



Full Governors Meeting – Wednesday 24th September 2025 starting at 5.30pm – Chestnut Classroom

Minutes

Present: Kate Nester (Headteacher), Lucy Shakesby, Sue Court, Neil Howiantz (Vice Chair), Linda Monaghan, Helen Clark (attended virtually).

Absent: Louise Melia, Ben Amos, Michelle Heap (apologies accepted for all three).

In attendance: Mike Sales (Business Manager), Jenny Warrington (Clerk to Governors)

The meeting started at 5:35pm.

1. (1/2526) PE - Sports Presentation to Governors and PE and Sports Premium Funding Report

Katherine Honeywill (PE Lead and Forest School Lead) gave a presentation to governors on Physical Education at Hindhayes. Mike Sales then updated the governors on the PE and Sports Premium Funding Report.

Summary of Physical Education at Hindhayes:

- The school continues to use an online PE scheme PEPlanning.org for PE lessons.
- Forest school continues to be a valuable experience for children in Reception and Year 1 (not currently Y2 due to staffing but this is being reviewed). Forest school helps teach cooperation, teamwork and problem solving and is a reason that parents choose Hindhayes for their children.
- A GB Judoka athlete visited and worked with the children and gave an assembly to explain what it was like to be a professional sportswoman.
- The WPA foundation has given a grant of £1800 for healthy physical activity equipment which will pay for footballs and goals, OPAL garden carts a new mud kitchen and a rope crossing for forest school and a new net on the playground climbing frame.
- There was a SASP sports coach training day in July which involved 8 coaches working with small groups of children, which were really enjoyed and encouraged participation from some children who usually prefer to watch.
- The annual Greenbank outdoor swimming pool trip happened in the summer term, and the children loved it. For some it was the first experience of a swimming pool. Staff ratios need to be considered if this is going to take place next year.
- OPAL has been reintroduced for lunchtimes, and the shed is being restocked with equipment to encourage all types of play. The equipment is being checked weekly to ensure items are all safe and suitable to use.
- Hindhayes was one of a small number of schools involved in the Active Lives Children and Young People Survey. Pupils were asked about their attitudes to sport and physical activity and gave above average responses for loving playing sport, being active, swimming and finding sport easy.
- PE continues to be an important part of the curriculum at Hindhayes

A governor asked about the WPA grant, is there a chance of the grant being given again?

The school can reapply for the grant again in two or more years' time.

A governor asked about the chances of going to Greenbank Swimming Pool again.

The school had asked as many people as possible to ensure the right ratios of adult support for the trip. Extra direct adult help is needed to make this trip safe and enjoyable for all children and adults.

Katherine Honeywill left the meeting at 5:45pm

Mike Sales continued to report on Sport funding to governors. The majority of the grant goes towards staffing costs for the PE lead teacher.

A governor asked how the PE and Sport funding varies in amount from year to year.

The Business Manager said there isn't too much variation. For 2025-2026 the figure is about £15,000 and is mostly allocated to staffing.

2. (2/2526) Welcome to meeting and apologies received

The Vice-Chair welcomed all to the meeting including Helen Clark on Microsoft Teams and accepted apologies from Louise Melia (Unwell), Ben Amos (Family Commitments) and Michelle Heap (who was on holiday and had hoped to join via Microsoft Teams). With 6 of the 9 Governors present the meeting was quorate.

3. (3/2526) Opportunity to declare Pecuniary Interests

None declared.

4. (4/2526) Governance

Governor vacancy – the governors discussed the 3 vacancies on the board for a parent governor and 2 appointed (co-opted) governors. An advert would be circulated in the school newsletter to find a potential parent governor.

Appointing of Chair and Vice Chair for one year – The Vice Chair left the meeting whilst the governors re-appointed him for single academic year. The Chair was reappointed for a new academic year in her absence.

Confirming governor roles for the academic year – the business manager is keen to find a new finance governor – all the roles would be discussed at the next meeting.

Register of interests – Governors present checked and returned their declaration of interests. The clerk would contact the others to check if there are any changes for the website record.

Keeping Children Safe In Education (KCSIE) - The signature sheet confirming governors have read the full version of KCSIE needs to be signed and returned to the Headteacher. This document was emailed to governors with the declaration of interests form before the meeting.

5. (5/2526) Headteacher update report including attendance

The Headteacher shared a written report with the governors, along with a new school development plan for 2025-2027:

- Strategic priorities outlined in the new school development plan, in line with the end of year data and identified areas of need, are organised under the 5 pillars of the school curriculum (the 5 Cs Compassion, Community, Coherence, Creativity and Credibility). Progress will be traffic light marked (Red, Amber, Green)
- Safeguarding Keeping Children Safe in Education 2025 Cascade Training has been completed, and the Safeguarding Policy has been reviewed and updated.
- Themes in recent safeguarding incidences include breakdown in parental relationships, toxic home environments, attendance and lateness. 4 children are receiving PFSA support this term, there is 1 child protection referral, 1 child in need, 1 domestic violence incidence, 1 looked after child.
- Regarding attendance although the target percentage is 95%, Hindhayes's overall attendance is in line with the national average around 93% over the past three years. Pupils under 90% attendance are below the national average by a couple of percentage marks, as are the SEND pupils under 90% also below the national average.

A governor asked whether there could be an overlap in the different categories of children receiving the different types of safeguarding support.

