

HOWE DELL PRIMARY SCHOOL AND DAY CARE

FULL GOVERNING BOARD: BUSINESS

Minutes for the meeting held on Thursday 26th September 2024: 6.15pm
Conducted on MS TEAMS

1	<p>Present: Nicola Winch NW Rick Xu RX Katie Fox (Chair) KF Alison Reck AR (Associate member) Xaingping Du XD Jason Levy JL Tracy Prickett (Headteacher) TP Kashifa Saley KS Nish Rutnah NR Holly Ritchie HR</p> <p>Apologies: Mel Chandaria Sam Brown Julia Ellis-Hall Amy Jefferies</p> <p>In Attendance: Gill Knibbs (Clerk)</p> <p>9 governors present meeting the requirement for 8 governors to be quorate.</p>
2	<p>To declare any conflict of interest that may arise during the meeting.</p> <p>Governors confirmed that there were no conflicts of interest.</p>
3	<p>Election of Chair and Vice Chairs KF was confirmed as Chair NW and RX were confirmed as deputies</p>
4	<p>To receive notification of any other business agreed by the Chair</p> <ul style="list-style-type: none">• Pupil Attendance 2023/24
5	<p>To confirm completion of governor declarations and confirmations for 2024/25 (On GHub)</p> <ul style="list-style-type: none">• Declaration of business interests reviewed, updated and confirmed - to be completed asap ACTION ALL• KCSIE 2024 – governors to confirm they have read the whole document and understood key changes (annex F) – confirmed - There are no major changes to the document but governors should ensure they are familiar with it ACTION ALL.• Governor Profiles details reviewed and updated – to be completed asap ACTION ALL
6	<p>To receive and approve the minutes of the July 2024 meeting and consider any matters arising from those minutes</p> <p>Minutes were approved with the following progress on actions:</p>

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	<ul style="list-style-type: none"> • Compilation of school prospectus – still with the publisher. TP to follow up to complete in October ACTION TP • Website audit – ACTION KS by November • Matrix of staff expenditure – complete - NW to circulate • Guidelines for organisation of reserves – in progress – for finance meeting • Contact time overview – complete – apart from breaks that are required, adults are with the children all the time. Next piece of work will need to be around MSA team. • SEND revenues – one to one TAs need to be looked at differently to other TAs as they should not be having contact with more than one child. This needs to be properly defined. The Notional Budget is £4K per child on SEN register and 6K for high needs. This equates to a large amount of money and far more than is allocated by the Local Authority. The Governing Body might wish to consider working out the right amount and approaching the LA on the grounds that it is part of its statutory duty to ensure those vulnerable children are getting the education they need. In terms of EHCPs the school is probably not getting the full amount of funding but there is less of a discrepancy. From a strategic point of view, the GB should be concerned as to whether there is sufficient funding for complex needs, the disadvantage to those and all other pupils in the school and whether the quality of education is compromised. <p>Q – do we have ballpark number? <i>between £60k and £100k. AHT has drilled down into Section F – what has to be provided for EHCP. If we had the appropriate funding, we can maintain high expectations and outcomes for all our children. It relies on having the adults in place. There is a new educational director in Herts – the LA set a deficit budget which was £17.7 million and is now nearly £24 million for education. Government has not funded Herts for SEND well enough. There are more children with a greater number of needs. Reasonable adjustments must be made and there are lots of different ways of thinking however it is all being done without extra money.</i></p> <p>Q – do you anticipate change in funding due to the change of government? <i>I would like to think so. They have paused SEND inspections for LAs. Likely to find systemic failures as happened with Herts. New Ofsted framework is about early reading and writing. Could be a child in Y6 just starting to read. All about making sure vulnerable learners get what they need.</i></p> <ul style="list-style-type: none"> • It was agreed that SEND revenue should be a standing item on the agenda ACTION GK • Swot analysis – complete • Staff movement – complete – Governors to review feedback – ACTION NW <p>Q – is staff leavers connected to staff morale? Should Governors send out a survey? <i>Good idea</i> ACTION NW to coordinate</p> <ul style="list-style-type: none"> • Instrument of Government – complete • To advertise for governor vacancies – in progress – ACTION KF • Young carers data – complete
7	<p>Annual reviews:</p> <ul style="list-style-type: none"> • To review and adopt Governor code of conduct. <p>No changes, on Ghub. ACTION ALL to read and indicate as read.</p> <ul style="list-style-type: none"> • Agree meeting structure, membership and terms of reference and publish. <p>The timetable of meetings was confirmed. Introduction of finance committee meetings two weeks before finance FGB. Terms of Reference were updated – no major changes, ACTION ALL to read and familiarise themselves with the ToRs.</p> <p>Composition of GB: 5 parents, 1 LA, 1 staff, 1HT, 7 coopted. There was a discussion around bringing on a further parent as an associate governor ACTION GK to look at instrument of Government and check situation re parent governors</p> <ul style="list-style-type: none"> • To confirm panel for Headteacher’s appraisal, external member and external partner visit. KF, JE, NR and KS confirmed. JE no longer wished to Chair the panel. A volunteer was requested from the panel. Helen Jones would continue as the external partner. The Autumn term review was complete. There would be further visits in the Spring and Summer terms. ACTION TP to put the dates in the governor calendar. • To agree link / subject roles for Governors. <p>The following link roles were agreed: NR – History, Mental Health and Wellbeing, EDI; JL – Science; XD – MFL, Music; NW – Daycare.</p>

