

**Howe Dell School and Day Care  
Business meeting  
Meeting of the Full Governing Board  
Wednesday 14<sup>th</sup> December 2022 6.15pm**

Present:

|                        |                                |
|------------------------|--------------------------------|
| Julia Ellis-Hall (JEH) | Co-chair / Co-opted Governor   |
| Katie Fox (KF)         | Co-chair / Parent Governor     |
| Rick Xu (RX)           | Vice-chair / Co-opted Governor |
| Tracy Prickett (TP)    | Executive Headteacher          |
| Samantha Brown (SB)    | LEA Governor                   |
| Mel Chandaria (MC)     | Co-opted Governor              |
| Kashifa Saley (KS)     | Co-opted Governor              |
| Nicola Winch (NW)      | Co-opted Governor              |
| Hajre Hyseni (HH)      | Parent Governor                |
| Rani Shatnawi          | Parent Governor                |

In attendance:

|                        |                                       |
|------------------------|---------------------------------------|
| Pete Mason (PM)        | Deputy Headteacher / Associate member |
| Alison Reck (AR)       | Day Care Manager / Associate member   |
| Judith Antoniades (JA) | Clerk to Governors                    |

Apologies:

|                    |                 |
|--------------------|-----------------|
| Amy Jefferies (AJ) | Parent Governor |
| Nissan Rutnah (NR) | Parent Governor |

Signed as a true and accurate record

Chair:

Date:

Prepared by Judith Antoniades Clerk to Governors on 19<sup>th</sup> December 2022

|        | Item  | Action                         |
|--------|---|--------------------------------|
| 6.15pm |   |                                |
| 1.     | To <b>welcome</b> all Governors.<br>JEH welcome staff and governors.<br>To <b>receive</b> apologies and approve absences.<br>AJ – Agreed – Previous engagement<br>NR – Agreed – Emergency childcare   |                                |
| 2.     | To <b>declare</b> any conflict of interest that may arise during the meeting.<br><br><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><br><br><i>Also, Governors are reminded that should their circumstances change, their declaration of interests form needs to be updated on GovernorHub.</i><br><br>None declared.   |                                |
| 3.     | To <b>receive</b> notification of any other business agreed by the Chair<br>PPG strategy – circulated on Ghub, to be added to the agenda for the next QofE meeting, 19.01.2023.   |                                |
| 4.     | To <b>receive</b> and <b>approve</b> the minutes of the <ul style="list-style-type: none"> <li>QofE meeting – 8<sup>th</sup> November 2022<br/><b>Agreed as a true and accurate record.</b></li> <li>Finance ad Resources – 17<sup>th</sup> November 2022<br/><b>Agreed as a true and accurate record</b></li> <li>To consider any matters arising from those minutes</li> </ul> <p>See appendix A (rolling log)</p> <ul style="list-style-type: none"> <li>TP informed governors that she was making good progress with the SEF and the document would be finalised and circulated in January 2023.</li> <li>TP explained that a 'Change Consultant' Mary Murphy is due to visit as part of the process of rewriting the vision, values and aims. This visit was deferred from October 2022. Mary Murphy will work with the leadership teams as part of this process</li> <li>Day Care occupancy charges will be discussed in a meeting between TP and AR on 15.12.22.</li> <li>Pupil Premium Strategy to be added to the QofE agenda 19.01.22.</li> <li>Governors were reminded to complete the skills audit. This will be reviewed in January 2023.</li> <li>In-house training – JA has been in touch with HFL to arrange in-house training on Ofsted visits. A date has been offered for online training; however on-site training has been requested. HFL to confirm date of training. JA to follow up.</li> <li>TP has added a KPI format and circulated on Ghub. Governors to provide feedback in advance of leadership completion</li> <li>Lead governor's role descriptors are to be finalised in January 2023.</li> </ul> | TP / AR<br>JA<br><br>JA<br>All |

