



Minutes of the Full Governors Meeting held at Hindhayes School on Tuesday 5th February 2019 (Willow Room 5.30pm)

Present: Helen Clark, Sue Court, Janet Day, Mike Greedy, Martin Lukins, Kate Nester, Lucy Shakesby, Danielle Hart and Mike Sales.

Agenda No Item

01/16 **Apologies** – These were received and accepted from Rosie Harris (child care), Stephanie Martin and Emma Western (both work commitments) and Mary Whitaker (holiday). It was also noted that Michael Berry’s term as Governor had come to an end. The Governing Board thanked Michael for his contribution as Governor over the past 4 years.

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

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

04/16 **Action points from the previous meeting** – There were 2 points outstanding from the December Meeting which were discussed in this evenings Meeting:

Point 05/16 – Mike Greedy’s Pupil Premium question responses following his training

Point 11/16 – Updating of Hindhayes Vision

05/16 **Parent Governor Vacancy** – Michael Berry’s term as Parent Governor has ended and following an election process, the Board were pleased to welcome Danielle Hart as Parent Governor (observing for this meeting). Danielle has received her welcome letter and started to receive information from Mike S about courses and welcome pack from Governance Services.

06/16 **Pupil Premium Report and policy** – Kate took the board through the information for last year and explained what Pupil Premium funding was and the criteria for receiving it. Also, uses for the funding and how this is measured.

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Mike G asked about children who are socially disadvantaged and how these are recorded. Kate explained the forms which are used to capture the information and how parents and carers are encouraged to complete the relevant paperwork, so the school receive the correct funding and this can be maximised for the children it is meant to benefit. Mike G said that the training he received on the 12th October '18 (Understanding Disadvantage for Governors) was very informative and it emphasised the importance of capturing information accurately. Discussion was held about the upcoming Pupil Premium Audit (Thursday 7th Feb) and asking Bill German for his input on maximising Pupil Premium.

Helen asked about free school meals and eligibility. Lucy explained that for Hindhayes children all children are eligible for free meals. Helen asked whether the information about meals needed to be on the form. Lucy explained that the terminology used was generic as it wouldn't just cover Hindhayes.

Mike G asked about the Pupil Premium Statement and how the funding was used. Kate explained the areas where Pupil Premium funding is allocated such as Learning Mentor, PFSA, Play worker, Phonics etc and how these contributed to supporting children with additional needs. Recording measured how children were then working towards achieving these aims and objectives.

Helen asked how progress was achieved and how the recording chart worked. An example was gone through which showed a pupil moving from red to green.

Kate explained that there is a group called Sutton Trust, which are a group who review how Pupil Premium money is spent and maximising funds and how to best allocate. Their figures are used to benchmark against other schools, geographic areas etc.

Mike G asked about the difference in % figures across different years and Kate explained this is to do with the number of eligible Pupil Premium in year and that these can fluctuate.

Helen commented on the 2017 figures and noted for Reading that they were better than writing. Lucy explained that this is usually the case with children developing their reading skills first.

Helen asked what C and L were. Lucy said that this was Communication and Language.

The board feedback that they were happy with the revised Pupil Premium Policy – Janet signed the policy.

Kate then went on to take the board through the information for this year and the new Target Board, which was well received. One of the new areas discussed was 'Reading, Tea and Toast' which was being run by Lucy in the mornings from 8.30am. This has been well received by parents and carers and on average 14 children attend daily with an adult but has been up to 25. This has been popular and staff have seen the benefits of this and have been keen to support.

Helen asked which days were the busiest and Lucy confirmed that Thursdays and Fridays were generally.

Kate and Janet asked whether Mike Greedy would take over the lead governor role for Pupil Premium and SEN which were Michael Berry's area of responsibility. Mike said that he would take on these areas.

Action: Mike S to update the Governor Lead Roles and Responsibilities to include Mike G. as Pupil Premium and SEN lead.

