

**Howe Dell School and Day Care
Meeting of the Quality of Education Full Governing Board
Tuesday 8th November 2022 6.15pm**

Present:

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

Julia Ellis-Hall (JEH)	Co-chair / Co-opted Governor
Samantha Brown (SB)	LEA Governor
Rani Shatnawi	Parent Governor

Signed as a true and accurate record;

Chair:

Date:

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No.	Item	Action
6.15 pm		
1.	<p><u>To welcome all Governors.</u> KF introduced new governor Nicola Winch. Nicola introduced herself, highlighting her experience as a governor on the boards of both primary and secondary schools and training in IRP's for HCC. Existing governors introduced themselves. <u>To receive apologies and approve absences.</u> RS – Accepted – previous engagement due to change in date of meeting. JEH – Accepted – previous engagement due to change in date of meeting. SB – Accepted - previous engagement due to change in date of meeting.</p>	
2.	<p><u>To declare any conflict of interest that may arise during the meeting.</u> Governors are reminded they must declare an interest, financial or other, in any item on the agenda and withdraw from the meeting for that item. None notified.</p>	
3.	<p><u>To receive notification of any other business agreed by the Chair.</u></p> <ul style="list-style-type: none"> • Community Hall - TP 	
4.	<p><u>To receive and approve the minutes of the 29th September 2022 meeting and consider any matters arising from those minutes.</u> <u>Rolling Log:</u></p> <ul style="list-style-type: none"> • SEF. TP and Helen Jones (SIP), have met and discussed templates for the SEF. TP will meet with staff and subject leaders to gain their input in order to complete the document. TP agreed that it would be completed by the end of the autumn term. NW informed governors that Ofsted were moving away from reviewing SEF's and requiring more detail in the SIP. TP confirmed that monitoring would feed into the SEF. Q: - Has the FGB completed a skills audit on the school which can be used to lead into the governors' section of the SEF? A: - KF confirmed that a governor skills audit was taking place, however, not a school audit. NW to share a template document. • School Mission Statement. TP informed the FGB that writing the SEF was her main priority and this will remain on the log as being completed in December. • The governor visit guidelines continue to be ongoing. • Policy log. TP and MA continue to work on the rolling document. • Day Care occupancy discussion. TP and AR agreed that due to high levels of staff absence, there hadn't been an opportunity to meet. • PP/PPG Lauren McQuade is the schools PP champion. • RX to meet with MA for and update on GDPR and what a deputy's job may entail. Governors discussed how linked roles should have job descriptions written up as guidance. NW informed governors that job descriptions for various key roles could be found in 'The Key' on GovernorHub. Governors in lead roles to complete job role specifications by December's business meeting. NW suggested GDPR training should be included on the confirmations page of GovernorHub. RX to discuss with MA. • NW agreed to become Chair of QofE FGB. • Academisation. NW to work with RX and review suitable academies. 	<p>NW</p> <p>ALL</p> <p>NW RX/ NW</p>

