



St Andrew's INFANT SCHOOL

Minutes of the Governors Meeting held in person on Tuesday 14th November 2023 (17:30 – 19:30)

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Present:

Louise Melia (Chair), Sue Court, Martin Lukins (on phone listening until 6.50pm when arrived in person), Kate Nester (Headteacher), Lucy Shakesby, Linda Monaghan (joined in person at 6.05pm), Michelle Heap, Ben Amos (via Teams), Neil Howlantz and Keta Deakin (Clerk).

1/23

Welcome and Apologies – Louise welcomed everyone to the meeting introducing Neil as a new governor. Congratulations went to Lucy on keeping the staff governor role for another term.
ACTION Keta to update GIAS and SSE governing board records to add Neil

Apologies were received and accepted from David Hall and Helen Clark

2/23

Opportunity to declare Pecuniary Interests – Michelle is currently in a supply teacher position at Hindhayes Infants

3/23

Select Vice Chair – Michelle is nominated for the vice chair position. Michelle leaves the room whilst a discussion and vote takes place. Everyone agrees and Michelle is appointed as the vice chair of the governing board.

ACTION

Keta to update GIAS and SSE governing board records to add Michelle as Vice Chair

4/23

Minutes of the last meeting
Has everyone read the minutes from the last meeting and are you happy to approve them?
A Yes

Minutes from last meeting (26.09.23) approved and signed

5/23

Action points from previous meeting – All action points have been completed apart from the governors packs, which we have 3 still outstanding.

Signed by Chair, *A. Melia*

Dated *18-01-24*

Michelle completes hers during the meeting. Bens are left in the office in the case of being unable to sign electronically and Sue will return hers as soon as possible.

ACTION Send governors pack to Neil

6/23 Q. Any Other Urgent Business – Change of day for governors meetings

Would everyone prefer to change days as a few people find it difficult to make the meetings on a Tuesday?

Discussion is held around what other day would be more convenient. All agree to move the board meetings to a Thursday?

Q. Yes

ACTION Keta to send new list of dates for future meetings

Q. Is everyone able to attend the governors training that has been rebooked for 7th December?

A. Haven't heard from Helen, Martin is unable to attend and Sue is sorting out staffing levels at work to enable her to attend.

7/23 Any Other Urgent Business

None

8/23 OFSTED/MAT Update – OFSTED seems to be everywhere at the moment.

We attended a meeting at Millifield with Gavin re any financial support they could possibly give us. They have offered to help with marketing and how to use our building to generate income. They have also said that we can look in their basement for any furniture we may need and have offered to deliver it. Hindhayes relationship with Millifield is now good. There was talk of an enrichment hub for the children with EHCPs (Educational Health and Care Plan) with Millifields help. They have also offered us another yurt.

Q. Where would the enrichment hub go?

A. It would be another building on the grounds. There are no other specialists.

Q. So, the same as they have at St. Dunstons?

A. Yes, but we want to help children sooner rather than later when it's more difficult. The need is for a primary age version of St. Dunstons.

Millifield are also building a restaurant to generate an income that will go to charities and local areas. One school has made a lot of money selling honey from keeping bees on the school grounds. A new lady has been appointed at the Wessex Trust, she has offered to come and visit. Unfortunately, the only phone contact has been with her PA, so not sure about dealing with someone who can't even talk to us on the phone.

The board explain to Neil about the situation with Multi Academy Trusts and the process that Hindhayes followed to choose one. Has there been any feedback from parents re the OFSTED report?

Signed by Chair.....
 Dated.....
 18.01.24

A. An open evening was held for the parents. Some have said well done and it was what they expected.

Lots of parents don't look at OFSTED they choose the school which is most convenient to walk to.
A discussion is held re Elmhurst and OFSTED, and comments from parents at a local toddler group.
Schools will be allocated by childrens postcodes not choice as there's such a low intake, they can't allow all children to go to one school.
Discussion re intake figures and how it affects schools.
Parents at the toddler group need to understand that lots of work will be done before their children start school.
Let's wait and see the impact of OFSTED and if they're drawn into a MAT.

