

## HOWE DELL PRIMARY SCHOOL AND DAY CARE

### FULL GOVERNING BOARD: QUALITY OF EDUCATION MINUTES for the meeting to be held on 13 February 2025 6.15pm

1	6.15	<p>To <b>welcome</b> all Governors.</p> <p>Present:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Rick Xu (RX)</td> <td style="width: 50%;">Co- Vice Chair/Co-opted Governor</td> </tr> <tr> <td>Nicola Winch (NW)</td> <td>Co-Vice-chair / Co-opted Governor</td> </tr> <tr> <td>Tracy Prickett (TP)</td> <td>Executive Headteacher</td> </tr> <tr> <td>Suzie Du (SD)</td> <td>Parent Governor</td> </tr> <tr> <td>Holly Ritchie (HR)</td> <td>Deputy Headteacher/Staff Governor</td> </tr> <tr> <td>Kashifa Saley (KS)</td> <td>Co-opted Governor</td> </tr> <tr> <td>Julia Ellis-Hall (JEH)</td> <td>Associate Governor</td> </tr> <tr> <td>Amy Jefferies (AJ)</td> <td>Parent Governor</td> </tr> <tr> <td>Mel Chandaria (MC)</td> <td>Associate Governor</td> </tr> </table> <p>In attendance:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Alison Reck(AR)</td> <td style="width: 50%;">Day Care Manager/Associate member</td> </tr> <tr> <td>Melissa Esty</td> <td>Deputy Day Care Manager</td> </tr> <tr> <td>Mel Allgood (MA)</td> <td>Clerk</td> </tr> </table> <p>Apologies:</p> <p>Katie Fox (KF) Chair Samantha Brown (SB) Jason Levy (JL)</p> <p>9 governors present, meeting the requirement for 6 governors to be quorate.</p> <p>To <b>receive</b> apologies and approve absences. Katie Fox Sam Brown Jason Levy</p> <p><b>Reappointment</b> of governors. Katie Fox' term due to end March 2025. NW to email KF to confirm she would like renew her term.</p>	Rick Xu (RX)	Co- Vice Chair/Co-opted Governor	Nicola Winch (NW)	Co-Vice-chair / Co-opted Governor	Tracy Prickett (TP)	Executive Headteacher	Suzie Du (SD)	Parent Governor	Holly Ritchie (HR)	Deputy Headteacher/Staff Governor	Kashifa Saley (KS)	Co-opted Governor	Julia Ellis-Hall (JEH)	Associate Governor	Amy Jefferies (AJ)	Parent Governor	Mel Chandaria (MC)	Associate Governor	Alison Reck(AR)	Day Care Manager/Associate member	Melissa Esty	Deputy Day Care Manager	Mel Allgood (MA)	Clerk	NW
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2	6.20	<p>To <b>declare</b> 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><i>Governor confidentiality. Governors are reminded of their duty of confidentiality (Governor code of conduct).</i></p> <p>No conflicts of interest.</p>																									
3	6.20	<p>To receive notification of any other business agreed by the Chair</p> <p>HFL contracts 2025-2026 renewal documents</p> <p>Babysitting policy to be discussed. (Day Care)</p>																									
4	6.25	<p>To <b>receive</b> and <b>approve</b> the minutes of the business meeting on 5<sup>th</sup> December 2024 and consider any matters arising from those minutes</p> <p>All agreed. Minutes signed by RX.</p>																									

