



Minutes of the Full Governors Meeting held at Hindhayes School on Thursday 11th October 2018 at 5:30pm

Present: Emma Western, Janet Day, Mary Whittaker, Stephanie Martin, Kate Nester, Lucy Shakesby, Mike Greedy and Mike Sales (Business Manager and Clerk).

Agenda Item

01/16 **Apologies** – These were received and accepted from Helen Clark, Rosie Harris, Sue Court, Martin Lukins and Michael Berry. Janet expressed concern at the unusually low representation of Governors at the first meeting of the school year - only 50% of Governors other than school staff were present.

02/16 **Chair & Vice Chair re-election** – Janet left the room for this part of the meeting. Mike S chaired this item as Clerk explaining that Janet and Michael’s elected period was due to end shortly. Janet and Michael are both happy to continue in their respective roles and Mike S asked whether anyone wanted to put themselves forward for these positions. As there was no challenge Mary nominated Janet as Chair and this was seconded by Mike G. Mike G nominated Michael as Vice Chair and this was seconded by Stephanie.

Janet was invited back into the room and it was confirmed that she had been re-elected as Chair. Janet said that she was pleased but said that this would be her last period as Chair and said that it was important that thought was given to a replacement in future.

Action: Mike S to inform Governance Services of the re-elections and update relevant documents.

03/16 **Terms of Reference and Standing Orders** – The 2018/19 Standing Orders were circulated via email on the 8th October and were approved at the Meeting. The Terms of Reference are to be updated by Mike S and will be circulated during October for review by Governors.

Action: Mike S to update and circulate the Terms of Reference by the end of October ‘18

04/16 **Roles and Responsibilities** – Governors present at the meeting were happy to retain their existing duties, currently listed as:

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|--|----------------------|
| Health & Safety/Site Management | - Michael B & Helen |
| Quality of teaching, learning & assessment | - Mary, Sue & Martin |

Personal development, behaviour & welfare	- Janet, Mike G & Michael B
OFSTED Action Plan, Supporting LA writers Effectiveness of Leadership & Management	- Mary & Sue - Stephanie, Emma & Rosie
Finance	- Rosie

Action: All absent Governors to review Roles and Responsibilities and feedback if there are any queries about their allocated role.

- 05/16 **Opportunity to declare Pecuniary Interests** - There were no declarations of Pecuniary Interests.
- 06/16 **Action points from previous meeting** – There were no outstanding action points
- 06/16 **Minutes of last Meeting to be Approved** – These were approved and signed.
- 07/16 **Head teacher update** – Kate updated the group on the SENCO qualification she has been studying at Plymouth University and shared sections of her portfolio with the group. Kate has completed this in 1 year when the qualification would normally take up to 2 years. Kate thanked Governors for the support and time allowed to do the qualification and develop. The group discussed that they wanted to ensure a positive work/life balance for Kate which has been achieved. It is also helpful to show to other colleagues that studying and balancing a demanding role and home commitments can be done. Discussion was held about shared SENCO support across Hindhayes and Elmhurst would be a better longer term option.

Head Teachers Operational Report – This report summarises key areas and the aim is to reduce paperwork. Areas covered were:

- 1 Finance
- 2 Premises and Grounds
- 3 Health and Safety
- 4 GDPR
- 5 Free School Meals
- 6 Staffing
- 7 Extracurricular activities and curriculum enrichment
- 8 Community Engagement
- 9 Freedom of Information

Mike S took the group through the Finance section. Mike G asked about the level of surplus projected for 2018/19 and whether surpluses in schools would be reviewed following budget cuts for Somerset County Council. Mike S said that the surplus is in line with tolerance of up to 8% of the budget.

Emma asked whether there had been further queries following the proposed pay and grading restructure effective from April 2021. Kate feedback that things had settled and queries had been discussed.

Mary asked questions about emotional wellbeing. Kate said that Andy Leafe is delivering 'Emotional Coaching' for parents on the 25th October at School between 6pm – 7.30pm which Governors are welcome to attend.

Development Plan & SEF Statement Autumn Term – Kate took the group through the plan and the summarised information in detail. The following are the areas where specific discussion or questions were raised:

Stephanie raised about Pupil Premium numbers which are now available for 2018/19 totalling 58 pupils.

David Hogg (SEP) is being replaced by Lisa Bird who is an ex Primary School Head Teacher - Lisa to visit Hindhayes during October.