Q. Does Hindhayes have a contingency plan for flooding etc?
A. Mike deals with asset management
Q. Has Hindhayes ever flooded?
A. No, the roof has leaked though

There's no other room to accommodate everyone. When Hindhayes had a problem with the water, the school had to close. To move some of our children to a different location would be too difficult for them, they wouldn't cope.
Conversation re Elmhurst having empty rooms, Hindhayes needing a contingency plan and how other schools cope.

9/23 Clerk Briefing Update – The Governance Bulletin was emailed out last night. Parts that aren't relevant have been taken out to reduce workload.
Missing governor packs were discussed earlier (5/23)

- 10/23 Policies to be agreed
- Freedom of Information and Data Protection
 - Staff and Volunteer Code of Conduct
 - Pay Policy
 - Discussion re Time Off for Dependents

2 questions were raised re the Freedom of Information and Data Protection Policy;

Q. 5.1.F.- is this video part of the start of year inset? Or is it shown at another time?

A. We will now include the video in our training.

Q. 9.5 - it says 'The school reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum; what is the statutory maximum?

A. Hindhayes don't know the statutory maximum. The school contacts Amy Brittan who tells us the next step

Signed by Chair: *A. M. M. M. M. M.*

Dated: *18.01.24*

Discussion re GDPR and occurrences of other schools accidentally

sending a child's name out.

Q. All happy to sign this policy off?

Yes

Staff and Volunteer Code of Conduct has been updated, but doesn't

need to be signed off by the governors.

The pay policy has been delayed until the next governors meeting due to excessive workload re financial reports.

Discussion re Time Off for Dependents – Hindhayes usually pay staff if they're off with dependants. One member of staff is a single parent so they need it. Some members take the day because their partner isn't paid. With the budget deficit, we need to make a change.

Impossible to write a policy for this.

Yes, it is. As a school we can ask staff to try and get help from relatives. Governors could decide on an individual basis. If we open up to the staff, mention the deficit and see what they have to say. Could offer so many days per year. Have it written into the pay policy. Find out what local schools do.

Q. What happened in your 3 schools Michelle?

We never paid anyone who was off

The way forward is to talk to the staff and make them aware of the

situation.

Outside of education, companies don't pay. A conversation needs to happen with the staff.

Q. Has there been a problem?

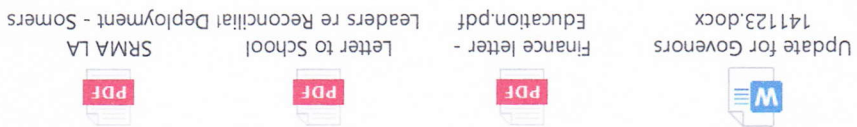
Yes, but those staff members have now left

Ask Mike to run the figures

12/23

Finance

Mike has sent some documents and has a written update for the governors. (See below)



Q.

Would everyone prefer to meet separately before the next full board meeting for Mike to go over the finance update after his meeting with David next week or would you like to go through the update we have now?

All agree to a separate meeting either in person or via Teams.

ACTION

Keta to contact Mike and ask for a date to set up a separate finance update meeting.

ACTION

Keta to forward all documents Mike has included for governors to read prior to the update meeting.

13/23

Headteacher update report (including attendance) - Kate goes through the newly created leaflet.

Signed by Chair.....
J. Miller

Dated.....
18.01.24

Q. What does ARE mean?

A. Age Related Expectation

ACTION Keta to send digital copy to all governors

Kate goes through the current and historic data.

OFSTED have said the Hindhayes is much more than the data.

Governor

It's significant when comparing to the national average

We know that reading improves before writing, if we had an extra year

with the children, the figures would change to reflect this.

Kate explains why the figures have gone up and down.

The retakes are showing the improvement made. The only children not

meeting are SEND and EHCP.

The SATs aren't happening this year, but Hindhayes will still monitor.

The end of year data is important to the attainment data and it's

needed to handover to Elmhurst, quantifiable data is needed.

Kate goes through the Pupil Premium statement.

Martin has also completed the Pupil Premium Governors Visit.

Keta to send Pupil Premium statement out to the governors

ACTION

PP funding should be used for all children not just the children that it is

claimed for.

There are lots of special needs that teachers are dealing with, it's very

difficult, the effects of lockdown are still being felt. Key Stage 1 were

lockdown babies, they didn't socialise and as a result some are now

struggling with friendships.

Q.

Andys running a seminar?

A.

Yes, trying to encourage parents to attend and Hindhayes are also

offering one to one sessions.

