

HOWE DELL PRIMARY SCHOOL AND DAY CARE

FULL GOVERNING BOARD: QUALITY OF EDUCATION
Minutes
for the meeting held on 14 November 2024 6.15pm

1	<p>Present: Nicola Winch NW (Chair) Rick Xu RX Alison Reck AR (Associate member) Xaingping Du XD Jason Levy JL Tracy Prickett (Headteacher) TP Holly Ritchie HR Nish Rutnah NR Amy Jefferies AJ</p> <p>Apologies: Mel Chandaria Sam Brown Julia Ellis-Hall (Associate Member) Katie Fox Kashifa Saley</p> <p>In Attendance: Gill Knibbs (Clerk) Rachael Micklewright (Asst Head) Melissa Etsy (Day Care Deputy Manager (Acting)) Hannah Carter (Day Care Assistant Manager)</p> <p>8 governors present, meeting the requirement for 6 governors to be quorate.</p> <p>Reappointment of governors. Sam Brown was reappointed as LEA governor for a further term</p>
2	<p>To declare any conflict of interest that may arise during the meeting.</p> <p>None</p>
3	<p>To receive notification of any other business agreed by the Chair</p> <p>Head teacher appraisal - NS</p>
4	<p>To receive and approve the minutes of the business meeting on 26th September 2024 and consider any matters arising from those minutes</p> <p>Minutes were approved with the following progress on actions:</p> <p>5.1 ALL to review, update and confirm declarations of interest on GovenorHub - complete 5.2 ALL to read and confirm reading of KCSIE 2024 - complete 5.3 ALL to review and update governor profiles – still awaiting some profiles – carried forward 6.1 TP to follow up with publisher re school prospectus and complete by October 2024 - complete 6.2 KS to complete website audit by November 2024 – carried forward 6.3 GK to include SEND Revenues as a standing agenda item - complete 6.4 NW to review feedback from staff leavers review – complete – very positive. Egs for reasons given: work/life balance, closer to home, raising a family. One mentioned the number of children with high needs and the challenges that involved. 6.5 NW to coordinate a staff survey- in progress - ready to be sent from governors via survey monkey to include Ofsted questions. NW</p>

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	<p>6.6 KF to advertise governor vacancies – superseded but decision to change Instrument of government</p> <p>7.1 ALL to read and indicate as read the Governor Code of Conduct - complete</p> <p>7.2 ALL to read and become familiar with the Terms of Reference – carried forward</p> <p>7.3 GK to review the instrument of government – to reduce the number of parent governors to 3 and the number of coopted governors to 6 bringing the total to 12. NR would be resigning at the end of term to pursue a masters degree leaving one vacancy at that point. Action GK.</p> <p>7.4 TP to put the dates of the external partner visits into the governor calendar - complete.</p> <p>8.1 NW to forward link to governor visit form to new governors - complete</p> <p>8.2 AR to present to GB on early years assessment at Q of Ed meeting in November 2024 - complete</p> <p>8.3 TP to discuss the document at PSA AGM on 27.09.2024 - complete</p> <p>8.4 TP to complete the Pupil Premium Strategy to present to governors -in progress</p> <p>9.1 KS to book Autumn term Safeguarding visit – carried forward</p> <p>10.1 ALL to review training requirements and keep training records up to date – in progress</p> <p>10.2 GK to keep a record of FGC attendance on GovernorHub – in progress</p> <p>10.3 KF to judge the requirement for early brainstorming sessions amongst governors – carried forward</p> <p>14.1 ALL to read updated guidance - complete</p> <p>14.2 KF to amend compliance statement on GovernorHub - complete</p>
5	<p>Quality of Education: Impact</p> <ul style="list-style-type: none"> • Curriculum impact headline report (including English and Maths) <p>Positively received. RM was thanked for the tremendous amount of work. Support for key year groups was in place and the EY advisor had been in to support Subject Leaders with their subject in Early Years. Staff PD session held. CUSP Resources consistently used across the school. NW had spoken to Sheryl Wall about Literacy Gold which could be trialed within the school.</p> <p>ACTION NW to send further information.</p> <ul style="list-style-type: none"> • Day Care assessment presentation <p>ME and HC presented to the governors on the bespoke curriculum for Day Care.</p> <ul style="list-style-type: none"> • Insight data 2024 <p>The data was as yet unvalidated data but the headlines were good.</p> <p>Q SEMH and EAL is higher in early years? – <i>yes, the year group is more diverse. There are a number of barriers but a lot of provision in place.</i></p> <p>RM, ME and HC left the meeting at 7.13pm</p>
6	<p>Autumn term reports and updates:</p> <ul style="list-style-type: none"> • Head Teacher report and updates <p>See Appendix B. Governors complimented the report that showed how things are coming together in the school.</p> <p>TP commented that it was worth noting that numbers are lower in Reception and Nursery due to a lower birthrate. Mobility is still high.</p> <ul style="list-style-type: none"> • Autumn term SEND (Inclusion) report <p>See Appendix B. NW is pushing for funding for high needs pupils. The school is having to support children from the main budget and it is increasingly more difficult to do so as needs increase particularly as the school is also trying to reduce a deficit. The gap is plugged currently by carry forward.</p> <p>NW had drafted a letter from the governors to request further funding from the LA. Governors have a duty to ensure that the school is discharging its duties to SEND pupils and that provision is sustainable. There were great concerns around shortfalls of approximately £170k and concerns about the safety of the children in the school. Legal advice had been sought. It is the LA's duty to ensure that children can be safely in school with the correct provision. Funding for provision is 50% of the real costs.</p> <p>NW to share draft for comment ACTION NW</p>

