



Hindhayes
INFANT SCHOOL

Minutes of the Full Governors Meeting held at Hindhayes School on Thursday 6th December 2018 (Willow Room 5.30pm)

Present: Emma Western, Helen Clark, Sue Court, Mary Whitaker, Lucy Shakesby, Janet Day, Kate Nester, Stephanie Martin and Mike Sales (Business Manager and Clerk).

Agenda Item

01/16 **Apologies** – These were received and accepted from Mike Greedy (personal), Michael Berry (work commitments), Martin Lukins (work commitments) and Rosie Harris (unwell). Janet expressed concern at the repeated absences but stated that absent governors were active between meetings. Absent Governors had contributed since the last meeting by attending training, advising on specific work such as SEN, GDPR and site issues.

Janet suggested that evidence of Governor activity between meetings could be recorded on the website to demonstrate Governor positive involvement in the school - Mike S to investigate further.

Action: Mike S to look into recording Governor involvement between meetings.

02/16 **Opportunity to declare Pecuniary Interests** – None received

03/16 **Minutes of last meeting** – These were approved by the Board and signed by the Chair.

04/16 **Action points from the previous meeting** – There were no outstanding action points from the October meeting with the exception of confirming the Elmhurst Governor Meeting dates (discussion that there had been changes to their governing board).

Action: Mike S to confirm dates with Elmhurst Clerk and share Hindhayes dates with a view to a Governor attending each other's meetings from January 2019 onwards.

05/16 **SEND Report** – The planned Pupil Premium Report agenda item was deferred until the January Meeting and replaced by the SEND Report.

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Kate took the group through the SEND Report which Janet and Michael Berry have also contributed towards.

The Report was well received by the board and had been shared at a recent staff meeting. There are staff feedback and concern forms for children which staff want to raise awareness of. Lucy is the Intervention Facilitator when input is needed.

Helen asked where the Report goes now it's complete. Kate confirmed that colleagues in SSE (Support Services for Education) can review the document and feedback. Also not all schools have to complete but it will strengthen Hindhayes evidence for SEN funding if needed in future.

Helen asked whether the Report would be an ongoing and useful document – Kate confirmed it would be as it would be a basis for action planning.

Kate explained that SNIPs (Special Need Individual Plans) were new plans and were designed to be more interactive and would follow a child as a type of passport to their new setting. The group felt that this was very positive.

Helen and Mary asked if the passport system has been received for any children joining Hindhayes. Kate confirmed that it is still a new document but it was hoped that this good practice would in time be something other schools would follow and we would then expect to receive.

Action: Mike S to circulate copies of the SEND Report with the minutes.

Helen asked what the most common interventions were. Lucy said that this is 'Speech and Language' with SEMH also high on the list. Feedback from the SEND was being used in teachers working practice. Discussion was also held about some children having limited finger movements due to using a lot of technology and so some basic finger skills had been lost.

Lucy confirmed that there were 54 children who needed intervention with a further 16 needing more focused interventions to help improve.

Mary asked if parents were supportive of the approach being taken. Kate fed back that this is being rolled out at the next Parents Evenings.

Stephanie asked if there's a Parent's page to help focus parents on things they should work with their children on. Kate said that parents would be informed where needed.

Janet asked about the passports following children as they progress to Elmhurst and Kate confirmed that this is something that will be discussed with them.

Janet said that as part of Mike Greedy's received feedback, which he asked to be shared at the meeting that he had some areas that he wanted to discuss further with Kate on Pupil Premium. Janet asked Mike S to forward Mike G's feedback to Kate.

Action: Mike S to forward Mike Greedy's Pupil Premium feedback to Kate to respond to.

06/16 **Month 6 Report** – Mike S previously circulated the full detailed Month 6 Report via email on the 16th November which highlights the financial position for the school at half way through the 2018/19 financial year. This report has also been scrutinised by the Senior Finance Officer within SSE and also reviewed by Rosie in her lead role as Finance Governor.

Mike produced a summary for the Governor's meeting and explained that the % of net spend to date was 44.5% of the budget and if the budget were being spent evenly each month and in total that the % would be 50% (6 months / 12). Therefore, this supports that there will be a surplus at Outturn (year end position).

The surplus projected in March '18 for 20/18/19 was 73.7k and the current projection is £74,742 so 'on target' with the position expected. This reflects approx a 6% overall surplus which is thought to be a figure which the school should look to maintain if there are potential funding pressures or less Reception Class intake in September '19.

Mike explained that he had also undertaken the Month 7 reconciliation and the net % spend was 54.4% (with spend if the budget were being spent in total and evenly would be 58.3% (7 months/12). The 54.4% also includes some one-off expenditure such as the Traded Services payments (services purchased such as HR & Payroll) as well as the Pension Deficit figure.

