



Howe Dell School and Day Care
Meeting of the Finance and Resources Full Governing Board
Thursday 17th November at 6pm
MINUTES

Present:

RX – Rick Xu (Chair of F & R FGB & parent governor)
 PM – Pete Mason (Deputy Head, Associate Governor)
 TP – Tracy Prickett (Executive Head & ex officio)
 SB – Sam Brown (LA governor)
 NR - Nish Rutnah (Parent governor)
 AR – Alison Reck (Day Care Manager & associate governor)
 HH – Hajre Hyseni (Parent governor)
 RS – Rani Shatnawi (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)
 KS – Kashifa Saley (Co-opted governor)
 NW – Nicola Winch (Co-opted governor)

In attendance: MA – Mel Allgood (Clerk)

No.	Item	Action
1.	To welcome all Governors. To receive apologies and approve absences. NW should be joining meeting later.	
2.	To declare any conflict of interest that may arise during the meeting. TP declared that her husband works for Howe Dell. No other conflicts declared.	
3.	To receive notification of any other business agreed by the Chair. No AOB's raised.	

Signed as a true and accurate record

Chair:

Date:

Prepared by: Mel Allgood 17.11.2022

4.	<p>To receive and approve the minutes of the 8th November 2022 and 4th May 2022 meeting and consider any matters arising from those minutes.</p> <p>Minutes for last meeting on 8th November 2022 are being prepared and will be circulated once complete via Governor Hub.</p> <p>Minutes from last F & R meeting on 04/05/2022 – all agreed.</p> <p>Actions from meeting on 4th May 2022:</p> <p>RG to give SH utility bills to look through. Completed.</p> <p>SH to put cost of increase in electricity through the insurance claim for the drying out of classrooms. Completed.</p> <p>Finance and Resources Committee. RX to let JA know. Completed.</p> <p>Minutes to be signed from previous meeting. RX to sign minutes from previous meetings.</p> <p>RX will come back and complete a Site Walk. Completed.</p> <p>A thank you from governors to be passed on to the Facilities Team for all of their hard work during works. Completed.</p> <p>All agreed for SH to go ahead with order of the gates. Completed.</p> <p>Full site report from SH to be put on Governor Hub. Completed.</p> <p>TP to follow up with HCC to book the survey. Completed.</p> <p>Forecast expenditure for Day Care to be put on Governor Hub prior to next FGB Meeting. Completed.</p> <p>Fund Account end of year to be completed. Completed.</p> <p>Lettings Policy to be reviewed. Completed.</p> <p>School website to be updated following audit. Completed.</p> <p>Policy- rolling log. Completed.</p>	RX
5.	<p>Premises and Accommodation</p> <ul style="list-style-type: none"> • Site manager update report <p>Q: Concerns raised over the cladding. Do we know how far forward we are regarding HCC visiting?</p> <p>A: Restrictions are in place so that no-one is near the area. The whole area is zoned out/off. Different exits and entry points are now used by Early Years so this is no longer a risk factor. We are waiting for contractors to come in and for quotes to be made for the repair to the cladding. Risk assessment is in place. Children are not outside near that area. TP asked Facilities for an update, they have said we are still waiting for contractors.</p>	

	<p>Q: What about other repairs? A: We are still waiting for issues to be resolved and contractors to come in. TP confirmed she will follow up with Facilities Manager for an update.</p> <p>Q: HCC are paying for the surveys? A: Yes HCC are paying for the surveys. Asset Management Plan has now been put in place so that we are ready with the information regarding any repairs if we need to submit a bid.</p> <p>Q: Are leaks still happening in the school? A: We are monitoring this and observe the areas it may happen in. We are very lucky to have such specialist knowledge within the Facilities Team to do this. This has included Deputy coming to site at the weekend to carry out repairs or to turn the water off when there are no children in the building.</p> <p>Ongoing training for Facilities Assistant to be undertaken to develop his skill base so that he has better knowledge of the working systems of the school.</p> <p>Q: How much did it cost to have the leak fixed? A: Around £1000 a time. We have just had a bill from the plumber circa £800. There is then overtime for the team member.</p> <p>Q: When will the cladding repairs happen? Will a risk assessment be put in place during the works? A: Yes we will work with the experts to put one in place and this will depend on how and when the repairs will be carried out.</p> <ul style="list-style-type: none"> • Asset Management Plan (AMP) We have to ensure we have this and it backdates to the last financial year Q: Is this just the money we pay out? A: This is the spend on our assets. We get about £7k a year for maintenance of our site but we have spent more than this. It will show expenditure. Q: How long is the AMP for? A: It is about clearly showing and mapping out what we have spent on our building? Q: Is there a benchmark against other schools to show what we are spending? A: Benchmarking is what the school undertakes once a year. We are compared to schools of similar size (ie) 2 form entry and it looks at costs on average for each school. There is not a benchmark on spending for repairs. <ul style="list-style-type: none"> • Early Years outdoor learning area project update We have had confirmation of the project start date. Date of install is 17th January 2023 for the climbing frame and to conclude the project by 23rd January 2023 	TP
--	---	----