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	<ul style="list-style-type: none"> • SWOT analysis <p>Updates were agreed. Strengths – TAs in each classroom and SEND inclusion hub resource. Writing is now in line with national so would no longer be seen as a weakness.</p> <p>JL commented on the weakness of parental engagement with coffee mornings etc and noted that many parents work. TP responded that evening meetings had been tried but were not well attended either. Car parking is an issue and puts parents off. The school was trying to get parking restrictions lifted for after school events. A paper is to be prepared and put to councillors by Hatfield Town.</p> <ul style="list-style-type: none"> • Website audit <p>KS to continue in this role. Now the website has been upgraded a full check will be undertaken in line with DfE guidance.</p>
8	<p>Strategic leadership:</p> <ul style="list-style-type: none"> • Review any standard Governor visit reports <p>NW signposted new governors to Modern Governor governor visits training module. Link to be sent to the governor visit form. ACTION NW. Forms can be completed and feedback captured if you are in school for any reason eg as a parent.</p> <ul style="list-style-type: none"> • Review of 2023-2024 KPI <p>Q – wider curriculum is marked as amber - any particular concern? <i>We want to do some streamlining but it has been rolled out and we are happy with the progress. It is quite onerous. Yellow relates to autumn term last year. The assessment process took hours for wider curriculum so it is being streamlined. Assessment will not need to be done daily but at the end of a sequence. Might need some moderation but it should be more beneficial. Will be implemented after half term.</i></p> <p>Q - focus on early years – do we have any internal data for preschool? Anything lower than KS1? <i>Yes we have YR baselines and we track internally each term and at the end of YR we have GLD which was achieved by 71% last year. And earlier we would be looking at standardized developmental milestones. Tracked and assessed. It can be put on Ghub. ACTION AR to present to GB at next Q of Ed meeting</i></p> <ul style="list-style-type: none"> • Leadership structure from September 2024 <p>Taken as read.</p> <p>Q – is Nicola CKSW or CLA? <i>CLA to be added to her responsibilities.</i></p> <ul style="list-style-type: none"> • School Improvement Plan (draft) <p>Two key priorities – writing including early writing. The school is implementing the new Herts Essential programme and drawing club which inspires children to talk, write, draw at any stage as an early writer. There has been an upward trend in writing outcomes and it is important for that to continue. Maths outcomes are still slightly below national. The school is implementing a structure and clear plan to accelerate upward trend for Maths outcomes. A poster has been created. An Early Years section has been added. The Core Plan will be fed through. The aim is to streamline and carry on what is being done well.</p> <p>The SIP was ratified.</p> <ul style="list-style-type: none"> • SEF update <p>Cross referenced with new handbook. This is a large piece of work in draft, a working document. The document has been uploaded for governors to see but still in progress and final version will be uploaded. It is an important Ofsted document.</p> <p>Q - will the change from one word judgements make a difference to the way we approach this? <i>I think the Ofsted process will be much the same. It is still about whether we have adjusted our practice to meet our needs. SEF reflects a strong picture. HJ describes the school as better than good. We need to make sure we tell the story and that Ofsted get to understand where we are and how good this is. The school is in a great place.</i></p> <p>Q - is it a requirement to keep SEF up to date all the time. Could we consolidate with SIP? <i>Not a requirement but really helpful. Echo of Ofsted framework which is really useful.</i></p> <p>NW commented that she felt the SEF was at times too humble eg width of curriculum – big Ofsted concern. Could we go further? We do more than provide a wide range of learning opportunities, in fact encourage and ensure the disadvantaged have access to and can benefit from it. This is something we can celebrate as a strength</p> <ul style="list-style-type: none"> • HCC EEE commissioned School Visit report 2024-2025

