



Howe Dell School and Day Care
 Business meeting
 Meeting of the Full Governing Board
 Thursday 7th December 2023 6.15pm



Present:

Katie Fox (KF)	Co-chair / Parent Governor
Rick Xu (RX)	Vice-chair / Co-opted Governor
Tracy Prickett (TP)	Executive Headteacher
Samantha Brown (SB)	LA Governor
Nicola Winch (NW)	Co-opted Governor
Amy Jefferies (AJ)	Parent Governor
Mel Chandaria (MC)	Co-opted Governor
Hajre Hyseni (HH)	Parent Governor
Nissan Rutnah (NR)	Parent Governor
Kashifa Saley (KS)	Co-opted Governor

In attendance:

Holly Ritchie (HR)	Deputy Headteacher / Associate member
Alison Reck (AR)	Day Care Manager / Associate member
Mel Allgood (MA)	Clerk
Sharon Hill (SH)	Facilities Manager

Apologies:

Julia Ellis-Hall (JEH)	Co-opted Governor
Nigel Perrot (NP)	Co-opted Governor

	Item	Action
6.15pm		
1.	To welcome all Governors.	

Signed as a true and accurate record

Chair:

Date:

Prepared by Mel Allgood (Clerk) on 7th December 2023

	<p>To receive apologies and approve absences.</p> <p>Julia Ellis-Hall has a prior meeting. Nigel Perrot has been unable to log into GovernorHub</p> <p>Meeting started at 6.15pm. 3 governors were not present</p> <p>Hajre Hyseni (HH) Nissan Rutnah (NR) Samantha Brown (SB)</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> <p>None.</p>	
4.	<p>To receive and approve the minutes of the 16th November 2023 meeting and consider any matters arising from those minutes See appendix A.</p> <p>To post Annual Planner - KF Dec 2023 To agree and circulate termly safeguarding questions for Governor visits. Completed .</p> <p>To fill governor link roles – in progress Jan 2024</p> <p>Vision and Mission Statement - Survey completed with staff and parents. Staff and parents ideas and comments align and the three words that stood out were: Respect, Growth and Kindness. Words will be added to these to give a more detailed vision and mission statement. Jan 2024</p> <p>To share benchmarking document. Completed.</p> <p>To anonymise Venn Diagram and upload onto GHub. Completed.</p> <p>To draft letter and send re parking – letter drafted. Local budget says that unless a conversation has had with a local councillor, then no application can be made. RX said he is happy to approach him (James Bond) and he will encourage other parents. Hajre Hyseni, Nissan Rutnah ,Samantha Brown (SB) joined the meeting at 6.25pm.</p>	RX

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	To contact governor. Completed.	
	To review H&S policy and recirculate . Completed.	
5.	<p>Report and Updates</p> <ul style="list-style-type: none"> Headteacher Report Report circulated. Governors commended the quality of the report. <p>Q: Helen Jones improvement visit – dated September. Will her next visit be on the next report? A: Yes it will. She came in after TP wrote the Headteacher’s Report. She came in to complete a data ‘Deep Dive’. When she comes in February, she will look at writing across the school as this is a development area for us.</p> <p>Q: Which governor went in for the writing with the HfL adviser? A: SB went in and it was really useful feedback and use full to have HR and NaW in there too which gave representation for the whole school.</p> <p>TP confirmed Maths book studies will be rescheduled for next term.</p> <p>SB said that as the Headteacher’s Report is a summary of the work of the school and therefore no questions raised as governors are aware of everything in there.</p> <ul style="list-style-type: none"> Inclusion Report Comprehensive report. Faye Ewen is new to the SENCO role and used the previous report format. ‘Chill Club’ has been established and is more relaxed for the children and has made a big difference to their well-being and afternoon learning. <p>FE has been working with parents and agencies and ECHPs are in progress for several children.</p> <p>FE has also been out for her Behaviour Outreach role into other settings. FE now has a deputy which should help her significantly. FE is building relationships with parents and she and she is feeling a pro-active approach.</p> <p>RX said the Trauma Training for Governors has been invaluable to have.</p> <ul style="list-style-type: none"> Exclusions Report When incidents happen it makes sense to try and have the suspension at the time it occurred (protective consequences). The child had 3 lunchtime 	TP

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suspensions as was unwell for one. This child's behaviour has significantly improved. Following the suspension, a lunchtime plan (initiated by parent) is in place. He gets overwhelmed at lunchtimes and the new plan at lunchtimes suits him. It means he is ready to learn in the afternoon. Child is entitled to Pupil Premium and parents have been offered a school lunch to take home. Parent declined.