		<p><u>Rolling Log – Appendix A</u></p> <p>To review and update governor profiles. Jason Levy to complete his profile. Email to be sent to remind him.</p> <p>To complete website audit. Complete.</p> <p>KS has completed website audit. Most of the actions are the policies. MA confirmed she had checked the website and dates are correct apart from in the body of the Child Protection Policy. MA will email the findings to KS.</p> <p>HR said that we have also received feedback from Juniper/Primary Site confirming the website is compliant.</p> <p>To complete the Pupil Premium Strategy to present to governors. Complete.</p> <p>To judge the requirement for early brainstorming sessions amongst governors. Governors to email RX/NW. Complete.</p> <p>Young Carer and children known to a social worker information to be added to Arbor. Complete.</p> <p>Designated governor for allergies to nominated. AJ <b>agreed</b> to become allergy governor for school and Day Care –complete.</p> <p>DSL/ Safeguarding training report to be prepared and be shared on Governor Hub. Complete.</p> <p>Finance Committee date to be arranged. Completed – next Finance Committee on 08/03/2025</p> <p>Staff absence levels to be reviewed. Completed.</p> <p>Staff attendance has been reviewed by TP &amp; MA. Return to work forms are completed when a member of staff returns from absence. All staff were advised that attendance will be reviewed and that if they hit certain triggers then they would be on an Attendance Improvement Plan. Several have been implemented from January 2025.</p> <p>Absence has increased due to the support staff being paid for the first two days. This is a county-wide trend.</p> <p>TP gave an example of not being able to authorise an absence for a member of staff due to them being on an AIP.</p> <p><b>Q: Is there a genuine reason they needed the time off, like a graduation?</b>  <b>A: No, it is an appointment for their child that could be arranged at a different time.</b></p> <p>Q &amp; A's to be circulated once prepared. Complete.</p> <p>JEH joined the meeting at 6.30pm.</p>	<p>NW</p> <p>MA</p>
<b>Strategic Management</b>			
5	6.35	<p><b>Spring term reports and updates:</b></p> <ul style="list-style-type: none"> <li>• <b>Head Teacher report and updates (Reception applications)</b></li> </ul> <p>Comments: Very comprehensive and positive picture – thank you!</p> <p><b>Q: Why has the attendance percentage dipped?</b>  <b>A: Chickenpox has been a contributing factor and the absence percentage has reduced. This statistic will increase as the year continues.</b></p> <p>Every day TP checks if vulnerable learners are in school.</p>	