Emma asked under Parent Participation whether Homework was appropriate and the 78%. Kate feedback that the % was lower due to some parents ticking the 'did not know' box.

Mike G asked about Bullying and the Question re 'The School deals effectively with Bullying'. Kate explained that the % is lower due to some parents not having experienced bullying within school and ticking 'don't know'. There is a Bullying Log and if there are any issues these are raised and discussed appropriately. Kate discussed that for Hindhayes 'peer on peer' abuse is taken seriously and explained the Restorative Justice policy by working with the children.

Emma asked whether parents are happy with this approach and response. Kate and Lucy explained that discussion takes place and by working together with those concerned positive outcomes were achieved.

Mike G asked about tracking negative behaviours and Kate said that examples were written down and discussed with the Learning Mentor Kay Davey. A traffic light system is operated which allows staff to see if there are problems which need addressing.

Under Leadership and Management Mary raised about the Soft Federation being limited in what it could achieve. Kate and Janet felt there were positives and some of these included shared procurement and working together on projects.

Federation – Dates of Hindhayes and Elmhurst Training/Meetings to be shared across schools from now onwards. The proposal is for one

Governor to volunteer to attend Elmhurst meetings (not necessarily the same person) and feedback.

Action: Mike S to obtain Elmhurst dates and share Hindhayes then to circulate these to Governors.

Janet referred to the increase in EAL pupils and the different languages. Lucy said that the team work closely with families and Lyn Kellett in her EAL role works closely with these children as required.

Emma asked what support to families there was and whether there is any impact due to the reducing SCC funding. At present this hasn't been affected.

Stephanie also said that the potential reduced funding may also have an impact in other areas of the school.

The updated SEF and Development Plan were well received by Governors and they liked the use of pictures and graphs to help present the information clearly. Janet requested this was minuted to reflect the hard work in getting the information presented in this way.

08/16

Feedback on 90th birthday celebrations – Feedback received from Governors and those who attended the celebrations was very positive. Everyone enjoyed the event and although food was available it was suggested that if another large event was held into the evening that more food would be an option so that families would consider staying longer.

There was a write up in the local paper with picture but feedback was that Governors would like to see more Hindhayes related stories. Although the school now have links established with the paper it was felt compared to our local schools that more could be publicised.

Stephanie said that she had seen leaflets of other schools and care providers and whether Hindhayes had a similar A5 document that could be cascaded. Kate said there is.

Action: Mike S to explore A5 leaflet with Kate. Also discuss Publicity further with Office to look at ways to increase the frequency of articles for Hindhayes being published.

09/16

In house finance training – A date for the Governor Finance Training has been booked for 7th February 2019 at Hindhayes between 6 – 8pm with the newly appointed Support Services for Education Finance Officer, Gloria Hamblet. Although this was felt to be a long wait having the dedicated Finance Officer deliver the training and basing it on the Hindhayes report was thought to be beneficial.

10/16

GDPR update – Also covered within the Head teacher Report.

- The Reception now has a GDPR Compliant Signing In/Out Book
- Mike S organising a GDPR self-audit of the school by 31/12/18
- Once self-audit completed Mike S to organise a visit from the GDPR Compliance Officer for a formal (free) review
- Rosie Harris to undertake a review of the front office on 07/11/18

Action: Mike S to diarise and organise GDPR compliance tasks above

11/16

Safeguarding – A 2nd and final Safeguarding training session was held (11/10/18) by Kate. Mike G and Martin attended this session leaving Stephanie and Helen needing to attend a session held elsewhere so that they can continue to come into school in a Governor capacity. Meare Primary School (St Mary’s Road, Glastonbury BA6 9SP) are delivering Safeguarding Training on 26th October between 9 -12. Mike S has provisionally booked both Stephanie and Helen onto the training.

Janet and Emma feedback that the training delivered in the hall was very good but could have been enhanced by a PA type system so that everyone could hear. Martin has previously suggested some improvements and Mike S will follow these up and then obtain costs.

Action: Mike to obtain and circulate dates for Safeguarding Training from Mere School. Mike to also circulate the link for the online PREVENT training to include FGM (Via NSPCC link) to Governors. Mike to also follow up with Martin suggestions for improving Hindhayes School hall for future training and any event where large numbers of people would use the space.

