

**Howe Dell School and Day Care  
Business meeting  
Meeting of the Full Governing Board  
Thursday 29<sup>th</sup> September 2022 at 7.00pm.**

Present:

Katie Fox (KF)	Co-chair / Parent Governor
Julia Ellis-Hall (JEH)	Co-chair / Co-opted 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
Nissan Rutnah (NR)	Parent Governor
Hajre Hyseni (HH)	Parent Governor
Amy Jefferies (AJ)	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:

Lauren McQuade (LMcQ)	Staff Governor
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Signed as a true and accurate record:

Chair:

Date:

Prepared by Judith Antoniades, Clerk to Governors on October 3rd 2022

No.	Item	Action
7pm		
1.	<p><u>To <b>welcome</b> all Governors.</u>            KF welcomed all governors and set out the protocol for the virtual meeting; all cameras to be on, use the hand icon or raise hand if you have any questions and should you need a comfort break, please use the chat facility to notify the clerk.  <u>To <b>receive</b> apologies and approve absences.</u>            LMQ – Agreed</p>	
2.	<p><u>To <b>declare</b> 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.            TP notified all staff that they should leave the meeting for the Executive Heads Appraisal update. It was agreed that this item would be moved to the end of the meeting.  <b>HH and RS entered the meeting at 6.20pm</b></p>	
3.	<p><u>To <b>receive</b> notification of any other business agreed by the Chair.</u>            None received</p>	
4.	<p><u>To <b>receive</b> and <b>approve</b> the minutes of the 5<sup>th</sup> July 2022 meeting and consider any matters arising from those minutes</u>            See appendix A.            TP and MA are in the process of compiling the new policy log.            TP and AR have met to discuss Day Care staffing and utilities. AR is waiting information from the LA and no changes have been made in respect of the occupancy charges. <i>NB The charges were agreed at the time of budget setting</i>            The funding recovery update report was submitted ahead of the deadline. The impact of the report will be included in the QofE FGB meeting in October.            Behaviour Outreach: TP has spoken with HCC Behaviour lead re good practice and LMcQ has met with a Behaviour outreach / in-reach provision leader. Proposal to be written with DSPL5            SEF: TP explained that now she had evidence, writing of the SEF was in progress.</p>	PM
5.	<p><u>To <b>receive</b> reports and updates.</u></p> <ul style="list-style-type: none"> <li>• Complaints Log (over time)            Q: - The document states March 1920, should this be 2020?            A: - Yes, the document will be amended.            For new governors, it was clarified that the document was a log of all complaints, it did not include concerns raised in conversation (as these are not complaints). TP commented that the report showed an interesting trend that evidenced staff were working well with parents.            Q: - How do parents raise concerns?            A: - Concerns are raised with members of staff, which are all logged on CPOMs.</li> <li>• Governor Profile Updates            MC collated and updated governor profiles. These have now been uploaded onto the school website and are visible for all in the school entrance.</li> <li>• Review any standard Governor visit reports            Sam Brown – Day Care visit            SB informed the FGB that a follow up visit would take place enabling her to view the provision at another time of day. It was suggested that other members of the Day Care management team would attend FGB meetings to give AR support and to help with their professional development.            HCC has reviewed the FGB support. It was agreed that Day Care committee meetings will continue. Next meeting to be held on 11<sup>th</sup> October 2022.</li> </ul>	

