



**Howe Dell School and Day Care
Business meeting
Meeting of the Full Governing Board
Thursday 8th February 2024 6.15pm**

Present:

Katie Fox (KF)
Rick Xu (RX)
Tracy Prickett (TP)
Samantha Brown (SB)
Julia Ellis-Hall (JEH)
Nicola Winch (NW)
Amy Jefferies (AJ)
Mel Chandaria (MC)
Nissan Rutnah (NR)
Kashifa Saley (KS)

Co-chair / Parent Governor
Vice-chair / Co-opted Governor
Executive Headteacher
LA Governor
Co-opted Governor
Co-opted Governor
Parent Governor
Co-opted Governor
Parent Governor
Co-opted Governor

In attendance:

Holly Ritchie (HR)
Judith Antoniades

Deputy Headteacher / Staff Governor
Clerk to governors

Apologies:

Alison Reck (AR)
Nigel Perrot (NP)
Hajre Hyseni (HH)

Day Care Manager / Associate member
Co-opted Governor
Parent Governor

	Item	Action
6.15pm		
1.	To welcome all Governors. To receive apologies and approve absences. NW welcomed the FGB.	

	<p>To welcome all Governors. To receive apologies and approve absences. AR - Approved by TP and JEH Nigel Perrot - Unwell - approved HH - To be contacted. Absence not approved</p> <p>Meeting started at 6.15pm.</p>	
2.	<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.	<p>To receive notification of any other business agreed by the Chair</p> <ul style="list-style-type: none"> ● Day Care 	JEH
4.	<p>To receive and approve the minutes of the 7th December 2023 meeting and consider any matters arising from those minutes See appendix A.</p> <p>Governors picked up two typos which were adapted and signed by the chair on the minutes.</p> <ul style="list-style-type: none"> ● To post Annual Planner - Complete ● To fill governor link roles – Complete. RX to take on role as Computing governor. ● Vision and Mission Statement - Complete ● To draft letter and send re parking – letter sent by RX. No reply received. ● Maths book studies to be reorganised - Complete ● To lead on SFVS - HH to update on progress. ● Email to be sent to staff - Complete ● E-safety policy to be reviewed - Complete ● School prospectus review – Review is complete, new prospectus needs to be written following review ● Compilation of School Prospectus - In progress. 	
5.	<p>Progress against Ofsted reports (School and Day Care) Governors to have read the reports in advance of the meeting to ‘refresh’ their knowledge and understanding</p> <ul style="list-style-type: none"> ● Curriculum design and development leader’s update report including English and Maths. 	

Signed as a true and accurate record

Date:

Chair:

Prepared by Judith Antoniades, Clerk to governors on 10th February 2024

	<p>TP highlighted to governors that the report linked with Day Care, Nursery and the school, to comply with Ofsted requirements.</p> <p>Q: - I presume that you are using book studies and drop ins to identify action areas for staff PD to address the Ofsted priority to improve consistency of teacher subject knowledge?</p> <p>A: - Yes – Rachel Micklewright has already identified staff PD time for the spring term based upon feedback from book studies and drop ins.</p> <p>Comments from governors included what a super document it was with a strong set of initiatives, both completed and planned, that the document clearly showed the progress made so far and the next steps to be taken.</p> <p>TP spoke about the visit from HJ which was held in line with Ofsted focus on writing. She informed governors that it was not a deep dive but focussed on data. Great progress has been made, however school is below National at the end of KS1 and KS2</p> <ul style="list-style-type: none"> <p>Early Years leaders' curriculum implementation report</p> <p>Governors agreed that it was lovely to read about the progress in the Early Years HFL visit report and to see the recommendations, especially those with SEND impact. TP informed the FGB that the Early Years adviser was supporting subject leaders, enabling them to understand the subject in Early Years and ensure continuity across all year groups.</p> <p>Q: - Are we keeping any sessions on SEND or wellbeing coffee mornings separate to this, or will these also come under this banner?</p> <p>A: - It is planned for Faye Ewen to attend the meetings for parents to put a name to her face for SEND.</p> <p>Q: - What is the SIP feedback meeting for parents on 14.02.24? What is the focus of the meeting?</p> <p>A: - The focus of the meeting will be to share and celebrate the progress that has been made against the 2023-2024 improvement plan.</p> <p>Purposeful Parental partnership report</p> <p>Q; - Has there been more parental engagement including from the Parent Association?</p> <p>A: - Following the meeting with Ofsted, more engagement is evident. A subsequent meeting was held and following this a job description for the role as Parent Ambassador was drafted by a parent. The plan is to launch the Parent Ambassador role in Spring 2. Parents were polled and they would like an evening meeting.</p> <p>A: - Can we have a 'Code of Conduct' for the role?</p> <p>A: - Yes.</p> <p>Q: - How many parents have shown an interest?</p> <p>A: - HR confirmed that to date 8 parents have shown an interest</p> <p>Q: - Will ambassadors represent each year group?</p> <p>A: - TP confirmed that it would start as this but hopefully will grow across the school.</p> <p>Q; - Are there accessible documents for those parents who are unable to read English or have difficulty in understanding the document?</p> 	<p>TP</p> <p>TP</p>
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	<p>A: - TP agreed that this is something that would be considered. It was suggested that parent ambassadors could have a role in helping these parents.</p> <p>Apologies received from HH</p> <ul style="list-style-type: none"> Day Care Manager’s report including proposed revisions to curriculum design Governors thanked AR for the useful report. Q: - Has TAB training now stopped? A: - Training has evolved from STEPS and is now called Therapeutic training. Q:- Do staff continue to receive training for behaviour? A: - TP confirmed that staff continue to receive training in this area. JA asked if all governors had had the chance to read the document due to its delayed circulation. It was agreed that Governors would have until Tuesday 13th February to ask questions and make comments on GovenorHub. Governors commented on the super progress and outcome and congratulated the staff. They agreed how wonderful it was to see external recognition of all the hard work in progress on the priorities. Q:- Is it normal for the Day Care Manager/Deputy to be the SENCo? Is this being managed okay with workload etc? A: - TP agreed that it wasn’t normal for the Day Care Manager to be the SENCo, but it was for the Deputy Managers. At present AR will continue to work with Faye Ewen in collaborating reports. The SEN governor offered their help should it be needed. Q: - Is the school replacing the SENco or incorporating it into the job role? A: - TP advised governors that to restructure, would enable the management of Day Care to use their skills and expertise. TP informed governors that Melissa Esty was taking on the curriculum role for Day Care and following the SIP visit, the provision is in a much stronger place. 	ALL
6.	<p>Quality of Education: Implementation</p> <ul style="list-style-type: none"> Draft Vision, Values and Aims consultation document Governors thought this was a useful summary which creates a lovely identity for the school. Q: - There is a typo to be corrected ‘ambitious’ curriculum A: - This has been updated on the document. Q: - Is this just for the school? Does Day Care have something similar? Do we need a joint set? A: - TP confirmed that the document incorporates the whole site. The FGB agreed to adopt the Visions and Aims. Spring 1 2024 Core Plan 	