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|    | <ul style="list-style-type: none"> <li>Update from facilities manager will be circulated on Ghub – January 2023</li> <li>Lettings policy to be uploaded onto Ghub and agreed by governors by 13<sup>th</sup> January 2023</li> <li>TP informed the FGB that Mel Allgood is compiling a new policy spreadsheet. As policies come up for renewal those that are unnecessary will be retired. TP explained that there were far too many policies and therefore a full review was required once the spreadsheet was finalised. NW informed governors of the statutory policy list on the DofE website. This has been used by KS to ensure the school website is compliant.<br/>Q: - Governors asked who would decide if a policy was to be retired.<br/>A: - TP said that a combination of staff, herself and governors would decide if the policies were relevant.<br/>Q: - Governors asked how the process would be implemented?<br/>A: - TP explained that policies which are statutory from DofE, written by HFL or HR, would remain. Policies written by the school would be reviewed by questioning, why do we need it? and What is its purpose?<br/>SB commented that policies must be followed and have accountability, others may be headed as protocols which give guidance but do not necessarily have to be noted as a policy.</li> <li>Structure of Day Care FGB meetings to be discussed by TP and AR the meeting scheduled on 15<sup>th</sup> December 2023.</li> </ul>   | TP |
| 5. | <p>To <b>receive</b> reports and updates.</p> <ul style="list-style-type: none"> <li><b>Receive Executive Headteacher's report</b> (inclusive of bullying, racist and sexual harassment logs)<br/>Circulated on GHub. TP asked if governors had any questions. Governors agreed that it was a comprehensive document. KF highlighted pg1, the Core Plan has been in place since Autumn 2021 not 2022. TP to amend document. TP asked governors if the document helped with their understanding of the school. She explained that pg4 showed external data outcomes which would not change again until 2023 when new results would be released. She informed governors that the Herts Profile Data would expand the information and was used when writing the 2022-2025 pupil premium strategy.<br/>TP highlighted the children's reading had met the National average scale score for end of KS2. She explained that when looking at GDS, it shows more children are reading at a greater depth level than National at the end of KS2, Governors all agreed that the document from HFL was a useful tool.<br/>Q: - Attendance levels were questioned by governors. TP told governors that sickness levels were high due to the high volume of viruses circulating which included COVID. TP explained that COVID used to have a different attendance code and was not included within the overall attendance, however this is no longer used (removed by DfE) and therefore all absences are recorded. TP believes overall attendance is strong and a proactive approach by the school is in place. Attendance has a high profile with the children, through assemblies and linked awards and with parents. Written correspondence to parents has been revised and includes punctuality as well as absence.<br/><br/>TP drew to the Governors' attention the paragraph on sexual harassment within her report. She explained that following the changes in KCSIE September 2022, the</li> </ul> | TP |

