



Howe Dell Primary School and Day Care

Full Governing Board: Quality of Education Minutes

For the meeting held on Thursday November 17th 2023: 6.15pm

Present:

Katie Fox (KF) Co-chair / Parent Governor
Rick Xu (RX) Vice-chair / Co-opted Governor
Tracy Prickett (TP) Executive Headteacher
Hollie Richie (HR) Deputy Headteacher
Mel Chandaria (MC) Co-opted Governor
Nicola Winch (NW) Co-opted Governor
Amy Jefferies (AJ) Parent Governor
Kashifa Saley (KS) Co-opted Governor
Nissan Rutnah (NR) Parent Governor

In attendance:

Judith Antoniadou (JA) Clerk to Governors

Apologies:

Julia Ellis-Hall (JEH) Associate Governor
Samantha Brown (SB) LA Governor
Alison Reck (AR) Day Care Manager / Associate member

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1.	<p>To welcome all Governors. To receive apologies and approve absences.</p> <p>Alison Reck - Apologies accepted - approved Julia Ellis Hall - Apologies accepted - approved Sam Brown - Apologies accepted - approved Hajre Hyseni - No Apologies given - unapproved.</p>	
2.	<p>To declare any conflict of interest that may arise during the meeting.</p> <p>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. Also, Governors are reminded that should their circumstances change, their declaration of interests form needs to be updated on GovernorHub.</p> <p>None declared</p>	
3.	<p>To receive notification of any other business agreed by the Chair SRMA Financial review pilot scheme - TP</p>	
4.	<p>To receive and approve the minutes of the October 5th 2023 meeting and consider any matters arising from those minutes See appendix A. NW and MC are to collate safeguarding questions. Termly safeguarding visits were arranged. Spring term will have a focus on vulnerable learners by NW, summer term visit by KS will focus on pupil voice</p>	

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5. To receive reports and updates:
- **Ofsted Report July 2023 and school implementation**
 TP discussed the key priority action points from the recent Ofsted report. High quality teaching and learning is a key priority across the school. Some wider curriculum subjects are using the CUSP resources and these commence in Early Years (which was an action point for the school). School is committed to high quality professional development for all staff. The new Maths leaders are being supported by the HFL Maths adviser and the English HFL adviser continues to support the English leaders. Teachers and support staff are applying the professional development and the impact can be seen through monitoring.
 All Staff meetings focus on professional development and delivery support for all subjects.
 A Parental engagement section has been written in the Autumn 2 Core Plan Parents of all classes are now invited to coffee mornings. A parent view survey will be distributed at all parent consultations. TP has lots more parental engagement planned to ensure parents and carers feel they are part of the journey
 - **Ofsted Report (Day Care) progress against areas for improvement.**
 The HFL HIP report was circulated. Curriculum discussions have been held as the Early Years CUSP Curriculum commences from age two. Day Care team members are undertaking research in this resource. Little Wandle phonics has also been suggested as the school has seen a positive impact in this resource.
 - **Review Subject Leader Executive Summaries (July 2023)**
 Governors felt this was really useful, especially as it encompassed the whole curriculum and shows how it dovetails into the Ofsted recommendations and has used the SMART outcomes
 - **Review Pupil Attendance**
 Governors commented that the document showed a strong picture and felt it was useful to have commentary about the 4-day week and EID where attendance has been impacted. It was recognised that the National average was 92.8% dropping to 89.3% in deprived areas. The school has a current average of 95.5% which is positive. TP tracks attendance weekly through Arbor and the children know what the schools expectations are through a class reward in assembly.
 - **To review any subject link Governor visit reports**
 AJ had recently submitted her PSHE book study report, noting strong safeguarding during her visit.
 A history visit has taken place which shows positive progression, the report will be circulated next week, along with a PE study completed by KS.
 - **Receive and review any Quality of Education reports**
 Governors found these to be really useful summaries.
 Q: - The Maths book study was cancelled last minute; do we have any follow-up dates?
 A: - This was cancelled due to unexpected staff sickness. A follow-up date will be arranged.
 TP explained that staff had been extremely busy and sickness was high throughout the school.