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	<p>Q: - Do we still have staffing issues in Day Care?  A: - AR told the DC team that there was no staffing issues...  A: - Yes, although two new members of staff have joined, one at level 1 and the other as an apprentice. 2 MSA's also started. One has been moved across to the baby room to make best use of her skill set and one has resigned.  Q: - Are we still having to use staff on overtime?</p> <p>A: - No, every member of staff is getting a lunch hour and working contracted hours.</p> <ul style="list-style-type: none"> <li>Review of 2021-2022 Strategic and operational  TP explained to governors that this is operational (day to day) and strategic overview for the year.</li> </ul> <p>Q: - Does the first row encompass the overall year?  A: - TP explained how the report was set out and that the first row showed results for Autumn 1.</p> <ul style="list-style-type: none"> <li>Headline report from Governor Survey  The survey has been uploaded onto GHub. TP thanked governors for their honesty. Results show that 100% governors understand the priorities of the school and 2/3 feel more informed.</li> <li>CST Impact of inflation in Education (for information)  TP explained the school was facing financially challenging times with no additional funding. She confirmed that Smiley Days (day off for birthdays) will be given to staff across the board. These days are under review as they are not meant to have an additional cost to the school, however in most cases there is a negative financial impact.  The budget is continuously being reviewed. Staffing levels will be considered as part of natural wastage alongside looking into how to generate more income.</li> </ul> <p>Q: - How can governors support?  A: - Governors agreed with TP that they needed to ensure the focus was on the quality of education rather than making money. Behaviour Services would generate money and TP's PHF money adds to the schools' income.</p> <p>A: - TP informed governors that the lettings policy is near to completion but due to the rise in lighting, heating and caretaking costs, consideration to its viability need to be made.</p> <ul style="list-style-type: none"> <li>Leadership structure from September 2022  The leadership flow chart had been circulated prior to the meeting. It clearly showed the roles and responsibilities of the SLT. TP informed governors that this had had a minimal financial impact. Supervision meetings are scheduled to ensure staff wellbeing.</li> </ul> <p>Q: - What is the relevance of the numbers?  A: - They show the % of full time equivalent.  Q: - What is FSW?  A: - Family Support Worker. TP confirmed that Howe Dell had bought into the service which means that all training for parents is now included. There is currently no waiting list for families to be referred to the provision.  This enables the school to focus on the quality of education.</p>	
6.	<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> <li>Safeguarding Audit 2021-2022  This document was compiled by NW. Going forward, the document audit will take place in sections throughout the year. Governors thanked NW for leading the safeguarding training which was delivered concisely and in good time.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Safeguarding Annual Schedule 2022-2023 HCC held Safeguarding CPD for all schools and suggested the schedule was written. The document will be written in partnership with the safeguarding governor. JEH will be stepping down as Safeguarding governor.</li> </ul> <p>Q: - Will there be any cross-over with the annual planner? A: - Yes, SB to adapt.</p> <ul style="list-style-type: none"> <li>• KCSIE 2022 (key changes) This document has been read and reviewed by TP and SLT. TP pointed out that the terminology peer on peer had changed to child on child in reference to sexual harassment. The document refers to a low-level concerns policy, this is included in the Howe Dell Code of Conduct policies. The school has ensured that every child has 2 emergency contacts and TP has a low-level concerns folder to comply with requirements. TP assured the FGB that the school was compliant with all new changes. TP has requested all staff read the document.</li> </ul> <p>Q: - In regard to data collection, does CPOMs back date? A: - TP confirmed all CPOMs logs becomes a legacy lozenge (reference to peer on peer).</p> <ul style="list-style-type: none"> <li>• Progress against SIP Safeguarding Audit July 2022 (<i>action log circulated in advance</i>) TP confirmed the majority of actions are now closed. The Annual Safeguarding Children report is available on GHub.</li> <li>• Child Protection Policy 2022 Once a safeguarding governor has been appointed, this document can be completed. TP informed the FGB that the policy was written by HCC and requested they ratify the policy once complete and uploaded onto GHub.</li> </ul> <p>Q: - The next review date should be July 2023 not 2022. The DSL is stated as Lauren Calder, who is now LMQ on pg. 8,40 and 41 A: - School to rectify.</p> <p><b>JEH left meeting at 7.30pm (apologies given and approved in advance).</b></p>	<p>SB</p> <p>NW</p>
7.	<p><u>Statutory Tasks:</u></p> <ul style="list-style-type: none"> <li>• Agree meeting structure, membership, governor roles/subjects and terms of reference and publish Thanks were given to SB and JEH for all their work on the new meeting structure. KF notified governors that there would no longer be the option of hybrid meetings. They would either be 100% face to face or virtual. Timetable of meetings has been circulated on GHub. She also confirmed that going forward, the only committee level meeting would be for Day Care. Membership of the Day Care committee was confirmed as JEH, KS, AJ and KF. AR requested governors to reply to emails during the whole year as Day Care continues to run throughout the school holidays. Apologies were given by governors. The Co-chairs have received a request from someone with previous FGB experience to join the Howe Dell FGB. Their statement was circulated to governors prior to the meeting. All governors confirmed they had read the statement and were happy to accept them onto the FGB of Howe Dell. A discussion took place in regard to vacant governor roles. NR asked if it would be a conflict of interest if he joined the Day Care committee. Both TP and AR agreed that as any parent governor of the school, it was acceptable to fulfil the role as governor on the committee. Vacant governor roles were filled. HH – IT governor KS – Safeguarding governor NR – Day Care and Early Years Governor</li> </ul>	

