

**Howe Dell School and Day Care  
Meeting of the Full Governing Board  
Tuesday 17<sup>th</sup> May 2022 at 7.00pm.**

Present:

|                        |                                       |
|------------------------|---------------------------------------|
| Samantha Brown (SB)    | Co-Chair / LEA Governor               |
| Julia Ellis-Hall (JEH) | Co-Chair / Co-opted Governor          |
| Rick Xu (RX)           | Vice-Chair / Co-opted Governor        |
| Tracy Prickett (TP)    | Executive Headteacher                 |
| Alison Reck (AR)       | Day Care Manager / Associate Governor |
| Lauren McQuade (LMcQ)  | Staff Governor                        |
| Mel Chandaria (MC)     | Co-opted Governor                     |
| Kashifa Saley (KS)     | Co-opted Governor                     |
| Nissan Rutnah (NR)     | Parent Governor                       |
| Katie Fox (KF)         | 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 |
| Judith Antoniades (JA) | Clerk to Governors                    |

Apologies:

|                  |                    |
|------------------|--------------------|
| Maureen Liu (ML) | Associate Governor |
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Signed as a true and accurate record.

Chair:

Date:

Prepared by Judith Antoniades Clerk to Governors on 20<sup>th</sup> May 2022

| No. | Item  | Action |
|-----|---|--------|
| 7pm |   |        |
| 1.  | <p><u>To <b>welcome</b> all Governors.</u><br/>JEH welcomed all governors and introduced new parent governor Rani Shatnawi.</p> <p><u>To <b>receive</b> apologies and approve absences.</u><br/>JEH informed the FGB that ML has resigned as Associate Governor due to a new job role and work commitments.</p>   |        |
| 2.  | <p><u>To <b>declare</b> any conflict of interest that may arise during the meeting.</u><br/>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.</p> <p><b>None were declared.</b></p>  |        |
| 3.  | <p><u>To <b>receive</b> notification of any other business agreed by the Chair.</u><br/>Chairs Matters – Parent governors to declare a conflict of interest.<br/>PAN email from HCC.</p>  |        |
| 4.  | <p><u>To <b>receive</b> and approve minutes of the 8<sup>th</sup> March 2022 meeting and consider any matters arising from those minutes. See appendix A.</u></p> <ul style="list-style-type: none"> <li>• Recruitment through families first. AR confirmed this was no longer required.</li> <li>• Review of school website has been completed.</li> <li>• Admissions policy – TP confirmed the policy had been retired following discussions with colleagues. Howe Dell is a maintained school and therefore follows the HCC policy. The school website has been revised to include all relevant information and links to the HCC admissions pages. Action completed.<br/>Q: - Does anything need to be adding in reference to the school in particular?<br/>A: - No, it is an HCC policy.<br/>Q: - Can we retain staff by offering places to their children?<br/>A: - No, all admissions have to go through HCC as we are a maintained school</li> <li>• Pro- Social Behaviour policy – PM has worked on this with feedback from Herts STEPS. The document has been fed back to TP who will circulate to all staff members for consultation by the end of July 2022.</li> <li>• Annual Planner. A draft has been completed and circulated. The final version will be in place by 01.09.22.</li> <li>• SEF. Strategic / operational document is forming the basis of the SEF. Document requires re-writing. To be in place for September 2022 and then be part of termly reviews</li> <li>• Mission Statement. TP informed governors that this needed input from the whole community. A launch with stakeholders will take place in September 2022 with the final document completed by December 2022.</li> <li>• To add Parent Questionnaire Responses to GHUB. Completed.</li> <li>• GHUB details to be given to new Governors. Completed.</li> <li>• Behaviour Report. Completed.</li> <li>• Upload information from HCC Catering Ltd. Completed.</li> <li>• Core Plan spring 2 to be added to GHUB. Completed.</li> <li>• Budget setting. Completed.</li> </ul> |        |

