

**Howe Dell School and Daycare
Meeting of the Full Governing Board
Tuesday 8th March 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
Mel Chandaria (MC)	Co-opted Governor
Nissan Rutnah (NR)	Parent Governor
Katie Fox (KF)	Parent Governor
Hajre Hyseni (HH)	Parent Governor
Amy Jeffries (AJ)	Parent Governor
Lauren McQuade (LMcQ)	Staff Governor

In attendance:

Pete Mason (PM)	Deputy Headteacher / Associate member
Judith Antoniades (JA)	Clerk to Governors

Apologies:

Kashifa Saley (KS)	Co-opted Governor
Alison Reck (AR)	Day Care Manager / Associate Governor
Maureen Liu (ML)	Associate Governor

Signed as a true and accurate record.

Chair:

Date:

Prepared by Judith Antoniades Clerk to Governors 12th March 2022

No.	Item	Action
7pm		
1.	<p><u>To welcome all Governors.</u> SB welcomed all governors and introduced new parent governors Amy Jeffries. <u>To receive apologies and approve absences.</u> AR – Agreed by TP due to work commitments KS – Agreed due to holiday ML – Agreed due to work commitments.</p> <p>MC was asked to leave the meeting SB put forward the re-election of MC as Co-opted Governor. This was agreed unanimously. MC re-entered the meeting SB thanks MC for her commitment and hard work over the previous years and confirmed that she had been voted onto the FGB for another 4-year term as Co-opted Governor.</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 were declared.</p>	
3.	<p><u>To receive notification of any other business agreed by the Chair.</u> KF – Parking restrictions around the school.</p>	
4.	<p><u>To receive and approve minutes of the 25thth January 2022 meeting and consider any matters arising from those minutes. See appendix A.</u></p> <ul style="list-style-type: none"> • KF - recruitment through Families First is ongoing. • SCR monitoring will be undertaken at least termly. HJ's visit will include a half a day safeguarding review on July 12th 2022 • Review of Website and statutory requirements. JEH and SB to follow up with KS • TP continues to work on admissions policy • PM continues to work on Pro-behaviour policy to ensure a rigorous and robust document • Annual planner is ongoing. This will be completed in time for September 2022 • Governor Skills Audit has been reviewed. SB explained that governors had a strong skill Set in exclusion and complaints but a low score in experience of chairing committees. Training is highly encouraged through GHub and HfL • Learning walk to take place 21/3/22. This will give governors the skills and understanding of what is effective monitoring • SB has looked into membership of NGA and The Key for School Governors. SB felt that The Key gave more relevant support and put forward the notion for the school to subscribe. This was agreed by the FGB • Parent Questionnaire. PM circulated a questionnaire to parents re Parent Teacher consultations. The results found that 90% of parents preferred on-site consultations led by the teachers. PM circulated a 2nd questionnaire to find out time slot preferences for remote sessions. 80% preferred a later time slot. It has been proposed that the first 1.5 hours of consultations will be held onsite, with the last 30 minutes kept available for remote appointments 	

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	<p>Q: - Does this meet the needs of the parents and the staff? A: - This meets the needs of the parents and does not impact the staff. PM stated that parents could not have been consulted more. 140 responses were received. Q: - Is it possible for governors to see the responses? A: - PM to post on Ghub. The majority of comments were in regard to logging on issues and the limited time</p> <ul style="list-style-type: none"> • SEF: TP confirmed this was ongoing. • School mission statement TP will have this drafted in Autumn term 2022 as it takes time to get to know the school and all stakeholders need to be involved in the writing of this document <p>Q: - As it is such a big piece of work, should it be a general item on each committee? A: - It would be a good idea for governors to work on the document</p> <ul style="list-style-type: none"> • TP continues to work on the Spring 2 Core Plan, a key has been incorporated as requested • Thanks were given to Miss Christmas via LMcQ • PM completed the SFVS and there have been further revisions from TP. The document with some revisions has been uploaded onto GHub, all governors need to have commented and agreed by Monday 14th March 2022. <p>Q: - In theory, should this document be completed by governors? If so, how moving forward can we be trained? A: - The information will be fed to the Resources and PHS committee where in September committee members will be appointed to work on the document for the following year</p> <ul style="list-style-type: none"> • GovernorHub login details will be provided to new governors as soon as a school email address has been provided <p>Appendix updated. Minutes agreed as a true and accurate record.</p>	<p>PM</p> <p>JA</p>
5.	<p><u>To receive Committee Reports:</u></p> <ul style="list-style-type: none"> • PH&S / Resources. (23/02/2022) This was the first dual committee held. RX explained that flooded classrooms had dried out and the damage was not structural. Restoration work will commence ASAP. TP acknowledged that cracks were evident throughout the school which were being monitored by the facilities team. MACE had also been contacted to complete a site survey. TP has been proactive and contacted Simon Newland at HCC requesting a full site survey to ascertain the school building is fit and safe for purpose. A discussion took place on the energy consumption of the school. Benchmarking has been carried out and saving strategies are now in place. Resources were also discussed in the joint meeting where site insurance to cover staff leave and sickness was discussed. The documents were uploaded onto Ghub prior to the meeting. TP updated governors confirming that a site meeting had taken place and quotes for restoration work had been obtained which were now in the hands of HCC awaiting approval. • Quality of Education (18/01/22) MC informed governors that it was a strong important meeting which informed governors of the core message. Presentation around PSHE, Phonics and the QELT took place with a focus on curriculum design and a crucial knowledge of the school's aims. TP asked governors for questions. 	