Some parents want a diagnosis re their child's behaviour when there's

nothing wrong. Just because a child has been diagnosed it doesn't

change anything.

Q.

They hope that funding follows the diagnosis?

A.

There's not a lot of help from health visitors unless you reach out to

Governor

them.

As reports have pointed out that some children don't own a book,

Hindhayes gives out a book every half term, by the time they leave the

school, they own 18 books.

Q.

The Pupil Premium kids and their attendance, is it due to health

reasons or they can't get to school?

A.

50% had attendance lower than it should be. Andy is currently working

with one parent trying to get their child to school on time.

A lot is to do with the mental health of the parents.

Discussion re parents with mental health problems. Some of the

younger parents feel they get support on social media which means

they are on the phones a lot.

If the children are at least getting to school then they're interacting and

getting fed. Andy is great at being on the playground talking to the

parents.

A letter re attendance will be going out to parents soon.

Signed by Chair.....

J. M. King

Dated.....

18.01.24

Martin goes through the PF visit completed in October, commenting that the children were very engaged.
 Discussion re how well Hindhayes knows their children and who needs help. The discussion continues re data being data. Hindhayes is always trying to improve the children, not the data. Not going to falsify the data to try and look good.
 Still trying to encourage parents to fill in the Pupil Premium forms. We do have one that we will offer help to complete the form.
 Q. Has the amount of funding changed in the current climate?
 A. It has slightly raised over the last few years

14/23

Safeguarding – Kate goes through safeguarding figures.
 Andy is now in a much better place and makes a difference to everyone he talks to. We keep talking to him and making sure he's ok.
 Q. Is 12 the maximum amount of cases that Andy can do?
 A. Yes
 Q. What if they were more?
 A. Some cases are heavier than others.
 Q. Trying to be more proactive, some we can work with in groups.
 Q. Although, Andy is no longer on the 2 school sites, is the relationship still there?
 A. Yes, there's been discussions about holding half termly meetings.
 More low-level behaviour forms have been created.
 42 out of 58 incidents were for 3 children, so we're helping them more at lunchtimes they are complex SEND cases.
 After OFSTED recommended, Kate has taken over the behaviour log.
 Q. Any member of staff can complete the forms?
 A. Yes.

Kate explains the where the process starts and finishes. Hindhayes use the sheets to evidence behaviour for the EHCP plan.
 Q. What's the impact of filling in the forms?
 A. It does create more work as they take time to complete.
 Discussion re using CPONS.
 The changes we've made can be seen to have a positive impact, so less forms are being filled in. Lunchtime staff have also seen a difference from the work that has been put in.
 Q. Does OPAL play help?
 A. Yes unless ADHD kicks in and OPAL becomes a weapon
 Hindhayes have done what OFSTED asked and it's making an impact. Safeguard training at Elmhurst on Wednesday 22nd November at 1.30pm.
 Q. How long is it for?
 A. About 3 hours

Signed by Chair.....
J. M. King

Dated.....
 18.01.24

15/23

Dates of future meetings
Change to Thursdays. Next one is Thursday 18th January.

Hindhayes - Governor Meeting dates		
Dates	Term	Status
26/09/2023	Term 1	Held
14/11/2023	Term 2	Held
18/01/2024	Term 3	Provisional - To be held
14/03/2024	Term 4	Provisional - To be held
09/05/2024	Term 5	Provisional - To be held
11/07/2024	Term 6	Provisional - To be held

Action Points

Agenda item	Action by	Agreed action	Update for next Mtg
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1/23	Keta	Update GIAS and SSE governing board records to add Neil	To be completed
3/23	Keta	Update GIAS and SSE governing board records to add Michelle as Vice Chair	To be completed
5/23	Keta	Send governors pack to Neil	To be completed
6/23	Keta	Send new list of dates for future meetings	To be completed
12/23	Keta	Contact Mike and ask for a date to set up a separate finance update meeting.	Completed. Mike will send a date when the meeting with David has been held
12/23	Keta	Forward all documents Mike has included for governors to read prior to the update meeting	To be completed
13/23	Keta	Send digital copy to all governors	Waiting for the copy to send
13/23	Keta	Send Pupil Premium statement out to the governors	Waiting for the copy to send

Signed by Chair.....
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Tuesday