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	<p>It was pointed out that staff wellbeing used to be a standing agenda item. Governors agreed, this should be reinstated for every FGB agenda,</p> <ul style="list-style-type: none"> ● Curriculum implementation and impact report It was acknowledged that the school had undertaken a significant amount of school improvement work in a short period of time. ● Evaluation Schedule ● Transition of need documents for Nursery and Reception Governors found this visual format easy to interpret and found it consistent with the SEND monitoring. Q: - Does the nomenclature mean that PLA are considered less intensive than CLA, CIN or would it depend on the need of the PLA? A: - The banding is categorised by the LA . Q: - Do children appear more than once if their needs spread across categories? A: - The Child will be placed where they have the highest need. ● Assessment update Governors found this a useful document to view the timeline and updates. ● SIP note of visit July 2023 (Helen Jones) TP explained that the CSV visit was deferred due to the recent Ofsted and the actions the school were focussing upon. Governors felt the report was good with lots of positives in regard to EYFS and SEND monitoring. Q: - What is the plan to address Pupil Premium feedback? How can the PP governor help? A: TP informed governors that the strategy would be reviewed by the end of the term. It was noted that Early Years PPG in nursery last year showed good progress proving the spend was worthwhile. NW to share a document with TP showing benchmarking against similar schools. TP confirmed Helen Jones would visit again on 28/11/23 to complete a deep dive into outcome data using the IDSR as the starting point. 	NW
6.	<p>July 2023 outcomes (attainment and progress) Review key outcomes:</p> <ul style="list-style-type: none"> ● GLD (with comparison from previous two years) Governors were pleased to see that GLD continues to be so much higher than 2021 (45%) and slightly higher across the board than last year 75%, +2%. ● Phonics (with National outcomes available) The FGB were interested to see that 75% pass rate in yr1 was slightly below the national average (79%) but had the data excluded 7 new pupils who are new to the UK, the result would have been 84.9%, therefore above average. This was also the case for Yr 2 which shows 7% below National average, but in line if five new attendees were excluded. TP agreed that phonics gaps needed to be recognised for EAL children, explaining that in-year admissions had a great impact on the 2023 data. ● KS1 (with National outcomes) Governors were impressed with the good set of results including those for EHCP. Q: - Is there an overlap between SEN support and Disadvantaged pupils? 	

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	<p>A: - TP explained that there was not a complete overlap between the two, but many had made progress from a low base line.</p> <ul style="list-style-type: none"> ● Year 4 Multiplication (with National outcomes) ● KS2 · 2023 KS1 – KS2 progress scores (unvalidated) <p>The school was congratulated for its attainment in reading, SPAG and higher maths.</p> <p>Governors commented on the strong progress Yr6 has made across KS2.</p> <ul style="list-style-type: none"> ● Review end of year attainment outcomes <p>End of yr1 results show good trends in the first 20%. TP commended floor books in early years are capturing the pupil voice and aiding assessment</p> <p>Q: - Would it be possible to make the format more visual?</p> <p>A: - Teaching staff have the information on Venn diagrams to highlight learning plans for individuals. TP to anonymise and upload onto GovernorHub.</p> <p>Q: - Do you have some children who are learning above greater depth and does the curriculum support these children?</p> <p>A: - Yes, all learners are identified and supported.</p> <p>Q: - Do we assign buddies to children joining mid-year?</p> <p>A: - Yes, however this does not mean that they would always choose to be together. Children at Howe Dell are really welcoming. Reception team continue to carry out home visits for those who are identified as needing extra support.</p> <p>Q: - Does early years not have 'greater depth'? No. The way that assessments are made at the end of Reception is either met or not met.</p> <p>A: - Above expected data is included in Yr1 and above.</p> <p>Governors found it interesting to see the difference between the 2 classes for MTC, (40% vs 60%), and were pleased to see the consistency up to yr 5 and a strong improvement across yr6.</p> <ul style="list-style-type: none"> ● Review and analyse ASP and IDSR <p>Governors were happy to see the positive results in reading and maths progress which are significantly above national average by the end of KS2 but asked why attainment was significantly lower. TP explained that the end of KS1 attainment was low and therefore strong progress had been made. Maths attainment was low despite the strong progress picture.</p> <p>Q: - Do you think the increase in SEN support correlates with the drop in Maths expected attainment for KS2?</p> <p>A: - TP highlighted how well maths was being taught and alongside the consistency of the curriculum, confirmed that teaching is thorough. Support is given to the children who are identified as needing it. TP also explained the 10% results in greater depth KS2 writing difference with National, coupled with the impact of COVID meant the school focused on securing expected writing standards. For those children assessed for greater depth, not all aspects had been achieved at greater depth. Diagnostics have helped in filling in learning and teaching gaps in Maths. HFL have released resources that correlate across the board to support staff.</p> <p>Q: - Is there any reason for a stronger focus on maths this year?</p> <p>A: - End of KS2 outcomes and securing consistency in maths so the gaps</p>	TP
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	<p>are being addressed (as identified within the Ofsted inspection).</p> <p>Review 2022-2023 Day Care outcomes Not discussed at the meeting as AR was unable to attend but requested questions to be e-mailed to her.</p>	
7.	<p>School Improvement · School improvement priorities for 2023-2024 (poster) Autumn term Core Plans 2023. Governors commented on the highly visual poster which ties in with the Ofsted action plan. Q: - Are we going to overlay communication/purposeful parental engagement plans on the core plan or keep them separate? A: - TP confirmed that Parental engagement will be incorporated into the Core Plan every half term. Q: - Could we have the document /subjects colour coded? A: - HR and TP agreed to colour code the core plan.</p> <ul style="list-style-type: none"> ● School Improvement Plan 2023-2024 Governors commented on how good it was to see the wide range of initiatives especially for inclusion, given the recent CQC/Ofsted Local Area SEND review and the impact of disadvantaged children on attainment. Q: - Is parental engagement something that should be included in the SIP and is it something Helen Jones would address? A: - Helen Jones would look at the progress against the school plan. A discussion took place on the parking situation around the school as governors and staff feel this will have a negative impact on parental engagement. Parking restrictions in the local area, restrict parking during school hours. NW to draft a letter on behalf of the FGB to local councillors. The FGB ratified the SIP. 	<p>HR</p> <p>NW</p>
8.	<ul style="list-style-type: none"> ● Governance Matters: Chairs Matters CQC/Ofsted Local Area SEND review. Governors discussed the recent review and disappointing outcome. The Chair of the local PHF will be holding the LA to account, adding that progress needed to be rapid. Q: - What impact will this have on schools? A: - Inspectors are looking at SEND and vulnerable children and examining what schools are doing to overcome the issues highlighted in the report. NW highlighted the Trauma and Attachment training for governors which will take place on November 30th. Pre course videos will be circulated prior to the event. ● Clerks Matters JA announced that two new parent governors and one co-opted governor would be joining the next FGB meeting once all DBS and references had been checked. One current governor is yet to complete all the confirmations on GovernorHub, which included the FGB code of conduct. A discussion took place around governor attendance and participation. KF to contact the relevant governor. 	<p>KF</p>

