



Minutes of the Governors Meeting held in person on Tuesday 26th September 2023 (17:30 – 19:30)

Present: Louise Melia (Chair), Sue Court, Helen Clark (left at 6.30pm), Martin Case, Martin Lukins (on phone listening until 6.40 when arrived in person), Kate Nester (Headteacher), Lucy Shakesby, Linda Monaghan, and Keta Deakin (Clerk).
Ben Amos and Michelle Heap joined online to start, unfortunately the lack of a microphone was a problem so they left.

1/22 **Welcome and Apologies** – Louise welcomed everyone to the meeting and introduced Neil who attended as an observer.

Apologies were received and accepted from David Hall

2/22 **Opportunity to declare Pecuniary Interests** – None were declared.

3/22 **History/Geography Update** – Louise welcomes Holly Seward (Geography Lead) and Briony Keene (History Lead) and thanks them for attending the meeting.
Briony gives an overview of the document below

Embed presentation

I started by looking at what the curriculum was and then what the school was teaching. I wanted to upskill so I did a few webinars which are based around OFSTED. I felt overwhelmed, so joined the Historical Association. It's very hard to find resources for foundation stages. We did have someone offer to write our schemes of work, but they don't know our children, so we decided to do it ourselves. We did have a few people come in and help us set it up. Early years units are different to Key Stage 1 so we have provided resources to link them all through. Each year group has their own folder with a plan and resources to enable them to teach that subject. We ask for feedback.

Q [Have you been given any?](#)

A [Yes. We need to know what works and what doesn't so that we can change it. Also looking at visits for the children](#)

Q [Out of school?](#)

A [Yes. 2 years ago the year 2s went to SS Brunel and we've also visited the Air Museum. But it's hard to fund.](#)

OFSTED mentioned how enriching the air museum visit was.

Signed by Chair.....

Dated.....

It's very hard to ask parents for the money.
Maybe Hindhayes could tell the parents at the start of the year so they have more notice?

Now the curriculum has settled down, I think we can start doing that.

Q **Could we give a rough price?**

A **It's the buses that are expensive, the places aren't too bad.**

Hindhayes are good at history and I would like to chase the history mark, it's hard to get, but we'll try.

Briony tells the governors about a meeting she had with teachers from other schools. They all asked for our information, some schools were still using Twinkl.

We also use learning maps. We can use pictures and words to show what the children have learnt. These are hung in the corridor by Cherry class.

During the half terms that we're not teaching history all of the class teachers are given a 'history bag' which is full of books that teachers can read to their classes. The children have lots of conversations around the books. All of the years have them.

Q **Do you have a history highlight Briony? You obviously have a passion for it.**

A **I don't know. I love the planning. When I start looking into subjects it's very interesting. I loved teaching Brunel and the jubilee.**

We don't have a governor for history at the moment, but we will. They will come and talk to you in more detail and then will come back to us and give us updates.

Holly starts by saying she'd had the same journey as Briony when taking the lead for geography and that she has joined the Geographic Society. Everything was put together after looking at the curriculum. We have plotted 'sticky knowledge' for the facts that will stick with the children. Holly then goes through the presentation document.

Embed presentation

We give the children the knowledge in reception and then build on that knowledge throughout years 1 and 2. We've now worked and pulled together the work we would like to teach. We introduce the children to Clancy (a Koala Bear) from Australia that travels around the world and send the children postcards that include geographical information. The classroom has a world map where the children can pin the postcard in the correct place according to where Clancy has been.

We also keep learning maps. What we capture when the children talk is great.

Governor I had to buy a globe for my son and we all ended up singing the continents song. Have also heard people in town singing it!

Q **Do you teach magnetic north?**

A **We tried at the end of the year with reception, but they find it hard to understand.**

Signed by Chair.....

Dated.....

Need a ??????? stone.

Q What's sticky knowledge?

A The facts that you want to 'stick' with the children, we go through and pick out what we would like the children to remember.

OFSTED pointed out that the children were remembering well.

