

## HOWE DELL PRIMARY SCHOOL AND DAY CARE

### FULL GOVERNING BOARD: CURRICULUM & LEARNING MINUTES

for the meeting held on 13 November 2025 6.15pm

1	<p><b>Present:</b> Nicola Winch (Chair), Tracy Prickett, Amy Jeffries, Holly Ritchie, Kashifa Saley, Katie Fox, Anisah Ishtiaq, Rick Xu (19.03)</p> <p><b>Apologies:</b> Jason Levy, Susie Du, Julia Ellis-Hall, Mary Murphy – approved</p> <p><b>In attendance:</b> Alison Reck (Associate Governor), Melissa Esty (Day Care Manager), Gillian Knibbs (Clerk)</p> <p><b>Reappointment</b> of governors. Rick Xu was appointed for a further term Amy Jeffries' term of office would be coming to an end and there would be a parent governor election this half term</p> <p>8 Governors in attendance meeting the requirement of 6 to be quorate.</p>
2	<p><b>To declare any conflict of interest that may arise during the meeting.</b></p> <p>None declared</p>
3	<p><b>To receive notification of any other business agreed by the Chair</b></p> <p>DfE Attendance Reports (released 12.11.2025) - TP</p>
4	<p><b>To receive and approve the minutes of the business meeting on 30<sup>th</sup> September 2025 and consider any matters arising from those minutes</b></p> <p>Minutes were agreed with the following progress on actions:</p> <p>See Appendix A – rolling log</p> <ul style="list-style-type: none"><li>▪ NW had updated the link roles. There were some vacancies which would be filled by new governors when they came on board.</li><li>▪ GK to repost the attendance record for 2024-25 on Governor Hub for governors to check.</li><li>▪ The skills audit still needed to be completed by two governors but it was a very positive picture. Governors are less confident about their ability to rigorously scrutinise finance. <b>ACTION TP</b> to set up a Teams meeting to explain the SFVS process to governors. Governors were invited to sit in on budget setting.</li><li>▪ SWOT analysis had been updated to reflect changes in vocabulary in the Ofsted toolkit and to include the latest data. BLT had conducted its own SWOT and had identified threats in falling numbers on roll and in use of AI. SWOTs to be combined to create a Leadership SWOT</li></ul>
5	<p><b>Autumn term reports and updates:</b></p> <ul style="list-style-type: none"><li>• <b>Ofsted Toolkit and Inspection (implemented 10.11.2025) impact for school</b></li></ul> <p>Toolkits have been published. SLT were going through it carefully to highlight where the school sits within each section, highlighting and identifying areas where evidence needs to be gathered. This will inform the Self Evaluation. Having been recently inspected, the school had the luxury of time to work towards the new Ofsted toolkit and associated documentation. A similar approach will be taken for Day Care (Early Years toolkit). Governors were encouraged to become familiar with the toolkits. Day care inspection could happen in two years.</p> <p>A tracking document had been created for vulnerable pupils. It was important to understand what it is like for a child in the classroom but also at break time and other at other points during the day. Monitoring activities will gather this information.</p> <p><b>ACTION TP</b> to provide hard copies for Governors</p>