	<ul style="list-style-type: none"> <li>• <b>Day Care Manager's report</b> Comments: Fantastic report!  Tapestry explained to governors giving them a better understanding of how it is used.  Staff member is planning to return from absence.  Interviews today and two new staff will be appointed following the safer recruitment process. Both are qualified (Level 3).</li> <li>• <b>Pupil Premium Strategy</b>  Comments: Strong report – well done!  <b>Q: Does trauma &amp; attachment / PACE training fall under the PD component for teachers and TAs?</b> <b>A: Staff are having a lot of PD and they are included. Teachers also had Positive Regard training.</b>  Pupil Premium funding spend is more than income however the SEND expenditure is broken out to give a clearer picture of where and how the money are allocated.</li> <li>• <b>SEND (Inclusion) report</b>  <b>Q: Will it be easy for LAs to differentiate QFT from the highly scaffolded and intensive version of QFT that higher functioning SEMH and ASD learners require?</b> <b>A: This is still in the early stages of implementation, so one for us to ask the Local Authority.</b></li> <li>• <b>Behaviour report – to be uploaded to Governor Hub.</b></li> <li>• <b>Suspensions and Exclusions Report (Autumn term and Spring 1)</b> Comments: Well done given challenges faced. One of the items discussed in School Council was that suspending a child didn't work as if someone is suspended then they will be able home bullying on line.  The suite of training the staff are having will improve their knowledge and how to diffuse and respond to situations.</li> <li>• <b>Response to staff survey</b> Staff meeting where phase groups met to go through the responses. PowerPoint Slides and content at all meetings were the same so staff were delivered the same information. Examples given include reducing the multiple emails sent out to staff. So now all information will be out in one email which is sent at the end of each week for the next week. Senior Leaders are also compiling the information and questions which came from all meetings to answer the questions for everyone. called 'You said, we did'.  TP led an assembly at the beginning of term regarding values reiterating what standards they should be following. Staff commented that there should be a crib sheet with what to do if? Staff have been advised that they would need to use common sense as a crib sheet would not cover all scenarios.  Therapeutic Thinking, SEN funding and Positive Regard training are all contributing towards awareness on how to deal with certain situations.</li> </ul>	<p>SW</p> <p>TP/HR</p>
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		<p>Trauma and attachment training from NW was beneficial for teachers. She is coming in to train TAs too.</p> <p><b>Q: Were there any actions for us as governors?</b>  <b>A: Summer term re-send the survey and give staff more chance to post positive comments as staff wanted to add these.</b></p> <p>Colin Tapscott is coming in on the June INSET and will be for all teachers and TAs to give them training and upskill them – ‘ leadership at all levels’</p> <p>Blue cards have been introduced for children to show if they really need to talk. This was recommended by the Senior MSAs.</p> <p>The Core Plan now has a SEND section. HR and TP met with TAs and took on the feedback they were given.</p> <p>The staff survey answers were taken on board and our response to this is part of the Spring Term SEF.</p> <p><b>Reception Allocation report</b> showed we have had a large number of parents select us as a school. TP completed tours for prospective parents before the deadline in January. The birthrate has dropped so we are likely to see a reduced application level.</p> <ul style="list-style-type: none"> <li>• <b>SEND revenues update</b></li> </ul> <p>KF has sent on an email to the LA. They have asked for details of the pupils. TP confirmed she has sent them the information to them and she is waiting to hear.</p>	
6	7.15	<p><b>Quality of Education: Implementation</b></p> <ul style="list-style-type: none"> <li>• <b>IDSR December 2024</b> Comments: Strong report – well done!</li> <li>• <b>HFL SEA Autumn term report</b> AR asked if there were any questions regarding the Day Care report. All agreed it was informative.</li> </ul> <p>Jane Osburne (SEA) is due in at the end of the month. Priorities have been agreed and added to the development plan.</p> <p>Day Care have just had a visit from HfL – Sammy Whitbread– the visit was beneficial and she could see the improvements the staff had made. It was a positive outcome. The training had the intended impact with improved practice within the Day Care rooms.</p> <p>The advisor gave feedback to the staff and it matched what the report said.</p> <p>The cutting of fruit has changed. Pizza cutters were recommended for cutting toast into squares.</p> <ul style="list-style-type: none"> <li>• <b>Core Plan (Spring 1)</b> Comments: <ul style="list-style-type: none"> <li>• Lots of purposeful initiatives</li> <li>• Positive picture</li> <li>• Love squiggle club!</li> </ul> </li> <li>• <b>KPI for Autumn 2024</b></li> <li>• <b>School Improvement Plan SL updates</b></li> <li>• <b>Self-Evaluation (SEF)</b></li> </ul>	

		<p>We have added the SEND strand in response to the staff survey, The writing and book study took place last week. Essential Writing has improved the children’s writing. Letters, written by the children, have been sent home by children to their parents.</p> <p>It is also seen in Drawing Club (Squiggle Club). Charlotte Wood has seen the impact through her monitoring. The applications of Little Wandle have seen improvements of using words.</p> <p>Team teaching – Maths and sharing best practice. The MTC Spring term data is looking promising and we are hoping for our best results this year.</p> <p>Every Subject Leader has written an Autumn term review report for their Subject. This enable them to be strategic in their subject.</p> <p>Positive – great to see inclusion, online safety and reading for pleasure so high on agenda.</p> <p><b>Q: Is early drawing club the same as squiggle club?</b> <b>A: Yes.</b></p> <ul style="list-style-type: none"> <li>• <b>Day Care Improvement Plan 2024-2025 update</b> TP and AR met about breaking down the improvement plan and not to include anything that regularly happens. Day Care have 3 key priorities to work on.</li> <li>• Professional development Autumn 2024 – see above.</li> </ul>	
7	7.20	<p><b>Quality of Education: Impact</b></p> <ul style="list-style-type: none"> <li>• Curriculum impact headline report (including English and Maths) Comments: Super – love the thinking that has gone into using squiggle rather than scribble! Good enrichment and EDI</li> <li>• MTC Autumn term report – see point 6.</li> <li>• Autumn term 2024 pupil outcomes – no questions.</li> <li>• Reception and Year 2 are doing exceptionally well.</li> </ul> <p><b>Q: ASP – Why are the disadvantaged children at a lower level in Maths when compared with National?</b> <b>A: Our focus for that cohort was reading as those gaps needed to be addressed. We have now focussed on Maths and addressing those gaps, particularly around times tables.</b></p> <p><b>Q: Is there a correlation between those that achieve higher lower, SEND, Pupil Premium and other disadvantage factors?</b> <b>A: Yes. TP explained that yes often factors cluster like Pupil Premium and SEND why this is. This is compounded if they are also summer born, as those children are disadvantaged, especially those in Early Years.</b></p> <p><b>Q: Do you have a SEND group for tutoring?</b> <b>A : Yes. All groups have been mapped out with a focus in specific needs.</b></p>	