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|    | <ul style="list-style-type: none"> <li>• Contact provider re migration. RX confirmed that the Arbour migration had been completed. Level 2 authentication is now being reviewed and will be rolled out carefully in June 2022.</li> <li>• Visit reports to be circulated. Completed.</li> <li>• Contact HCC parking. Discussions between HCC and KF have taken place. HCC are not open to expanding parking limitations around the school. The issue with unadopted roads remains.</li> </ul> <p>Appendix updated. <b>Minutes agreed as a true and accurate record.</b></p>  |  |
| 5. | <p><u>To receive Committee Reports:</u></p> <ul style="list-style-type: none"> <li>• <u>Finance and Resources (meeting held 04.05.2022)</u><br/>RX confirmed general site maintenance continued. Work on damaged classrooms is complete and children have returned to their classrooms. TP assured governors that cracks throughout the school remain unchanged and continue to be closely monitored. A site visit has been commissioned by HCC following reports submitted<br/>Automatic gates have been agreed and ordered.<br/>The School and Day Care budget was discussed including the significant increase in utility bills</li> </ul>  |  |
| 6. | <p><u>Governor strategic review:</u></p> <ul style="list-style-type: none"> <li>• <u>Governor feedback</u><br/>SB explained that all feedback had been considered and would be actioned, in a meeting between herself, JEH and TP. SB asked if governors had any questions? TP confirmed that should a response be needed on a Ghub post, she would request it. TP offered guidance and support to governors should they feel they need it, she also assured governors that she was open to any feedback.</li> <li>• <u>Governing Board structure</u><br/>SB explained the new suggested structure of committees and their timetable. The new system should ensure breadth of knowledge for all governors. She also confirmed that by including Day Care in all committees it ensured the complete provision from 0-11 was covered.<br/>Q: - Why is there only 3 meetings per year for Quality of Education? There is a large gap between January and July should any issues arise.<br/>A: - Quality of Education will always be a standing item on the Executive Head's Report each term. It will also be covered within the Resources and Finance meeting. It was suggested that current chairs stand; MC – Quality of Education and RX – Resources and Finance.<br/><b><i>This was agreed and adopted by the FGB</i></b></li> <li>• <u>Draft annual planner</u><br/>The intention is that agreements to minor changes to policies will take place on Ghub. If a more in-depth discussion is required, the policy will need to be agreed at the FGB business meeting.<br/>Governors agreed that the changes could make value added to the provision and that they needed to take on the responsibility of more challenge.</li> </ul> |  |