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	<p>JA explained that to enable the board to have Associate Members, they must have a committee for them to sit on. At the last meeting, it was put forward that JEH as an Associate Member, remain on the Heads Review Panel. JA put forward for this to be renamed the 'Heads Review Panel (Special Committee)'. The FGB unanimously agreed.</p>	
9.	<p>Policies: Updates / Discussion / Approval To be agreed by FGB. HD – Howe Dell policy HFL – Herts for Learning policy Policies as uploaded to Governor Hub Governors agreed to all policies with the exception of the Health and Safety policy, which TP will review and update.</p>	TP.
10.	<p>To Receive Any Other Business as notified in Item 3. SMRA TP explained that SMRA was a pilot scheme which entailed conducting a financial review of the school. Mike Lavelle met with TP, HR and Janet Eaves, the financial services advisor from HFL. The report will be finalised and shared in the spring term. Governors attendance was requested, RX to attend.</p>	
11.	<p>Dates of future meetings: FGB F&R – December 7th 2023 6.15pm – Teams FGB QofE - February 8th 2024 – 6.15pm – on site FGB F&R (Budget) – May 23rd 2024 – 6.15pm – on site FGB Business – June 13th 2024 – 6.15pm – on site FGB QofE end of year/data – July 11th 2024 – 6.15pm - onsite</p>	

Appendix A

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FGB Rolling Log

Date	Item	Action	By whom	By when	Update
October 2023					
05.10.2023	4	To post Annual Planner	KF/TP	Nov 2023	
05.10.2023	4	To agree and circulate termly safeguarding questions for Governor visits.	MC/NW	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	
November 2023					
16.11.2023	5	To share benchmarking document	NW	Dec 2023	
16.11.2023	7	To anonymise Venn Diagram and upload onto GHub.	TP	Dec 2023	
16.11.2023	7	To draft letter and send re parking	NW	Dec 2023	
16.11.2023	8	To contact governor	KF	Dec 2023	
16.11.2023	9	To review H&S policy and recirculate	TP	Dec 2023	

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