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5. To receive reports and updates. (All documents circulated prior to the meeting)
- Review Subject Leader Executive Summaries (July 2022)
Attendance is reviewed on a weekly basis. TP highlighted the summaries which show a dip prior to half terms. Parents continue to request holidays in term time, which are denied, unless extreme circumstances. TP will be meeting with Carly Clark (admin assistant) to review communication with parents.
Q: - Do you fine for holidays taken in term time?
A: - Yes, the school operates the Penalty Notice system and makes applications for fines with the LA
Q: - Do you report absence?
A: - Yes, along with meeting parents. TP assured the board that the school's attendance policy was thorough.
 - Review Pupil Attendance
Q: - Do you award for improvement?
A: - Not currently.
Q: - What does attendance look like for vulnerable groups / travellers?
A: - TP will look at how this information can be retrieved from Arbor. TP informed governors that CPOMS enabled monitoring of vulnerable children and those known to social workers. Staff also flagged up any issues.
Q: - How are issues with lateness managed?
A: - TP answered by saying that a proactive approach was made and letters sent to parents highlighting the amount of time and minutes of learning lost.
Q: - Does lateness account to absences?
A: - Yes, if the child arrives after the registration closes.
 - Review any subject link Governor visit reports
KF encouraged governors to visit school. TP suggested linked governors for CUSP subjects approach staff for regular updates.
Q: - Are the curriculum outlines listed on the school website?
A: - Curriculum overviews are circulated to parents on a termly basis. Once the school website has been updated, it will be included. Outlines are available to governors if required.
 - Receive and review any Quality of Education Leadership Team reports or updates
 - Curriculum implementation and monitoring
Staff implemented CUSP in Science during the summer term, additional subjects were further introduced. Monitoring is taking place at present using book studies and coaching subject leaders who will take the learning forward. Governors are invited to attend. A Headteacher and staff CUSP meeting took place at Howe Dell with the teams from Hertfordshire CUSP schools attending.
Q: - Is CUSP just used in primary schools?
A: - No, CUSP is also used in secondary schools.
Q: - Are there similar opportunities for children who can't use books to express themselves?
A: - There will be a SEND book monitoring task which will incorporate oral and verbal tasks if a book is not suitable.
Q: - Do children use laptops in the school?
A: - Yes, however they are not used regularly unless part of a specifically identified intervention of need. The school is looking at programmes for voice literacy.
Q: - In regard to assessments, do we have data to benchmark against?
A: - The whole assessment system is being overhauled by PM with the introduction of Arbor. TP explained that the focus at present is on filling the gaps of the children who do not have the knowledge. Governors were informed that CUSP comes with its own assessment material and how this is used in the future will be discussed. TP recommended the 'Pupil Book Study' by Lauren Meadows in partnership with Alex Bedford
Q: - Is there still an ESD focus for the curriculum as we continue to be an Eco-school?

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A: - ESD is interwoven into Science and Geography. ESD as a subject has a linked subject leader and governor.

Q: - Has the school achieved the Eco Governance flag?

A: - No, in the past, the school has achieved the green flag.

NW suggested Howe Dell gain the Eco Governance flag, which is also something HCC is encouraging schools to do.

- Curriculum Intent

Governors were given this document in advance of the meeting. TP explained that it would be included in the SEF.

- Curriculum enrichment.

TP informed governors that this would entail purposeful activities to enhance learning. Each activity will be linked to the children's learning. These activities take into consideration the cost of living expenses and the impact on the environment (promoting more local excursions)

- British Values

The Jigsaw/Values document was circulated prior to the meeting. This document showed how the Jigsaw unit incorporates the key values which are the focus for each month. The value of the month is explored through assemblies and shared via the newsletter

Parental engagement

The school has looked at how they can have purposeful engagement with parents. Parental engagement has been mapped out over the 3 terms. Celebration assemblies have been spread across the year groups. Harvest was led by Yr4, Remembrance Day service was led by Yr5. On each occasion, the parents of each class have been invited to attend alongside governors.

Q: - Will other children attend these assemblies?

A: - Yes, depending on the amount of space available.

'Little Wandle' workshops have been held to inform parents of the programme. 'Live Learning' with a focus on reading and vocabulary has taken place. A CUSP art festival is planned for the summer term.

- Tuition attainment and progress impact report

Due to the transition from SIMS to Arbor, the school has had to review how progress and attainment data is collected and reported on in English and Maths. Currently Howe Dell uses assessment tools which look for 3 steps of progress in children. 82% of learners make 3 or more steps of progress. PM has researched a new system used by HFL called Easy Tracker. This system monitors children by 4 levels PM explained these levels as the following;

GDS – working at greater depth

EXS – working at curriculum related expectations

WTS – working towards curriculum related expectations

Below – working below curriculum related expectations (we refer to this as the First 20%)

It has been agreed to implement the new system in late November.

- Receive and review SEND Report

Q: - Who is Sally Yates? (pg1 last paragraphs)

A: - Sally Yates works for the Integrated Services for Learning.

Q: - Has any further support been offered?