Action: Kate to feedback at the next Governors Meeting the outcomes of Bill German's audit meeting

Action: Kate to discuss with Bill German about how to best encourage parents and carers to complete Pupil Premium information for the school.

Action: Mike S to circulate Kate's Pupil Premium Report with the minutes.

07/16

Headteacher Report – Mike S updated the board on the following areas under the Finance section which are noted for the Month 9 updated.

Mike has undertaken the Month 9 reconciliation (April to December '18), equating to 9 months of financial transactions. The % spent of the budget to month 9 is 71.5% vs a projection of 75% if the budget (£1,162,781) were to be spent in total (and spend were equal each month). Therefore, this position indicates that Hindhayes remain on target to achieve the projected surplus at year end of +£62k at Outturn (31st March '19, being 12 month worth of transactions).

The Governor Finance training is also to be rearranged by SSE so that training can be based on 2019/2020 budget plan rather than looking back at 2018/2019 which wouldn't be as relevant. When the new date is available Mike will cascade to Governors.

Budget Plan for 2019/2020 – Guidance from SSE (Support Services for Education) is yet to be finalised and the report won't be completed until

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the end of March at the earliest. Mike will look to update the board at the 2nd April Governors Meeting or provide a summary of work achieved.

Kate updated the board on the other areas within the report with key areas being:

Boy's toilets – Previous quotes for a complete refurbishment had been estimated of up to £25k. David Alger (caretaker) has been undertaking the refurbishment himself and we are estimating an overall spend in the region of £6.5k (excluding VAT). This includes new flooring, toilets, cubicles, decoration, materials and labour. It is envisaged that (deliveries pending) these will be operational after the February half term.

Outside storage – Kate explained that there would be new outdoor storage purchased.

Nurture Building – Kate and Mike had met with the company who provided the Library building and had asked for a quote for a similar building to sit alongside and be used as a Nurture Building. Kate explained that there had been many times when a separate space would have been beneficial to manage situations and behaviours. Such a building would be used by the Learning Mentor and PFSA and also space for meetings away from the main office areas. The cost of the building itself is £27k which would be funded by £22k C/F from Pupil Premium and a balance of £5k+ from the DFCEG budget. Janet said that she had witnessed a situation where the space could have been used effectively, giving her support to the building being purchased. This was supported by the board and approval given to progress. Janet and Kate signed the CIP (Capital Investment Project) Form and Mike will progress this further and organise with the supplier.

Sound system purchased last month is to be installed by Martin during half term.

Action: Mike S to send Helen plans for Nurture Building and organise a time for her to see where the building will be placed.

Action: Mike S to add to next Agenda who wants to take on joint Premises lead with Helen

Action: Mike S to progress Nurture Building with building supplier and contractors.

Action: Mike S to circulate the Head teachers report.

SEF updates – Kate took the board through the SEF and what had been updated. The December Meeting action point had been taken forward by Kate for the `Hindhayes Vision`.

The board said that there was some really positive information from parent survey's which included 100% of parents and carers feedback that their child was happy at school, 100% that their child was well looked after and taught as well as 100% that they would recommend the school to others.

The board also queried how many families Hindhayes has in order to work out a percentage of responses. Also, if responses were anonymous can anything be done to encourage the missing percentage and how to respond, e.g. is there an EAL issue or a Reception bias.

Mike G asked what the response rate had been to the survey. Kate said that this had been 82 responses.

Helen said that the information presented was very positive and encouraging.

Helen asked about the upcoming job share teacher vacancy and asked whether this worked well. Kate explained that it was dependant on the relationship between the teachers but these had generally worked well.