		<p>Hospitality Policy  Lettings Policy  Howe Dell Phonics and Early Reading policy  Lockdown Procedure  Mental Health and Wellbeing Policy  Lone Worker Policy  Lone Worker risk assessment  Packed Lunch Policy  Safe Sleep Policy – reasons explained for this policy.</p> <p>Safeguarding Policy date to be amended to 2024.</p> <p>All <b>Agreed</b>. To be uploaded to the website &amp; sent to staff.</p>	<p>MA</p> <p>MA</p>
11	8.15	<p><b>To Receive Any Other Business</b> as notified in Item 3</p> <p>HFL contracts 2025-2026 renewal documents – TP was issued with HFL contract and has challenged it was estimated. This has now been rectified by HFL.</p> <p>Babysitting policy – there is a written form to say that staff can babysit. They can babysit for any child that attends the Day Care and they cannot wear their Day Care uniform. Day Care provision is not to be discussed with the parents. Self- assessment tax returns should be completed if they are earning from the babysitting.</p> <p>It has caused an issue between staff and parents in the past, this need to be rectified so there will be no issues in the future.</p> <p>Suggestions made: Staff should register yearly to confirm they are babysitting. Possibly a disclaimer. To be discussed further and brought to next meeting.</p>	<p>AR/TP</p>
		<p><b>Date of next meeting:</b>  Finance &amp; Resources committee meeting only 8<sup>th</sup> May 2025  Finance and Resources FGB May 22<sup>nd</sup> 2025 (On site) Gill Knibbs to clerk</p> <p>Meeting closed at 8.40pm</p>	

## Appendix A: FGB Rolling Log

Date	Item	Action	By whom	By when	Update
February 2025 (FGB Q of E)					
13/02/2025	1	NW to email KF to confirm she would like renew her term.	NW	28/02/2025	
13/02/2025	4	Jason Levy to complete governor profile. Email to be sent to remind him.	NW	28/02/2025	
13/02/2025	4	Website audit information to be sent to KS following investigation.	MA	13/02/2025	
13/02/2025	5	Behaviour report – to be uploaded to Governor Hub.	SW	28/02/2025	
13/02/2025	5	Q & A's to be compiled following staff survey and meetings with staff.	TP/HR	28/03/2025	
13/02/2025	7	RX to be put in contact with new IT technician	MA	28/02/2025	

13/02/2025	9	Summary of training to be completed by governors.	MC	14/03/2025	
13/02/2025	9	Instrument of government to be completed	GK	28/03/2025	
13/02/2025	10	Safeguarding Policy date to be amended to 2024.	MA	13/02/2025	
13/02/2025	10	Policies to be uploaded to website and sent to staff.	MA	13/02/2025	
13/02/2025	11	Babysitting agreement/policy to be discussed/prepared.	AR/TP	22/05/2025	