

**Howe Dell School and Day Care  
Meeting of the Full Governing Board  
Tuesday 5<sup>th</sup> July 2022 at 7.00pm.**

Present:

Samantha Brown (SB)	Co-Chair / LEA Governor
Julia Ellis-Hall (JEH)	Co-Chair / Co-opted Governor
Tracy Prickett (TP)	Executive Headteacher
Alison Reck (AR)	Day Care Manager / Associate Governor
Mel Chandaria (MC)	Co-opted Governor
Katie Fox (KF)	Parent Governor
Hajre Hyseni (HH)	Parent Governor
Amy Jefferies (AJ)	Parent Governor
Kashifa Saley (KS)	Co-opted Governor - Online

In attendance:

Pete Mason (PM)	Deputy Headteacher / Associate member
Alison Reck (AR)	Day Care Manager / Associate member
Judith Antoniadès (JA)	Clerk to Governors
Jo Middleton (JM)	Staff
Tina Christmas (TM)	Staff

Apologies:

Rick Xu (RX)	Vice-Chair / Co-opted Governor
Lauren McQuade (LMcQ)	Staff Governor
Nissan Rutnah (NR)	Parent Governor
Rani Shatnawi	Parent Governor

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Chair:

Date:

Prepared by Judith Antoniadès Clerk to Governors on 17<sup>th</sup> July 2022

No.	Item	Action
7pm		
1.	<p><u>To <b>welcome</b> all Governors.</u> SB welcomed all governors.</p> <p><u>To <b>receive</b> apologies and approve absences.</u> RX - Agreed NR - Agreed LMQ – Agreed RS – no formal apologies given</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. <b>None were declared.</b></p> <p>SB asked governors to ensure their declaration of interest is kept up to date on GovernorHub throughout the year and the Clerk notified of any changes.</p>	
3.	<p><u>To <b>receive</b> notification of any other business agreed by the Chair.</u> Early Years outdoor equipment project– Papers circulated prior to the meeting. Volunteer requests for FGB.</p>	
4.	<p><i>Governors to familiarise themselves with the Quality of Education (QofE) section in the Ofsted Handbook in advance of meeting.</i></p> <p><u>Quality of Education</u></p> <ul style="list-style-type: none"> <li>• Core Plan Summer 2 2022 (<i>available on GHub</i>) TP stated that this document is reviewed regularly at the Quality of Education meetings. The leadership section is included as a strategic direction review at the end of term. Outcomes will be key priorities going forward into 2022-2023.</li> <li>• SIP 2021-2022 TP has reviewed the second tier. It is now with other leaders and subject leaders to enable the main areas to be RAG rated. Impact is a focus and going forward, the new curriculum will support this. TP explained that assessment will be a priority area and further development with reading and writing is still necessary.</li> <li>• Subject Leader update: MFL Q: - Is there any opening for a Key Stage 2 Spanish club to run along side the Key Stage 1 club? Why do we run a Spanish club, when the children are taught French in lessons during the day? Is French part of the National Curriculum? A: - TP confirmed that French was part of the National Curriculum, although Primary schools are able to choose a language of their choice, they try to link with what is on offer in local secondary schools. Spanish club has been introduced to give the children an insight into Spanish and along with French, give them a love of languages. To add an additional club for KS2 depends upon staff capacity Q: - Are the Secondary schools in our area offering French rather than Spanish?</li> </ul>	

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A: - TP confirmed that French is offered in our local secondary schools and informed governors that Spanish tended to be offered to higher attaining pupils.

Q: - The report suggests holding a wonder day, is this being planned?

A: - This will depend on whether it fits in with the new curriculum and the new member of staff taking over the subject in September.

- Wider Curriculum update.