	<p>PSA have earmarked some funding for allotments. A member of staff have said they would like to start a gardening club, and likely to launch it through Eco Club. £5000 from PSA and money is ring fenced for this.</p> <p>NW joined the meeting.</p> <p>Planters will be outside each classroom and hopefully they will help with our cooking and D & T and any excess will be for parents to use.</p>	
6.	<p>Health and Safety and Safeguarding</p> <ul style="list-style-type: none"> • Termly Health and Safety Governor walk report <p>Completed walk in September. Points raised include the corridor at the end of the building – the area needs to be cleared for health and safety reasons. Agreed – this will be looked at. Facilities are looking at this. We are looking room by room at the moment to make sure that areas that should be cleared are.</p> <p>The path and exit via the side gates needs to be solid. This is not part of the 2022-23 budget. If we don't have the money to do this, we may need to put a bid together. If we need to get quotes for this it would not happen until the next budget.</p> <p>Q; Was this a report we asked someone to come in and undertake or did we complete it ourselves? A: We asked someone to come in to complete it and it something which was raised in our H & S Audit and a new item on the H& S Audit criteria. TP notified other schools of this via Primary Head's Forum.</p> <p>Q: Report mentions fire doors and it asks if they are safe. The report advises they are not. A: Some doors may need re-labelling as they have the incorrect labels on them and this can be changed cheaply. There may also be some doors that might need adjustment. This will be checked by Facilities. TP said she will discuss this recommendation further with SH on her return from annual leave and update governors.</p> <p>Q: Has the Early Years area been looked at – a structure which moves and small hands can get in there? A: There have been no incidents reported.</p> <p>Q: Have the children been stopped from going on the large climbing frame on the field? A: Yes there are no children on the climbing frame.</p> <p>Q: Are we moving desks away from the fire exits? A: We have tables that will be going into a container. Staff will be able to put items that are not needed at the moment. We do not have items blocking the fire exits.</p>	TP

Q: The wall displays were raised in the report regarding excessive use of paper and spraying them with fire retardant spray etc

A: We have reduced the amount of backing paper. There is now not a board by the library in case of fire. We are in a school and we will continue to have displays but we are mindful of the amount of paper we use.

If there was a fire, due to the design of the building, the fire would go through the voids in the ceiling. Our exits and corridors are clear.

It was raised that we also need to be aware of other items such as sofas and chairs as toxic gases can be released from them. When there is a fire drill, classes downstairs go straight outside. Years 5 & 6 come down the ramp and Year 4 down the stairs.

- Accident report Summer term 2022

New report introduced. It enables us to monitor where accidents happen within school. The accident books were not clear and filled out the same way. Now we have a template on the front of each accident book stating how the form must be filled out so they are all correct and the same.

It will be given to governors as a termly report and confirmation if anything needs to be reviewed. From this report there are no areas for Facilities to address.

Q: Have we got enough people on the playground? If we put more people on the playground will this reduce?

A: Yes, we have adequate supervision. We have introduced areas for children to be in so that we can have 'eyes' on them. To reduce the number of accidents we reduced the amount of children allowed in the Tellytubby Houses. We also have a reading area for children to use on the playground which the children really enjoy.

Q: Are we doing everything in the classrooms to keep the children as safe as possible?

