

HOWE DELL PRIMARY SCHOOL AND DAY CARE

FULL GOVERNING BOARD: BUSINESS (MS Teams)
Minutes for the meeting held on Tuesday 30th September 2025: 6.15pm

1	<p>Present: Nicola Winch (Chair), Tracy Prickett, Katie Fox, Rick Xu, Jason Levy, Holly Ritchie, Kashifa Saley, Alison Reck, Anisah Ishtiaq, Amy Jeffries</p> <p>Apologies: Julia Ellis-Hall, Susie Du, Mary Murphy</p> <p>In attendance: G Knibbs (Clerk)</p> <p>NW welcomed AI as a new governor.</p>
2	<p>To declare any conflict of interest that may arise during the meeting.</p> <p>None declared Governors were reminded that meetings are confidential</p>
3	<p>Election of Chairs and Vice Chair KW and MW would co-chair and RX would renew his term of office and remain as vice chair</p>
4	<p>To receive notification of any other business agreed by the Chair</p> <p>TP – Letter re funds above 15%</p>
5	<p>To confirm completion of governor declarations and confirmations for 2025/2026 (On GHub)</p> <ul style="list-style-type: none">• Declaration of business interests reviewed, updated and confirmed – complete• KCSIE 2025 – governors to confirm they have read the whole document and understood key changes (annex F) - complete• Governor Profiles details reviewed and updated – Governors were asked to check details. AI and MM would need to be added and MA removed.
6	<p>To receive and approve the minutes of the FGB: QofE 10th July 2025 meeting and consider any matters arising from those minutes</p> <p>Minutes approved with the following progress on actions: See Appendix A - rolling log.</p> <p>TP reported that the school had received the Gold award for PE</p> <p>JL left the meeting at 6.30pm</p>
7	<p>Annual reviews:</p> <ul style="list-style-type: none">• To review and adopt Governor code of conduct Agreed and adopted• Agree meeting structure, membership and terms of reference and publish No substantial changes from 24/25. Agreed• Virtual Meetings Attendance Policy It was considered good practice to have a policy for remote meetings. A model policy was available. NW suggested it be incorporated into the meeting structure documents. <p>RX left the meeting at 6.35pm</p> <ul style="list-style-type: none">• To confirm panel for Headteacher’s appraisal, external member and external partner visits

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	<p>External member will be Jeremy Loukes who is the School Improvement Partner. Governors would be KS and KF. A third member would be sought to replace JE. TP suggested Nov 14th at 11am for the initial meeting.</p> <ul style="list-style-type: none"> • To agree link / subject roles for Governors <p>KS: Safeguarding RX: Computing and Maths NW: SEND, Inclusion, EYFS, and Day Care SD: Music KF: PSHE JL: Science AI: English and Wellbeing AJ: Geography and RE</p> <p>Vacancies – History, D and T, Art, MFL, Diversity, ACTION NW to speak to governors not in attendance about what they might take responsibility for.</p>
8	<p>Strategic leadership:</p> <ul style="list-style-type: none"> • Ofsted report 2025 <p>3 parents attended an update that morning. The School was deemed outstanding in 2017 under a different inspection framework and expectations. At an ungraded inspection 2 years ago – one inspector over two days – the school was not considered outstanding any more. TP accepted that. Curriculum needed to be developed to allow teachers to ensure the delivery of quality education. The cited areas for improvement have been met. In 2025 inspectors were impressed by the communication with parents who are really supportive. They provided one objective which was to maintain good pedagogy. Under the new framework, the school should aim for 'exemplary'. The report is really positive but there were no 'outstanding' grades which had been hoped for. Data outcomes were also shared with parents. They are above average and looking strong. To be looked at in depth at QofE in November.</p> <p>Q the words seem to suggest everything is outstanding and yet the final judgement was 'good'. Is there a process to challenge? I have looked at other schools' reports where they have some outstanding and some goods. Yet this was 'good' across the board. If we keep doing what we do, it will be the same in 4 years?</p> <p><i>We can't do anything re the report now it has been published. There is a new framework and an SIP who is an Ofsted inspector who can help us unpick how we might achieve outstanding. It is about going to the new toolkit which is to be used before, during and after so we can look at what we need to still do. We have had another good set of data since the inspection</i></p> <p>NW commented that she would share an article in which the Head of Ofsted talks about the new framework. Inclusion and safeguarding would be at heart of everything.</p> <ul style="list-style-type: none"> • Review of 2024-2025 KPI <p>There would be new KPI for 25/26. A lot was achieved in 24/25</p> <ul style="list-style-type: none"> • Attendance 2024-2025 <p>Weekly attendance had been provided alongside the previous year for context. Attendance drops around holiday times. Nevertheless attendance is strong and noted in Ofsted report. It is good comparative to other schools. Teachers are aware of pupils who had low attendance last year so it can be monitored. TP and HR conduct home visits to ensure absentees are safe and to persuade them into school. Attendance is higher this year than last at this point.</p> <ul style="list-style-type: none"> • Leadership structure from September 2025 <p>As read. This will be included in staff handbook which will be a powerpoint document which can be easily updated.</p> <ul style="list-style-type: none"> • School Improvement Priority poster and outline <p>Provided within the core plan. Ofsted target plus developing leadership of learners. Creating leadership roles in classrooms. Children leading clubs. OPAL – a programme to develop outside play which was proving successful in terms of behaviour</p>

