



Howe Dell School and Day Care
Meeting of the Full Governing Board – Quality of Education
for the meeting held on Thursday 13th July 2023 at 6.15pm
MINUTES

Present:

TP – Tracy Prickett (Executive Head & ex officio)
 PM – Pete Mason (Deputy Head, Associate Governor)
 SB – Sam Brown (LA governor)
 NR - Nish Rutnah (Co-opted governor)
 HH – Hajre Hyseni (Parent governor)
 AJ – Amy Jeffries (Parent Governor)
 KF – Katie Fox (Co-Chair of Governors & parent governor)
 MC – Mel Chandaria (Co-opted governor)
 JEH – Julia Ellis-Hall (Co-Chair of Governors)
 NW – Nicola Winch (Co-opted governor)
 RX – Rick Xu (Parent governor)
 KS - Kashifa Saley (Co-opted Governor)

In attendance: MA – Mel Allgood (Clerk)

Apologies – AR – Alison Reck

No.	Item	Action
1.	To welcome all Governors. To receive apologies and approve absences. KS to arrive at 7pm HH to arrive later.	
2.	To declare any conflict of interest that may arise during the meeting. No other conflicts declared.	
	Quality of Education: Impact • Impact headline report: English (inc Early Reading)	

Signed as a true and accurate record

Chair:
 Date:
 Prepared by: Mel Allgood 13.07.2023

	<p>Rachel Micklewright shared information following Art Deep Dive this week during visit from Ofsted.</p> <p>Positive feedback and Art sketchbooks were looked at thoroughly. We spoke to inspector about Art CUSP and information it was recommended that to see artists we use highlighted through our books. More focus on artists and those recommended by CUSP. To be added to the long term plan.</p> <p>Inconsistencies in Art books. Subject Leaders need to compare books across classes.</p> <p>She touched on SEN children and how we can approach and show evidence NW confirmed we were adapting enough for SEN children and this was confirmed by the inspector.</p> <p>Development areas: Artist Wider Curriculum to show SEN more</p> <p>CUSP has been purchased for the Early Years and we are waiting for the material to be released.</p> <p>Q: How often does the unit change? A: Every three weeks.</p> <p>Needs to be incorporated in Art display.</p> <p>Subject Leaders need to go in classes to see their Subjects taught – very important,</p> <p>This year we have embedded curriculum and RM has a vision for new things that can be introduced.</p> <p>Rachel gave the example of ‘Padlet’ which was used for the Art Festival where we could see other school’s artwork. It is a website which we can use. It would enable us to showcase to governors and parents. Inspector didn’t look at the writing in books. She wanted to see different levels of writing.</p> <p>HH entered the meeting.</p> <p>Governors discussed the inspection confirming areas for development have been highlighted and confirm where we are going to.</p> <p>TP acknowledged that RM had upskilled very quickly as curriculum lead.</p> <p>Q: Maybe first week of each month we could look at other subjects – possibly using PPA time. A: We have writing moderation regularly. Maybe we can look at moderation for other subjects.</p>	
3.	<p>To receive notification of any other business agreed by the Chair</p> <ul style="list-style-type: none"> ● Governor visits 	

	<ul style="list-style-type: none"> ● Parent Consultations ● Training ● Ofsted ● Staffing - TP 	
4.	<p>To receive and approve the minutes of the 15th June 2023 and consider any matters arising from those minutes See appendix A.</p> <ul style="list-style-type: none"> ● To edit attendance policy to include new registration time. ● Role descriptor to be completed by HS & P chair. Completed ● Day Care case studies to be shared with governors once complete. ● Safeguarding Audit to be updated by NinaW - Completed ● Professional development report to be shared at next FGB for Day Care (committee meeting) - Completed ● Facilities team completed work to be reviewed. Completed ● KS to complete website compliance monitoring ● Draft Day Care letter and circulate with approval. Completed. ● Financial workings for DC staff discount to be shared with TP. Completed ● Governor meeting dates 2023-2024. Finalised now. To be published. ● Date to be arranged to meet with TP to update annual planner. ● Visitor paper copies to be available ● JA to contact governance & change constitution. JA has spoken to governance and NW will also discuss further the options with them. <p>Q: Can we have a Day Care governor? A: Yes</p> <p>Governors discussed options available and current vacancies.</p> <ul style="list-style-type: none"> ● To determine Chair and Vice chair positions - agreed. Katie Fox agreed to be Chair. Vice Chairs have both agreed – Rick Xu and Nicola Winch. <p>Minutes from previous meeting approved and signed by NW.</p>	<p>TP</p> <p>AR</p> <p>KS</p> <p>KF</p> <p>RX/KF/NW</p> <p>NW/JA</p>