JM and TC gave governors an insight into the new curriculum. They informed governors that it had been a productive and positive year. They explained that investigations had been made into using CUSP Curriculum and it had been agreed that the school will be using the programmes of study from September 2022. CUSP is evidence informed, and delivers Science, History, Geography, Art and Design Technology. The school will continue with the current sequenced English curriculum, which maps core content in Reading and Writing across the primary journey, ensuring that learning is taught and revisited over time so that pupils commit their understanding to the long-term memory. Governors were told that CUSP had the ability to show a clear schemata enabling staff and governors to track progress and coverage. Progress in children was evident in a visit to Green Lanes school where they are already using CUSP. CUSP enables staff to adapt and own the strategies across the curriculum. The whole school curriculum map has been rolled out during this week and staff were happy to follow the strategies. JM explained that timetabling was key to fitting in all the curriculum and a draft timetable has been shared with staff, receiving positive feedback. Staff have been given the opportunity to trial CUSP over the past half term, when feedback has been received and the plan has been adapted to suit. CUSP provides online text, videos and virtual trips which have also been trialled for home learning, enabling the children to embed their knowledge. Staff are in the process of ordering the required resources and purposeful curriculum enrichment opportunities are being planned to enhance the curriculum. The upcoming INSET day (July) will be used to allow staff time to plan. Drop-in sessions will be held in the autumn term to support staff. The FGB thanked all staff involved for their extreme hard work in rolling this out.

Q: - Will new staff members starting in September be given all the information on transition day?

A: - New staff have already met the children informally. Most staff will have a gradual transition and have the additional time on move up day to be introduced to the package. Plans for the autumn term will be made by current staff members to enable new members of staff to continue into the new term.

Q: - Are new staff members attending the INSET?

A: - TP confirmed that they will be attending both INSET days in September and the move up day.

Q: - Will CUSP be in place for every subject?

A: - CUSP will link Art, D&T, History, Geography and Science.

Q: - Are English and Maths not included?

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A: - No at present, CUSP doesn't cover Maths. English Curriculum has recently been implemented throughout the school which is working well and is showing signs of making a positive impact.

Q: - Will the two year groups be working in parallel?

A: - Yes, planning will dictate this and anything different would duplicate the work for staff.

Q: - When will the document be brought to the FGB?

A: - The document will be distributed ASAP. FGB will receive an impact report in the autumn term.

Q: - Will the school Eco theme remain throughout the scheme?

A: - Suggestions have been made where natural links are evident and so it will be woven through the plan.

Q: - Is there a list of vocabulary for tier 2 and 3?

A: - Every CUSP unit has a word list. Children will be taught what the word is, how it is made up and what it means. Lots of different approaches will be used to suit the needs of the children.

- Impact headline report: English Curriculum, Early Reading, WCGR

TC explained that the focus continued to be on HFL English plans, where she is confident that resources are being used consistently. A long-term plan has been created for each year group which provides learners with a progressive curriculum deep-rooted in language. This is having an impact on outcomes. Governors were told that writing stamina was increasing, with the largest impact being age-appropriate vocabulary, which is supporting the chase to close the 30-million-word gap. Essential spelling and links to the CUSP are helping the children understand the words. Reading Spine has also been compiled to ensure children have access to a diverse range of texts. Little Wandle continues to be a big focus, inclusion staff and members of the SLT have been trained to ensure staff are aware of how it works. Phonics are taught daily. Little Wandle are developing plans to incorporate nursery into its programme. All KS2 staff will be trained in Little Wandle on the INSET day in September. Little Wandle will be supported throughout the school ensuring children receive support in every year group. Year 2 catch up will be involved in the package. The impact of Little Wandle is apparent and greater than expected. Governors were assured that the school is showing positive outcomes which are greater than expected. The school continues to plug the gaps left by Covid19 and is confident that phonics and reading will accelerate learning.

Q: - Do children only get 1 reading book at home per week?

A: - They receive a reading book online to read at home, the same book they have already read the physical book of in the classroom and take home a physical sharing book. Finance and resources are carefully monitored hence the online learning at home. There is a change in mindset in regard to reading. Reading lots of books, does not make a child a good reader. They now get to know the book thoroughly by re-reading consistently. TC has previously held parent workshops, informing parents of how the programme works and how to support their children at home. She agreed to