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	<ul style="list-style-type: none"> • Autumn term behaviour report See appendix B 8 applications for a behaviour outreach worker – shortlist of two. • Suspensions and Exclusions Report See appendix B • SEND revenues See bullet point 6.2 • Day Care Manager’s report Report as read Q has the role of deputy manager for the day care provision been filled? <i>ME is currently acting deputy and will be formally interviewed for the role.</i> • Staff survey and staff leavers feedback See item 4
7	<p>Quality of Education: Implementation</p> <ul style="list-style-type: none"> • IDSR See appendix B TP: high mobility of staff hence survey. Shared with leaders and teachers. • SIP September note of visit (School) Report as read. • HFL SEA Summer term report Report as read. AR: SEA had returned today and seen improvement in interaction language. Very positive visit. Observations from last visit – staff were given targets which have been monitored and practice analysed. • Core Plan (Autumn 1 and Autumn 2) As read Autumn 1 complete. Now focusing on two priority areas. • Self-Evaluation (SEF) Written alongside the framework and ready to be uploaded. Paints a strong picture of what the schools does in terms of curriculum. Supporting staff are in place where needed to deliver the curriculum. • Day Care Improvement Plan 2024-2025 Likely to change after today’s visit from HFL SEA. Little Wandle and CUSP curriculum resources will be added and there will be a focus on high quality interactions with a focus on the quieter children in the provision. Attention will be paid to how the curriculum drives the transition between groups. A core plan is to be developed similar to the main school and link adults to Nursery and Reception team are to be established. • Eliminating Economic Exclusion Padlet See appendix B. This had been shared with parent ambassadors who found it useful. It was hoped that this could also be put on the website to raise awareness. NW noted that there is a module on modern governor on young carers from Carers in Herts. Y5 will be visiting the Natural History Museum on the train. NW noted that train companies will often provide funded/free tickets for disadvantaged/SEND children. • Autumn term SEND report As read
8	<p>Safeguarding</p> <ul style="list-style-type: none"> • GDPR No breaches. There had been one Subject Access Request which had been responded to within timescales. • Governor safeguarding report This needed to be organised asap. • Governor training

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	<p>NW had created a spreadsheet on GovernorHub so governors can keep track of their training. Prevent training is scheduled for Wednesday December 11th at 3.30pm for staff. Governors are invited to attend.</p> <p>The board will be undertaking a skills audit in the near future</p>
9	<p>Governance matters</p> <ul style="list-style-type: none"> • Instrument of Government See Item 4 • Governor vacancies See Item 4 • Governor visit reports Behaviour walk, November 14th 2024. Report available on GovernorHub – headlines: The walk had included the whole school. Governors observed a calm and reflective environment where children were encouraged to put up hands, answer questions, ask for help. Governors saw a good reflection of therapeutic practices in action - eg sensory aids, ear protectors, fidget toys, dedicated support – which was seamless and was normal and accepted within the classroom. Governors experienced an inclusive environment which was positive and conducive to learning. <ul style="list-style-type: none"> • Clerk’s matters None • Chair’s matters None
10	<p>Policies – Updates/ Discussion/Approval:</p> <p>The following policies were reviewed and agreed:</p> <p>Absence Request Guidance Animals in School Policy Complaints Policy and Procedure Governor Allowances Policy Paternity Leave Policy Supporting Pupils with Medical Conditions Time off for dependants leave Policy</p> <p>Suggestions for changes to wording in the Inclusion Policy were made – to be amended. ACTION TP</p> <p>It was suggested that the Parental Leave Policy should include a signpost to the Adoption Policy - ACTION TP</p>
11	<p>To Receive Any Other Business</p> <p>NS: appraisal committee have met and agreed that TP had met the 23/24 targets which had led to great outcomes at Howe Dell. Discussions for remuneration to go to Finance Committee.</p> <p>TP was thanked for all her hard work.</p>
	<p>Date of next meeting: Finance and Resources December 5th 2024 6.15pm</p>
	<p>Summary of Actions:</p> <p>4.1 ALL to review and update governor profiles – still awaiting some profiles – carried forward</p> <p>4.2 KS to complete website audit by November 2024 – carried forward</p> <p>4.3 NW to send out governor survey to staff via Survey Monkey</p> <p>4.4 ALL to read and become familiar with the Terms of Reference – carried forward</p> <p>4.5 GK to prepare daft Instrument of Government</p>