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	<p>Deputy DPO – RX to email HH with requirements of the position and consider the appointment. Chair for QofE committee – TBA KF confirmed the FGB Terms of Reference now reflect the new arrangements.</p> <ul style="list-style-type: none"> <li>Review Head teacher performance – Approve Panel Decision</li> </ul> <p><b><i>Moved to the end of the meeting</i></b></p> <ul style="list-style-type: none"> <li>Website Audit</li> </ul> <p>Q: - Who is updating the school website? A: - TP and PM are planning the new school website. Launch will take place in January 2023 Q: - Who will be the provider? A: - TP advised the FGB that they had procured the new website through the current provider. New guidance requires the school hours and registered time to be stated on the school website, along with details of the school uniform. Q: - Is there a new monitoring form? A: - KS cross referenced between Ofsted and DofE statutory requirements. KS to update document with new requirements.</p>	
8.	<p><u>Governance Matters:</u></p> <ul style="list-style-type: none"> <li>Review of governing board's performance /procedures A skills audit has been circulated on GHub. Governors are required to complete and return ASAP. Once completed, collation and self-evaluation will take place through a working party. The FGB are working towards raising their profile within the school to staff and parents.</li> <li>Review attendance of governors and publish JA confirmed this had been uploaded onto the school website for the 2021-2022 academic year. KF stated that apologies must be sent in advance of the meeting.</li> <li>Governor Training Audit Thanks were given to MC for producing the documents. All governors should be trained in Safer Recruitment to enable them to sit on a panel. SB to check wording on the Terms of Reference. KF encouraged governors to complete computer-based training available on GHub and Modern Governor, especially exclusions training which should be refreshed every 2 years. Governors were also asked to refer to the GREAT pathway. JA to chase in house training</li> <li>Set business objectives for the governing board for the year KF would like the FGB to focus on the following; <ul style="list-style-type: none"> <li>. Vision statement and mission statement</li> <li>. Ensure the FGB is Ofsted ready</li> <li>. Academisation planning</li> <li>. Lettings – TP/NW</li> <li>. Curriculum, it was noted what an amazing job the staff had made of embedding the new Curriculum</li> <li>. Parking – working party</li> <li>. Training and recruitment</li> <li>. Stakeholder engagement.</li> </ul> </li> </ul> <p>Q: - Would the next Ofsted visit be a section 8 visit? A: - TP informed governors that there is no longer a section 8 visit. The visits are either graded or ungraded. Due to the last visit being 'outstanding', the next visit is likely to be ungraded which will consist of 2 days. Governors are strongly advised to read and familiarise themselves with the Ofsted Inspection Handbook 2022. Modern Governor and The Key also incorporate useful sections.</p>	<p>ALL</p> <p>SB</p> <p>JA</p>

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	<ul style="list-style-type: none"> <li>• Governor CPD – Recruitment The FGB has two vacancies for Co-opted governors. KF asked governors to think on how they could personally advertise this. TP suggested SGOSS for the recruitment of new governors.</li> <li>• Governor Mark This will be completed at a later date.</li> <li>• Clerks Matters None were raised</li> <li>• Chairs Matters All covered in previous items.</li> </ul>	
9.	<p><b>To arrange working party for academy landscape scanning.</b> KF requested volunteers for a working party which would gather information on academisation. TP informed the FGB that it was essential for academies to have the same ethos and values as Howe Dell before contemplating joining. RX and HH agreed to set up a working party before Christmas.</p>	RX HH
10.	<p><u>White paper: length of school day (from September 2023 schools to be open 32.5 hours per week)</u> The White Paper states that from September 2023 children must attend school 32.5 hours per week from registration to close. The school is now back to the pre-covid timetable of 08.50am registration – 3.15pm finish which is 5 minutes per day short of the requirement (25 minutes per week). Surveys have been circulated and the preferred change is to bring registration forward by 5 minutes to 08.45am. Adopting this timetable ensures after school provision and clubs are not affected. TP would like the decision from governors by December to give parents at least a terms notice.</p>	JA
11.	<p><u>Policies – Updates/ Discussion/Approval:</u> <b>To be agreed by FGB.</b> HD – Howe Dell policy HFL – Herts for Learning policy</p> <p>Policies as uploaded to GovernorHub.</p> <p>All above policies agreed by the FGB. Additional policies placed in the policy file on GHub to be ratified by October 6<sup>th</sup> 2022</p>	
12.	<p><b>To Receive Any Other Business</b> as notified in Item 3 None received</p> <p><b><i>All staff governors and HH left the meeting.</i></b></p> <p>See confidential minutes for Item 7. Review Head teacher performance – Approve Panel Decision</p>	
13.	<p>To <b>agree/confirm</b> date(s) of future meeting(s): Day Care Committee – Tuesday 11<sup>th</sup> October 2022 FGB QofE – Onsite - Wednesday 19<sup>th</sup> October 2022 FGB F&amp;R – Virtual - Thursday 17<sup>th</sup> November 2022 FGB Business – Virtual – Wednesday 14<sup>th</sup> December 2022</p>	

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## Appendix A: FGB Rolling Log

Date	Item	Action	By whom	By when	Update
25 <sup>th</sup> January 2022					
25.01.2022	4	SEF to be written and circulated	SLT	July 2022	Ongoing
17 <sup>th</sup> May 2022					
17.05.2022	4	To re-write school mission statement (vision / values / aims) with stakeholders	Stakeholders	December 2022	Commence Autumn 2022
17.05.2022	6	To revisit and answer Governor Key Questions	FGB	December 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	30.11.2022	
05.07.2022	7	Pupil Premium Strategy (inc recovery PPG) New 3-year strategy to be written.	TP / LMcQ	October 2022	In progress
September 2022					
29.09.2022	4	Tuition funding impact report	PM	October 2022	
29.09.2022	6	Cross reference Annual Planner with Safeguarding Annual Schedule	SB	December 2022	
29.09.2022	7	RX to email HH with info on Deputy DPO position. HH to consider	RX	November 2022	
20.09.2022	7	To agree chair of QofE committee	KF	October 2022	
20.09.2022	8	Complete skills audit	ALL	October 2022	
20.09.2022	8	SB to check wording on Terms of Reference	SB	October 2022	
20.09.2022	8	Investigate in house training through HFL	JA	October 2022	
20.09.2022	8	To set up Academisation working party	RX/HH	November 2022	
20.09.2022	10	To add agreement of school day to December business meeting	JA	December 2022	

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