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	<p>re-communicate with parents explaining the process and learning mindset of Little Wandle.</p> <ul style="list-style-type: none"> <li>Impact headline report: Maths Curriculum PM reported that Maths has used the HFL strategy for the past 2 years and is the Maths Curriculum since October 2021. Visits have been made by Doug Harmer (DH) to review the Maths learning throughout the school. Governors should be reassured that every year shows essential learning. DH revisited both in the Autumn and Spring term to hold clinics for teaching staff. PM has undertaken a book review with both the children and teachers. Diagnostics will be used in early September to inform them of where the teaching should be used. Q: - Maths fluency means flexible, does this mean the children should know all the different methods? A: - Children will be provided with as many ways to access Maths as possible, this will enable them to choose the most efficient way to solve a problem. Q: - Does it identify gaps? A: - Interventions are targeted to help the children 'catch up and 'keep up' Thanks were given to JM and TC for attending and presenting. The FGB asked for thanks to be given to all members of staff for their hard work on the curriculum. JM and TC left the meeting</li> <li>Governor visits / CPD linked to QofE English – circulated prior to the meeting Mental Health and Wellbeing – Circulated prior to the meeting Q: - Is the Mental Health Kitemark an accreditation like the Governor Mark/Green Kite? A: - Yes.</li> </ul> <p><u>Outcome data headlines: EYFS (GLD), Phonics (Yr1 and Yr2), End of KS1 data, Yr4 Multiplication check, End o KS2 data (available from 05.07.2022)</u></p> <ul style="list-style-type: none"> <li>Governors were presented with the data which shows that 26 pupils out of 58 have left Reception with attainment where it should be. Work has taken place with an Early Years advisor. AR has been instrumental in ensuring the learning environment is efficient. Data and Pupil Outcome reviews will take place every half term. Several children are currently being supported in reading. Speaking and listening has increased from last year to 89.8%. Phonics is robust and has impacted on data positively. Thanks were given to the Early Years team for their compassion and hard work over the last year. AR to relay thanks to staff. TP to find and circulate historical data. Q: - Is there any national data to compare with? A: - No not yet, when it's available, a review will take place. Q: - Phonics Outcomes show 50% of children are PPG, who will be supported? A: - All children will be supported. TP recognised that an inconsistency had been found between the two classes in Year 2. She explained that this was not expected and is being reviewed. PM explained that the school had taken part in a pilot scheme focussing on multiplication test check. At present the school are unsure how the Government will</li> </ul>	<p>LMcQ</p> <p>TP</p>
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	<p>use the data and what it will use as a comparison, however it shows that at present the current cohort is showing that ¾ of the children are achieving 80% or more in the multiplication check.</p> <p>Governors were informed that a HCC KS2 Writing moderator had agreed the teaching assessments.</p> <p>There have been no national comparisons since 2019. PM reported that scale scores overall show 35% of children have age related learning across all subjects in comparison to 59% in 2019. Data shows that Covid19 has impacted on the children's ability and learning. It was agreed that raising the status of the wider curriculum will raise the learning.</p>	
	<p><u>To elect Chair / Co-chair of Governors. (Brought forward from item 9 to ensure quorate).</u></p> <p>Governors were requested to submit their interest to stand as chair prior to the meeting. KF had put herself forward prior to the meeting.</p> <p><b><i>KF left the meeting</i></b></p> <p>JA informed the FGB that KF had submitted her interest to become the new chair and asked for any objections, none were received. JA asked JEH if she was happy to continue standing as Co-chair. JEH agreed. KF was unanimously voted onto the FGB as Co-Chair.</p> <p><b><i>KF re-entered the meeting</i></b></p> <p>KF was welcomed back and congratulated on her new position on the FGB which will begin in September.</p> <p>SB was thanked for all her hard work as chair during her term in office</p>	
5.	<p>To <b>receive</b> and <b>approve</b> the minutes of the 17<sup>th</sup> May 2022 meeting and consider any matters arising from those minutes</p> <p>See appendix A.</p> <ul style="list-style-type: none"> <li>• JEH attended an online conference where the accuracy and relevance of minutes were discussed and governors encouraged to challenge. JEH wanted to clarify parts of item 5 and 10 in regarding Day Care and the budget. AR agreed that she also wanted more clarification recorded on the subject of the Day Care deficit and charges. AR wanted it recorded that as Day Care Manager she would agree to pay £48,000 charges to the school, but not £68,000 (Governors to refer to the detailed DC costs undertaken by TP on GHub). TP agreed to discuss occupancy and staff salaries with AR. This has been added to the rolling log of this meeting.</li> </ul> <p>Q: - Does Day Care need a separate committee as it is classified as a separate business?</p> <p>A: - There is some discussion taking place in regard to this as at present, Day Care is classified as a separate business, but is also part of Howe Dell School and included in the FGB. Due to this Day Care are submitted to two Ofsted visits. AR has contacted HCC for advice and clarification.</p> <p>The minutes were signed as a true and accurate record.</p>	TP/AR