A: Yes. The issues are that we have smaller classrooms and a cloakroom area however it is about managing the areas and we are doing this.

Q: Monthly check list – says Y and N under PAT testing – has this been done?

A: Facilities have been on a PAT testing course and they can PAT test annually now.

- Fire drill
We had a fire drill and all 3 Year groups upstairs evacuated through one exit, whereas one year group should have come down the stairs. One class thought it was a lockdown drill and laid low on the floor in their class. It was longer than it should have been, however now that we have identified the development areas, we will carry out another Fire Drill. This is why we have fire drills as it shows us where

	<p>we need to develop. This is also the reason the drill was 4 minutes 29 seconds rather than closer to the previous one of 2 minutes 30seconds.</p> <ul style="list-style-type: none"> • Lockdown Lockdown drill was carried out and development areas identified. All Governors have had the lockdown policy. Visitors are now better informed. All actions have been feedback to the staff concerned following both drills. Information for visitors has been put up to ensure they know the difference between the fire alarm and the lockdown alarm. All volunteers have had the lockdown policy emailed to them as well as there were volunteers on site when it took place and they were not aware of what to do. <p>Facilities Manager give an update regarding the Fire Risk Assessment, of what actions have taken place / will be taking place and when, to rectify any issues raised in the report.</p> <ul style="list-style-type: none"> • SCR update following submission to safer staffing and monitoring Feedback uploaded to Governor Hub following SCR audit from HCC. TP has monitored the audit of the SCR and all actions have been completed. New Prevent training is being rolled out to all staff. • Update on initial and refresher safeguarding and DSL CPD Termly report to governors will be shared at next full business meeting. Safeguarding training is put on SCR and refresher training raises questions to question . <p>Q: Does all safeguarding training to be sent to MC? A: It is all on Governor Hub and MC relays the information to Nina relating to governors. As long as Governor Hub is up to date then it will be sent to NW. If anyone undertakes any training that is not HfL then it should be sent on to MC.</p>	SH
7.	<p>Finance</p> <ul style="list-style-type: none"> • Schedule of financial delegation (review for 2022-2023) Has been reviewed and updated. SB confirmed their had been no changes to the Schedule of Financial Delegation. <p>Q: Does anyone have authority to sign cheques over £1000? A: Anything above £2000 needs two signatures (page 7). It protects staff. Q: On page 3 – prepare the schools financial budget – should this be TP? A: Yes it should be TP before it is approved by F & R Budget. MA to update.</p>	MA

	<p>Q: Contracts Register is held by SH. Can the governors see the Contracts Register as they have not seen it before? What format is it in? A: Yes, SH holds it and she can share this with you. MA to ask SH to share.</p> <ul style="list-style-type: none"> • Budget monitoring and reporting: Period 6 School and Day Care <p><u>Day Care:</u></p> <ul style="list-style-type: none"> ➤ Staffing is at 43% and currently an underspend, this is due to overtime being used. Agency is low but they have few staff. Day Care are in talks with another company. ➤ HCL – catering 46.1% is our children’s meals but we are on budget. ➤ Discrepancy due to inputting which has now been resolved. ➤ Sickness insurance is paid annually and therefore 100%. ➤ Milk – we are in the system but no income or expenditure as the milk is free. ➤ £49, 684 contingency for Day Care. ➤ Resources have been purchased for Day Care and they will be coming through shortly. ➤ Planning to get air conditioning in the three rooms as Day Care do not want to have to close again due to hot weather lie they did this year. ➤ FSS have now finished with Day Care and School. TP has spoken to HfL regarding this and they are getting someone for us. <p>Q: Can you explain the SEN amount? A: We use the portal to claim our funding. When a parent puts their child’s details into the system and they are entitled to funding, we are then allocated money for them. This is broken down in the Day Care budget but it is one figure. Example of EYPP given – Day Care use the EYPP money to give hot meals to these children.</p> <p>Q:Occupancy is £0. A: Previously £10k taken termly but nothing has been taken yet but the money is there.</p> <p><u>School:</u></p> <ul style="list-style-type: none"> ➤ Finances are satisfactory at the moment. ➤ Pay awards have been agreed. 5% for teachers and approx. 10% for support staff. Budgeting software took into account 2%. Harper Brazel has also been taken into account. Need to continue to be careful with what we are spending. School finances have balanced this year and next. ➤ A restructure may need to be looked at in the future and not replace staff if they leave so there will be some natural changes. We are not currently looking at redundancies. 	MA
--	--	----