A: - We are awaiting a report from a visit where the toolkit was followed.

Q: - Is there, or have there ever been any slavery or trafficking incidents at Howe Dell?

A: - No, however the school is monitoring pupils.

- SIP report July 2022 and November 2022 (Helen Jones)

- Quality of Education SEF section (draft)

As discussed in section 4, this is in progress.

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6.	<p><u>Outcomes and Data (circulated prior to the meeting)</u></p> <ul style="list-style-type: none"> • <u>SAT analysis with next steps reports (English and Maths)</u> TP confirmed that the document had been shared with teachers and asked governors for any questions. Q: - Can this be mapped to a Venn Diagram? A: - PM confirmed that this would be the case, although there has been no formal data since 2019 due to Covid. Q: - Are the classes streamed? A: - TP explained that the classes were not streamed and the results were under review. TP assured governors that there was quality of teaching, although there may have been discrepancy in the assessments. • <u>Review key outcomes:</u> • <u>GLD (with comparison from previous year)</u> • <u>Phonics (with National outcomes available)</u> • <u>KS1 (with National outcomes)</u> • <u>Multiplication</u> • <u>KS2 SATs (groups)</u> • <u>Review end of year outcomes (Yr1,3,4 and 5)</u> • <u>Review and analyse Raise online data / Governor Dashboard (when published)</u> TP explained to governors that they should be focussing on the dark font of the report. Greater Depth Reading at the end of KS1 is below national average. There were some learners in Year 2 that were close to Greater depth and these are being closely monitored in Year 3 to make accelerated progress. Q: - How often is the IDSR updated? A: - TP confirmed that it was updated annually, however there is validated and unvalidated data Q: - Did children that didn't reach expected make any progress? A: - TP informed governors that this was being looked into along with using the Little Wandle SEND programmes which are built within the main programme. It was noted that writing in KS2 was significantly below the national average. Governors were assured that writing is a focus throughout the curriculum and that a great curriculum was now in place. HFL have written plans to plug the gaps on each year group. Writing needed to have a purpose and what learners are writing needs to be of high quality. It is important that we focus upon 'scaffolding up' to enable all learners to effectively access the curriculum. CUSP Curriculum ensures that there is writing across the curriculum. Q: - Do you have any children that cannot use books and may need phonic programmes? A: - TP is monitoring children closely and looking at the best way to support them. Looking at the data, KS1 Maths showed concern. There is a question around the accuracy re assessment judgements and the school is supporting practitioners with assessment accuracy. These learners in Year 3 are being monitored and the Autumn term data drop will provide attainment outcomes. KS2 EGPS is in line with the national average. This proves children are able, but they need to show it throughout their learning. Lauren Madden is training to be a KS2 writing moderator. Q: - Was the moderating accurate? A: - TP and PM agreed that the moderating was very fair. The results showed the impact of not being in school consistently for 2 years due to covid. Social backgrounds also made a difference. Q: - What gets moderated? Is it internally or externally? A: - TP confirmed that it was moderated both externally and internally. TP told governors that good teaching sequences will enable assessments to be rigorous and accurate. TP informed governors that they must have thorough knowledge of all the information as this is Ofsted's window
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	<p>Governors were given information on 'Author of the Month' incentives which are of a much higher standard this year. Also 'Proud Book' which can be shared from any subject and may be either the teachers' choice or the child themselves.</p>	
7.	<p><u>School Improvement (circulated prior to the meeting)</u></p> <ul style="list-style-type: none"> • <u>Agree school improvement priorities for 2022-2023 (poster)</u> Governors viewed the Key Priorities poster which has been shared with the children. AGREED by governors. • <u>Approve School Improvement Plan 2022-2023</u> Q: - Are we keeping this mission statement or writing a new one? A: - For the moment we will be keeping the current mission statement as we need to commence the consultation process which will be January 2023 Q: - Can we add more info to the SIP from the core plan e.g., timelines and expected / specific objectives? A: - TP pointed out that the core plan is a half termly working document which is used to drive school improvement. It is used on a weekly basis to ensure leaders are held to account. Governors still felt that it should be incorporated into one document. TP commented that as the SIP had already been written, it could possibly be something that could be incorporated at a later date. It was agreed that TP would RAG rate the SIP document and governors would have input in writing the next SIP. Governors agreed to approve the document. Thanks were given to TP for the producing the document. • <u>Autumn Term 1 and 2 Core Plans</u> • <u>Consider Pupil Performance target</u> <p>8.55pm TP left the meeting</p>	.
8.	<p><u>Ofsted</u> <u>Updates following CPD session attended by TP / PM / KF</u> <u>Key question bank:</u></p> <ul style="list-style-type: none"> • How well do governors understand the principles of the Curriculum? • To what extent do governors monitor the school's curriculum work? • What can leaders do to support governors to understand Curriculum principles better? <p>Governors discussed their responses. Q: - Would you be able to evidence your knowledge? A: - More visits would enable governors to build on their knowledge. Governors felt they knew their linked subjects well, but may not necessarily have an overall thorough understanding of every subject. NW shared her wealth of knowledge on where to find evidence. Updates on the core plan are shared on GovernorHub regularly. NW told the FGB that in a meeting with Ofsted inspectors, it was quite acceptable to pass a question onto another linked governor who may be able to answer a question more thoroughly.</p> <p>9.04 PM left the meeting. 9.05 PM and TP re-entered the meeting</p> <p>TP encouraged governor visits, she confirmed that whether as linked governor or as a parent, it would be classified as a visit. TP assured governors that senior leaders were confident with the curriculum and middle leaders will now be the focus.</p>	