NR said he thought it was a fantastic idea and way of supporting the child as it is a change in his surroundings and routine to help him.

- Day Care Managers Report

New scheme which has come to us which looks at the interaction between staff and children. The score is then fed back to the member of staff which gives a level of interaction. Targets can be set for individuals. This can include training, role modelling with parents and children.

Q: How is your staff wellbeing – is it work related?

A: Some of it is as we are using different frameworks to look at staff development and some staff have found this difficult. This includes looking at their workload, positivity in the rooms and role modelling from the Leadership Team. Leading by example.

AR said wellbeing has improved in the rooms and level of care needs to continue. There have been fee increases and the care needs to continue to reflect the quality practice.

Turnaround in staff has been significant. There has been staff absence which has led to them resigning following their sick leave. New staff are joining the team after Christmas. One is from a Nursery, the other has a caring background.

Q: Are you fully staffed at the moment?

A: The cohort numbers need to be kept lower due to the amount of staff we have to care for the children in the rooms. The absence of staff and staff resigning have also had an impact on this.

From April, all two year olds are entitled to funding. AR said this means they can offer parents the days that are lower in numbers.

Q: If cohorts are being kept low is that a feasible service?

A: The cohort numbers can be raised but the cost of supply is high. If we increase the numbers of children we have then we will need to increase the amount of staff we have also. It is more challenging to employ staff at the moment but we are looking forward to new staff members starting. One of the staff we have employed was a Care Manager at a home (not locally) and has exceptional skills.

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	<p>Q: I know you are in rooms. Are you keeping up and managing your admin tasks etc?</p> <p>A: AR has been absent from the setting and she has taken time to settle back in. She is in rooms and gets work completed when staff have left site. AR wellbeing to be monitored closely to ensure she is not overwhelmed.</p> <p>RX said Case Study was really worthwhile and excellent to see.</p>	
6.	<p>Premises, Accommodation Health and Safety and Safeguarding,</p> <ul style="list-style-type: none"> ● Site manager update report No questions. ● Asset Management Plan (AMP) Uploaded to Governor Hub. Governors have accessed this. ● Termly Health and Safety Governor Walk report Excellent report. Servicing of the electric gates happened the week after the report. All actions complete. ● Fire Drill Last fire drill was 3 minutes 25 seconds, reduction was noted from Summer Term 2023. <p>The fire alarm activation that occurred meant the process was tested. All went well. All staff and children knew what to do. Compliments to HR for leading the evacuation.</p> <ul style="list-style-type: none"> ● Lock Down drill – All issues now resolved that occurred during the drill. <p>SH left the meeting.</p> <ul style="list-style-type: none"> ● Safeguarding Monitoring by governor ● Termly Safeguarding Report – excellent. ● SCR Monitoring Update following submission and monitoring – completed by TP. ● Accident Report – Summer 2023 – increase in EYFS incidents – explained in report. No questions. ● Senso Monitoring Report – Autumn 2023 – good this is being used and having the desired effect. TP said she will do this report termly so that governors see what is triggering the system. 	
7.	<p>Finance</p> <ul style="list-style-type: none"> ● Schedule of financial delegation (reviewed for 2023-2024) 	