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	<p>Q: - Looking at PPG and Yr2 Phonics, what is put in place for the children that haven't reached the required level? Do we support through groups or individually?</p> <p>A: - A bespoke programme is given to support each individual child. It is based on the outcomes and may involve reading revival and sight vocabulary amongst other strategies</p> <p>Q: - When are the children screened again? Are they screened again at the end of the academic year?</p> <p>A: - Interventions have been in place since early December, children will have at least 5 months of intervention before they are screened in June 2022, however monitoring is continuous</p> <ul style="list-style-type: none"> Daycare (01/02/22) <p>JEH confirmed that a Joint Annual Review had taken place. Letters and Sounds phonics resource expires in March 2022, the benefits of moving across to 'Little Wandle' are being looked into but due to current staff shortages at present cannot be facilitated. JEH informed Governors that outside provisions were currently being revamped. Staffing and salary discussions continue, as does work on the Governor Mark</p> <p>Q: - Do we have a shortage of staff, or do we just need new staff to shorten the waiting list?</p> <p>A: - At present ratios are complete, although if we were able to recruit more high quality staff, more children could attend which would then benefit the income. JEH agreed that staff moral was good. It is hoped that new pay scales given to support staff by HCC will make a measurable difference to Day Care staff. Recruitment continues</p>	
6.	<p><u>To Receive Reports and Updates.</u></p> <p>TP offered the meeting out to any questions.</p> <p>Q: - Have there been any other visits?</p> <p>A: - TP has bought into a teaching and learning visit package for English and Maths. It will consist of a 4-day visit, 2 days on each subject. A visit to early years will also take place as it is felt that external eyes into the provision would be beneficial.</p> <p>TP explained the progression directions to governors. Vertical – going up in years, Horizontal – across the year. Diagonal schemata - for future implementation to show the links between subjects and the curriculum over time. INSET days in September will be used for 'Little Wandle' training and curriculum workshops across the school</p> <p>Q: - Is there a curriculum link to the farm project?</p> <p>A: - Longer term, it will link into the grow, cook, eat curriculum. The plan is to upskill teachers for food technology, ESD as part of our 'out and about' theme week in June</p> <p>Q: - Is there a link to the allotment?</p> <p>A: - Yes, along with plans for planters outside each classroom. 'Living eggs' will be brought into school for Day Care and Early Years learning.</p> <p><i>See Appendix 2 confidential minutes</i></p> <p>Q: - Do most classes have TA's? Every class used to have a TA.</p> <p>A: TA allocation is based on need and where PPG children and those with complex SEND needs are</p> <p>Q: - Going forward, will we have a TA in each class, as this was a unique selling point of the school?</p> <p>A: - TP agreed that TA's were a vital asset to the school but stressed that it was essential to have TA's capable of providing high quality support</p>	

