



**Howe Dell School and Day Care  
Business Meeting of the  
Full Governing Board  
Thursday 5th October 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
Samantha Brown (SB)	LA Governor
Nicola Winch (NW)	Co-opted Governor
Hajre Hyseni (HH)	Parent Governor
Amy Jefferies (AJ)	Parent Governor
Kashifa Saley (KS)	Co-opted Governor
Nissan Rutnah (NR)	Parent Governor

In attendance:

Judith Antoniades (JA)	Clerk to Governors
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Apologies:

Julia Ellis-Hall (JEH)	Associate Governor
Mel Chandaria (MC)	Co-opted Governor
Alison Reck (AR)	Day Care Manager / Associate member

Signed as a true and accurate record

Chair:

Date:

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	Item	Action
6.15pm		
1.	<p>To <b>welcome</b> all Governors. RX welcomed staff and governors.</p> <p>To <b>receive</b> apologies and approve absences.</p> <p>MC &amp; AR notified they would not be able to attend – agreed.</p>	
2.	<p>To <b>declare</b> 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 interest form needs to be updated on GovernorHub.</i></p> <p>None declared.</p>	
3.	<p>To <b>receive</b> notification of any other business agreed by the Chair N/A</p>	
4.	<p>To <b>receive</b> and <b>approve</b> the minutes of the 13<sup>th</sup> July 2023 meeting and consider any matters arising from those minutes See appendix A.</p> <ul style="list-style-type: none"> <li>Minutes signed by Chair as a true and accurate record.</li> <li>A discussion in regard to whether additional safeguarding questions should be added to every Governor visit form took place. It was suggested that general safeguarding tick boxes should be included, but more in-depth questions should be circulated on a separate form and used less frequently.</li> </ul> <p>Q: - Is it a termly requirement to complete these questions? A: - It would normally be once or twice a year, however termly is suggested for the lead up to an Ofsted visit. It was agreed that these visits would be undertaken by different governors each time to ensure an open and wider view of the school. NW to discuss with MC and publish</p> <p><i>HH left the meeting</i></p>	NW/MC
5.	<p>To <b>receive</b> reports and updates.</p> <ul style="list-style-type: none"> <li>Governor Profile Updates MC updated the document over the summer which has now been uploaded onto the school website.</li> <li>Review any standard Governor visit reports PSHE Book Study report from AJ was received. She noted that it was always a joy to visit the school and highlighted the displays throughout the building and the good behaviour of the children.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Review of 2022-2023 KPI Governors agreed that the rag rating worked well and found the document purposeful. They agreed that the school was in a positive position. TP informed governors that the next evaluation would take place in the Autumn term and would be ready to be published in the spring term.</li> </ul> <p>HH re-entered the meeting</p> <ul style="list-style-type: none"> <li>Leadership structure from September 2023 TP explained the leadership structure and how it all been distributed. She informed the FGB that a new Assistant Head had been recruited at the beginning of the term and that the role of Inclusion Hub Leader was currently being advertised. Are we fully recruited? A: - No, we are looking for an Inclusion Hub Leader and a 1:1 Teaching Assistant for a child who needs the support but does not have the funding. The school has recently recruited for maternity leave cover and a Teaching Assistant has been replaced.</li> </ul>	
6.	<p>Safeguarding</p> <ul style="list-style-type: none"> <li>Safeguarding Audit 2022-2023 The document was circulated to governors and it was explained that Annexe C was a rolling document.</li> <li>Safeguarding Annual Schedule 2023-2024 TP explained that she was awaiting an update from Nina Williams (NWi). TP to follow up and circulate by the end of October.</li> <li>KCSIE 2023 (key changes) All staff and governors have read the document. Training on GovernrHub and The Key was highlighted as a useful information to reinforce and summarise key elements of the document. One key change noted was that 'Children Missing in Education' are now classified as 'Children Absent in Education'. TP confirmed that the school was fully compliant with all areas of the document.</li> <li>Child Protection Policy 2023 The document has been updated by NW and TP. TP uploaded the correct version onto GovernorHub and the FGB ratified the document. Q: - Have Nina and Faye recently been added as DSL's? A: - Yes, along with Tina. Q: - Who is responsible for administering medication to children on-site? A: - Faye Ewen, Assistant Headteacher/ INCo has undertaken a huge piece of work in relation to this. Once a new Inclusion Hub Leader has been recruited, they will be in charge of administering medication and logging medical conditions onto Arbor.</li> <li>Monitoring of Accident Log Summer 2023 Q: - In regard to Early Years, do children continue to take accident forms home and has the school received many complaints or concerns from the parents as the number look concerning.?</li> </ul>	TP/NWi