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	<p>Q are there any awards eg HT awards children can work towards? <i>Beacon Pupil, Author of the Month. I have done HT award in the past but it loses momentum. I might send a postcard home. They have merits and merit certificates. Marbles in the jar –everyone can contribute in different ways and the reward is for the whole class.</i></p> <p>Q are vulnerable children taking up leadership roles? <i>We could analyse to see. Most children have a role allocated unless they don't want one.</i></p> <p>Q the Virtual School suggests positive discrimination. Can we evidence that vulnerable children are taking up those roles? <i>That should be easy to do. We will be looking for children to take things on and there will be adult support. Active encouragement. They can do it with a friend</i></p> <p>JL rejoined the meeting 7.22pm</p> <ul style="list-style-type: none"> ● SE (formally SEF) update Updated in July. Everything will be aligned to the Ofsted Toolkit by the end of the Autumn term ● Music Strategy 2025-2026 Government directive. Now written and has enabled us to hunt down opportunities to expose children to music. ● PE 'Evidencing the Impact' 2025 Government changed the reporting requirement. There is a Toolkit for reporting and unspent Sports Premium can be clawed back. Published on the website. ● Pupil Premium Strategy update The strategy has come to the end of a 3 year cycle and has been reviewed with 2025 data included. The document is on the website. SW and TP will be meeting on October 15th to start drafting the new PP strategy.
9	<p>Safeguarding:</p> <ul style="list-style-type: none"> ● Senso Monitoring Annual Report to Governors July 2025 As read. TP was concerned about CPOMS entries showing on this and would be following this up. ● Child Protection Policy 2025 Updated in line with KCSIE and using model policy. Joint with Day Care. Agreed. ● Safeguarding at Howe Dell (overview) As read. Further updated over the year. ● Safeguarding Annual Schedule 2024-2026 For information. ● Safeguarding responsibilities 2025-2026 For information. Would be in staff handbook ● Monitoring of Accident Log Summer 2025 Includes comparative data from Spring term. Mostly playground bumps. Hoping that OPAL will help to manage this. In the case of accidents, we review and look at what could have been done differently. ● SCR update (confirm up to date) Up to date. Audit done in summer term. Rolled over to new academic year. New staff members on and leavers removed.
10	<p>Governance business:</p> <ul style="list-style-type: none"> ● Governing Board membership / vacancies AJ's term of office was coming to an end and therefore there would be a parent governor election in Autumn 2 The meeting agreed to appoint RX for a further term There was currently a vacancy for an LA governor ● Review attendance of governors and publish ACTION GK to produce and send to governors to check. Finalised version to HR ● Governor Training Audit