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	<p>This produced a couple of recommendations which tie in with the PP strategy: to create a dedicated area on the school website; to raise awareness of the main staff member; to create an opportunity for overpayment to subsidise school trips for the disadvantaged; sharing the annual timetable for enrichment activities so that parents are aware when the spends might be.</p> <p>A discussion followed regarding creating a facility for making voluntary contributions on the system and other possibilities such as a community fund through the PSA and looking for businesses who might match fund. ACTION TP to discuss the document at PSA AGM on 27.09.2024</p> <p>Q - how active are the parent ambassadors in the parent chat? <i>We have a job description but we are going to put together a short summary so it can be shared on whatsapp groups.</i></p> <ul style="list-style-type: none"> • Receive an update on Pupil Premium Strategy – in progress - (deadline 31.12.2024) <p>ACTION TP</p> <ul style="list-style-type: none"> • Finance headlines update <p>Financial services had inflated the funding by £105k in error and the budget had been ratified with that included. The Government had fully funded the teacher uplift of 5.5%. Cuts were being made by not renewing expired fixed term contracts. HR was supporting in other strategies. The budget is closer to being balanced. Y2 and 3 were now balancing. The school was still working from carry forward and there is an in-year deficit every single year. Income/expenditure needs to come in line. But the school was not yet setting a deficit budget – making progress but not out of the woods. Resources would need to be taken care with.</p> <p>Q - do we see things getting better or worse in mini budget in October? <i>no indicators as far as I am aware. LA are concerned. It is about tightening belts but delivering what we do. I will be talking to Jeremy Loukes about supporting other schools as a traded service to generate income as we have such a strong leadership team. We would never jeopardize Howe Dell over other schools</i></p> <ul style="list-style-type: none"> • End of 2024 analysis outcomes <p>Analysis and commentary provided. KF commented it was a positive picture with lots of upward trends. HR commented that progress made by Y6 was phenomenal and mirrored across the school.</p>
9	<p>Safeguarding</p> <ul style="list-style-type: none"> • Safeguarding Audit 2024-2025 <p>Presented to GB</p> <ul style="list-style-type: none"> • Safeguarding Annual Schedule 2024-2025 <p>Presented to GB</p> <ul style="list-style-type: none"> • Child Protection Policy 2024 <p>Adapted from model policy. Formally adopted by GB</p> <ul style="list-style-type: none"> • Monitoring of Accident Log Summer 2024 <p>Presented to GB. No concerns.</p> <p>Q - No incidents from building work? <i>No nothing. It is ensured that the children cannot get near it.</i></p> <ul style="list-style-type: none"> • Senso Monitoring Annual Report to Governors July 2024 <p>Presented to GB. NW commented that this was a useful document for governors to see.</p> <ul style="list-style-type: none"> • SCR update <p>Annual audit in June 2024. All actions completed. Two new office staff members since September have required training and MA has been through the SCR again this term. To be checked by KS at her next visit. ACTION KS to book Autumn term Safeguarding visit</p>
10	<p>Governance business:</p> <ul style="list-style-type: none"> • Review of governing board's performance /procedures <p>Training document is in the folder. All Governors to look through and check what they should be doing. Please put any training you undertake into your training record. ACTION ALL.</p> <ul style="list-style-type: none"> • Governing Board membership / vacancies - see item 7 • Review attendance of governors and publish – ACTION GK to keep a record on Ghub. An accurate record from 23/24 will need to be compiled • Governor Training Audit – is up to date in folder and shows next steps. Skills audit needs to be repeated. ACTION KF suggested some early brainstorming sessions for Governors and would put feelers out on Ghub