	<p>Q: Have the school ever looked at sponsorship, or spoken to private schools or sponsors? A: No but we are happy to. NW gave the example of the Guild of Aerospace due to links with the area.</p> <p>Q: Did we have links with other companies before? A: Yes, we have had companies in as working parties, but they have not funded us.</p> <p>Q: Maybe we should come up with a list of who we can approach? A: Yes. Companies on the business park discussed including Tesco, who are no longer in the business park. Q: Private Schools might be an option? If any links in from previous parents etc Possible St Albans High School. Discussion around the PSA and work they have completed on funding bid. Query if we should we speak to the PSA first as they do a lot of good work and funding bids? A: Yes definitely.</p> <p>TP & NR raised Ocado as a possibility and will contact their contact. Also Affinity Water links?</p> <p>Q: Can we have a public social media by talking about the school and connecting with brands so that we are more visible. A: It is a good idea but this could be a safeguarding issue. TP said that she had an open Twitter at her previous school. It was a lot of work and the monitoring was constant. Agreed that we need to market the school but an open account may not be the appropriate way.</p> <p>Q: How about Love Hatfield? A: Yes please, AJ to contact her contact.</p> <p>Q: The ICT back up has increased. Why is this? A: Because it has been split with Day Care and this part of the termly payment. Q: Utilities are low – why is this? A: We are waiting for the new bills as they run behind.</p> <ul style="list-style-type: none"> • Financial Benchmarking Exercise / best value monitoring Completed annually. TP has uploaded it for all governors onto Governor Hub. This benchmarking is undertaken on a yearly basis. Due to Day Care money coming into our budget it looks different. Spending variation due to Extended Services. Spending variation on staffing – this is due to pay scales of staff. • SFVS (discussion / updates / preparation for submission) Governor responsibility. PM has taken a lead on this before. Governors to establish who will complete this. <p>Q: Is there anyone on the FGB who has finance experience? A: NW said she would be happy to have input on Pupil Premium</p>	<p>TP NR</p> <p>AJ</p> <p>All Governors</p>
--	--	---

	<p>and SEND areas. Previous SFVS to be updated to take into account this new year.</p> <p>Q: Is there anyone else that can help with this? A:TP confirmed the previous year's SFVS has extensive information, it should be easier this year. Possibly to be shared by more than one governor. To be discussed at next FGB Business meeting. TP confirmed she would work with governors on this so that she is challenged.</p> <p>Now flagged on Noticeboard on Governor Hub to be discussed at next meeting in December.</p>	Clerk to add to agenda
8.	<p>Personnel</p> <ul style="list-style-type: none"> • Performance related Pay Award and supporting documents Quality assured end of cycle appraisals. Senior Leaders have shared information to establish this. All teachers have RAG rated themselves against the teaching standards and some have put development areas into their objectives this year. TP has had her appraisal and objectives have been cascaded through the teaching team. New curriculum is an area for most staff to develop. All teaching staff appraisals are complete (apart from one due to staff absence) and support staff to be completed by the end of December. <p>Q: How is the teachers' performance tracked throughout the year? A: Book studies, monitoring and feedback, learning walks etc.</p> <p>Q: How often is this monitoring of teachers happening? A: Feedback is ongoing through the monitoring. They have a formal meeting in the Spring Term (February) and also in Summer Term (July) to look at how things are going. Once per term formally.</p> <p>Q: Are all conversations are documented? A: Yes, some s verbal but also some is written.</p> <p>Q: Is there enough support in place for teachers to develop? A: Yes all CPD is to develop and support staff. This includes modelling with other staff and buddying.</p> <ul style="list-style-type: none"> • Appraisal cycle As above. Q: Last year we provided you with some anonymous appraisals. Is that something governors would like? A: Yes. Action TP. • Leadership Roles and Responsibilities 2022-2023 This came in September. No questions as had formed part of the Quality of Education meeting. <p>See CONFIDENTIAL ITEM.</p>	TP