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|  | <p>school had added a lozenge for sexual harassment and abuse to enable to school to effectively track and manage incidents. Numbers are high due to the fact that school staff are fully aware of the changes are reporting all concerns. All incidents were fully investigated and referenced against the Brook Traffic Light toolkit. It was found that all behaviours exhibited were age appropriate. Senior leaders met with parents and children and relevant changes in <del>classroom organisation</del> have been implemented. Following these changes, reported incidents have reduced.</p> <p>Q: - Governors asked how extended provision will be affected by the loss of the community hall?<br/> A: - TP informed governors that the school will vacate the community hall by the start of January. Discussions have taken place between AR and extended services with agreements in place for the use of shared spaces and resources.<br/> TP confirmed that Lauren McQuade would have the CLA report completed by the end of December.</p> <p>Q: - Governors asked what the acronym FEP stood for?<br/> A: - Governors were told by TP that it stood for Focus English Plans.</p> <p>Q: - Members of the FGB asked why the number of EHCP's had reduced.<br/> A: - TP explained that it was due to the number of secondary school transitions.</p> <p>Q: - It was questioned by governors if plans were in place for new joiners?<br/> A: - TP explained that there continued to be a need however specific evidence needs to be gathered by the school in advance of an EHCP submission. There is a significant waiting list for children to be seen by external agencies (SALT / EP / OT etc) so it is essential that school has gathered all the relevant information so when the request is submitted to panel, the information is not returned on the basis that the school needs to submit further evidence.</p> <p>Governors thanked TP for a thorough report.</p> <ul style="list-style-type: none"> <li>● <b>Receive Day Care Manager Report</b><br/> AR asked governors for questions.<br/> Q: - It was noted that although the level of funded income had decreased, there had been an increase in private income. Governors questioned whether there were any risks they should be aware of?<br/> A: - AR replied by explaining the levels of funding; 15 hours offered to all children over 3, 30 hours is only offered to those children entitled to it e.g., working families. Occupancy levels take into account those children moving up to pre-school and nursery, hence lower numbers in the toddler group. Both the baby room and pre-school are at full capacity.<br/> Q: - Governors asked AR if there was still a waiting list for the baby room?<br/> A: - AR confirmed there was.<br/> TP explained the she and AR had discussed the content of the report and going forward there would be information around the curriculum and outcomes (Quality of Education)</li> <li>● <b>Receive Day Care committee minutes (11/10/22)</b><br/> An incorrect date was noted in the heading. AR to rectify.</li> <li>● Review any standard Governor visit reports<br/> KF and JEH to email report to TP and upload on GHub.</li> <li>● <b>Behaviour and Suspensions / Exclusion Reports</b></li> </ul> | <p>AR</p> <p>AR</p> <p>JEH/KF</p> |
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|  |   |                       |
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|  | <p>Q: - Governors compared the report to last terms document. The current report shows at least half of Yr6 have behaviour logs since September. Statistics show 181 children with 510 reported incidents, governors questioned why the numbers had risen so dramatically.</p> <p>A: - PM explained that the last report was collated from information taken from a paper-based system which was then entered onto SIM's. CPOM's is now used (introduced November 2021) and far more many incidents are logged.</p> <p>Q: - Governors wondered if the school was seeing a different pattern in behaviour or if the results would be similar if the system from the last report had been used?</p> <p>A: - Leaders noted that children's behaviour had changed since COVID, but with the new system in place, low-level incidents are being recorded. TP assured governors that high profile children had behaviour plans in place and the school is working with both the children and their parents. She told governors that there was great internal discipline from the children, she assured governors that behaviour is good and children are learning.</p> <p>Q: - Do we have a weighing system for each heading on the new system?</p> <p>A: - No, just the lozenges used by staff.</p> <p>Q: -Is there no scoring system in place?