



**Howe Dell School and Day Care
Business meeting
Meeting of the Full Governing Board
Finance and Resources
Thursday 5th December at 6.15pm**

Present:

Katie Fox (KF)	Chair / Parent Governor
Rick Xu (RX)	Co-ice Chair/Co-opted Governor
Nicola Winch (NW)	Co-Vice-chair / Co-opted Governor
Tracy Prickett (TP)	Executive Headteacher
Samantha Brown (SB)	LA Governor
Nissan Rutnah (NR)	Parent Governor
Suzie Du (SD)	Parent Governor
Holly Ritchie (HR)	Deputy Headteacher / Staff Governor
Kashifa Saley (KS)	Co-opted Governor
Julia Ellis-Hall (JEH)	Co-opted Governor
Amy Jefferies (AJ)	Parent Governor
Jason Levy	Parent Governor

In attendance:

Alison Reck (AR)	Day Care Manager / Associate member
Mel Allgood (MA)	Clerk

Apologies:

Sharon Hill (SH)	Facilities Manager (unwell)
Mel Chandaria (MC)	

12 governors present, meeting the requirement for 6 governors to be quorate.

Signed as a true and accurate record

Chair:

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Prepared by Mel Allgood (Clerk) on 5th December 2024

	Item	Action
6.15pm		
1.	<p>To welcome all Governors. To receive apologies and approve absences.</p> <p>Nish Rutnah and Katie Fox joining later. Mel Chandaria sent her apologies</p>	
2. 6.20pm	<p>To declare any conflict of interest that may arise during the meeting.</p> <p><i>Governors are reminded they must declare a particular interest, financial or other, in any item on the agenda and withdraw from the meeting for that item.</i></p> <p><i>Also, Governors are reminded that should their circumstances change, their declaration of interests form needs to be updated on GovernorHub.</i></p> <p>None declared.</p>	
3. 6.25pm	<p>To receive notification of any other business agreed by the Chair</p> <ul style="list-style-type: none"> Ofsted Parent View December 2024 outcomes 	
4. 6.30pm	<p>To receive and approve the minutes of the 14th November 2024 meeting and consider any matters arising from those minutes</p> <p>Minutes were accurate.</p> <p>See appendix A.</p> <p>To review and update governor profiles. Majority are complete.</p> <p>To complete website audit by November 2024. In progress.</p> <p>To complete the Pupil Premium Strategy to present to governors.</p> <p>To book Autumn term Safeguarding visit. Complete.</p> <p>To judge the requirement for early brainstorming sessions amongst governors. Governors to send an email to NW or RX to say what their three areas of responsibility will be if we have an Ofsted visit.</p> <p>To send out governor survey to staff via Survey Monkey. Survey has been sent out. Awaiting outcomes.</p> <p>To share draft of letter re funding for high needs for comment</p> <p>To amend wording in the Inclusion Policy. Completed</p>	<p>KS</p> <p>TP</p> <p>Governors</p> <p>NW</p>

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	To include signpost to the Adoption policy in the Parental Leave Policy. completed	
5. 6.45pm	<p>Premises, Accommodation, Health and Safety and Safeguarding</p> <ul style="list-style-type: none"> <p>Facilities – Site Manager’s report including fire drill and lockdown (see folder of works undertaken during holiday periods) Fire drill time was 3 minutes 40 and Early Years 2 minutes 30 seconds. PEEPs need to be in place for some children to ensure they are supported during a fire drill. Lockdown – we had a few technical issues which will be looked into. TP communicated to parents we had a lockdown drill.</p> <p>Asset Management Plan – circulated on Governor Hub</p> <p>Autumn term Health and Safety walk Report Majority has been groundwork. Vegetable plots have been developed to be used.</p> <p>Safeguarding Report including SCR NW came into complete a governor safeguarding visit today 05.12.2024. Good safeguarding practices in line with our policies were seen and demonstrated. NW met with a broad range of children, they gave lots of useful examples of safeguarding. They said what things they felt were the least safe. They gave ideas about the lockdown drill and how it can be improved. SCR was reviewed and audit completed on SCR monitoring previously completed. NW shared the information on Governor Hub and governor training. CPOMS was reviewed and Young Carer information was looked into and all will be added to Arbor. Children previously known to a social worker should also be annotated on Arbor.</p> <p>PD DSL and Governor session led by HCC and HFL update HR attended the training last week. The main messages were culture of the safeguarding in school. HR shared the main points raised. References should be fully reviewed – example where one had not been finished and had to be sent to be completed. For referrals to Children’s Services, consent needs to be gained the parent.</p> <p>Q: Is the school bound to the rule of consent being required? A: Yes, we cannot get support or make a referral if we do not have consent.</p> <p>This was questioned by a governor and concerned it was a barrier. ‘Seven pillars of Safeguarding’ from the DfE will be upload to Governor Hub by TP. James Ottery talked about allergens and anaphylaxis. He asked if we have a designated governor – to be agreed by governors. He asked if we have an emergency EpiPen in school. We advised we did not. Sheryl Wall is arranging for us to get access to one in school.</p> 	<p>TP/HR</p> <p>Governors</p>