- 08/16 **Sports Development Plan** – This has been deferred until the April Governors Meeting
- 09/16 **GDPR update** – Mike S updated the board that he and Rosie had met and gone through the Self Audit paperwork and that they would be undertaking this Thursday 7th February. Once completed, a formal audit will be undertaken by the DPO (Data Protection Officer) at County Hall before that responsibility is passed to the school from 1st Sept '19.
- 10/16 **Safeguarding** – Audit completed and Policy signed off for 2019. Code of Conduct yet to be completed - 1 Hr mop up session to be sent offered to those who need it. For Hindhayes this will mainly be parent volunteers. Janet has also reviewed the audit responses before they were submitted. Janet has also reviewed the SCR (Single Central Record). Mike S will circulate date and venue of the awareness session when confirmed. Following Martin's work with Scott on the website it was discussed that approx. 1 day would be needed to action outstanding work. Mike to organise a time for Vicki to come in and cover Scott so that he can concentrate on the website without interruptions.

Action: Mike S to circulate Safeguarding awareness session dates

Action: Mike S to organise a time for Vicki to cover Scott to allow website to be updated.

11/16

Elmhurst Governor and Federation updates – There was no Soft Federation Meeting on the 5th February. Janet attended the Elmhurst Governors Meeting and updated the board on what she observed. Janet said that the Governors use 'Google/One Drive' which was very effective for their meetings. Mike had been in contact with Glenda Jones, the Elmhurst Clerk and will look at suggestions for the Hindhayes meetings. Tracy Edwards at Elmhurst has offered training also if helpful.

A projector screen was discussed and Mike S will liaise with Martin.

Janet said that Elmhurst Governors no longer had a Vice Chair but favoured having 2 Co Chairs. This would be discussed at the next meeting in April.

Elmhurst Governors have also pledged to do 3 visits to their school each year as well as attend 2 events. Janet said this could be something which this board sign up to.

Dates for next Elmhurst Governors Meetings are as follows:

Mondy 4th March - Emma attending

Monday 29th April - Mary or Helen attending

Monday 15th July - Martin attending

Action: Mike S to discuss a projector with Martin for Willow Room

Action: Mike S to add to next Agenda regarding Co Chairs for the Hindhayes board.

12/16

Governor training and visits – Since the last meeting the following has been undertaken:

- Martin undertaken review of website
- Martin has advised on sound system for future training
- Rosie has audited the Unofficial Fund
- Janet has reviewed the Single Central Record (SCR)

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13/16 **Governor Skills Audit** – Mike is awaiting 3 returns and once received will be able to update the Excel summary sheet.

14/16 **Dates of future meetings:**

Tuesday April 2nd 2019

Tuesday July 9th 2019

15/16 **Head teacher Performance Management** – Kate and Lucy left the meeting at this point. Discussion confidentially minuted.

16/16 **Any other business** – No further items were discussed

Below are the listed of agreed action points:

Agenda item	Action by	Agreed action
06/16	Mike S	Mike S to update the Governor Lead Role and Responsibilities to include Mike G. as Pupil Premium and SEN lead
06/16	Kate	Kate to feedback at the next Governors Meeting the outcomes of Bill Jerman's PP audit meeting
06/16	Kate	Kate to discuss with Bill Jerman about how to best encourage parents and carers to complete Pupil Premium information for the school
06/16	Mike S	Mike S to circulate Kate's Pupil Premium Report with the minutes
07/16	Mike S	Mike S to send Helen plans for the Nurture Building and organise a time for her to see where the building will be placed
07/16	Mike S	Mike S to add to the next agenda who wants to take on the joint premises lead with Helen.
07/16	Mike S	Mike S to progress the Nurture building with the supplier and associated contractors
07/16	Mike S	Mike S to circulate the Headteacher Report
11/16	Mike S	Mike S to circulate Safeguarding awareness session dates
11/16	Mike S	Mike S to organise a time for Vicki to cover Scott to allow school website to be updated
12/16	Mike S	Mike S to discuss a projector for the Willow Room with Martin
12/16	Mike S	Mike S to add to the next agenda regarding Co Chairs for the Hindhayes Board.

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