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	<ul style="list-style-type: none"> • Governor PD: PREVENT – available on modern governor • Clerks Matters • Chairs Matters
11	<p>Policies – Updates/ Discussion/Approval: <u>To be agreed by FGB.</u></p> <p>Policies as uploaded to GovernorHub.</p> <p>NW – CKSW addendum has been superseded by policy we agreed last year and we should keep that one. Previously approved. All other policies approved</p>
12	<p>To Receive Any Other Business as notified in Item 4</p> <p>Attendance 2023/24 – dips around holiday periods. Government has put stricter expectations in and is training schools on it. The line is no holiday in term time. Will not be authorized. Attendance on the whole is strong but it is about maintaining that throughout the year.</p>
13	<p>To agree/confirm date(s) of future meeting(s):</p> <p>Nov 14th ,on site, Q of Ed</p> <p>RX – work in school should be completed by Nov 11th. Apparently all on track.</p>
14	<p>Updated guidance to note:</p> <p>Keeping Children Safe in Education 2024 https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p>Ofsted: Single headlines removed. Inspections recommence 23.09.2024 https://www.gov.uk/government/news/single-headline-ofsted-grades-scrapped-in-landmark-school-reform</p> <p>Working Together to Improve Attendance (DfE) August 2024 https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf</p> <p>Suspensions and Permanent Exclusions August 2024 https://assets.publishing.service.gov.uk/media/66be0d92c32366481ca4918a/Suspensions_and_permanent_exclusions_guidance.pdf</p> <p>Providing remote education August 2024 https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools/providing-remote-education-guidance-for-schools</p> <p>ACTION ALL Governors to read the updated guidance and ACTION KF compliance statements on Governhub to be changed accordingly.</p> <p>Governance Leadership Briefing (formerly Chairs Strategic briefing) Tuesday 15th October 2024 6.00pm Governance Annual Conference <i>Moving Forward Together – working collaboratively to build resilience and strengthen practice.</i></p> <p>Saturday 16th November 9.30am -2.30pm</p>

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Summary of Actions:

- 5.1 ALL** to review, update and confirm declarations of interest on Governorhub
- 5.2 ALL** to read and confirm reading of KCSIE 2024
- 5.3 ALL** to review and update governor profiles
- 6.1 TP** to follow up with publisher re school prospectus and complete by October 2024
- 6.2 KS** to complete website audit by November 2024
- 6.3 GK** to include SEND Revenues as a standing agenda item
- 6.4 NW** to review feedback from staff leavers review
- 6.5 NW** to coordinate a staff survey
- 6.6 KF** to advertise governor vacancies
- 7.1 ALL** to read and indicate as read the Governor Code of Conduct
- 7.2 ALL** to read and become familiar with the Terms of Reference
- 7.3 GK** to review the instrument of government
- 7.4 TP** to put the dates of the external partner visits into the governor calendar.
- 8.1 NW** to forward link to governor visit form to new governors
- 8.2 AR** to present to GB on early years assessment at Q of Ed meeting in November 2024
- 8.3 TP** to discuss the document at PSA AGM on 27.09.2024
- 8.4 TP** to complete the Pupil Premium Strategy to present to governors
- 9.1 KS** to book Autumn term Safeguarding visit
- 10.1 ALL** to review training requirements and keep training records up to date
- 10.2 GK** to keep a record of FGC attendance on Governorhub
- 10.3 KF** to judge the requirement for early brainstorming sessions amongst governors.
- 14.1 ALL** to read updated guidance
- 14.2 KF** to amend compliance statement on Governorhub

