



Full Governors Meeting – Wednesday 11th March starting at 5.30pm – Chestnut Classroom

Minutes

Present: Louise Melia (Chair), Kate Nester (Headteacher), Lucy Shakesby, Neil Howiantz (Vice Chair), Linda Monaghan, Ben Amos, Helen Clark, Kat Glover, Sue Court

Absent: None

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

The meeting started at 5:30pm.

1. (52/2526) Welcome (including observers) to meeting and apologies received

The Chair welcomed everyone to the meeting including one observer. Kat Glover joined the meeting at 5.33pm. Ben Amos joined the meeting at 5.45pm. With 9 of the 9 governors present, the meeting was quorate.

2. (53/2526) Opportunity to declare Pecuniary Interests

None declared.

3. (54/2526) Headteacher update report including attendance and safeguarding

The Headteacher's report was shared with governors before the meeting and from this the governors asked questions. There was no executive summary.

A governor asked about significant feedback from the E-Safety Training.

There is still cyber security training to do and preparation for the new curriculum in 2027. The Deputy Head noted that changes to cyber security reflected in children's safety online and sex and relationships in Department for Education (DfE) guidance. As Hindhayes is an Infants School and the guidance has a Primary age focus, the school has asked Local Authority to clarify implications for the younger age group.

A governor asked about admission projections and the impact on class structure.

The Headteacher explained possible changes to the class structure if numbers are less than the projections.

The governors discussed the current issues surrounding attendance. There has also been low take up of events planned for families e.g. SEND coffee mornings and the new starters sessions. The Chair asked whether a neutral location for these events would encourage families to attend. The Headteacher reminded governors that they had been sent the DfE attendance summary reports for the school.

L. Melia

A governor asked about the high percentage for attendance rate under 90%.

The Headteacher explained that there had been a large number of children away due to illnesses including the chicken pox virus, as well as children not being able to have outside playtimes during the number of rainy days over this wintertime and the unhealthy classrooms, in the parts of the school where refurbishment is needed.

A governor asked about the Let Me Shine intervention.

The Let Me Shine is a free at the point of access intervention, which helps children when they have siblings with complex challenges, and are in need of mental health support. Currently there are 4 children in one class at Hindhayes participating in this intervention. This intervention is for a group of 6, with a maximum of 8 children in any one group. It is supported by the Mental Health Support Team (MHST) and National Health Service (NHS) and Government funding could also enable the school to become mental health designated school with specialisms such as Cognitive, Behavioural Therapy (CBT).

A governor asked whether the phonics assessment was on track?

The Deputy Head said that past papers were used each half term, which enables teachers to review and adapt their teaching. The Deputy Head uses this data to check words gained, progress, how many words progress and to monitor vulnerable groups and employ a range of strategies including extra SoundsWrite time on the timetable and sending books home for further practice. In addition to the summative assessments, teachers use their formative assessment throughout the term. There is gradual progress this year, overall, slightly lower than last year, but with less children at the bottom and also less high performers. The governors asked about hopes for the next year and it was thought that the strategies in Early Years this year (Drawing Club and Talkboost) will have an impact giving the Year 1s next years a stronger starting point. A governor suggested that parents' meetings once children had started school could be beneficial.

The governors looked at the behaviour incidences handed out by the Headteacher in the meeting.

The governors looked at the update on Health and Safety and Estates and noted that Helen Clark had been into school the previous day for a site update.

The Chair of Governors noted that she had dealt with a complaint at the Mediation Stage. At the time of the meeting this complaint needed no further action.



4. (55/2526) Pupil Premium Report

The Pupil Premium Report was shared with governors before the meeting.

A governor asked whether the Pupil Premium funding was used for targeted interventions rather than funding gaps such as staff and teaching.

The Deputy Head is tracking and supporting Pupil Premium children. She checks in with them, monitors their reading book level and listens to them read. There is evidence of the Pupil Premium strategies in action, in detail, in the report. The school is not just plugging gaps; the focus is good teaching for Pupil Premium children and good teaching for all. Forest school is also an essential part of the strategy.

The governors discussed the new Ofsted priority for inclusion and seeing the school through the most vulnerable children's eyes, where every child has opportunity. They also discussed value for money of the strategies and the school said much of the evidence is qualitative, in their responses to how children feel in themselves and how safe they feel in school, being more important than summative data. The Sutton Trust Toolkit is being used by the school.

A governor asked what the out of school offer was for children?

Some children, including Pupil Premium children, can have access to free childcare through the After School Club. Some families may be homeless and in temporary accommodation, they are offered food parcels, uniform, and after school club provision. It's about compassion to people regardless of position.