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	<p>No questions.</p> <ul style="list-style-type: none"> Budget monitoring and reporting: Period 7 School and Day Care No questions. There are some areas of overspend. There have been significant issues with getting HR access to the online banking authorisation system. There was an extra £10k supply which was not included from July in figures. This will mean an E26 overspend and offsetting money from E02 and this will reduce the overspend due to staff absence. <p>Reprographics is overspending due to change in contracts and overuse of colour printing (CUSP).</p> <p>E27 – subscriptions – this is due to new annual learning subscriptions we need. Each subscription is checked with senior leaders and also the subject leader to confirm if we still need the subscription and we are not renewing it unnecessarily.</p> <p>We have children here who have one to one support as they receive funding for this. When money comes in for funding, the one to one support is not fully covered. Banding is a way of administering money but the County are meant to cover all costs. NW said she would discuss this with TP further separately to see if we can gain any more funding for some of our children.</p> <p>School was successful with a bid from a local charity. School have used the funded to support some of our SEND/vulnerable children. Ashling Cooney is coming in her professional capacity (New company SENSE Assist) to support 24 of our children. This will use her expertise and she knows the children too which is beneficial.</p> <p>Overspend on agency staff in Day Care which is expected.</p> <ul style="list-style-type: none"> Financial Benchmarking Exercise / best value monitoring Useful report and clear where areas are overspent. There are two areas where it is extraordinary. <p>Q: Maybe take the two lines out which are extraordinary? A: No this will give an untrue figure and it should be used as a guide only. This is due to the extra money in our bank account from Day Care and Behaviour Services.</p> <p>We have considered and discussed benchmarking.</p> <ul style="list-style-type: none"> SFVS (discussion / updates / preparation for submission) <p>Question arises regarding benchmarking on the SFVS.</p>	HH
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	<p>HH drafted SFVS last year so it was agreed that he leads on it with another governor. HH to check that there are no DfE updates in advance of drafting this year's document.</p> <p>HH agreed to continue this. It is due in the Spring. Last years is on Governor Hub. We need to check the forms haven't been changed by the DfE and update the SFVS from last year.</p> <p>HH asked who he could work on this with.</p> <p>TP has requested that once the SFVS is updated, for it to be passed to HR and TP for review.</p> <ul style="list-style-type: none"> ● SRMA Update <p>Mike Lavell came in and met with TP, HR and JE (FSS)</p> <p>He wanted some dialogue around Day Care. Contracts and subscriptions register prepared for him. All actions complete.</p> <p>TP has sourced a Reserves Policy. It is a requirement for Academies, but not for Maintained School. TP has asked JE from HFL if there is a model for maintained schools. NW said that this is not a requirement for Herts schools which is why you may not to find one.</p> <p>Q: There is no policy for Maintained Schools, do Academies have the policy to ensure they don't build up reserves?</p> <p>A: Yes, and we have reserves to balance and take into account future increases. Howe Dell has been careful with money to ensure we have sustainability.</p> <p>TP said that our staff and job descriptions match their roles and we need to keep the carry forward to continue with this maintain the number of teaching assistants as some PPA is covered TAs and they receive extra payment for this.</p> <p>Using words like unforeseeable costs and sustainability will confirm the reasons we have a reserve. Work to be undertaken in this area.</p> <p>In-year admissions are not always covered by AWPU.</p> <p>Money for pupils is only given to schools based on the Autumn Census in October so any children that arrive after this date do not come with any funding. Many children are arriving from overseas and require additional support.</p>	
8.	<p>Personnel</p> <ul style="list-style-type: none"> ● Performance related Pay Award and supporting documents <p>Comment was that this was useful to see.</p> <p>There are a range of teachers and salaries giving an oversight of the school. It shows where teachers have moved on to the Leadership scales and some through threshold.</p>	

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TP said that the appraisal documentation is quality assured and where development is needed, this will form part of the member of staff's appraisal.

We have a robust system which ensures staff are rewarded through pay and their performance.

6.5% uplift for teachers backdated to September. Support staff increase is backdated to April.

All uplifts went in on the November pay.

Q: Was a judgement made in budget to reflect this?

A: Yes, TP automatically increment and assume staff will increase. This way the increase is in the budget. If the staff member does not increase then there will be a saving.

- Appraisal cycle
All teachers had their appraisals before 31/10/2023 deadline. All support staff will have theirs completed by this term.
- Staffing update
Recruitment is ongoing.
- Well-being report
Good report and shows how much we do. Staff wellbeing is taken seriously and it is important to. Staff need to be held to account and ensure they are carrying out their roles as they should.
- Autumn 1 2023 staff PD
- Autumn 1 2023 staff absence

Useful documents and good to see both.