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	<p>Q: - Is CPOMs working well? A: - Yes.</p> <ul style="list-style-type: none"> • <u>Behaviour Monitoring Report.</u> TP explained that this used to be a termly report collated by using information from SIMS. Everything is now recorded into CPOMs. PM and LMcQ are looking into how relevant data can be extracted to fulfil the report. • <u>Exclusion Data.</u> TP asked governors if they had any questions? None were asked. No Exclusions to end of Spring term 1 2022 • <u>Termly Inclusion Report.</u> Governors agreed that it was useful to provide this report on a termly basis. Numbers had increased since the Autumn term due to new attendees. Q: -The figures show 94% of children are included, does this encompass every child? Does this mean 6% of children need no support? A: - The 6% have not been identified under the raised profile of inclusion but they will not be overlooked and will get any necessary support. Q: - What does 'NESSie' stand for? A: -NESSie, is a special educational agency that support children with emotional wellbeing issues. 1 member of staff is presently being trained. Q: - Being mindful of the situation in Ukraine, are any of our families directly affected and do they need any support from HCC? A: - TP assured governors that the school had been proactive in supporting school families from both Russia and Ukraine. Q: - How can governors set up send later on their email account? A: - PM gave guidance on how to action this. TP agreed it had been very helpful for staff and their wellbeing. • <u>Termly CLA Report (Spring 2022)</u> The report showed a low number of CLA. LMcQ acknowledged that it was a useful tool to ensure the school is accountable and to reflect on provision provided. Q: - Does everyone know what Virtual Schools is? A: - LMcQ informed governors that it was a provision run by HCC that oversees the education of the most vulnerable children in the county. Q: - If a child comes from another Local Authority, do we deal with the previous LA? A: - LMcQ confirmed that, both LA's would become involved. Q: - LMcQ asked governors for feedback on the formula, format and content of the report. Governors to comment on GHub. • <u>Food/ Natasha's Law.</u> TP explained that Natasha's law had come into force this year, safeguarding those with severe food allergies. TP has contacted Herts Catering Ltd to ask for more information in regard to the School and Day Care. TP reassured governors that the school kitchen is working in line with guidance. TP has met with PSA and shared information on the new law. Ingredients for takeaway food needs to be shared. TP to receive information from Herts Catering and upload on GHub • <u>To agree INSET dates 2022-2023</u> TP notified governors that the INSET day will now be on 28/11/22, an occasional day will be held on 05/01/23 adding to the INSET day on 06/01/23. An INSET day added 	<p>PM. LMcQ</p> <p>TP</p>
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	<p>on 20/02/23 will be used for writing school reports, which will be given out at the beginning of the summer term.</p> <p>Dates agreed by the FGB</p>	
7.	<p><u>SDP and SEF</u></p> <ul style="list-style-type: none"> • School Improvement Plan 2021-2022 • End of Spring 1 Core Plan 2022 • Core Plan Spring 2 2022 <p>Documents have been distributed to the leadership team and TP believes it to be beneficial for others to see. TP to circulate next week.</p> <p>Q: - Is there a criteria for when and how often Twitter is used?</p> <p>A: - The school newsletter is always circulated and the understanding is for each class to tweet once a week, this will also be shown on the screen in the school lobby. PM to undertake weekly compliance monitoring</p> <p>Q: - Feedback from parent governor was that not all classes were utilising Twitter.</p> <p>A: - It was agreed that tweets should be purposeful and related to learning. TP asked governors to understand that the impact of staff absences and temporary classrooms has been immense. The curriculum remains the priority, ensuring the quality of education and learning. TP and PM assured Governors that compliance monitoring will take place</p>	<p>TP</p> <p>PM</p>
8.	<p><u>Finance update:</u></p> <ul style="list-style-type: none"> • Budget Monitoring (<i>Period 9 and termly return discussed at Committee meeting 23.02.2022</i>) <p>The budget has been discussed at length, the termly return has been submitted. Period 10 update has been uploaded onto GHub. TP confirmed that very little had changed. The overspend on resources and curriculum was expected along with the overspend on supply staff. TP stated that the budget was on track. The new budget will be set during the Easter Holidays.</p> <ul style="list-style-type: none"> • HfL Contracts for 2022-2023 • Period 10 (verbal update) <p>Services provided for Day Care and the school were shared via GHub. Day Care have changed their level of service. TP has spoken with FS and hours have been agreed.</p> <p>Q: - Do we have any for website support?</p> <p>A: - TP stated that there was no need for website support</p> <p>Agreed by FGB</p>	<p>TP</p>
9.	<p><u>Premium update:</u></p> <ul style="list-style-type: none"> • Pupil Premium including recovery PPG(discussed at Committee meeting 23.02.2022) <p>TP confirmed documents had been submitted within the timescales. There had been a much higher expenditure on PPG children than income. A new Pupil Premium Strategy will be set for the next academic year.</p> <p>It was noted that PPG is decreasing significantly over the year groups.</p> <p>Q: - Do we have a social demographic?</p> <p>A: - No, some children need long term support, some just short term.</p>	