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	<p>Governors found this document very useful. It showcased the school in great detail with lots going on.</p> <ul style="list-style-type: none"> ● Day Care Improvement Plan Governors were pleased to see the colour coded document which showed that everything was in place and most things already embedded. Governors to raise questions via Ghub by Tuesday 13th February 2024 ● Equalities and Diversity – ‘No outsiders’ implementation The FGB found this a useful document, noting that it was very important to support the Kindness and Respect values and to promote understanding and tolerance. Q: - Do we have an Equalities and Diversity governor? A: - It was agreed that although not a statutory requirement, it would be advisable. NR agreed to fill the position until new governors have settled in. Q: - How can we feed messaging in an appropriate way back to parents? A: - A conversation took place around how this would be fed back to parents effectively embedding the link with the vision and values document , ensuring tolerance, understanding and acceptance. ● ‘Book studies’ Governor visit reports SB gave verbal feedback from her English visit. The report was circulated prior to the meeting and governors found it to be a super report with good detail – lovely to hear how the children’s writing is inspired by reading rich texts. She will meet again with subject leaders to follow up with the outcomes. MC verbally fed back on her music visit, the report will be circulated. ● Professional Development Autumn 2023 Governors commented on how busy the schedule was and that it was great to see a strong focus on safeguarding, CUSP and mental health. TP noted that the commitment was also written into the SIP with training being given at all levels. <p><i>SB left the meeting (prior notice was given)</i></p>	<p>All</p> <p>MC</p>
7.	<p>Quality of Education: Impact</p> <ul style="list-style-type: none"> ● SIP Autumn term 2023 KPI (update on 2023-2024 SIP) Governors found it an Interesting SIP report which reflects and builds on good practice. They agreed that it was wonderful to see so much with a green RAG! TP appealed for governors to be present at the next SIP visit (13th Feb). A number of governors agreed. ● Pupil Premium Strategy update The FGB found it to be a very useful summary of last year, with a strong strategy and interesting comparisons. They also found it useful to share initiatives. 	