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	<p>HR will prepare a report from the training and uploaded to it on GovernorHub.</p> <ul style="list-style-type: none"> • Accident Report Summer term 2024 and Autumn 1 2024 Report completed by Sheryl Wall. If a climbing frame incident it will say where it has happened – Early Years/ KS1. • Senso Monitoring report Autumn 2024 Triggers violations. False positives do occur also. There was a situation where a child was using the staff members laptop to play Roadblox. A staff member who left has also triggered it. <p>Q: Are the families still using laptops from the school and are aware we use senso? A: Yes, there have been no breaches.</p> <p>Site work/ project to be completed by the end of January. There was a delay due to correct drawings and plans are now in place.</p>	HR
6. 7.15pm	<p>Finance</p> <ul style="list-style-type: none"> • Schedule of financial delegation (reviewed for 2024-2025) • Finance Committee update (including minutes) Meeting was beneficial. Budget monitoring, SEN Funding, Financial Benchmarking and HCC Control mechanism all discussed. <p>Nish Rutnah entered the meeting. Katie Fox entered the meeting</p> <p>Hertfordshire Catering Ltd are coming out as expensive through benchmarking.</p> <p>Q: Are there other suppliers we can use? A: Yes, we can but there are constrictions – if another company is used then if the cook is ill, the company does not have to replace them. HCL provide a service for Day Care and not all companies provide for young children (Day Care) and during the holidays too. Prior to using School Grid other avenues were investigated and compared HCL to other providers. HCL provide Special Menus for children with allergies. We also receive an incentive income for the duration of the contract.</p> <p>ICT spend was discussed in benchmarking and our expenditure as a percentage of income was good and we would be unable to reduce it. Funding for children to be reviewed.</p>	

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Q: Are Interim offering competitive price for all hard and software?

A: Yes they are.

- Budget monitoring and reporting Period 6 and Period 7 (School, Day Care and Behaviour Outreach)

Overspend for After School Club, this is due to sickness being paid for support staff from Day 1 and covering their shift is an extra cost.

Supply agency cost high due to the use of supply in the Summer Term. This was planned in the budget.

We have an in-year deficit which we need to reduce.

Q: Is the school charging Day Care fairly for occupancy?

A: Yes it is fine as Day Care are financially viable. AR said if there was a change in future then she would hope to find a solution with the school and governors. This is reviewed yearly. Increased Government funding has helped for the babies.

Outreach now have their own space in school so they will pay an occupancy charge for the room they are now using.

- **Day Care Manager's Report**

James is chasing outstanding items. Cross charges/ fees for Day Care to be applied.

Melissa has been appointed as Deputy Day Care Manager. The provision is a viable business more so now due to the natural reduction in staff.

Q: As children move through the rooms and the income rates drop – are we going to have a look at that and if it is viable.

A: No as we have one staff member who is term time. Babies are currently full which has a positive knock on effect with transition.

Q: Should we review the fees again soon?

A: I think we would need to look at it again in April to make sure we are offering a quality provision at a good price.

- **HCC Control mechanism and impact on reserves**

HCC are updating this for 2025.

HCC control mechanism is where they can clawback excess funds or where the carry forward a school has not been spent.

