



Hindhayes

INFANT SCHOOL

Minutes of the Full Governors Meeting held at Hindhayes School on Wednesday 27th June 2018 at 5.30 p.m.

Present: Sue Court, Janet Day, Mike Greedy, Rosie Holmes (arrived at 6pm), Kate Nester, Lucy Shakesby, Emma Western, Mary Whittaker (arrived at 6pm), Helen Clark, Lucy Lane (part – for RQT Presentation) and Mike Sales (Business Manager and Clerk)

No Item

01/13 **Apologies** for absence were received from Stephanie Martin, Michael Berry and Martin Lukins and accepted.

02/13 **RQT (Recently Qualified Teacher) Presentation** – Lucy Lane gave a presentation on Phonics and the strategies being used to support progress at Hindhayes, using the ‘Sounds Write’ programme. Lucy’s presentation was supported by a hand out, which will also be circulated electronically. Lucy took the group through the Phonics programme which commenced in March 2017 with an aim to increase the number of children achieving the national test score. 2016/17 saw 57% of children pass which increased to 78% for 2017/18 following the introduction of ‘Sounds Write’. Lucy explained that all colleagues worked together to support the programme and it has been embraced by the school. Visits to the school for parents to observe Phonics being delivered were well attended by parents and those who couldn’t attend had information sent home. The presentation was well received by the Governing Board and all were pleased to see the significant and positive impact on the children’s learning as well as engagement and supportive feedback by parents.

Governors asked questions about the new intake from September, where it was confirmed that all children will start on Phonics from Reception and this will continue for Year 1 and Year 2 children. Governors thanked Lucy and congratulated the Team.

ACTION: Mike S to email RQT Presentation.

03/13 **Declaration of Pecuniary Interest.** There were no declarations of Pecuniary Interest.

04/13 **The Minutes of the last meeting held on 25th April 2018** were approved and signed after the following matters arising had been discussed.

05/13 Matters Arising:

In House finance training session for Governors – Mike S has looked into Finance Training options with colleagues at SSE and there are 3 courses available for Governors to attend (1 - Understanding your Financial Report, 2 – Budgeting for Governors, 3 – Schools Financial Value Standards (SFVS). However, a bespoke training session can also be arranged, called ‘An Overview of Financial Management for School Governors’. There is a one off cost of £315 for this course but it was felt this would be beneficial and Mike will look into potential dates which SSE could hold this session and organise for the Autumn Term onwards.

ACTION: Mike S – To take further the option of bespoke Governor Finance Training

06/13 Head Teacher’s Highlight Report – Kate took the group through the key areas of the Report and information contained within it. A revised Staffing Structure was also circulated for 2018/19 which reflected the changes within the school. There were a number of high quality applicants who were interviewed for the Year 2 Teacher and a new teacher, Dean Matthews has been appointed who will start in September. Dean is an experienced teacher who will help lead on IT within the School.

There has also been a positive response to the 2 day (Thursday and Friday) Admin Assistant role for the School Office with over 16 applications being received. The closing date for this post is 29th June and interviews are due to be held the 2nd week in July.

The improvement in Reception and Year 1 pupil data was discussed and that Hindhayes results had improved in 2018 are broadly in line with the National average.

Helen asked under ‘Leadership & Management’ for an explanation about training in emotional coaching for staff in dealing with parents. Kate explained the resources which were available and gave examples of working with other colleagues or professionals.

Mike G asked what SEMH was – Kate explained this is Social, Emotional and Mental Health.

Governors asked about site development and what the priorities are from the list of areas identified for funding. Kate and Mike S explained that prioritisation is required and this will happen once revised quotes had been received. It was also noted that A SIP spreadsheet on Site Management had not been produced in recent months, owing to the workload and changes in office staff. This will be reviewed in the Autumn Term.