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	<p>Q: - It looks like there is a gap in the budget. Budget is £134,838 and funding is £94,054. Have we got money from elsewhere in the school budget to cover these costs? Also, there is a gap in the budget here – can this be explained please?</p> <p>A: - There is a gap in funding. School currently supports vulnerable learners through individual SEND allocation (where a 1:1 is not required, and they are SEND and PPG). Sports Premium is also used re swimming costs. The remainder is through the carry forward. TP discussed how vulnerable learners needed to be considered to ensure they have support in all areas of education to benefit them and their families.</p> <ul style="list-style-type: none"> ● Primary PE and Sports Premium Governors agreed that this showed a deep insight into a strong set of initiatives. ● Autumn Term 2023 pupil outcomes Governors found it extremely useful to see the notes especially for Y6 (mock tests, leavers, interventions), Y2.1 maths (historic, small steps of progress) and Y4.2 (strategic meeting). <p>Q: - Has the Yr6 assessment criteria been reviewed?</p> <p>A: - TP confirmed that data had been discussed and all books moderated were found to be accurate in writing and updated in Maths. TP informed governors that tutor groups had been targeted and single sex groups were working well. She advised governors that the confidence and contribution of the children had grown and this was now transferring into the classroom.</p> <ul style="list-style-type: none"> ● SIP Autumn term report ● HFL 2023 insight data EYFSP ELG and GLD Phonics KS1 Attainment KS2 Attainment and Progress <p>Governors found it useful to see the results in this format and were pleased to see the percentage of all Howe Dell pupils in KS2 working at or above the Reading, Writing and Maths standard, increasing significantly year on year from 2022-2023 and to see the gaps closing and reaching closer to the national averages in other areas too.</p> <p>Q: - It is interesting to see how well girls do in EYFS and in science (non-exam) vs boys whereas girls are performing more poorly in KS exams esp. KS1 (in line with SIP report) - could exam anxiety or difficulty with exam format e.g. looking between booklets, interpreting questions be a factor?</p> <p>A: - Science KS1 and KS2 has no exams so all is based on teacher assessment. A discussion took place around formal testing, governors agreed with TP that formal testing prepares the children for secondary education. TP explained that all children were reviewed for appropriate support provision.</p>	
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	<p>Staffing absence was broken down and anonymised. It was noted by TP that absence seems to have increased since the change in sick pay for support staff where they are now paid for day 1 and 2 of sickness.</p> <ul style="list-style-type: none"> ● HFL Recruitment Fair The recruitment fair was held at Howe Dell, who were the only primary school to attend. 50 people registered their interest in the school for roles which include admin, teaching and TA's. TP and HR are following up viable contacts. ● Update from the Chair KF, RX and NW to meet. ● Update from the Clerk JA highlighted the two in-house courses which are being held before the next FGB meeting. As previous minutes have noted. No member of staff put themselves forward as staff governors. HR volunteered to fill the position. <i>The FGB agreed to accept HR onto the FGB as staff governor.</i> 	KF
10.	<p>To Receive Any Other Business as notified in Item 3 Day Care JEH is currently named lead of Day Care for Ofsted. JEH is a certified childminder and has just had her Ofsted visit where it was highlighted that to be lead for another Day Care setting would be a conflict of interest for both sides. The long term vision would be to merge Early Years, Nursery and the school together with one Ofsted registration, there needs to be a shorter term solution. Q: -What does the role entail? A: - JEH explained that the first call from Ofsted would be to the Day Care lead along with any complaints that may be raised. It was agreed that JEH, NW, NR, SB, MC, AJ and KF would meet to discuss possible options and a new lead would ideally be in place by the summer term.</p>	JEH/KF
9.	<p>Policies – Updates/ Discussion/Approval: HD – Howe Dell HFL – Herts for Learning policy Policies / guidance documents as uploaded to GHub. TP advised governors that the intimate care policy will be reviewed at a later date. Governors commented on what great work MA had done with so many policies. The following comments to be sent to MA. Pt 4 in Adoption Leave Policy should read “after you’ve been matched” rather than “they’ve been” Should Early Career Teachers (ECT’s) be (ECTs) i.e. without the apostrophe? Parental leave policy – is the apostrophe in 3. ...period of 12 months’ correct?</p>	TP/FE JA
11.	To agree/confirm date(s) of future meeting(s):	

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	FGB: Thursday 15th February 2024 - 6.30pm onsite - effective and listening HFL training Thursday 9th May 2024 - 7pm onsite - Meet the Ofsted Inspector HFL training Thursday 23rd May 2024 - 6.00/6.15pm - Budget setting	
	End of meeting - 9.12pm.	

Appendix A

FGB Rolling Log

Date	Item	Action	By whom	By when	Update
December 2023					
07.12.2023	7	To lead on the SFVS from January and give to TP & HR.	HH	February 2024	
February 2024					
07.12.2023		Compilation of School Prospectus - in progress	KF	March 2024	
08.02.2024	4	To contact HH	KF	February 2024	
08.02.2024	5	To circulate ambassador invite	TP	February 2024	
08.02.2024	5d/6c	To ask questions/comment on Ghub link	ALL	13.02.2024	
08.02.2024	8a	To review KCSiE	KS	March 2024	
08.02.2024	8b	To investigate cyber security insurance	TP	March 2024	

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08.02.2024	8b	To complete GDPR audit	RX	June 2024	
08.02.2024	8d	To circulate final external financial review	TP	March 2024	
08.02.2024	8d	To set up finance focussed committee	KF	May 2024	
08.02.2024	9	Policy questions to be sent to MA	JA	February 2024	
08.02.2024	9	Intimate care policy to be reviewed	TP/FE	July 2024	
08.02.2024	10	To arrange meeting to discuss Day Care lead	JEH	May 2024	

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