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|  | <ul style="list-style-type: none"> <li> <p><u>Impact of White Paper and SEND / AP Green Paper</u><br/>These papers written by the government, show their vision of governance within the education system.<br/>Q: - What are the implications on Howe Dell?<br/>TP informed governors that to achieve 90% of Howe Dell children reaching the expected level in Reading, Writing and Maths will be a challenge. Enquiries by TP have found that only 10 schools in the county currently achieve this.</p> </li> <li> <p><u>Length of school day</u><br/>Should the Green and White papers be agreed, from September 2023, children will need to be on the school register for 6.5 hours per day. Howe Dell is currently short by 10 minutes per day.<br/>Q: - What do we need to be doing?<br/>A: - The FGB will need to decide where these 10 minutes will be added. This will need to be considered in time for September 2023.</p> <p>The length of the school day will be considered at in the December FGB business meeting. Clerk to add as an agenda item</p> </li> <li> <p><u>All schools in trusts by 2030</u><br/>TP explained the government's vision to have all schools working within an academy. She encouraged governors to start thinking about the needs of the school and confirmed that at present Howe Dell is in a strong position and would be sought after by trusts / academies.<br/>Q: - While we are in a strong position is it worth finding an academy to join?<br/>A: - TP confirmed that it would be a good idea to look at local providers with packages in place that would support the same ethos and values as Howe Dell.<br/>Q: - Would we want to be a lead school? Can we take on another school to make us an academy?<br/>A: - The White paper is all about schools joining trusts. We however would want to join a trust where we could 'shape the vision' together<br/>Q: - Would the trust/academy combine primary and secondary schools?<br/>A: - Yes, primary and secondary can be combined in an academy.<br/>Q: - What would happen with Day Care?<br/>A: - TP confirmed that Day Care would be included as Howe Dell is a 0-11 provision. It was agreed, that working parties would be set up at the start of the autumn term to consider joining academies. Volunteers to be requested for working party at December FGB business meeting. Clerk to add as an agenda item</p> </li> <li> <p><u>Key questions (c/f from last FGB-see minutes Item 11)</u><br/>Training is being given to ensure governors visits are linked to the curriculum. TP explained to new governors the vertical, horizontal and diagonal schemata showing how subjects are linked.<br/>It was agreed that governors should revisit and answer questions and bring them to the December meeting when they had more knowledge of the curriculum. Speed dating questions were discussed. TP agreed that governor visits were to be encouraged. Smaller visits more often were advised. TP informed governors that the school would minimise subject leader movement for continuity.</p> </li> </ul> | <p>JA</p> <p>FGB</p> <p>FGB</p> <p>JA</p> <p>FGB</p> |
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| 7. | <p><u>Governance Matters:</u></p> <p>a) <u>Governor Visits</u><br/> Reports from KF – AG&amp;T and Inclusion reports.<br/> Reports from SB - English and Day Care visits.<br/> KF and SB presented their reports. SB is to re-visit Day Care in June.<br/> Q: - Is there a simple visit guide for governors?<br/> A: - There is a governor visit report template on GHub. TP and LMQ to collate guidelines.</p> <p>b) <u>Clerk's Matters</u><br/> None advised.</p> <p>c) <u>Chair's Matters</u><br/> SB advised governors that after the training with Helen Jones, governors are to revisit the report from LMQ and the Executive Headteachers Report and provide any feedback and suggestions on format/content via GHub.<br/> It was confirmed that a 'learning walk' with TP and LMcQ will take place on 20<sup>th</sup> June 2022 at 5pm. All governors are expected to attend.<br/> SB Raised the issue of Co-opted Governors. JA advised that at present the FGB needed to recruit 3 Co-opted governors. SB stated that having reviewed the skills audit, the FGB needed to recruit governors with specific skills in finance and teaching and learning. SB asked governors to reach out to anyone they know who had the time and skills to become a governor. SB informed governors that many companies gave members of staff specific time off work to fulfil governor roles. It was agreed that a working party would be set up to review the skills audit, and advertise the positions. JA agreed to help if required. KF and HH agreed to work together.</p> <p>d) <u>Term dates 2023-2024</u><br/> TP had circulated the document prior to the meeting.<br/> Q: - What is the difference between an INSET day and an Occasional day?<br/> A: - TP verified that an INSET day was an in-service training day (CPD). An occasional day was a paid day off so staff were not expected to attend school site.<br/> <b>Term dates for 2023—2024 agreed</b></p> | <p>TP/<br/>LMQ</p> <p>FGB</p> <p>KF/<br/>HH</p> |
| 8. | <p><u>To receive reports and updates.</u></p> <ul style="list-style-type: none"> <li>Behaviour Monitoring Report</li> </ul> <p>PM confirmed the Behaviour Reports are uploaded onto CPOMs. PM and LMQ are working on recording more information to enable a thorough feedback to governors.<br/> Q: - Why did we change to CPOMs?<br/> A: - CPOMs was introduced in November 2021 to enable the school to have a more robust system to record and track safeguarding, behaviour, attendance, SEND etc for individual learners<br/> Q: - Can I clarify, does the report show 244 reported incidents since September or this term?<br/> A: - The report includes incidents from November when CPOMs was implemented.</p>  |   |

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|     | <p>Q: - Would further information tell us what strategies are put in place for each incident?<br/>A: - LMQ was asked to look into this.</p> <ul style="list-style-type: none"> <li>• <b>Compliance monitoring report</b><br/>This report was circulated in response from the last FGB meeting in regard to the use of Twitter / Google classroom and lobby screens.</li> <li>• <b>Parent Consultation attendance report</b><br/>Q: - A question was raised regarding viewing books prior to a virtual meeting for those parents who had chosen a virtual meeting, is this possible?<br/>A: - All responses are being considered for the next consultation evening.<br/>Q: - Will the hybrid option stay?<br/>A: - PM confirmed that from feedback, one third of parents preferred the remote option, therefore this would be taken into consideration for next time.</li> </ul>  | LMQ |
| 9.  | <p><u>Update of SDP and SEF.</u></p> <ul style="list-style-type: none"> <li>• <u>CORE plan Summer 1 2022</u><br/>All Governors had sight of this in advance of the meeting (GHub) and also receive the monitored weekly overview providing a clear vision of the operational work of the school on a weekly basis.</li> <li>• <u>Autumn and Spring terms operation / strategic overview</u><br/>Circulated in advance. This document has been revised for the Spring term. This document will form the basis of the SEF as the document needs re-writing.<br/>Q: - Are we now catching up and in recovery?<br/>A: - TP explained that the school was on a fast track to success however there is still a significant amount of work that needs to be completed and implemented. The Core plan is driving this journey.</li> </ul>  |     |
| 10. | <p>Finance update:</p> <ul style="list-style-type: none"> <li>• <u>To receive/agree Budget 2022-2023</u><br/>The budget was presented to the Finance and Resource committee where it was thoroughly questioned. TP asked governors for questions.<br/>Q: - What is the 3-year projection?<br/>A: - TP informed governors that monies given by the LA could not be guaranteed along with the effect of spiralling fuels costs.<br/>The budget was <b>ratified</b> by the FGB<br/>Q: - The budget for Day Care was uploaded onto Ghub, Is there a deficit?<br/>A: - Day Care and its use of the school needs to be reviewed. A discussion took place over internal charges.<br/>Q: - If we were an academy, would we be able to increase the salary of Day Care staff?<br/>A: - Not necessarily. Current staff wages need to be increased before recruiting new staff at a higher rate.<br/><b><i>The FGB agreed the budget</i></b></li> </ul> |     |

