.

Q. On the finance report, what is included under Premises (£84000)

A. Not sure. Will find out.

ACTION Find out what's included under the premises heading

Q. Are there anymore comments re the finance documents?

A. No

Mike is doing a sponsored bike ride if anyone wants to sponsor him!!??

13/20 **Headteacher Update Report (including attendance)** – Kate goes through and explains the updates on the Whole School Development Plan.

Q. How's morale around the school?

A. HRs advice re the redundancy was not good, it gave an outcome that staff don't agree with, so morale isn't good.  
Redundancies always affect morale. Staff can see both sides and how hard it has been for everyone involved in the situation.

Q. No support from HR

A. They didn't give clear advice

Q. Is there a low intake of children next year

A. Yes, it'll be low for the next 2 – 3 years.

Q. How's Lucy's wellbeing and NPQ?

A. Needs to stay in year one as a lot of the prep work has been done so the workload should start to reduce slightly.

Q. Has there been any sort of impact after the teacher strikes?

A. The children are ok. Staff managed to fit 5 days learning into 4. We're now waiting for unions to re ballot to see if there will be anymore. They are now needing to reword the ballot as it's not just about pay, it's about the schools funding.

Q. The whitepaper published by the government was requesting a change in school hours, have you heard anything?

A. There's no recognition from LA as to how we fund it. HR need to work it out on their end. Not sure if it's still going ahead. It would work to make

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

Dated.....*14th July 23*.....



lunchtimes easier and better for the children, but we'll have to wait and see.

Q. Is there a plan for Hindhayes to recruit more pupils?

A. There aren't enough children to fill a school. Hindhayes has an open day in the Autumn and are talking to Elmhurst re joining forces as we don't want to lose students.

When the intake is low LA tends to keep children in their catchment area or the school wouldn't have enough funding.

How about advertising what's happening within Hindhayes to the local community, not just the social events.

With lower numbers there's more opportunity for parents to move their children within the school year. We'll have a look into it and see what can be done.

14/20 **Safeguarding –**

ACTION Distribute the SEND school info report with the minutes

Kate goes through the updates that have been made to the SEND school info report.

The 9 steps of progress have been changed and a new system has been implemented. It's makes it harder to break down the progress and makes it look like the children aren't doing very well, when in reality they're doing great. The change does not allow us to show realistic progress. We're going to talk to the SEND lady and see if there's anything we can do.

Q. Its counterproductive

A. Yes, so we're going to discuss and find a solution.

The governors discuss systems that would work

Q. One of the governors asks - If I don't have safeguard training, am I still able to visit the school to complete the governors report?

A. Yes, we will ensure you are not left unaccompanied

15/20 **Governor Training and Visits –** The link for the training hasn't been going into the main inbox of the email so a couple of training sessions have been missed. Please check all inboxes are try moving the email to the priority inbox and hopefully they will then all get sent there.

The Single Central Record is incorrect for the governors, this can be an Ofsted issues.

ACTION Scott to show Keta how to access and update

ACTION Keta to ensure it's updated correctly

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

Dated.....*11th July 23*.....

16/20

**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	Held
09/05/2023	Term 5	Held
11/07/2023	Term 6	Provisional - To be held

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

**ACTION** Keta to send out next years meetings dates with the minutes

**Agreed Action Points:**

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

Signed by Chair... *11th July 23*

Dated... *1. July 23*

LA = Local Authority

SLT = Senior Leadership Team

12/20	Keta	Send new governors forms and training dates to new finance governor	
12/20	Keta	Find out what's included under the Premises heading	
14/20	Keta	Distribute SEND school info report with the minutes	
16/20	Keta	Send out next years meetings dates	

Signed by Chair.....*d. Melling*.....

Dated.....*14th July 23*.....

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