Everyone has a discussion re how to make certain knowledge stick

Once we allocate a governor to geography, they can come and talk to you mor in depth about sticky knowledge and can come back and tell us about it.

We were complimented by OFSTED re how our history and geography leads had their own experience related to the subjects. Briony has a history degree and Holly has travelled a lot before becoming a teacher.

Governor It's nice to see enthusiastic teachers

It's also good to have an expert on the subject to go to.

Everyone's very supportive and positive which makes the job easier as everyone works together.

Q Any further questions?

A No

Thank you for coming and telling us more about your subjects

4/22 **Select Chair and Vice Chair**

Q Does anyone else wish to be nominated for the Chair position?

A No

Q Everyone happy to keep Louise as Chair?

A Yes

Louise will be chair for this year and the position of vice chair will be decided once all of the subjects have been shared out and people know how much they have been allocated.

5/23 **Minutes of last meeting**

Q Has everyone read the minutes from the last meeting and are you happy to approve them?

A Yes

Minutes from last meeting approved and signed

6/23 **Action points from previous meeting** - All action points have been completed

7/23 **Any Other Urgent Business**

None

8/23 **Governor Roles and Responsibilities**

Lousie goes through the list of governors roles and responsibilities to ensure everyone is happy with their subject.

Helen left at 6.30pm after confirming she was happy with her role.

Sue is to take OPAL

Linda will take Art and History. Lead for art has only been in the role for 4 weeks, so will need time to get up to speed before a visit is arranged.

Signed by Chair.....

Dated.....

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Conversation is held around splitting history and geography.
Concluded it won't be a problem.

Would be ideal to have each governor meeting with their subject lead and talk in more detail about the subject. A report will be completed and then come back and tell the governors about the meeting and report.

If Neil becomes a governor, he will take English.

ACTION: Keta to check if Neil can become co-opted governor in place of parent governor as struggling to find parents to fill the role).

Martin arrives in person at 6.40PM

Information on statutory link roles has been found, this will be discussed and allocated next time. Lucy has a list of questions for governors to ask when they visit their subject leads.

ACTION: Keta to forward SSE template visit report questions to Lucy

Q Are Tuesdays all ok for everyone to meet or would Thursdays be better?

A A few of us struggle as other commitments on the same evening. Lets all go and have a look and we can look at changing the day after Christmas.

Chair We now have challenging questions for governors to answer at each meeting. Also, Kate has agreed to give us some of the schools funding to train all of the governors so we are prepared for OFSTED and so that we can be a great governing board.

HT This is a significant investment, but it's worth it if it will give you all confidence, but there's no point in spending out £1500+ if the governors aren't going to attend. We need everyone to give a definite yes.

People can ask their employers for time off for governor duties.

Q Does anyone see any issues?

A Not at the moment

The training is a bespoke to Hindhayes and the governing board. The date for the training is being held until we confirm.

ACTION Keta to send email asking people to confirm the date for the training. If they can't make it then need to know how they will obtain the training to be strong enough for the next OFSTED inspection.

OFSTED have said that the governing board is not very strong, but that they are developing and can get stronger.

Chair We need governors to commit and also to give you all the information that you need. Governors aren't always responding to emails when they need to.

We know being a governor is a voluntary role, but is an integral part of the school and we really need everyone to commit and play their part in that.

Clerk Each governor has a pack of statutory paperwork that needs to be completed annually. Once completed it gets checked and initialled each year to say its correct. Please can you return these packs to the office by Friday 6th October.

ACTION: Keta to email packs out with the deadline to absent governors

Signed by Chair.....

Dated.....

9/23 **OFSTED/MAT Update** - A meeting was held at Hindhayes for the parents today for an update on the situation with OFSTED and the MAT. A few of the parents have offered their help and we had a few questions.
Andy was having a conversation with people, we're not sure of the subject, but it was positive.
A letter will be sent out re the MAT and the OFSTED report and then we will try and get help with the building work.