Mike said that he is trying to maintain a cautious approach to projections as this is his first year as Business Manager, so there could be some movement on the surplus at the year-end position.

The Month 6 Report and simplified version of reporting to support the statutory document were well received by Governors. Mike also explained that some virements (movements between budgets) were needed would be cascading these for approval to Janet and Rosie.

Kate explained that she would like a 3 year financial plan and explained that we have been able to fund Lucy being out of the classroom as well as increase Teaching Assistant hours.

Discussion was also held about using projected spend towards the refurbishment of the toilets over the Christmas break being a priority for site maintenance. The board also discussed succession planning for Scott when

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his Apprenticeship ends. Mike has already had initial discussions with Strode College about this and will look to take on another apprentice.

Action: Mike S to circulate the virements for approval by the end of the December term to Janet and Rosie for approval/action.

07/16 **Premises and Site** – Helen and Mike S met at the school on 26th November and walked the site. From this Helen typed a report which has been circulated to the other Governors. Helen's report will now supplement the site walk action points which Kate, David (Caretaker) and Mike S held in November.

Helen said that the overall site was in good condition and being enjoyed by the children in the school, however there were several areas which she would like improved. These included the fencing leading up to the drive to the school and some additional fencing to protect the flower beds by the Reception.

Litter in some areas where it can be blown into corners was also noted. Kate explained that the School Council were going to be involved to help reduce the problem.

It was also discussed that future planning needs to adapt to climate change to consider the growing conditions and safe surfaces, such as the school play areas and walkways.

Governors discussed the area at the rear of the school where the bins are kept could be improved and that Mike S would look at options as part of a longer term strategy for improving that area.

Action: Mike S to meet with Ian Ryan on Monday 10th December to discuss some of the fencing which was agreed to be put in place to protect the flower beds near Reception and also replace some of the fencing on the entrance to the school which has rotten. Mike to also work with Phoebe James regarding helpers from the School Council for litre pickers and to raise awareness.

Mike S would look at options as part of a longer term strategy for improving the area where the school bins are stored.

08/16 **PA system update** – Martin was not able to attend this Governors Meeting but fed back his thoughts via email which Janet read out. The PA system is required as the school hall is used for various training and meetings where a system will be beneficial.

Martin feels a battery speaker system will be the best option because it can be moved around for different events to be inside and outside. Prices for such systems range from £300 to £700.

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The group discussed that they felt this was a good investment and asked Mike S to agree on a system with Martin and progress an order.

Action: Mike S to discuss purchasing a PA speaker system with a budget up to £700.

09/16 **Website update** – Martin’s emailed feedback on the school website was also discussed in the meeting. Martin said he met with Scott, who has a lead role on making changes to the site and they went through most of the pages of the website. It was noted that there was duplication of information on several pages and some pages were not used anymore. Martin said that he is looking to come into school again in the next couple of weeks to meet with Scott and list down what is needed and the most appropriate layout and sections to use.

Kate said that there had been a meeting with BAM (catering) earlier in the week where it was discussed that they mentioned there could be the possibility of parents/carers being able to book their child’s menu choices online.

Action: Martin to organise a visit into school to work further on the school website.

10/16 **Policies** – Lucy has been continuing her work on reducing the length of policies so that are no more than 2 pages, are specific and relevant to Hindhayes. The policies which had been emailed to Governors and reviewed in this meeting were:

- EYFS
- Play Policy
- Gifted and Able
- English

To amend the policies into 2 documents is a lot of work and it was recognised that there would need to be some minor amendments made due to typos.

Emma fed back on the changes and queries which she suggested which Lucy noted and will update the polices. Once completed Lucy will let Mike know and he’ll recirculate to the group.

Janet confirmed that once the amendments had been made the group were happy to sign the policies off as ‘approved’.

Governor’s fed back that they like the clearer presentation of the policies and thanked Lucy for her work.

Action: Lucy to update polices based on amendments discussed in the meeting. Once updated Mike S will recirculate for information and a hard

copy for Janet to sign. Mike S will also update the Policy Monitoring spreadsheet and let Lucy know which policies would be due for review.

- 11/16 **Hindhayes vision** – The Vision had previously been circulated to Governors for them to feedback at this meeting.

Helen asked under the Community section for the section to be worded 'Clark' (not Clarks) family.

Governors fed back positively about having a Hindhayes vision and discussed amendments which could be made to update it and make more relevant, Kate noted the suggested changes and will update the document.

Stephanie said that she has access to a professional graphic designer so would be happy to use her contact with a view to the Vision being put into a template. The group thought this would be very good. Kate suggested a Working Party to review the Vision from January onwards which Stephanie said that she would be happy to be part of. Lucy suggested Mr Matthews being part of the working party due to him being new to Hindhayes and being able to use his knowledge and experience from other settings.