The Headteacher confirmed a child could be supported by more than one professional but that isn't normally the case.

A governor queried several abbreviations:

KCSIE – Keeping Children Safe in Education, LAC – Looked after Children, DV - Domestic Violence Incidence.

- The new school development plan lays out a plan for a Curriculum of Hope, with 18 priorities under the five school pillars of Creativity, Community, Compassion, Coherence and Credibility. This is based on a belief in the strong curriculum providing a robust school offer for all pupils, especially the most vulnerable.
- The Headteacher shared a table of data before the meeting, which the governors were thankful to have received, which helped with the growth of the school development plan.
- The different priorities including reintroduction of OPAL at lunchtimes, supporting the new PFSA, offering children the chance to be involved in local community ventures such as the Millfield Somerset Project this year as well as ensuring the relational policy is implemented throughout the school. Focus will also look to support the operation of the Parent Teacher Friends Association (PTFA) and look for ways to introduce artificial intelligence (AI) into staff working practice if it can be used to help reduce workload.

Governors thanked the Headteacher for the huge amount of work put into the new school development plan. Governors asked if it could be on the next agenda to ask any questions about the school development plan.

Action: School Development Plan to be on the next Full Governing Body agenda.

6. (6/2526) Safeguarding

The Headteacher shared a written safeguarding report with governors. The business manager is waiting to be trained to become a new deputy designated safeguarding lead. The Governors thanked the Headteacher for arranging the safeguarding training at Elmhurst. There was a brief discussion about pupil voice and how safe the children feel across the school grounds.

The governors said they would read the document closely.

7. (7/2526) Summary of the recent complaint (by Neil Howiantz)

There was a Governors Complaint Panel formed before the summer holidays and a parental complaint was heard. A response letter was sent to the family after the panel hearing and was copied to the headteacher. The complaint arose from criticism of the school not following its First Aid policy. The governors are due to review this policy and this is the next item on the agenda.

8. (8/2526) Discussion and approval of the First Aid policy

The Vice Chair began by saying that the First Aid policy was fit for purpose but that certain areas needed to be clarified for staff and for the benefit of parents and so it is clear, which will also benefit the children in school. Governors suggested that there could be appendices to the First Aid policy which detail certain aspects of First Aid such as what's in first aid kit, what's taken off site, who are first aiders and when do they need their next training course, who is a paediatric first aider and how many there are. These appendices could be stored securely and separately to the main policy which is on the school website. The Headteacher said that the old Designated Safeguarding Lead board could be used to write the First Aider on duty each day. The Vice Chair suggests certain text be included in the First Aid policy to ensure staff and parents fully understand how first aid is managed. Governors looked through the suggested text for the policy which would be given to the deputy head teacher after the meeting.

Helen Clark left the meeting (virtually on Microsoft Teams) at 6:40pm.

9. (9/2526) Re-visiting the issue of Wellbeing and Leave of Absence

As the Chair is absent it was decided to postpone this discussion until the next meeting.

10. (10/2526) Policies agreed by governors:

With 5/9 governors still present in the meeting, it was still quorate to approve the policies tabled:

Child Protection and Safeguarding Policy was approved, noting there may be in year updates to incorporate Operation Encompass and new Local Authority Designated Officer (LADO) details.

Reporting Low Level Concerns was approved.

Whistle Blowing was approved.

Equality Policy was approved noting the annual review of the objectives would come to the November meeting.

The Governors noted the following Policies were also updated as they link to Safeguarding but Governors do not have a duty to agree them. **Child on Child Abuse, Acceptable Use Policy.**

The **Anti-Bullying policy** has been updated with date changes only but it did not need reviewing by Governors.

First aid policy was discussed at this meeting and amendment and consultation with staff will follow and it will come back to governors for approval at the January governors meeting.

Pay policy The business manager is waiting for the model policy from county. It should be ready for the November governors meeting.

11. (11/2526) Minutes of the last Meeting (10th July 2025) to be approved

The minutes of the last meeting of the full governing body on the 10th July 2025 were approved without amendment.

12. (12/2526) Action points from previous meeting

All the actions listed on the previous minutes were noted as complete.

13. (13/2526) Any other Urgent Business

Concern was raised that there had been no response from the Local Authority to the letter by the Chair of Governors before the summer holidays. The local authority has not specified a recovery plan, nor have they come back to the school with ideas about where savings can be made. The school needs guidance to move forward regarding the budget.

14. (14/2526) Clerks briefing paper for information

The briefing paper was circulated with the papers before the meeting; nothing further was added.

15. (15/2526) Governor School Visits and Training

The Vice-Chair wanted to arrange a visit.

The Business Manager would like to arrange a governor site visit.

16. (16/2526) The date of the next meeting is Wednesday 19th November 2025 at 5:30pm in Chestnut Classroom

The meeting ended at 7:28pm

Agenda item	Action by	Agreed Action	Update for next meeting
23/2425	MS	The Business Manager will look at the checklist for what must be published online	Complete 24.09.25
43/2425	KN	Head to number pages of school development plan	Complete 24.09.25
80/2425	KN	Anacronym list included in the new school development plan	Complete 24.09.25
82/2425	NH	The vice chair would write to the local authority to ask for more training to be prioritised to teaching teams during the academic year.	Complete 24.09.25
5/2526	JW	School Development Plan to be on next governing body agenda.	

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Signed by Vice Chair of Governors

Date: 19.11.25