</p> <p>A: - TP said there was no scoring system in place on the system. Actions and provisions are put in place if staff see incidents. Staff are continually learning and developing their knowledge and skills with CPOM's.</p> <p>Q: - Governors asked what evidence could be shown to prove that the Pro-social behaviour policy was working.</p> <p>A: - TP stated that no exclusions or suspension had been made. Staff are effectively managing the children's behaviour in the classroom and children accessing the inclusion room were working on specific programmes as part of their personal learning plans. PM reminded governors that the school had been using the STEP's programme since 2017. TP explained that the policy is working. We as a school are much better at capturing and logging the information. All behaviour is telling us something and we use this to implement the holistic packages children require. Where available, the school is accessing external support.</p> <p>Q: - Governors asked if it was possible to see anonymised case studies.</p> <p>A: - Behaviour lead to provide cases to be share.</p> <p>It was agreed that behaviour should be a standing item on governor visits.</p> <ul style="list-style-type: none"> <li>● <b>Termly Safeguarding Report</b><br/>TP spoke to governors explaining that Sexual harassment statistics were duplicated from the Head Teachers report. She agreed that the numbers were high and that this was due to staff being proactive and thorough. Staff training continues throughout the school.</li> <li>● <b>Termly GDPR Report (verbal)</b><br/>RX confirmed that he had been into school to meet with Mel Allgood to review the GDPR policy. He has also discussed introducing a 2-step access code. Prior to migrating to Arbor, training was promised, however apart from self-learning, none has been given. Mel Allgood is following up for 1:1 support. DBS rolling programme is taking place to ensure all documents are current not historical this has an additional cost to schools<br/>RX will meet with Will from INTERM to discuss INTERM IT support and his concerns in regard to the frequency of the system back-up.</li> <li>● <b>Termly Inclusion Report</b></li> </ul> | <p>LMcQ</p> <p>RX</p> |
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|    | This was submitted and discussed at the Quality of Education meeting (November 2022)  |   |
| 6. | <p>Statutory Tasks:</p> <ul style="list-style-type: none"> <li>To agree length of school day<br/>TP asked governors to consider timings of the school day. At present to comply with the government's White Paper the school needs to add an additional 25 minutes to the school week (currently 8.50am to 3.15pm) Following consultation with stakeholders in the Summer and Autumn terms, it has been proposed that the school day will commence from 8.45am. This will ensure that the white paper expectations are in place for September 2023. Governors considered the implications and agreed to put the new timings in place. TP to inform parents in Spring 2 to provide parents with a term's notice in readiness for September 2023. TP to edit the attendance policy incorporating the new times.<br/><b>Unanimously agreed.</b></li> <li><b>To discuss CSV</b><br/>To be discussed under item 8.</li> </ul>  | TP  |
| 7. | <p>Governance Matters:</p> <ul style="list-style-type: none"> <li><b>Governor CPD</b><br/>Mel Allgood has requested all governors to update their online prevent training by the end of Autumn term 2022</li> <li><b>Governor Recruitment</b><br/>JEH and KF have received enquiries in regard to the 2 Co-opted governor vacancies. They will meet with the candidates in January</li> <li><b>Governance CUSP cluster</b><br/>The governing board of Applecroft School have asked to meet and share joint knowledge of the CUSP curriculum. JEH and KF to arrange early 2023</li> <li><b>SFVS</b><br/>JEH asked for governor volunteers to meet with TP and write the SFVS. JEH asked governors for support, HH and RS agreed to meet with TP in January 2023</li> <li><b>Governors skills audit and CPD</b><br/>NW agreed to work with MC and complete a skills audit which is to be dovetailed into the GREAT development pathway for governors.</li> <li><b>Clerks Matters</b><br/>None raised</li> <li><b>Chairs Matters</b><br/>JEH wished governors and staff and Merry Christmas and thanked them for all their hard work this year.</li> </ul> | <p>ALL</p> <p>JEH &amp; KF</p> <p>JEH &amp; KF</p> <p>RS/HH/TP</p> <p>NW/MC</p> |
| 8. | <p><b>CSV Governance: Report and Action plan</b> – draft report circulated in advance<br/>JEH pointed governors to the CSV visit report and explained that the final report was uploaded with just a few minor amendments. Governors who attended agreed that it was a productive day, which raised challenging questions.<br/>It is thought that the school holds too many FGB meetings. JEH, KF and TP to discuss.</p>  | <p>JEH/KF/TP</p> <p>JEH/KF/RX/SB</p>  |