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9.	<u>Policies – Updates/ Discussion/Approval:</u> To be agreed by FGB. HD – Howe Dell policy HFL – Herts for Learning policy Policies as uploaded to GovernorHub. NONE to be agreed.	
10.	<u>To Receive Any Other Business as notified in Item 3</u> <ul style="list-style-type: none"> • <u>Community Hall</u> TP and Hatfield Town Council were in discussions in regard to Howe Dell taking over the lease from Hatfield Town Council. Remedial work had been undertaken however much more needs to be completed and future costs would fall to Howe Dell. The councillors who visited site were keen for lettings to include weekends and evenings, 365 days a year even though the hall has no music or alcohol license. The cost of a caretaker along with running costs would mean very little profit would be made. Having looked carefully into every aspect, TP will send an email declining the opportunity. The FGB agreed. 	TP
11.	<u>To agree/confirm date(s) of future meeting(s):</u> To agree/confirm date(s) of future meeting(s): FGB F&R - Virtual - Thursday 17th November 2022 FGB Business - Virtual - Wednesday 14th December 2022 FGB QofE - Onsite - Thursday 19th January 2023	
	<u>End of meeting 9.35pm</u>	

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Appendix A: FGB Rolling Log

Date	Item	Action	By whom	By when	Update
25 th January 2022					
25.01.2022	4	SEF to be written and circulated	SLT	End of Autumn term	ongoing
17th May 2022					
17.05.2022	4	To re-write school mission statement (vision / values / aims) with stakeholders	Stakeholders	December 2022	ongoing
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	December.2022	ongoing
05.07.2022	7	Pupil Premium Strategy (inc recovery PPG) New 3-year strategy to be written.	TP / LMcQ	November 2022	In progress
September 2022					
20.09.2022	8	Complete skills audit	ALL	December 2022	ongoing
20.09.2022	8	SB to check wording on Terms of Reference	SB	December 2022	ongoing
20.09.2022	8	To set up Academisation working party	RX/HH	December 2022	ongoing
20.09.2022	10	To add agreement of school day to December business meeting	JA	December 2022	
November 2022					
08.11.22	4	FGB school audit document	NW	November 2022	
08.11.22	4	To agree a date for inhouse training	JEH/KF	December 2022	
08.11.22		To email HCC in regard to Community Hall	TP	November 2022	
08.11.22	7	Rag rate SIP	TP	January 2022	
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/ KS/NW/RX	December 2022	

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