There are 30 children currently on the Pupil Premium list and the percentage of the whole school who are Pupil Premium has remained fairly constant over the years.

5. (56/26) Finance update (Month 9) and Proposal to form a new Finance sub-committee (Membership and Terms of Reference).

The Headteacher's report noted key issues for finance including Risk Management, Staffing and Health and Safety and Estates. The school is working on a skeleton staff with multiple roles being covered by individuals. The school is aware of its deficit budget and has looked in all possible areas for ways to reduce this. Everyone is doing more than they were. The Business Manager is now aware of the comparison of other infant schools with larger deficits and feels that he has done all he can to reduce the deficit at Hindhayes, but still he continues to look for savings. The Local Authority has met with the school but has not given any findings to help solve the finance issue. Benchmarking isn't as fair as it was with different schools finding different ways to deal with their own situations.

The Finance Committee was agreed in principle. The committee would meet to discuss the terms of reference and would bring this back to the full governing body in due course.

6. (57/2526) Governor School Vision and Strategy

The Chair of Governors gave a presentation on the strategic direction for the governing body. This was a starting point for the discussion about the strategic priorities for the governing in the coming year, using the School Vision document Working with and For Local Families, which was shared with governors at the start of the academic year, as a key stone point for governors to support and monitor. The aims were colour coded and there would be reminders on the table in future meetings highlighting the Inclusion golden thread. The governors should consider the school values, inclusion and their own specific roles, along with

risks and benefits when they come to meetings and visit the school. Governors should be aware of attendance and interventions and how the strategies being used uphold the school's values, alongside the impact on the wider school when staff are covering multiple jobs. Further discussion about this would take place in following meetings. Training and wellbeing will be part of all governors roles. The governors will visit the school with particular theme and purpose as a group. The first day for this will be on Monday 27th April starting at 9am. Please let the chair of governors know if you can attend this school visit.

AR: all governors to confirm to Chair of Governors if they are able to attend the school visit day on Monday 27th April at 9am.

9. (58/2526) Policies to be agreed:

All the policies for review for 11th March Meeting were approved by the governing body without exception or amendment:

1. ECT Policy – a number of typos on copy to be amended after the meeting. Approved.
2. Critical Incident Management. Approved.
3. Governor Expenses - No changes made. Approved.
4. Uniform Policy - No changes made Approved.
5. Exclusions Policy - Removal of Learning Mentor Role Approved.
6. Attendance Policy - Changes around how lateness is recorded due to change of recording system from SIMS to Bromcom Approved.
7. Children with Medical Conditions - Removal of Michelle Heap as named Governor Approved.
8. Health and Safety - Removal of mention of David Alger, caretaker. Role now completed by Mike Sales. Approved.
9. Off Site Visits - No changes made. Approved.
10. First Aid Policy - updated with previously agreed changes Approved.

The EYFS policy was noted as reviewed but does not need to be agreed by Governors.

Policies can be viewed in the policy section of the website under the heading Teaching and Learning if anyone would like to view them.

The clerk noted the enclosed documents with the meetings papers for information: The Hindhayes edit of the LA Policy Schedule for Maintained Schools, the SSE HR Advisory Policies list, the Website Review (Sept 2025 by Business Manager) of what schools should publish online.

10. (59/2526) Minutes of the last Meeting (21st January 2026) to be approved

The Minutes of the Meeting of Governors on 21st January 2026 were approved without amendment.

11. (60/2526) Action points from previous meeting

The action points were reviewed and updated.

12. (61/2526) Any other Urgent Business - To be emailed to the chair before the meeting.

• Example of secondary school new style Ofsted report

The governors looked at the copy of a new Ofsted infant school report which was shared with them before the meeting.

13. (62/2526) Governor School Visits and Training

The Governor Training record, including PREVENT training and that governors have read Keeping Children Safe In Education (KCSIE), was shared for information with the papers for the meeting.

14. (63/2526) Date of next meeting

The next meeting of governors will be on Wednesday 6th May 2026 at 5:30pm in Chestnut Room.

The meeting ended at 7:11pm

Agenda item	Action by	Agreed Action	Update for next meeting
19/2526	Chair/Vice- Chair/Head	Governor Visit schedule and report template to be brought to next meeting	May 2026
38/2526	Clerk/ Chair and Vice Chair	Finance Committee Terms of Reference to be brought to the next meeting	March 2026
57/2526	All governors	To tell Louise if they can come to school visit day on Monday 27 th April at 9am.	20.04.2026

Signed by Chair of Governors

Date: 06.05.26

L. Melia