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|     |   |     |
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|     | JEH and KF will meet to thoroughly review the report and develop a plan alongside SB and RX.  |     |
| 9.  | <p>Policies – Updates/ Discussion/Approval:</p> <p>Lettings Policy had been received on 14.12.2022. TP had uploaded to GHub and requested that Governors reviewed the policy and in light of any minor revisions, agree the policy on GHub for implementation January 2023</p> <p><b><u>To be agreed by FGB.</u></b></p> <p>HD – Howe Dell policy<br/>HFL – Herts for Learning policy<br/>Policies as uploaded to GovernorHub.<br/>None to be agreed.</p> | All |
| 10. | To Receive Any Other Business as notified in Item 3<br>2022 – 2025 Pupil Premium Strategy Discussed in item 3.  |     |
| 11. | To agree/confirm date(s) of future meeting(s):<br>QofE FGB meeting 19 <sup>th</sup> January 2023 – 6pm (6.15pm start)- On-site.   |     |
|     | End of meeting 20.37.   |     |

### FGB Rolling Log

| Date          | Item | Action   | By whom                 | By when             | Update       |
|---------------|------|--|-------------------------|---------------------|--------------|
| January 2022  |      |  |                         |                     |              |
| 25.01.2022    | 4    | SEF to be written and circulated   | TP / Leaders            | Jan 2023            | Ongoing      |
| May 2022      |      |  |                         |                     |              |
| 17.05.2022    | 4    | To re-write school mission statement (vision / values / aims) with stakeholders                        | TP / team               | December 2022       | Ongoing      |
| 17.05.2022    | 12   | To review policies and draft rolling policy log  | Office                  | Jan 2023 completion | In progress  |
| November 2022 |      |  |                         |                     |              |
| 08.11.22      | 4    | To finalise a date for inhouse training  | JEH/KF                  | December 2022       | January 2023 |
| 08.11.22      | 4    | Lead govs to write role descriptors (Chairs, Vice-Chair, KS for Safeguarding, NW for SEND, RX for HSP) | JEH/KF/RX /<br>KS/NW/RX | December 2022       | January 2023 |
| 17.11.2022    | 8    | Anonymised appraisals to be prepared and given to governors.   | TP                      | November 2022       | Ongoing      |
| December 2022 |      |  |                         |                     |              |
| 14.12.2022    | 4    | Consultation charges to be finalised and invoice produced  | TP / AR                 | 21.12 2022          |              |

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|------------|---|---|---------------|---------------|--|
| 14.12.2022 | 4 | KPI format to be reviewed and feedback to TP                                | All           | 21.12.2022    |  |
| 14.12.2022 | 4 | Pupil Premium Strategy to be added to the QofE agenda 19.01.23.             | JA            | January 2023  |  |
| 14.12.2022 | 4 | Governors to review letting policy and circulate January 2023 for agreement | TP / All      | 13.01.2023    |  |
| 14.12.2022 | 5 | To amend Heads Report. Pg1 Core plan 2021 not 2022                          | TP            | 21.12.2022    |  |
| 14.12.2022 | 5 | AR to amend date on Day Care minutes  | AR            | 21.12.2022    |  |
| 14.12.2022 | 5 | To email TP and circulate visit report                                      | JEH/FK        | 21.12.2022    |  |
| 14.12.2022 | 5 | To share anonymised behaviour case studies                                  | LMcQ          | January 2023  |  |
| 14.12.2022 | 5 | Back-up frequency to be discussed with INTERM                               | RX            | Spring 1 2023 |  |
| 14.12.2022 | 6 | To circulate new opening times from September 2023 to parents               | TP            | Spring 2 2023 |  |
| 14.12.2022 | 6 | To edit attendance policy, to include new registration time.                | TP            | Summer 2 2023 |  |
| 14.12.2022 | 7 | Online PREVENT training to be completed                                     | ALL           | 21.12.2022    |  |
| 14.12.2022 | 7 | Potential Governors to be met by Chairs                                     | JEH / KF      | Spring 1 2023 |  |
| 14.12.2022 | 7 | Applecroft / HD CUSP cluster to be arranged                                 | JEH / KF      | Spring 1 2023 |  |
| 14.12.2022 | 7 | To draft SFVS   | RS/HH         | Jan 2023      |  |
| 14.12.2022 | 7 | Governor skills audit /GREAT pathway  | MC/NW         | Jan 2023      |  |
| 14.12.2022 | 8 | To arrange FGB meetings in line with CSV advise                             | JEH/KF/TP     | Jan 2023      |  |
| 14.12.2022 | 8 | Chairs and vice chairs to meet to implement action plan from CSV visit      | JEH / KF / RX | 31.01.2023    |  |

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