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6.	<p><u>To receive reports and updates.</u></p> <ul style="list-style-type: none"> <li>• <u>Executive Head Teachers Report (including attendance)</u> The INSET days in September 2021 included a day with Colin Tapscott (Everyday Leader). The postponed sessions for non-teaching members / 'top up' occurred in June. Feedback was very positive with requests from all team members that they wanted more. Q: - What is a subject cluster? A: - It means having joint subject teacher leads.</li> <li>• <u>Exclusion Data (Summer Term 1 2022)</u> None reported. Q:- At the last FGB, it was reported that no exclusions had taken place. An exclusion took place straight after, but has not been noted on this report. A:- The exclusion took place last term, but post FGB report. It will be included in the yearly report.</li> <li>• <u>Termly Behaviour Report</u> PM pointed out that most incidents were due to four children. Regular meetings have taken place with the child and their parents in attendance. Inclusion teams and CPOM's show the full picture including inclusion initiatives. De-escalation scripts are in use. Q: - If one incident includes 3 children, does this equate to 3 incidents? A: - PM confirmed that the incident would be reported per child. Q: - What is the difference between the blue and red results? A: - Blue is the last report, red is the total to date.</li> <li>• <u>Termly Inclusion Report (Summer 2022)</u> Circulated prior to the meeting. No questions were asked.</li> <li>• <u>SEF update</u> Any questions should be sent to KF who will raise at her meeting with LMQ next week.</li> <li>• <u>Termly Safeguarding Report</u> TP reported the SCR had been updated. New starters who have not undertaken Safeguarding training are now booked on, which was flagged up by the EHT monitoring. All new starter checks have been updated prior to move up day. The SCR Audit has been sent to HCC prior to the submission date on 28/6/2022. All Staff and Governors have completed an enhanced DBS check. JEH resigned as Designated Safeguarding Governor, but confirmed that she will stay on as safeguarding Governor until another Governor is in post, and then be available for advice and mentor. This role will need to be filled and JEH asked governors to consider this in time for the next FGB.</li> <li>• <u>Day Care Committee Meeting (07/06/22) Report</u> HCC has been consulted on whether this committee needs to continue. AR is awaiting a response.</li> <li>• <u>Staff Wellbeing</u> Nina Williams and PM have met with TA's and will now schedule regular meetings. An Autumn term survey will be circulated to all members of staff, this will enable the SLT to have an insight to staff well-being</li> </ul>	JA
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7.	<p><u>Premium update:</u></p> <ul style="list-style-type: none"> <li>• <u>Pupil Premium Strategy (inc recovery PPG)</u> The Proforma has recently been updated by the Government. At present the school is in the final year (Yr3). A review will take place and a 3-year strategy will be written.</li> <li>• <u>Primary PE and Sport Premium annual report</u> PM has gathered evidence in order to write the report by 31/07/22.</li> <li>• <u>Recovery funding update report</u> A format was not given by the DfE until this week. This report will be written and submitted by the end of September 2022.</li> </ul>	TP PM PM
8.	<p><u>Behaviour Outreach</u> <u>Proposal discussion for HD to lead from September 2022</u> TP explained to the FGB that Welwyn and Hatfield had no provision for outreach behaviour support, only in-reach. The LA have put out a tender for an outreach provider who have since dropped out. Q:P – What is the difference between outreach and in-reach? A: - Outreach is a support provision given in the children’s own school, in-reach is provision given in a hub. TP has been in talks with Green Lanes School and proposes Howe Dell offer an outreach provision with staff members being contracted by the LA. Q: - Do you feel we have the capacity to provide this? A: - Yes, outreach workers based at Howe Dell would work. Q: - Where does Green Lanes fit into this? A: - Green Lanes would be the lead (DSPL5) Q: - What is the benefit for Howe Dell? A: - It would bring financial benefit to the school and support for our pupils. Q: - How long would the contract be for? A: - This is a question that would need to be asked. It will take time to write the proposal. It was agreed that the FGB would take time to consider this proposal and make a final decision by 15<sup>th</sup> July 2022.</p>	FGB
9.	<p><u>Governance Matters:</u> <u>Clerks Matters</u> JA asked governors to notify her by email, should they update their pecuniary interest form on GovernorHub. This will enable her to ensure the school website and governor details are kept up to date. <u>To elect Chair / Co-chair of Governors.</u> <b><i>See Item discussed prior to item 5</i></b>  <u>To agree 2022-2023 FGB meeting dates.</u> SB informed governors that meeting dates were under review. They will be uploaded onto GovernorHub by the end of the term. AJ to join Day Care committee for next meeting.</p>	