	<ul style="list-style-type: none"> <li>• <b>Head Teacher report and updates</b> TP highlighted NOR and high mobility. Families have been coming in and relocating quickly. These are often vulnerable families. 7 families have approached the school re children with an EHCP to join Reception in 2026. Whilst this reflected the success of the school in providing for SEND pupils, Governors would need to ensure that sufficient funding was in place and that classrooms did not become unbalanced and could provide for all children.</li> <li>• <b>Autumn term SEND (Inclusion) report</b> TP highlighted the TA professional development which had raised confidence amongst the staff. NW delivered PACE training and was impressed by the quality of questions from staff.</li> <li>• <b>Autumn term behaviour report</b> Training has had a positive impact <ul style="list-style-type: none"> <li>• <b>Professional Development (Autumn 1)</b> As read</li> <li>• <b>Suspensions and Exclusions Report</b> One suspension in Y3: Afro-Caribbean, not SEND but supported by Inclusion team and by outside agencies for trauma-based behaviour difficulties. The child is in receipt of PPG and joined the school in the Summer term of Year 2 as his fourth school.</li> <li>• <b>Pupil Premium Strategy</b> In progress. It had been reviewed at end of summer term and the strategy rewritten. Five areas were identified and now funds were being assessed and allocated. Spend was particularly needed for SEMH. The strategy would be complete comfortably in time for the December 31<sup>st</sup> deadline.</li> <li>• <b>Staff Handbook – verbal update</b> In progress -to be finalised</li> <li>• <b>School website – verbal update</b> In progress -to be finalised. Currently maintaining two websites until the new one is fully functional.</li> </ul> </li> </ul>
6	<p><b>Day Care:</b></p> <ul style="list-style-type: none"> <li>• <b>Manager’s report</b> Key points: <ul style="list-style-type: none"> <li>➢ Toddler room is high with SEND so there is a need to adjust routines and staffing to support.</li> <li>➢ High quality training is being provided and professional development being undertaken</li> <li>➢ A lengthy telephone conversation with Ofsted was held in October following a parent complaint received by Ofsted in August 2025. The complaint was not upheld and Day Care was deemed to have followed all internal and legal procedures.</li> <li>➢ INSET day went extremely well – team building, dealing with conflict, mutual respect and support and leadership. Further training with Colin Tapscott has been booked for Spring 2026.</li> <li>➢ SEA visit very positive. This is reflected within the SEA report</li> </ul> </li> <li>• <b>PD feedback summary (EveryDay Leader) and next steps</b> Q: are there any mechanisms in place to track key behaviour changes or to provide reminders? <i>CPOMS allows us to track changes in behaviour and a report has been uploaded this week.</i></li> <li>• <b>Oftsed</b> As read <ul style="list-style-type: none"> <li>• <b>SEA report</b> As read</li> <li>• <b>Summer term 2025 outcomes</b> The tracking system is very informative. It is visual and it is clear what is in place. EHCPs and referrals continue to be aided by Ashling Cooney (SenseAssist). A lot of children are coming through who will want to transition to the school.</li> <li>• <b>Day Care Improvement Plan 2025-2026</b> As read. It had not been possible to begin the CUSP programme in September but plans were still in progress. Little Wandle (SSP) to be implemented Autumn 2025 with CUSP implementations following further release of resources. CPOMS fully implemented and very useful.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Day Care Website</b></li> </ul> <p>This had been delayed due to issues with the quality of photos but the website was now on line. KS noted some errors with the links to attachments and content that needed to be addressed.</p> <p><b>ACTION AR and ME</b></p>
7	<p><b>Curriculum and Learning: Implementation</b></p> <ul style="list-style-type: none"> <li>• <b>IDSR</b></li> </ul> <p>Shared with governors but the data needs to be analysed with further discussed at the next C&amp;L meeting. 2025 data had not yet been validated so there will be a December/January update.</p> <ul style="list-style-type: none"> <li>• <b>Core Plan (Autumn 1 and Autumn 2)</b></li> </ul> <p>As read. Autumn 2 Core plan is currently being finalised</p> <ul style="list-style-type: none"> <li>• <b>School Improvement Plan 2025-2026</b></li> </ul> <p>TP elaborated on the key priorities of the SIP</p> <p>NW should there be explicit reference to differentiation and sufficiency of provision? <i>Yes that can be included</i> <b>Ratified</b></p>
8	<p><b>Curriculum and Learning: Impact</b></p> <ul style="list-style-type: none"> <li>• <b>Curriculum impact headline report</b></li> <li>• <b>Insight data 2025</b></li> <li>• <b>Disadvantaged outcomes data</b></li> </ul> <p>Performance is above or in line with national and local averages. Analysis can compare the different groups and make comparisons to last year eg girls outperformed boys last year which was explained by the SEND profile. FSM and non-FSM were broadly the same which is positive. Phonics screening is slightly above National average. FSM out performed non-FSM in this area. The detailed analysis allows a careful consideration of how the curriculum is delivered.</p> <p>RX? Is it possible to provide some case studies so that we have a better appreciation of children's journeys? <i>Yes there are some case studies which show how much progress some children have made from a low starting point.</i></p>
9	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• <b>GDPR</b></li> </ul> <p>No data breaches. Audit is due to ensure systems are as secure as possible. <b>ACTION RX</b></p> <p>AI is unavoidable and therefore thought needs to be given to training and education for how it is used. A policy should be developed</p> <ul style="list-style-type: none"> <li>• <b>Governor safeguarding report</b></li> </ul> <p>none</p> <ul style="list-style-type: none"> <li>• <b>Governor training</b></li> </ul> <p>Two people still to do Safeguarding Training and one to do compliance checks. <b>ACTION NW</b> to follow up.</p>
10	<p><b>Governance matters</b></p> <ul style="list-style-type: none"> <li>• <b>Governor vacancies</b></li> </ul> <p>Parent governor election to be held this half term. There is one LEA governor vacancy TBA once the parent governor is in place.</p> <ul style="list-style-type: none"> <li>• <b>Governor visit reports</b></li> </ul> <p>Visits can be logged on Ghub and reports uploaded, to include any visit to school such as assembly</p> <ul style="list-style-type: none"> <li>• <b>Clerk's matters</b></li> </ul> <p>None</p> <ul style="list-style-type: none"> <li>• <b>Chair's matters</b></li> </ul> <p>None</p>
11	<p><b>Policies – Updates/ Discussion/Approval:</b></p> <p>Policies / guidance documents as uploaded to GHub.</p>

	<p>Overview of policies renewal to be updated. Statutory policies which require approval by the Governing Board to be identified <b>ACTION NW and TP</b></p> <p><b>The following policies were agreed at the meeting:</b> Valued Behaviour Policy Complaints Policy Low Level Concerns Policy</p>
12	<p><b>To Receive Any Other Business</b> as notified in Item 3</p> <p>Attendance Reports:</p> <p>DfE Attendance reports will be produced every half term and show a comparison to other similar schools</p> <p>Howe Dell is currently 96.2% which is below the median of similar schools by 0.2%. SEND pupil attendance is high.</p> <p>ABIE target for 2025-2026 is 95.9%</p>
	<p><b>Date of next meeting:</b> Finance and Resources December 4<sup>th</sup> 2025 6.15pm</p>

**Meeting closed at 20.40**

#### Appendix A: FGB Rolling Log

Date	Item	Action	By whom	By when	Update
<b>July 2025 (Quality of Education)</b>					
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
<b>September 2025 (Business)</b>					
30/09/2025	10	To complete a new skills audit	ALL	13/11/2025	In progress
<b>November 2025 (Curriculum and Learning)</b>					
13/11/2025	4	To arrange SFVS training for Governors	TP	4/12/2025	
13/11/2025	5	To provide hard copies of the Ofsted toolkits to Governors	TP	4/12/2025	
13/11/2025	6	To address Day Care website issues.	AR and ME	asap	
13/11/2025	9	To conduct an audit of the IT systems	RX	4/12/2025	
13/11/2025	9	To ensure all governors have completed safeguarding training	NW	asap	
13/11/2025	11	To update policy renewal document and identify statutory policies for governor approval	NW and TP	4/12/2025	