High levels of staff absence. A lot of teachers and TAs have caught the germs.

One member of teaching staff on long term absence and absence has been planned for. Occupational Health have been involved and there will be a follow up appointment.

Quality of learning has been the focus, leaders and cohort buddies have been supporting class and supply.

Q: Have you managed to get consistent supply for the person on long term sick?

A: Yes.

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	<p>There has been a significant rise on CPOMS for 'parent contact' and it appears there has been an increase on parent queries and challenges regarding the timings (ie) parent emailed at 10pm and called at 8am in the morning to find out if had been looked at.</p> <p>TP shared a scenario of a recent event involving parents. No action from governors needed yet, but the underlying feeling of the team should be noted.</p> <p>Q: Is it worth re-issuing the communication letter to parents? A: We are in the process of outing together some 'Communication Guidelines' for parents. This should be a good guide for everyone to use.</p> <p>Q: Is it worth having a Headteachers forum with TP for parents to attend? A: Meetings have been held, parental attendance is low (circa 10 – 12 parents).</p> <p>Q: As part of the Trauma Attachment training – it is worth looking at the reasons behind this. It might be useful to reinforce to staff not to take it personally, to understand some of the emotions they are feeling may be displaced from the parent. This type of behaviour is more common everywhere from parents and may be due to parental mental health or external stressors. A: This does not mean parents should not be kind and respectful staff may also have worries on a personal.</p> <p>Q: Should an email be passed on to all staff to reaffirm that governors appreciate what they are doing and they are making a difference. Can TP send an email to the staff? A: Yes that is a really good idea. Governors agreed that they would also send an email to all staff thanking them.</p>	SB
9.	<p>Policies – Updates/ Discussion/Approval: <u>To be agreed by FGB.</u></p> <p>HD – Howe Dell policy HFL – Herts for Learning policy</p> <p>Policies as uploaded to GovernorHub</p> <ul style="list-style-type: none"> ● Children Known to a Social Worker Policy - HFL ● E-Safety Policy- HD – HR to check changes have been made. <p>Q: Are you going to give the admin email or Rick's school email? A: It will be the admin email, as it will come to a central email.</p>	HR

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	<ul style="list-style-type: none"> • Health & Safety Policy- HCC • Governors Allowance Policy - HD • Inclusion Policy - HFL • Medical Conditions Policy - HCC • Combined Pay Policy – HFL • Nursery 30 hours Policy <p>All agreed and there will be minor modifications made to the E-safety policy which will be shared on Governor Hub.</p> <p>Q: Has there been an update on the website? A: We are still looking at this. The new School Prospectus is being prepared and the new Parent Ambassadors have been asked to help with this regarding a response. KF said if she is given the content, she will have a look at the Prospectus through Canva.</p>	TP KF
10.	To Receive Any Other Business as notified in Item 3 - None	
11.	To agree/confirm date(s) of future meeting(s): FGB: Thursday 8 th February 2024 (on site)	
	End of meeting - 8.20pm.	

Appendix A

FGB Rolling Log

Date	Item	Action	By whom	By when	Update
October 2023					
05.10.2023	4	To post Annual Planner	KF/TP	Dec 2023	
05.10.2023	7	To fill governor link roles	ALL	Dec 2023	
05.10.2023	8	Vision and Mission Statement	TP+	Jan 2024	
December 2023					
07.12.2023	4	Local Councillor to be contacted by a governor who is a resident.	RX	January 2024	
07.12.2023	5	Maths book studies to be reorganised.	TP	January 2024	

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07.12.2023	7	To lead on the SFVS from January and give to TP & HR.	HH	February 2024	
07.12.2023	8	Email to be sent to all staff thanking them for their efforts.	SB	December 2023	
07.12.2023	9	E-Safety Policy to be reviewed before going on GHub.	HR	January 2024	
07.12.2023	9	School Prospectus being reviewed.	TP	February 2024	
07.12.2023		Compilation of School Prospectus.	KF	March 2024	

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