12/16

Governor training and visits – Mike G attended training since the last meeting and feedback how beneficial to him it was. The planned ‘Understanding disadvantage for Governors’ (which looks at Pupil Premium funding) was postponed and the new date to be held on November 12th at the Robert Blake Science College in Bridgwater TA6 6AW between 7pm and 9pm.

Michael B to feedback at the next Governors Meeting about SEN (Special Educational Needs).

There have been no further Governor visits to the school since the previous meeting mainly due to this covering the summer holiday period.

Kate asked Mike S to circulate key dates for Governors:

Kate invited Governors to attend the Inset day training on Maths on the 5th November. Governors also invited to observe phonics teaching during week commencing 12th November from 9 to 9:30am.

Action: Mike S to circulate key dates from Newsletter and School Diary to Governors

13/16

Governor Expenses Policy – Governors recognised the need to agree an Expenses Policy. Mike S contacted Governance Services and obtained an example Policy which has been updated to make specific to our school and circulated a draft to Governors for discussion. During the Meeting it was discussed that this Policy is statutory and needed so not to discourage people from seeking to become Governors and cover them for reasonable expense to perform the role. It was discussed that the policy will be further tweaked to show that expenses will be approved for payment by the Chair or Vice Chair and countersigned by the Business Manager to check for reasonableness. No Governor can approve their own expenses and a note about confidentiality will be added to the Policy.

Action: Mike S to amend Policy and re-circulate. Also, to update the Policy spreadsheet and amend the Standing Orders accordingly.

14/16

Policies –

Lucy has been working on reducing the size of the following policies so that they are no more than 2 pages, are specific and relevant to the Hindhayes. The group felt that the policies presented in this way were much clearer and were well receive.

- | | |
|-----------------------|-------------------|
| • Teaching & Learning | Approved & signed |
| • Transition | Approved & signed |
| • Community Cohesion | Approved & signed |
| • Collective Worship | Approved & signed |

Stephanie asked about families who wish pupils to withdraw from Collective Worship. Lucy updated the group about Faiths and Openness, allowing families to engage with the school if they wish to discuss particular beliefs.

Lucy will be doing further work to the Marking policy which will be reviewed in a future meeting.

- Safeguarding – Governors approved the updated Safeguarding Policy as supplied by County Hall.

Action: Mike S to update the Policy recording spreadsheet with the changes agreed at the meeting.

15/16

Dates of future meetings – Dates have previously been circulated for 2018/2019 however the December Meeting scheduled for 11th needs to be rearranged due to commitments by members.

Dates set for future Meetings are 5:30pm in The Willow Room:

Tuesday Dec 11th 2018 (To be rearranged)
 Tuesday Feb 12th 2019
 Tuesday April 2nd 2019
 Tuesday July 9th 2019

Action: Mike S to circulate a revised date and rearrange for ideally the 4th, 5th or 6th December.

16/16 **Any other business** – There were no AOB items raised.

Agenda item	Action by:	Agreed action:
02/16	Mike S	Mike S to inform Governance Services of the re-elections and update relevant documents.
03/16	Mike S	Mike S to update and circulate the Terms of Reference by the end of October '18
04/16	All	All absent Governors to review Roles and Responsibilities and feedback if there are any queries about their allocated role.
05/16	Mike S	Mike S to obtain Elmhurst dates and share Hindhayes then to circulate these to Governors.
08/16	Mike S	Mike S to explore A5 leaflet with Kate. Also discuss Publicity further with Office to look at ways to increase the frequency of articles for Hindhayes being published.
10/16	Mike S	Mike S to diarise and organise GDPR compliance tasks above
11/16	Mike S	Mike to obtain and circulate dates for Safeguarding Training from Mere School. Mike to also circulate the link for the online PREVENT training to include FGM (Via NSPCC link) to Governors. Mike to also follow up with Martin suggestions for improving Hindhayes School hall for future training.
12/16	Mike S	Mike S to circulate key dates from Newsletter and School Diary to Governors
13/16	Mike S	Mike S to amend Policy and re-circulate. Also, to update the Policy spreadsheet and amend the Standing Orders accordingly.
14/16	Mike S	Mike S to update the Policy recording spreadsheet with the changes agreed at the meeting.
15/16	Mike S	Mike S to circulate a revised date and rearrange for the 4 th , 5 th or 6 th December.