Action: Kate to update the Hindhayes Vision with the changes discussed in the meeting. Kate to organise a Working Party from January onwards of herself, Stephanie and Dean Matthews.

- 12/16 **GDPR update** – Rosie was not able to attend this Governors Meeting but had come into school on the 7th November to discuss GDPR with Mike S for the Office. Rosie submitted a report to Mike S which was circulated prior to this meeting which Mike took the group through the main points. Mike also fed back that he and Rosie are undertaking a 'Self-Audit' w/c 10th December prior to organising an official visit by the GDPR Compliance Officer from County Hall.

- 13/16 **Safeguarding** – Kate fed back that there were no major issues. However, paperwork for the PFSA is becoming more time intensive but essential to complete to demonstrate interventions required especially when funding being agreed.

There is more impact on the Learning Mentor and HLTA hours because of the increased in school workload though.

- 14/16 **Governor Training and visits** - Stephanie and Helen attended the Safeguarding training at Meare School on the 26th October and feedback that they both found the latest session relevant and informative. Kate discussed a serious case review she had attended recently to help schools learn lessons from such cases.

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The group also discussed the training link sent for the online training for Safeguarding and FGM and those previous social indicators for spotting potential FGM scenarios were not always as obvious, such as religious beliefs.

Lucy and Sue also fed back that they had attended the Safer Recruitment Training.

Kate and Lucy had attended a Safeguarding training session.

Janet asked Kate what areas it would be useful for Governors to concentrate on when visiting the school next term. Kate said that the following would be useful:

- SEND walk
- Pupil Premium
- Governors challenging any areas in school they feel relevant
- Safeguarding audit
- Single Central Record

Mike G attended the 'Understanding Disadvantage and the role of Governor' training evening at Bridgwater. Mike reported that this was a very well attended and informative session.

The Governor specific Finance Training is to be held at the school on 7th February 2019.

15/16 **Dates of future meetings** – Dates have previously been circulated for 2019 however the February Meeting scheduled for 12th February needs to be rearranged. Kate requested a change of date due to family commitments.

Mike S to circulate to the group alternative dates of either 29th January or 5th February and to confirm what the majority can attend.

Remaining dates are:

Tuesday April 2nd 2019

Tuesday July 9th 2019

Action: Mike S to circulate alternative dates for Governors and confirm the one which the majority can make. Also, to confirm the dates of the Elmhurst Governors Meeting and recirculate Hindhayes with a view to one Governor from each board sitting on each other's meetings.

Meeting closed at this point.

16/16 **Any other business** – Although Michael Berry's re-election as Vice Chair has been approved by the board, because he is a Parent Elected Governor and

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his term is due to end at the end of January '19 a parent election needs to be held. Mike S to send out the paperwork in relation to this.

Action: Mike S to circulate paperwork to elect a parent Governor.

Agenda item	Action by	Agreed action
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04/16	Mike S	Mike S to confirm dates with Elmhurst Clerk and share Hindhayes dates with a view to a Governor attending each other's meetings from January 2019 onwards.
05/16	Mike S	Mike S to circulate copies of the SEND Report with the minutes.
05/16	Mike S	Mike S to forward Mike Greedy's SEN feedback to Kate to respond to.
06/16	Mike S	Mike S to circulate the virements for approval by the end of the December term to Janet and Rosie for approval/action.
07/16	Mike S	Mike S to meet with Ian Ryan on Monday 10 th December to discuss some of the fencing which was agreed to be put in place to protect the flower beds near Reception and also replace some of the fencing on the entrance to the school which has rotten. Mike to also work with Phoebe James regarding helpers from the School Council for litre pickers and to raise awareness.
07/16	Mike S	Mike S would look at options as part of a longer term strategy for improving the area where the school bins are stored.
08/16	Mike S	Mike S to discuss purchasing a PA speaker system with a budget up to £700.
09/16	Martin	Martin to organise a visit into school to work further on the school website.
10/16	Lucy & Mike S	Lucy to update policies based on amendments discussed in the meeting. Once updated Mike S will recirculate for information and a hard copy for Janet to sign. Mike S will also update the Policy Monitoring spreadsheet and let Lucy know which policies would be due for review.
11/16	Kate	Kate to update the Hindhayes Vision with the changes discussed in the meeting. Kate to organise a Working Party from January onwards of herself, Stephanie and Dean Matthews.
15/16	Mike S	Mike S to circulate alternative dates for Governors and confirm the one which the majority can make. Also, to confirm the dates of the Elmhurst Governors Meeting and recirculate Hindhayes with a view to one Governor from each board sitting on each other's meetings.
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