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	<p>A: - The school continues to send the documents home and is very aware of reporting every incident. Parents have not raised concerns or made complaints.</p> <p>Q: - Does the high number of incidents have anything to do with the new playground apparatus?</p> <p>A: - TP informed governors that the incidents are not linked to the new apparatus which is appropriately designed for the age group and is under constant supervision. The incidents have been reviewed and are age appropriate incidents (bumps and falls).</p> <ul style="list-style-type: none"> <li>• Senso Monitoring Annual Report to Governors July 2023 TP continues to monitor the Senso portal every two weeks and receives immediate alerts and weekly reports from Senso. TP is currently inquiring if names and other words which regularly give false positives can be filtered. TP told governors that the decrease in reports on devices used at home are due to the Home School Agreement being acknowledged and adhered to.</li> <li>• The Safeguarding and Implementation Report September 2023 has been circulated to all governors.</li> </ul>	
7.	<p>Statutory Tasks:</p> <ul style="list-style-type: none"> <li>• Agree meeting structure, membership, governor roles/subjects and terms of reference and publish. The FGB Terms of Reference have been updated. Two significant changes have taken place; the Day Care committee has been removed and the number of meetings has been reduced from ten to seven per year in line with guidance from the SIP. Governors agreed the document. JA updated governors on the Parent Governor election which is currently taking place. Four nominations were received for two vacancies. Parents and carers have until Friday October 13<sup>th</sup> to nominate their preferences electronically. Thanks were given to Louise Bishop for her help in collating the survey and replies. To date no Staff member had put themselves forward for the Staff Governor Role. JA has extended the deadline until Friday 13<sup>th</sup> October. Should no-one come forward HR offered to fill the position. A discussion took place with JA explaining that it was preferable to have a member of staff who was not on the Leadership team. It was agreed that HR would take the position should no other member of staff come forward. After a short discussion, governors agreed that should HR fill the position, they would ensure staff members knew to approach any member of the FGB should they not feel comfortable approaching a member of the Leadership Team. Governor roles and subject links were circulated prior to the meeting. Governors discussed the roles and vacancies and agree that they were happy to continue in their existing links. It was agreed to fill vacancies at the November FGB when new governors would be joining.</li> <li>• Review Headteacher performance – See separate sheet – Confidential Item Deferred until the end of the meeting.</li> <li>• Website Audit KS to complete by the end of October</li> </ul>	KS
8.	Governance Matters:	

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9.	<ul style="list-style-type: none"> <li>Review of governing board's performance /procedures KF Acknowledged good improvements which were recognised in the recent Ofsted visit. KF shared the priorities of the FGB for 2023-24. She pointed out key areas which included the Development of a local school cluster and other partnerships. TP is awaiting a response from the Head Teacher of Applecroft school and has also approached the Head of Stanbrough School to encourage a sharing partnership of purposeful curriculum and enrichment. It was decided by the FGB that this may also be a good opportunity for the FGB to reach out and fill vacant Co-opted Governor positions with staff from other SLT's, who are wanting to enhance their professional development.</li> <li>Review attendance of governors and publish. This is updated and published on the school website termly.</li> <li>Governor Training Audit Governors were reminded to update their training certificates NW to audit governor training with MC and will suggest courses to enable each governor to follow the next steps to GREAT and any that would be suitable to support their linked subject roles. JA asked if governors had refreshed their safeguarding training. Training is usually carried out through NWi. It was suggested that governors could complete online training through NWi or on GovernorHub. KS to contact NWi to confirm preference. JA to book annual in-house training through HFL. It was agreed that further Ofsted training onsite in May 2024 would be beneficial to the FGB.</li> <li>Set business objectives for the governing board for the year Objectives were agreed. The Curriculum continues to be embedded and a priority is to continue monitoring to ensure teaching and subject knowledge is consistent across the school. Surveys will be sent to parents and staff for feedback. Governors also want to be more visual within the school and will attend school functions to meet parents and staff. The school vision and mission statement is to be written by Leaders focussing on the 'aspirational' curriculum. The FGB will continue to create banks of evidence and be confident in their knowledge in readiness for Ofsted.</li> <li>Governor PD – Recruitment, PREVENT Governors should have completed training by September 29<sup>th</sup> 2023. NW offered to upload certificates onto GovernorHub.</li> <li>Clerks Matters JA asked governors to ensure that all declarations have been signed for 2023/24</li> <li>Chairs Matters – previously covered under items above.</li> </ul>	<p>NW/MC</p> <p>KS</p> <p>JA</p> <p>TP</p> <p>NW</p>
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	<p><b><u>To be agreed by FGB.</u></b></p> <p>HD – Howe Dell policy HFL – Herts for Learning policy Policies as uploaded to GovernorHub.</p> <p>Child Protection policy – agreed by FGB Attendance Policy – based on the HFL model policy and includes the new school day timings. – Agreed by FGB</p>	
10.	<p><b>To Receive Any Other Business</b> as notified in Item 3 None notified</p>	
11.	<p>To agree/confirm date(s) of future meeting(s): FGB QofE – Onsite – Thursday 16<sup>th</sup> November 2023 FGB F&amp;R – MS Teams - Thursday 7<sup>th</sup> December 2023 FGB QofE – Onsite – Thursday 8<sup>th</sup> February 2024</p>	

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**Appendix A**

**.FGB Rolling Log**

**FGB Rolling Log**

Date	Item	Action	By whom	By when	Update
March 2023					
16.03.2023	7	Day Care case studies to be shared with governors once complete.	AR	July 2023	
May 2023					
18.05.2023	6	Trauma and attachment training for Governors to be arranged.	NW	Autumn 2023	
18.05.2023	9	KS to complete website compliance monitoring	KS	July 2023	
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	Nov 2023	
05.10.2023	6	Safeguarding Schedule	NW/TP	Oct 2023	
05.10.2023	7	To fill governor link roles	ALL	Nov 2023	
05.10.2023	8	To suggest further training linked to subject and GREAT	NW/MC	Nov 2023	
05.10.2023	8	To confirm the methods of safeguarding training for governors	KS/NWi	Oct 2023	
05.10.2023	8	To book on-site HFL training for FGB	JA	Nov 2023	
05.10.2023	8	Vision and Mission Statement	TP+	Jan 2024	

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