	<p>Displays are up throughout the school reflecting the wider curriculum.</p> <ul style="list-style-type: none"> • Staffing update See CONFIDENTIAL ITEM. <p>Day Care:</p> <ul style="list-style-type: none"> ➤ SENCO title has changed to Inclusion lead. ➤ Assistant Day Care Manager is now Assistant Deputy and restructure has taken place. ➤ Recruitment is ongoing for a Level 3 practitioner, there is shortage of qualified practitioners. This is a country wide problem for all settings. ➤ Review of pay scales and job descriptions has not taken place due to the staffing issues and possibility of having a deficit budget at the end of the year. Staff are aware of the changes that are in the pipeline for salaries. ➤ Staff are also given other things like meals, cakes to increase morale and wellbeing. <ul style="list-style-type: none"> • Well-being report Previously circulated to governors. Updated from last term and since September. There are a lot of things taking place within the school. PM gave examples of items on the report. <p>Q: Can I ask about PPA cover? Is there a TA covering Maths? A: Yes there is a TA teaching Maths PPA. She teaches in one class enabling teachers in cohort to have PPA together. She is a qualified teacher and is paid at a higher rate to do this. This means that high quality learning and teaching occurs across the week in Maths. There is TA in the class to support.</p> <p>IDSR – outcomes at the end of KS1 need to be higher, so we are having high quality teaching taking place.</p> <p>Q: What wellbeing do we have in place? A: Education Mutual, Education Support and SAS Insurance for Day Care. MA explained the services on offer to staff.</p> <p>Q: Do we get information of how much this service is used? A: No, as it is completely confidential.</p> <p>Q: Does this include governors? A: No we cover staff only due to cost. If governors feel this is something they need then this can be explored by governors through governance/HR.</p> <p>School Grid is an excellent system and has empowered the parents. It has also helped with reduction of food wastage. MA explained the new dinner system which has been rolled out across the school.</p>	<p>MA</p>
--	---	-----------

	<ul style="list-style-type: none"> • Autumn 1 2022 staff CPD <ul style="list-style-type: none"> ➤ MA to upload to Governor Hub. Action MA. • Autumn 1 2022 staff absence • TP shared the amount of days lost due to absences. Information on Governor Hub with a breakdown of teaching and support staff. Return to work's completed for staff after each bout of sickness. 	
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 Governor Hub.</p> <ul style="list-style-type: none"> • Review Pay policy • Review Lettings Policy • Review school charging policy e.g. School trips <p>Q: 30 hour policy – times are slightly different in the policy? A: Yes- MA to update ensuring they are the same.</p> <p>Q: Are parents paying for the extra time/ 20 minutes (ie in the afternoons due to 30 hours)? A: No they are not. Children are in school until 3.15pm. This makes the end of the day more manageable and it is good to have the children in school as long as possible to learn.</p> <p>Lettings Policy is being finalised (following several drafts) and to be agreed on Governor Hub once finalised.</p> <p>Appendix 1 Teaching Salary Range Curriculum Design TLR to be added.</p> <p>All policies to be agreed on Governor Hub by Friday 25/11/2022.</p>	<p>MA</p> <p>TP</p> <p>MA</p> <p>Governors</p>
10.	<p>To Receive Any Other Business as notified in Item 3</p> <p>HCC Brokerage visit: Governor focus</p> <p>Visit taking place on 30/11/2022 – 10am – 3pm JEH, KF, SB, RX to attend.</p> <p>Commissioned HCC Visit is around Governance. Kate Beaumont coming in. She will write a report and this will be put into the Core Plan for next steps in the Spring Term.</p> <p>Governors should be prepared for the visit.</p> <p>Q: Will she be given access to Governor Hub? A:Yes she will, and this will be prior to the visit.</p>	