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	<p>Exclusions training and Safer Recruitment can be undertaken and renewed on Modern Governor and The Key</p> <ul style="list-style-type: none"> ● Governor skills Audit <p>NW to send audit around to Governors but skill set was strong. ACTION ALL</p> <ul style="list-style-type: none"> ● SWOT review <p>Needs to be updated. It was agreed that this could be done as a working party in Autumn 2</p> <ul style="list-style-type: none"> ● Governor PD: PREVENT and Annual Safeguarding (Modern Governor) <p>This has been done by all in attendance.</p> <ul style="list-style-type: none"> ● Clerks Matters <p>Instrument of Government has been ratified by County and placed on GovernorHub.</p> <ul style="list-style-type: none"> ● Chairs Matters <p>NW was involved in a workstream looking at children on verge of going into care and children going back to parents and would be grateful for anything that anyone has to feed in.</p>
11	<p>Policies – Updates/ Discussion/Approval:</p> <p>There will be some policy amendments which can be agreed electronically and agreement minuted in the next FGB</p>
12	<p>To Receive Any Other Business as notified in Item 4</p> <p>TP – Letter re funds above 15%</p> <p>A letter had been received from the LA noting the amount of carry forward and asking for clarification as to how this money would be spent.</p> <p>The school was holding money in reserve. These reserves were over £1,000,000 but covered three organisations – the school, Day Care and Behaviour Outreach. A project was planned to spend significant money on better outdoor facilities including – if planning permission was agreed – floodlights so that the facilities could be hired out to the local community. Plans and justifications for the carry forward would be set out for the LA by October 15th as required.</p> <p>The school has a Reserves policy which makes clear how self-generated income is managed. The LA can only consider the school and the funds they have administered when they look at reserves.</p> <p>The school ensures that income is generated in order to have the funds to provide what the children need.</p>
13	<p>To agree/confirm date(s) of future meeting(s):</p> <p>FGB: QofE 13.11.2025 (on site)</p> <p>FGB: F&R Committee 27.11.2025 (MS Teams)</p> <p>FGB: F&R 04.12.2025 (MS Teams)</p>
14	<p>Updated guidance to note:</p> <p>Keeping Children Safe in Education 2025 https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p>Maintained Schools Governance Guide June 2025 DfE Guidance GovernorHub Knowledge Article</p> <p>DfE Relationships and sex education (RSE)and health education guidance https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education</p> <p>DfE Early Years Foundation Stage https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</p>

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<p>Ofsted Inspection toolkits</p> <p>https://assets.publishing.service.gov.uk/media/68b964923f3e5483efdba9aa/Early_years_inspection_toolkit.pdf</p> <p>https://assets.publishing.service.gov.uk/media/68b9a6b8b0a373a01819fe4b/Schools_inspection_toolkit.pdf</p> <p>Governance Leadership Briefing (formerly Chairs Strategic briefing) Tuesday 21st October 2025 6.00pm</p>

Meeting closed at 8pm

Appendix A: FGB Rolling Log

Date	Item	Action	By whom	By when	Update
July 2025 (Quality of Education)					
10/07/2025	8	To write new Pupil Premium Strategy	TP & SW	30/09/2025	In Progress
10/07/2025	11	To organise working party to streamline GB workload	NW	22/07/2025	To be arranged
September 2025 (Business)					
30/09/2025	7	To assign all link roles	NW	13/11/2025	
30/09/2025	10	To produce Governor attendance record to be published on the website.	GK	asap	
30/09/2025	10	To complete a new skills audit	ALL	13/11/2025	
30/09/2025	10	To update the SWOT	ALL	13/11/2025	

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