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	<p>We will be able to show we spend our carry forward. Supporting SEN children, ICT money to be ring fenced (ie a server) as equipment will require replacement.</p> <ul style="list-style-type: none"> • Draft reserves document NW has started to put an example on the Governor Hub which can be built on. Q: Will the clawback be protected? A: You would need to demonstrate how that funding is used. This will need to be for Day Care and School. <p>As we have two separate Ofsted numbers which means we are two separate providers.</p> <p>Pupil Premium Strategy Forecast 2024-25 is on the website.</p> <ul style="list-style-type: none"> • SEND Funding letter Will be sent from the Chair of Governors on behalf of all governors and should be sent before Christmas with documented evidence. <p>We have made a redundancy and reduced the school office hours through a restructure and there has been natural wastage across site. We want to keep our TAs as they support our children through vital interventions as well as our teachers.</p> <ul style="list-style-type: none"> • Financial Benchmarking Exercise / best value monitoring See above as discussed. • SFVS (discussion / updates / preparation for submission Finance committee to share this. Finance Committee to meet in January. Date to be confirmed. 	KF
7. 8pm	<p>Personnel: School and Day Care</p> <ul style="list-style-type: none"> • Day Care Manager's report Uploaded to Governor Hub. Staff wellbeing has improved – not using staff for so much overtime. <p>Q: Are you still going into the room regularly? A: Yes, I like to be in the room and avoid using supply staff. Today I have been completing observations so this can be linked to their appraisals.</p> <p>Report from SEA was positive and improvements overall.</p> <ul style="list-style-type: none"> • Pay distribution and progression 2023-2024 – Uploaded to Governor Hub. 	

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	<ul style="list-style-type: none"> Appraisal Cycle – Leaders and teacher appraisals have been completed. Support staff are also having theirs completed now. All to be completed by 31st December 2024. Staffing and recruitment update Plans have been finalised for the staff member going on maternity leave next year. Staff and parents will be notified of the update. <p>Recruited a new Behaviour Outreach member – so team is fully recruited. TA position have arisen and an advert will be put together to go on Teach in Herts.</p> <ul style="list-style-type: none"> Well-being Report – on Governor Hub. Focus on teacher workload through: <ul style="list-style-type: none"> - Mini-reports for parental consultations have been discontinued – limited impact for parents - Staff meeting time has been allocated for Essentials planning. - Wider Curriculum assessments have been reviewed. <p>Q: Do we have staff wellbeing in place? A: Yes, all staff are covered within Education Mutual insurance/Education Support for all staff to use.</p> <ul style="list-style-type: none"> Staff PD (School) Staff undertake professional development and training is shared with other staff. Staff absence (school and Day Care) There is absence. TP & MA will look at overall absence levels and put attendance improvement plans in place if required. Staff have been taking term time holidays and having housing appointments. 	MA/TP
8. 8.20pm	<p>Ofsted update including potential questions</p> <p>Governors to prepare some Q & A's. RX to circulate after meeting.</p>	RX
9. 8.30pm	<p>Policies Updates / Discussion / Approval</p> <p>HD – Howe Dell Policy HFL – Herts For Learning policy</p> <p>Policies as uploaded to Governor Hub Pay Policy (HFL) Appraisal Policy (HFL) 30 Hours Nursery Policy (HD) Health and Safety Policy (HCC model policy)</p> <p>All Agreed. Policies to be put on website and shared with staff.</p>	MA

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10. 8.45pm	Any Other Business (as notified in Item 3) Parent Survey: iPads were set up for parents to complete the questionnaire on line at Parent/teachers consultations. 126 responses so far this year. SEND question was highly positive. Parent view can be compared to last year and the improvement is clear.	
11. 8.50pm	To agree/confirm date(s) of future meeting(s): FGB QofE: 13.02.2025 (on site) Finance committee: 08.05.2025 FGB: Finance and Resources: 22.05.2025 FGB: Forward planning meeting 26.06.2025 (clerked internally) FGB: QofE: 10.07.2025	
	TP thanked NR for his commitment to the Governing Board and wished him luck in his studies. End of meeting - 8.15pm. Staff left the meeting, only governors remained to complete a piece of work.	

Appendix A

FGB Rolling Log

Date	Item	Action	By whom	By when	Update
September 2024 FGB					
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	Dec 2024	In progress
26.09.2024	8	to complete the Pupil Premium Strategy to present to governors	TP	Dec 2024	In Progress
26.09.2024	10	to judge the requirement for early brainstorming sessions amongst governors.	RX/NW	Dec 2024	Governors to email RX/NW
December 2024 (FGB F & R)					
05.12.2024	5	Young Carer and children known to a social worker information to be added to Arbor.	TP/NW	December 2024	
05.12.2024	5	Designated governor for allergies to nominated.	FGB	February 2025	

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05.12.2024	5	DSL/ Safeguarding training report to be prepared and be shared on Governor Hub.	HR	December 2024	
05.12.2024	6	Finance Committee date to be arranged	KF	December 2024	
5.12.2024	7	Staff absence levels to be reviewed.	MA/TP	January 2025	
05.12.2024	8	Q & A's to be circulated once prepared.	RX	January 2025	
05.12.2024	9	Policies to be shared on website and staff.	MA	December 2024	

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