5.	<p>Summer term reports to Governors – reports circulated prior to meeting. Any points raised discussed.</p> <p>Questions and responses were available in advance of the meeting.</p> <ul style="list-style-type: none"> ● Head Teacher report Thorough report from TP. ● Pupil Premium Strategy Pupil premium strategy is a 3 year strategy and progress of all PPG children are tracked. Helen Jones is in Monday and will undertake Pupil Premium review. Our CSV for 2023-2024 is around PPG. Positive initial outcomes for attainment and narrowing the gap. ● Primary PE and Sport Premium Annual Report – Compiled by the Subject Leaders. Silver Award for PE 59/60 children obtained their GLD in PD. Y6 swimming has been cancelled following the pool not being ready. ● SEND Report ● Safeguarding report – LB is attending CEOPS training. ● CLA / PLA / CKSW – CLASEF Part 2. No children eligible. CLA learners from another county are not tracked in Hertfordshire systems. ● Exclusion Report. Both children have been re-integrated with revised plans of intensive support to avoid subsequent suspensions/permanent exclusion. ● Termly behaviour report ● 2022-2023 school complaints. All in the log were concerns that have been resolved. None were progressed to formal complaint stages. There is a live complaint currently. NW checked governors are trained in complaints and confirmed that update training can be done on line. NW said she could be on the panel, KS said she thought she could too. There is training on Governor Hub. 	
6.	<p>Quality of Education: Implementation</p> <ul style="list-style-type: none"> ● Summer 2 Core Plan – concluding. Some book studies to still take place. ● SIP 2022-23- teachers have annotated this for Autumn and it will be updated for next term. 	

	<ul style="list-style-type: none"> ● School Self evaluation (staff) – Outlining what the teaching team identify as strengths and next steps. ● Early Years transition report – Induction today which was a success for parents of children starting in Reception in September. Good to see consistent themes across the reports. ● Governor Visits / CPD linked to QofE Great to have reports on Governor Hub. Quality of reports is high. Conversations/ meetings to be held with governors and subject leaders. Also for governors to undertake ‘book looks’. Also for other governors to follow up visits. Need to do a Pupil Voice governor visit. To ensure children feel safe and also feel safe. Governors agreed that Learning/ Behaviour walks etc. This can be added to the Governor Visit templates. Questions to be added to safeguarding section. <p>Q: When can we contact our new Subject leader? A: Towards the end of September. New subject leader information to be circulated.</p>	<p>MC</p> <p>MA</p>
7.	<p>Quality of Education: Impact</p> <ul style="list-style-type: none"> ● Impact headline report: English (inc Early Reading) ● Impact headline report: Maths ● Impact headline report: Curriculum (including Herts Agreed Syllabus of RE 2023) (see below – section 2) ● End of phase 2023 early outcomes <ul style="list-style-type: none"> ○ EYFS (GLD) Percentages are correct. Out comes are higher than previous year. More outside provision used and evidence captured. Early Years lead is passionate and buddied with another Nursery. Level of need this September is significant. We have employed another teaching assistant in Early Years to address bespoke needs. This is unfunded. ○ Phonics (Y1 and Y2) Good feedback from inspector regarding fidelity to scheme. Impact is shown where children who have had almost 2 years of Little Wandle programme. ○ End of KS1 Discrepancies in reading and Science with 3 children between classes. Maths outcomes have increased and inspector mentioned this in her phone call due to the IDSR. ○ Y4 Multiplication Check PM gave explanation of the results this year. Discussions were had with the Year 4 team to see where changes have 	