The following reports were also circulated via email with copies available at the meeting:

- Effectiveness of Leadership and Management
- Personal Development, Behaviour and Welfare
- OFSED Action Plan
- Quality of Teaching

Janet asked if the spreadsheets in the future could be condensed and only when there are changes for them to show. Therefore Mike to look at printing for future meetings so that only the Key Area and changes show. This will make it easier for Governors to digest the information and focus on changes.

ACTION: Mike S – To review spreadsheets and discuss changes with Kate prior to the meeting so only changes are highlighted.

Emma asked about Mandarin and funding – Kate said that this would not be continuing as funding from Southampton had reduced last year and is no longer available from September onwards. Hindhayes children will be able to continue their international links through their school progression at Elmhurst.

Kate also made reference to the BAM (Catering) contract which is approaching its 5 year review. Some concerns that food isn't as fresh as it could be from BAM with kitchen staff reporting that they have the ability to produce more food themselves.

07/13 Policies for Approval

The 2 Policies highlighted for review were:

- **Curriculum**

Lucy S said that Curriculum will be reviewed in the Autumn Term onwards, however this will be a large piece of work and may require some carry forward to ensure that the policy is appropriate and effective for the school.

- **Whistleblowing**

Discussion was held about whether this policy should be 'Keeping Children Safe', however it was felt this needed to be a separate policy.

Under Section 2.4 the word 'example' would be removed as well as reference to the following policies:

Anti-fraud and Corruption
 Equality
 Health & Safety

Gifts & Hospitality
Anti-bribery

Standards of Conduct reference to be replaced with Staff,
Discipline & Grievance Policy

However, 'Safeguarding' would be included to include reference
to 'all supporting documents'.

Mike G asked under 'Complaints' how different complaints are
dealt with and would Governors be involved. Kate said that if the
complaint were against a member of staff that this would be
investigated first and then brought to the Governing Board,
however if the complaint were against Kate then it would go to
Janet as the Chair to investigate. The school also have a separate
Complaints Policy.

ACTION: Mike S – To update the Whistleblowing Policy as well as the
Hindhayes Policy spreadsheet with dates.

Mike and Janet will review the minutes from the previous 2 years of
meetings for evidence of reviews, then update the spreadsheet and website
accordingly.

Mike to send latest Equalities Policy to Janet and Kate.

Mike to ensure all the revised policies were on the school website

08/13 **GDPR Update**

Mike S updated the group that a Privacy Policy had been written and
this had been circulated on 24th May to all Staff, Parents, Carers, and
Governors. The Privacy Notice has also been uploaded to the School
Website.

eLIM will continue to support Maintained Schools and be the
nominated DPO (Data Protection Officer) until 31/08/19.

GDPR is an ongoing task and a visit by the DPO to offer further
guidance and support on how Hindhayes can ensure that it continues
working towards being compliant and exceeding those expectations,
will be organised. Examples of this are where locks are being put on
cupboards, Front Office tidy (12th July) and general awareness of
GDPR.

Emma asked if there had been any response or challenge to the
Privacy Notice or cascading of information. Mike S confirmed none

had been received.

09/13 School website

Martin met with Scott Carpenter to go through the school website last month to share his expertise and knowledge. Martin highlighted out of date photos, names and some areas for improvement and these will be addressed. Other work priorities have meant these haven't been addressed as quickly as envisaged.

ACTION: Mike S will contact Martin and ask him to forward the 'Governor Visit Feedback Form' and circulate with the minutes and diarise with Scott time to regularly review.

10/13 Safeguarding

Janet and Mike met and reviewed the SCR (Single Central Record) in May.

Staff and Governor Safeguarding Training will be held on Tuesday 4th September between 9 –12 (Helen said that she would be unavailable on this date). Kate said that it is a requirement for all staff and Governors to attend annual Safeguarding training. It is important to have as many people to attend to ensure everyone keeps up to speed with the latest Safeguarding and make best use of her training time. A further session will be run for those who cannot make the 4th September.

11/13 Governor Training and visits to report

Mike Greedy confirmed that his Governor Induction Training is on Saturday 7th July.