	<p>NW has had a visit for this at another school and is happy to share her experience and what she was asked etc. Meeting to be arranged with JEH, KF, SB, RX. Action.</p> <p>Q: Can we have a discussion outside of this meeting regarding what is required? A: Yes, of course. NW is a governor at Howe Wood and they have a spreadsheet to look at the training there. This information is all available on Governor Hub and MC has this information too.</p> <p>Q: Can governors have a tour of the school with TP prior to the visit. A: yes, of course. Action Governors and TP.</p>	<p>JEH, KF,SB, RX</p> <p>Governors and TP.</p>
11.	<p>To agree/confirm date(s) of future meeting(s): FGB: Business 14.12.2022 (MS Teams) FGB: Quality of Education 19.01.2023 (to be reviewed) FGB: Finance and Resources 22.2.2023</p> <p>Q: There is no Day Care Committee date there? A:TP & AR have been emailed by David Shevlane. He confirmed that Day Care can run within the FGB meetings and not have committee meetings in future, however there must be specific Day Care items on each agenda so that it is clear in the minutes that Day Care has been discussed particularly so that this can be seen by Ofsted. AR has asked for clarity on this as she will need to review and amend who attends the meetings.</p> <p>Next Day Care Committee meeting is 07th Feb 2023 and 6th June 2023. AR and TP to discuss the structure of the FGB meetings to include Day Care.</p> <p>As Day Care have a separate Ofsted number, the items needs to be fully established. Master agendas will also need to be updated to reflect this.</p> <p>RX to circulate next site walk.</p>	<p>AR/TP</p> <p>RX</p>

FGB Rolling Log

Date	Item	Action	By whom	By when	Update
------	------	--------	---------	---------	--------

Signed as a true and accurate record

Chair:

Date:

Prepared by: Mel Allgood 17.11.2022

January 2022					
25.01.2022	4	SEF to be written and circulated	TP / SLT	July 2022	Ongoing
May 2022					
17.05.2022	4	To re-write school mission statement (vision / values / aims) with stakeholders	TP / team	December 2022	To commence Sept 2022
17.05.2022	7	To collate guidelines for governor visits	TP/LMQ	Autumn term	ongoing
17.05.2022	12	To review policies and draft rolling policy log	TP/Office	December 2022	In progress
July 2022					
05.07.2022	5	Day Care occupancy discussion	AR/TP	Awaiting LA update	ongoing
05.07.2022	7	Pupil Premium Strategy (inc recovery PPG) New 3-year strategy to be written.	TP / LMcQ	21.12.2022	In progress
September 2022					
20.09.2022	8	Complete skills audit	ALL	October 2022	
20.09.2022	10	To add agreement of school day to December business meeting	JA	December 2022	
November 2022					
17.11.2022	4	RX to sign minutes from previous F & R meeting.	RX	November 2022	
17.11.2022	5	Update from Facilities Manager regarding dates contractors from HCC are coming to site.	TP/SH	November 2022	
17.11.2022	6	Facilities Manager give an update regarding the Fire Risk Assessment, of what actions have taken place / will be taking place and when, to rectify any issues raised in the report.	SH	December 2022	
17.11.2022	7	Schedule of Financial Delegation to be updated.	MA	November 2022	
17.11.2022	7	Contracts Register to be shared with governors.	MA	November 2022	
17.11.2022	7	Contacts regarding sponsorship to be contacted.	NR/TP/AJ	December 2022	
17.11.2022	7	Governors to establish who will complete SFVS. Agenda item December 2022.	JA - Clerk	December 2022	
17.11.2022	8	Anonymised appraisals to be prepared and given to governors.	TP	November 2022	
17.11.2022	8	Staff CPD information to be uploaded to Governor Hub.	MA	November 2022	
17.11.2022	9	Policies to be updated.	MA	November 2022	

Signed as a true and accurate record

Chair:

Date:

Prepared by: Mel Allgood 17.11.2022

17.11.2022	9	Lettings policy to be uploaded to Governor Hub once finalised.	TP	November 2022	
17.11.2022	9	Policies to be agreed by governors by 25/11/2022.	Governors	November 2022	
17.11.2022	10	Meeting to discuss commissioned visit for governors.	JEH, KF,SB, RX, NW	November 2022	
17.11.2022	10	Tour of school for Governors prior to commissioned visit.	Governors and TP.	November 2022	
17.11.2022	11	Structure of the FGB meetings, to include Day Care to be looked at following confirmation from David Shevlane of what is required.	TP/AR	December 2022	
17.11.2022	11	Site walk to be circulated.	RX	November 2022	

Signed as a true and accurate record

Chair:

Date:

Prepared by: Mel Allgood 17.11.2022