10/23 **Clerk Briefing Update** – The clerks briefing is next week, so updates will be given at the next meeting

11/23 **Policies to be agreed** – Policies were sent out to the allocated governors and have all been approved;
Anti-bullying (Martin C)
Concerns and Complaints (Louise)
Equality (Ben)
The following have also been updated;
Attendance
Health and Safety
Volunteer Working in School
Volunteer Helpers Additional Paperwork
Changing for PE and Forest School
Finance policy is currently being worked on

12/23 **Finance**



Finance update
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Mike has circulated a finance update to Staff and Governors prior to the meeting. This included updates on the MS Dynamics issue which Somerset Council have faced following the amalgamation of 5 Councils. All schools have been affected and none, including Hindhayes, have any financial information available to refer to at this time. This includes salary costs, expenditure and income. Mike has joined the deficit working group and working with colleagues in Education Finance Services to be proactive in finding solutions with other colleagues. There will be a significant amount of work needed to reconcile 6 months' worth of financial information. Governors have been assured by Somerset Council that there is no expectation to produce the statutory Month 6 report at this time and instead a Month 8 Report maybe required instead. Mike is happy to answer any questions Governors may have directly between meetings.

Q **Are there any questions?**

A **No**

Signed by Chair.....

Dated.....

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13/23

Headteacher update report (including attendance) - Kate goes through the updated SEF. Snips from OFSTED have been added. There's an overview which could be helpful for new governors. Kate goes through attendance as part of the SEF. Absence is still down to Local Authority. Parents are still lax about taking their children on holiday. But Hindhayes can't push attendance when the building is not fit for purpose. Absence is definitely high during the winter due to the state of the building, children are off more when it's cold and damp.

Parents of children with high absence are spoken to and everything is done to find a reason for the absence and to help as much as we can.

Q If a child is off during the first 2 weeks of the year, the attendance looks awful, but if not off for the rest of the year, it looks good?

A Yes. Tracking of absence has already started for this year, but we take into account how long the children have been back at school.

Hindhayes will be sending out the Local Authority policy and a letter re absence to bring parents attention to attendance.

Kate explains what happens regarding children being missing from education

Q If a child is on a part time timetable, is their absence tracked against part time or full time?

A The children on an EHCP are kept track of and notes are made on their records

Absence issues are usually down to the parents as children this age very rarely don't want to come to school.

The issue with the building is causing us to go public. Hindhayes has applied to DIY SOS, but we're still waiting to hear back. We are going to try and do our own DIY SOS and to ask locals for their help. The SLT (Senior Leadership Team) and everyone has worked so hard to get where we are and the building is awful.

Q Has anyone heard of the Schools in Crisis Fund?

A No, might be worth looking into

Discussion held re fundraising. The fundraising has to also pay for Kath and forest school

Maybe approach local businesses to help. It's a sorry state to be in.

Q Will joining a MAT help?

A When joining a MAT you take the budget deficit with you. We're delaying joining a MAT as we want to get OFSTED back to regrade us while the team we have are still here.

We don't really want OFSTED coming in the winter. It's affecting the staff and the children, the school being so cold. Staff have been sat with hot water bottles, it's awful. We don't want to reflect on Clarks as it's not their problem.

Hindhayes would like to set up a community meeting as the school is part of the community.

Could send invites directed at businesses.

Children learn better in well-equipped places.

Need the parish council to come to the community meeting, local MP, councillors. We all need to look around and see whos around here.

Signed by Chair.....

Dated.....

Hindhayes are waiting on a quote for the work. Have requested 3 stages; 1 for necessary repairs, 1 to make it good and 1 to make it perfect.

Funding has probably been affected due to all the schools in England with the concrete problem.

Q When do we start the subject lead visits?

A Going to make a plan of who's going when

Q Has there been a rise in home schooling?

A There's not many around here, but overall, there has.

Conversation around home schooling and it's affects which leads on to a discussion around other schools and sharing knowledge.

14/23 **Safeguarding** - Covered during the SEF update.

15/23 **Dates of future meetings**

Hindhayes - Governor Meeting dates		
Dates	Term	Status
26/09/2023	Term 1	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

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