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| 11. | <p><u>Safeguarding:</u></p> <ul style="list-style-type: none"> <li>• <u>Safeguarding update</u><br/>JEH presented her safeguarding report.<br/>AJ confirmed her completion of the safeguarding course.<br/>RS has booked onto a future course.<br/>TP has completed a Safer Recruitment refresher course.</li> <li>• <u>GDPR compliance monitoring report</u><br/>RX informed the FGB that a subject access request had been made. Parents have met with TP on two occasions and formal notes show all requests from the SAR have been met. The policy needs to be reviewed and state that requests must be made in writing.</li> </ul>  | RX          |
| 12. | <ul style="list-style-type: none"> <li>• <u>Policies – Updates/ Discussion/Approval:</u><br/>None circulated</li> <li>• <u>Policy rolling log document</u><br/>JA explained that with the large number of policies in circulation, it would be a large amount of work. It was agreed that some policies could be classified as procedures. TP to review policies and draft rolling policy log</li> </ul>   | TP / Office |
| 13. | <ul style="list-style-type: none"> <li>• <u>To Receive Any Other Business as notified in Item 3</u></li> <li>• Governors have received an e-mail from HCC in regard to the PAN numbers (maximum number of children in each class) TP suggested that the school retain the PAN number of 60 per year as there have been no variations with numbers FGB agreed unanimously.</li> <li>• SB notified the FGB of her intention to step down as Co-chair. For personal reasons she is stepping down, but will remain on the FGB as an LEA Governor. JEH offered to continue a partnership as Co-chair, otherwise would be happy to step down to allow for an independent Chair. An election will be held at the next FGB. Anyone wishing to put themselves forward should notify JA by email at least 7 days prior to the meeting on July 5<sup>th</sup> 2022.</li> </ul> <p><b><i>No.14 was brought forward in the proceedings. Dates for future meetings were agreed.</i></b></p> <p><b><i>JEH asked RX, HH, AJ, RS, KF and NF to leave the meeting due to a conflict of interest.</i></b></p> |             |

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| 14. | <p><u>To agree/confirm date(s) of future meeting(s):</u></p> <p>FGB: Quality of Education: Tuesday July 5<sup>th</sup> 2022</p> <p><b>Documents to be received by Friday 24<sup>th</sup> June 2022</b></p> <p>Day Care: Tuesday 7<sup>th</sup> June 2022 6.30pm</p> <p>F&amp;R: Site walk: 30.08.2022 – Annual Governor Site Walk (RX)</p> |  |
|     | <ul style="list-style-type: none"> <li>• Close of meeting 10.35pm</li> </ul>   |  |

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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 / LM <sup>c</sup> Q / 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                               | December 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                           | TBC            |                       |
| 17.05.2022                     | 7    | Revisit the report from LMQ and the Executive Headteachers Report and provide any feedback and suggestions on format/content via GHub. | FGB                              | TBC            |                       |
| 17.05.2022                     | 7    | To form working party to review the skills audit and advertise the positions for Co-opted Governors                                    | KF/HH                            | TBC            |                       |
| 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                        | TBC            |                       |

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