Michael Berry met with Mike S. on 19th June and undertook a site inspection. Michael's Feedback Form was circulated to Governors prior to this meeting and areas raised such as the Ladder Register and edges requiring rounding on some of the outside play equipment were being addressed by the Caretaker.

Emma asked about the recording of incidents on RIDDOR. Mike S confirmed that incident had been recorded but not on RIDDOR.

Mary also had completed a Governor Report form following her visit on 1st May. Mike to scan and circulate to Governors.

ACTION: Mike S to update RIDDOR
Also to circulate Mary's Report following visit.

12/13 Future Meeting Dates

As not all members were present, dates for the Governor Meetings from the Autumn Term onwards will be circulated by Mike S to gauge availability. Kate requested a change from Wednesdays for domestic reasons. Dates for these meetings will broadly follow those for last year but avoiding Monday, Wednesday and Friday's. Preferred days are therefore Tuesday and Thursdays.

ACTION: Mike S to circulate a chart for availability and then select dates which are suitable for all.

13/13 Any other Business

90th Birthday Celebrations – Photographer from local paper coming in on Friday 29th June. He will also be present on the 23rd July. Kate said that there were plans for a commentary coin and an example of what will be produced was circulated. There will also be a Living Museum in the School Hall during the day. There will be a magician between 3 – 4pm (Elmhurst will allow siblings to leave early to come). 4.30 to 5.30pm a Disco. 5.30 to 6.30pm Band as well as bouncy castle, picnic etc. It was agreed that the event is weather dependant and if it does have to be postponed it would be rescheduled for September. Also, the next day will be a `clean up day`. Kate confirmed all are welcome and invited former staff, Trustees and pupils.

Kate showed the group the `Welcome Book` which will be given to families who are joining the school in September on the transition day on the 4th July. Everyone felt that the book was beneficial.

Emma asked how much the set up costs were. Mike confirmed £1,600. Future copies would be for printing only (not set up).

Soft Federation – Clarity about timing was given (9.30 at Hindhayes followed by visit to Elmhurst)

Janet said there was feedback from the New Intake Meeting that some parents couldn't hear at the back of the hall. Martin Lukins is looking into the possibility of a sound system of similar for events like this.

Leavers Assembly is on 24th July at 1pm. Governors welcome to attend.

School Gates – The gates were damaged on the 9th June by a member of

the public looking to gain entry for an ambulance to transfer his brother an air ambulance which they were wrongly told would land in the school grounds. Insurance have now given approval for the gates to be repaired and this work commences on the 2nd July. Mike S is contacting the known person to seek reimbursement for the insurance excess.

ACTION: Mike S to write letter re insurance reimbursement

School Fete 19th May – The Governors passed on their positive comments about the Fete.

Janet thanked the Staff and Governors for their support and hard work throughout a very busy year of changes and challenges, with very positive outcomes for the school and the children in our care. Best wishes for the end of year celebrations and happy holidays.

Agenda	Action	By Whom	Due Date
02/13	Mike S to email RQT Presentation	Mike S	24/07/18
05/13	– To take further the option of bespoke Governor Finance Training	Mike S	24/07/18
06/13	To review spreadsheets and discuss changes with Kate prior to the meeting so only changes are highlighted.	Mike S	By next Mtg
07/13	To update the Whistleblowing Policy as well as the Hindhayes Policy spreadsheet with dates. As well as all Action Points linked to Policies	Mike S & Janet	By next Mtg
06/13	contact Martin to forward the `Governor Visit Feedback Form` and circulate and diarise with Scott for time to be diarised regularly to review.	Mike S	24/07/18
11/13	to update RIDDOR Also to circulate Mary's Report following visit.	Mike S	ASAP
12/13	to circulate a chart for	Mike S	ASAP

	availability and then select dates which are suitable for all.		
13/13	write letter re insurance reimbursement	Mike S	After completion