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	<ul style="list-style-type: none"> • Primary PE and Sport Premium TP is working to target spending and focus on PE and sport. • Recovery funding (verbal update) PM explained how payments were accrued. National Tutoring is aimed at filling the gaps for vulnerable children. 1 teacher and 1 TA have already been trained. 	
10.	<p><u>Safeguarding:</u></p> <ul style="list-style-type: none"> • Safeguarding update SCR and internet safety have been reviewed. An internet safety day has been held, work throughout the school took place, embedding the message into children's learning. • GDPR compliance monitoring report Freedom of Information policy has been circulated via Ghub. Q: - Has the Sims migration taken place? A: - TP said that it was in progress, RX to contact provider for a progress update. • Termly Safeguarding Report to Governors TP asked governors for any questions to be noted under Confidential Part 2 minutes. None were asked although governors thought this was a thorough and useful piece of work. 	RX
11.	<p><u>Governance Matters:</u></p> <ul style="list-style-type: none"> • Governor Visits and CPD A meeting between KF and LMcQ has taken place onsite. 2 visits have been made by SB, 1 in Day Care, the other an English visit during theme week. TP and Co-Chairs agreed that it is crucial for governors to start coming back into school, to see for themselves what is happening and to have contact with the staff. AR welcomed visits to Day Care, short visits are welcome as they are open until 6pm. SB recognised that the transition from Day Care to Nursery to Reception was visible. TP and PM reported that governor visits made no additional work for staff and half day visits were welcome. Visits must have a specific purpose and focus on the three key priorities. TP was asked how she would like governors to arrange visits. It was agreed that arrangements should be made through the subject leader to establish a relationship. SB and KF to share visit reports at next FGB. • Report from School Improvement Partner See Confidential Minutes Part 2 • Key questions for Governors and school: 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? Due to the over running of the meeting, it was agreed that these would be discussed at the next FGB. 	SB/KF

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	<ul style="list-style-type: none"> • Clerk's Matters None were raised • Chair's Matters SB put forward that the Resources and PH&S committees should merge and now be called the Finance and Resources Committee. The FGB fully agreed TP informed governors that the May FGB meeting would focus on budget setting. SB discussed linked governor subjects and informed AJ that she would be linked with ESD and outdoor learning. Mr. Shatnawi will be linked with MFL. Day Care will link with EYFS for support. Subject visits need to focus on the subjects throughout the school from Day Care through to Yr6. SB has updated the induction checklist for new governors. SB highlighted governor responsibilities to challenge staff and members of the SLT. A second training day will be held in May, governors were asked to put forward their suggestions. • Governor Mark update. Chairs of committees were advised that this should be a standing item for each agenda 	
12.	<p><u>Policies –Updates/ Discussion/Approval:</u> HD –Howe Dell policy HFL –Herts for Learning Policy</p> <ul style="list-style-type: none"> • To be agreed by FGB. N/A • Agreed by committees. Capability Policy (HFL) –SLT Offsite Educational Visit Policy (HD) –SLT Probation Policy (HFL) –SLT Social Media Policy (HFL) -SLT 	
13.	<p><u>To Receive Any Other Business as notified in Item 3.</u> KF raised the subject of parking issues around the school. KF asked if it would be appropriate to write to HCC asking to reduce parking restrictions around the school near drop off and pick up times? PM informed governors that in the past 12 months, HCC had carried out a review of parking in the vicinity of the school. Parents have the option of parking in the Galleria car park free of charge and walking their children into school. It was agreed that KF would approach the parking team responsible.</p>	KF
14.	<p><u>To agree/confirm date(s) of future meeting(s):</u> FGB: Tuesday 17th May 2022 Documents to be received by Friday 6th May 2022 Day Care: Tuesday 7th June 2022 6.30pm Finance and Resources: Wednesday 4th May 2022 5pm PH&S: Site walk: Tuesday 26th April 2022 9am</p>	
15.	Close of meeting 10.45pm.	

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Appendix A

FGB Rolling Action Log

Date	Item	Action	By whom	By when	Update
30 th November 2021					
30.11.2021	5	Recruitment through Families First magazine to be investigated	KF	31.01.2022	Negotiations continue
30.11.2021	12	Review website of statutory items	KS/ JEH/SB	01.04.2022	To follow up re progress
30.11.2021	13	Admissions policy Pro- Social Behaviour policy	TP PM	31.03.2022	ongoing
25 th January 2022					
25.01.2022	4	Annual Planner to be completed	TP/SB/JEH	01.09.2023	
25.01.2022	4	SEF to be written and circulated	SLT	July 2022	
25.01.2022	7	To re-write school mission statement (vision / values / aims) with stakeholders	TP to lead	July 2022	
8 th March 2022					
08.03.2022	4	To add parent questionnaire responses to GHub.	PM	12.03.2022	
08.03.2022	4	GHub details to be given to new Governors	JA	17.05.2022	
08.03.2022	6	Behaviour Report	PM/LMcQ	17.05.2022	
08.-3.2022	6	Upload information from HCL catering Ltd	TP	17.05.2022	
08.03.2022	7	Core Plan spring 2 to be added to Ghub	TP	17.05.2022	
08.03.2022	7	Compliance monitoring report	PM	17.05.2022	
08.03.2022	8	Budget setting	TP	11.04.2022	
08.03.2022	10	Contact provider re migration	RX	17.05.2022	
08.03.2022	11	Visit reports to be circulated	SB / KF	17.05.2022	
08.03.2022	13	Contact parking	KF	17.05.2022	

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