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10.	<p><u>Policies – Updates/ Discussion/Approval:</u>  <b><u>To be agreed by FGB.</u></b></p> <p><u>HD – Howe Dell policy</u>  <u>HFL – Herts for Learning policy</u></p> <p><u>Policies as uploaded to GovernorHub.</u></p> <p>TP explained that the Attendance policy had been written by using HCC’s model policy.  Q: - The policy states that a maximum of 1 day can be claimed for religious reasons, some Jewish festivals last for more than 1 day and children need to visit the synagogue, is this something that can be taken into account?  A: - Occasions like this would be reviewed on a case-by-case basis.</p> <p>In regard to the RSHE policy, the policy includes the relevant information that was shared with parents at the year group consultations.</p> <p><b><i>All policies were agreed by the FGB</i></b></p>	
11.	<p><b><u>To Receive Any Other Business as notified in Item 3</u></b></p> <ul style="list-style-type: none"> <li>• <u>Early Years outdoors – Papers circulated prior to the meeting.</u>  TP and AR explained the plans for the outdoor area.  Q: - will the facilities team undertake the necessary work?  A: - Yes.  Q: - Do you have a preference?  A: - TP explained that she had knowledge of work undertaken by Pentagon previously. The FGB were in full agreement that the work should be completed by Pentagon.</li> <li>• <u>Volunteer requests for FGB.</u>  Volunteers are required to fill the following roles;  Safeguarding Governor  Deputy DPO  SMSC Governor  Quality of Education Chair.  Email to be sent via GovernorHub to request for volunteers for these roles.</li> </ul>	Co-Chairs
12.1	<p><b><u>To agree/confirm date(s) of future meeting(s):</u></b>  Annual Governor Site Walk (RX) 30.08.2022</p>	
13.	<p><b><u>Close of meeting.</u></b>  10.45pm</p>	

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Chair:

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## Appendix A

### FGB Rolling Log

Date	Item	Action	By whom	By when	Update
30 <sup>th</sup> November 2021					
30.11.2021	13	Pro- Social Behaviour policy	TP / PM / LMcQ / LM	31.07.22	Ongoing
25 <sup>th</sup> January 2022					
25.01.2022	4	SEF to be written and circulated	TP / 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	TP / team	December 2022	To commence Sept 2022
17.05.2022	6	Volunteers to be requested for working party at September FGB business meeting. Clerk to add as an agenda item	JA	September 2022	
17.05.2022	6	Draft annual planner to be finalised and circulated	SB / JEH	01.09.2022	
17.05.2022	6	Length of school day agenda item	JA	September 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	
17.05.2022	8	To investigate CPOMs for relevant additional information to form part of termly behaviour report	LMQ	September 2022	
17.05.2022	11	To amend Subject Access Request policy (Requests made in writing).	RX	July 2022	
17.05.2022	12	To review policies and draft rolling policy log	TP/Office	September 2022	
July 2022					
05.07.2022	4	Historical Data evidence	TP	July 2022	
05.07.2022	5	Day Care occupancy and staff salary discussion	AR/TP	September 2022	
05.07.2022	7	Pupil Premium Strategy (inc recovery PPG) New 3-year strategy to be written.	TP / LMcQ	October 2022	

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05.07.2022	7	Evidence gathered Sports premium to be written.	PM	July 2022	
05.07.2022	7	Recovery funding update report	PM	End of September 2022	
05.07.2022	8	Behaviour Outreach - decision to be made	FGB	15.07.2022	
05.07.22	11	Email to be sent via GovernorHub to request for volunteers for these roles.	Co-Chairs	July 2022	

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