	<p>been made this year to last. There has been less time devoted to multiplication due to the introduction of CUSP. There has also been mobility in the cohort. From September there will be morning activities for the children and progress will be tracked.</p> <p>Q: What will we do for the children going into Year 5? A: Information has been given to the new teachers.</p> <p>Q: Where there any signs before the multiplication check? A: PM explained the reasons prior to this and the importance to increase the level of knowledge of the children. There have been conversations regarding the size of groups they complete the checks in and different ways of increasing their scores.</p> <ul style="list-style-type: none"> ○ End of KS2 We have had results back on Tuesday 11th July. They are unvalidated. Reading – 73% expected. 27% Greater Depth. Maths 62% greater depth 30% SPAG 73% 31% greater depth. We have the opportunity to get papers remarked. The chances are slight with Maths but more favourable with Reading. The cohort were below at the end of KS1 in all areas and strong progress has been made. More analysis to follow at the Q of E FGB in Autumn 2023. PSHE portal is being developed by Jigsaw. Link will be provided to parents and they will be able to use it in the future. Content for older years was different for Year 6 but information given to parents of the lower years might have meant they did not attend for and meeting for their older child. 	
8.	<p>Policies: (files within GHub) Subject policies – all agreed. SB expressed how useful they were. To be fed back to Subject Leaders. Unconscious bias to be added to Equality Scheme. Equality and Accessibility Safeguarding (CME) IT / data HR Operational</p> <p>All policies agreed.</p>	TP
9.	AOB:	

	<p>Staffing Structure: going forward TP to restructure. TC to be moved to a senior Assistant Head to give a clear structure of responsibility. Increase her pay range by 2 Leadership Points (L2 – L8). Job description would then be written again. All governors agreed.</p> <p>Another Assistant Head role to be created for Early Years. This would incorporate the extra development area given by Ofsted. L2 – L5. This would need to be advertised. It would support Day Care and the new CUSP resources.</p> <p>Q: Would there be an additional cost for Day Care? A: No additional cost to Day Care.</p> <p>All governors Agreed.</p> <p>Ofsted – ungraded inspection (Section 8) Deep dive focus was Reading. Maths was also looked at re IDSR.</p> <p>Art was decided to be our chosen deep dive subject, particularly due to us having had the Art festival. We had a depth of evidence. The inspector mapped out the day so we had an outline.</p> <p>Focus was switched to Maths in Key Stage 2. There were KIT sessions during the day to feedback on how things were going. Second day was SEND. Safeguarding over 2 days. LA representative conversation. Parent spoke to inspector. Parent survey was not positive. The inspector was made aware of a live complaint. This had an impact on the result. This did not match what was going on in school.</p> <p>Q: What was her conclusion on this? A: I cannot make any comment on it as it is a live complaint.</p> <p>Three action points shared with governors following Ofsted Visit. Confirmation that the action points are confidential.</p> <p>Letter sent to parents today acknowledging the Parent View.</p> <p>One report received it will be fed into Core Plan and School Improvement Plan. INSET day for teachers in September is Colin Tapscott. Office team will be in.</p> <p>Governors acknowledged the amount of work that staff have put in.</p>	
10.	<p>To agree/confirm date(s) of future meeting(s):</p> <p>2023-24 dates to be circulated by 21/07/2023.</p>	KF

Appendix A

FGB Rolling Log

Date	Item	Action	By whom	By when	Update
December 2022					
14.12.2022	6	To edit attendance policy to include new registration time.	TP	July 2023	
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	Not yet due
18.05.2023	9	KS to complete website compliance monitoring	KS	July 2023	
June 2023					
15.06.2023	4	Governor meeting dates 2023-2024 to be published	KF / TP	21/07/2023	Final draft
15.06.2023	4	Date to be arranged to meet with TP to update annual planner	RX / NW / KF	June 2023	
July 2023					
13.7.2023	6	Extra safeguarding questions to be added to governor visit form	MC	Sept 2023	
13.07.2023	6	Subject :leader info to be shared with governors	MA	September 2023	
13.07.2023	8	Subject policies success to be fed back to leaders.	TP	September 2023	
13.07.2023	9	Staffing Structure to be revised	TP	21/07/2023	

Signed as a true and accurate record

Chair:

Date:

Prepared by: Mel Allgood 13.07.2023