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<p>4.6 KS to book Autumn term Safeguarding visit – carried forward 4.6 KF to judge the requirement for early brainstorming sessions amongst governors – carried forward 5.1 NW to send further information re Literacy Gold 6.1 NW to share draft of letter re funding for high needs for comment 10.1 TP to amend wording in the Inclusion Policy 10.2 TP to include signpost to the Adoption policy in the Parental Leave Policy</p> <p>See Appendix A for rolling log</p>
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Meeting closed at 8.18pm

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Date:

Appendix A: FGB Rolling Log

Date	Item	Action	By whom	By when	Update
September 2024 (FGB Business)					
26.09.2024	5	to review and update governor profiles	ALL	Oct 2024	Majority complete
26.09.2024	6	to complete website audit by November 2024	KS	Nov 2024	
26.09.2024	8	to complete the Pupil Premium Strategy to present to governors	TP	Dec 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	
November 2024 (FGB Qof E)					
14.11.2024	5	to send out governor survey to staff via Survey Monkey	NW	Nov 2024	
14.11.2024	6	to share draft of letter re funding for high needs for comment	NW	Nov 2024	Finance committee
14.11.2024	10	to amend wording in the Inclusion Policy	TP / SW	Dec 2024	
14.11.2024	10	to include signpost to the Adoption policy in the Parental Leave Policy	TP / MA	Dec 2024	

Appendix B Comments and Questions

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Date:

		Questions / Comments	Response
4	Minutes & rolling log	•	
5a	Head Teacher report	• Super report – tremendous work all round	
5b	SEND (Inclusion) report	<ul style="list-style-type: none"> • Good report – • How many of the 9 children with EHCPs have full time 1:1, half day 1:1, chill club / adult supervision at lunch time? How many of these have this specified in their EHCPs? Are there other children in school not currently in receipt of HNF or LHNF that have 1:1 or high levels of provision? • Is a mainstream setting the correct one for all these children given their level of aptitude and ability? • Can all these children be safely in school without the current level of supervision? 	<p>3 children have full time, with the provision outlining the need for a high level of support through one additional adult. One of these children also has supervision at lunchtime as part of chill club.</p> <p>One child has a full timetable of support and interventions, which would equate to a half day of support. There is one child with LHNF who has full time 1:1 - EHCP pending and 4 other children who require considerable support from the Teacher and teaching assistant, with interventions from the inclusion hub, one child has an EHCP and two have an EHCP pending.</p> <p>It is not for us to say as it is a parent decision to seek alternative provision, however I am touring a special school with one family this term.</p> <p>No</p>
5c	Behaviour report	<ul style="list-style-type: none"> • Good report • Is this report supposed to be behaviour outreach only or is it meant to cover in school as well? Is it not covering in school due to the behaviour walk? • At the top it says the team is at full capacity and at the end it says since last update one team member has left and there is recruitment happening or am I misreading? 	<p>This was meant to be for school however useful to have an insight to the service.</p> <p>We are currently in the process of recruiting so the team members have picked up the caseload to ensure a high quality service is delivered.</p> <p>Once recruited more children will be supported.</p>
5d	Suspensions and exclusions report	<ul style="list-style-type: none"> • Super – great to see no suspensions! • Does the lack of suspensions reflect an improvement in behaviour or is it because key individuals have left the school or are currently in alternative provision? 	It reflects provision within the school in conjunction with the use of the AP.
6a	IDSR	Good progress being made	
6b	SIP September note of visit (school)	Super!	
6c	HFL SEA Summer Term Report	Well done! Light Green and lots of great comments.	
6d	Autumn 1 + 2 Core Plan SIP School Self evaluation	Good reports	
6e	Day Care Improvement Plan 2024-5	Useful, well structured	
6f	Eliminating Economic Exclusion Padlet	Really good to see	
7a	Curriculum impact headline report	Amazing progress – you are incredible – you must never stop!	
7c	Insight data	<p>Great performance</p> <p>In EYFS does the cohort have more SEMH or EAL than in previous cohorts especially in boys? Or are there other reasons that their skills are lagging previous cohorts (although levels are still very good)?</p>	Cohort has significantly higher SEMH. More are boys.
10	Policies	<p>Reviewed and agreed other than Inclusion Policy. This needs to have a couple of modifications made to be clear that inclusivity includes PCLA and that disability goes beyond physical disability.</p> <p>Inclusion criteria from CLA to CLA, PCLA and Children Known to a Social Worker (unless CKSW is subsumed under families under stress?)</p> <p>Equality scheme should now include Care Experience.</p> <p>Is the Disability statement referring only to Physical Disabilities – the references to</p>	Sheryl Wall to update the Inclusion Policy accordingly following noted points.

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		<p>widening doorways and ramps suggest that it is, however most children with severe ADHD or Autism are considered to be Disabled (Blue Badge, DLA, HAND).</p> <p>The CLA section needs to include PCLA, it does not currently.</p> <ul style="list-style-type: none">• In the parental leave policy is it worth signposting the adoption policy to adopters as they are entitled to other absence other than for antenatal appointments (which would very rarely if ever be relevant)?	<p>MA to add that signpost within the document.</p>
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