Meeting closed 20.31

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Rolling Log of Actions

Date	Item	Action	By whom	By when	Update
February 2024					
07.12.2023		Compilation of School Prospectus	TP+	June 2024	To follow up with publisher
08.02.2024	10	To arrange meeting to discuss Day Care lead	JEH	May 2024	
April 2024 (Finance committee)					
18.04.2024	3.1	Website – statutory information in correct place	JA	May 2024	
18.04.2024	3.1	Matrix of staff expenditure vs national benchmarks document created	NW	June 2024	
18.04.2024	3.1	Guidelines for organisation reserves	TP	July 2024	
18.04.2024	3.1	Create contact time overview for non-teaching staff	TP	July 2024	
18.04.2024	3.1	SEN revenues: costed and reimbursed	NW / TP	July 2024	
May 2024 (Finance and Resources)					
23.05.2024	7	Behaviour walk to be organised for Governors for Autumn Term 2024	TP / FE	July 2024	
June 2024 FGB Working Party					
13.06.2024		To approach Hozar and the university re parking.	HR	July 2024	
13.06.2024		SWAT analysis to be added to September agenda	KF	September 2024	
13.06.2024		Consolidate and draft SWAT analysis	KF	July 2024	
13.06.2024		To collate percentage of Staff moves	TP	July 2024	
13.06.2024		Upload Instrument of Government	JA	July 2024	
13.06.2024		Linked governor appointments for September agenda	KF	September 2024	
July 2024 (Quality of Education)					
13.06.2024	5	To advertise Co-opted governor vacancy on GovernorHub	KF	July 2024	
11.07.2024	6	Information to be reported regarding children who are CKSW i.e. known to a social worker currently or in the previous 6 years	NW	September 2024	
11.07.2024	6	NW to share our data in relation to Young Carers.	NW	July 2024	
11.07.2024	6	Music Development Plan to be put on website	TP	July 2024	
11.07.2024	6	Educational psychologist to be asked how we can support the first 20% in English	TC	July 2024	
11.07.2024	7	Percentage for GLD in EYFS to be confirmed.	HR	July 2024	

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11.07.2024	7	NW to share neurodiversity information with RM	NW	July 2024	
11.07.2024	8	Policies to be added to website	MA/AR	July 2024	
FGB Business					
26.09.2024	5	to review, update and confirm declarations of interest on Governorhub	ALL	Oct 2024	
26.09.2024	5	to read and confirm reading of KCSIE 2024	ALL	Oct 2024	
26.09.2024	5	to review and update governor profiles	ALL	Oct 2024	
26.09.2024	6	to follow up with publisher re school prospectus and complete by October 2024	TP	Nov 2024	
26.09.2024	6	to complete website audit by November 2024	KS	Oct 2024	
26.09.2024	6	to include SEND Revenues as a standing agenda item	GK	Nov 2024	
26.09.2024	6	to review feedback from staff leavers review	NW	Nov 2024	
26.09.2024	6	to coordinate a staff survey	NW	Nov 2024	
26.09.2024	6	to advertise governor vacancies	KW	Oct 2024	
26.09.2024	7	to read and indicate as read the Governor Code of Conduct	ALL	Oct 2024	
26.09.2024	7	to read and become familiar with the Terms of Reference	ALL	Nov 2024	
26.09.2024	7	to review the instrument of government	GK	Nov 2024	
26.09.2024	7	to put the dates of the external partner visits into the governor calendar.	TP	Oct 2024	
26.09.2024	8	to forward link to governor visit form to new governors	NW	Oct 2024	
26.09.2024	8	to present to GB on early years assessment at Q of Ed meeting in November 2024	AR	Nov 2024	
26.09.2024	8	to discuss the document at PSA AGM on 27.09.2024	TP	Sept 2024	
26.09.2024	8	to complete the Pupil Premium Strategy to present to governors	TP	Nov 2024	
26.09.2024	9	to book Autumn term Safeguarding visit	KS	Dec 2024	
26.09.2024	10	to review training requirements and keep training records up to date	ALL	ongoing	
26.09.2024	10	to keep a record of FGC attendance on Governorhub	GK	ongoing	
26.09.2024	10	to judge the requirement for early brainstorming sessions amongst governors.	KF	Oct 2024	
26.09.2024	10	to read updated guidance	ALL	Oct 2024	
26.09.2024	10	to amend compliance statement on Governorhub	KF	Oct 2024	

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