

**Howe Dell School and Daycare
Meeting of the Full Governing Board
Tuesday 25th January 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
Kashifa Saley (KS)	Co-opted Governor
Heba Soliman (HS)	Parent Governor
Katie Fox (KF)	Parent Governor
Hajre Hyseni (HH)	Parent Governor
Lauren McQuade (LM)	Staff Governor

In attendance:

Pete Mason (PM)	Deputy Headteacher / Associate member
Alison Reck (AR)	Day Care Manager / Associate Governor
Maureen Liu (ML)	Associate Governor
Judith Antoniadis (JA)	Clerk to Governors

Apologies:

None

No.	Item	Action
7pm		
1.	<p><u>To welcome all Governors.</u> JEH welcomed all governors. <u>To receive apologies and approve absences.</u> None.</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.</p> <p>RX notified a conflict of interest. <i>RX left the meeting.</i> JEH informed governors that a parent governor election had taken place. Two new governors had been appointed and are in the process of completing DBS checks and providing references.</p> <p>Due to the skills sets of RX and his expertise in GDPR, it was proposed that on this occasion he be transferred to the position of C0-Opted Governor. This was agreed unanimously.</p> <p><i>RX re-entered the meeting.</i></p> <p>JEH informed RX of the outcome.</p>	
3.	<p><u>To receive notification of any other business agreed by the Chair.</u></p> <ul style="list-style-type: none"> • To discuss the effects of COVID on staffing. 	
4.	<p><u>To receive and approve the minutes of the 30thth November 2021 meeting and consider any matters arising from those minutes. See appendix A</u></p> <ul style="list-style-type: none"> • A discussion took place in regard to shredding. Quotes are as follows; £2.50 +vat per box plus £25 per collection. MA is collating the amount of shredding. TP said that the amount at present was controlled but a review would take place in the summer term. Q: - Are all un-shredded documents kept in a safe place in line with GDPR? A: - Yes Q: - Is the backlog due to human resources? A: - Yes, however now the facilities team is now fully staffed and along with office staff, shredding should be manageable. • SB has looked into memberships of the NGA and Key for School Governors and informed the FGB of costs involved. Q: - Will both benefit Day Care as presumably the cost would be split? A: - SB to continue to research. To be reviewed at the next FGB. • Governor visits . TP will be holding learning walks for governors in Spring term 2. • Negotiations into using Families First magazine for Day Care recruitment by KF continues, outcome to be brought to the next FGB. • Q: - Has a questionnaire about consultation evenings been circulated to parents and carers? A: - Yes, over 100 replies have already been received. PM to collate results and share at the next FGB. <p>Appendix updated. <i>Minutes agreed as a true and accurate record.</i></p>	

5.	<p>To receive Committee Reports:</p> <ul style="list-style-type: none"> • PH&S / Resources. (Deferred to 23/02/2022) • Quality of Education (18th January 2022 report to be presented at next FGB) <ul style="list-style-type: none"> • Daycare(1st February 2022) 	
6.	<p>To receive reports and updates.</p> <p>None to be received</p>	
7.	<p>Update of SDP and SEF.</p> <ul style="list-style-type: none"> • Strategic / operational Autumn term report 2021 TP confirmed that this had been uploaded onto GHub. Autumn 1 had been previously shared and Autumn 2 was completed with SLT in January 2022 Q: - What impact does having a Yr6 English teacher as a moderator have on the school? A: - To become a moderator, tests need to be passed before you are an accredited moderator. As a moderator you are able to access all resources and CPD, the staff member can then share and use these within the school. • Update on Core plan Spring 1 2022 TP informed Governors that an Early Years section had been added for Spring 1. Inclusion will be added in Spring 2 to reflect the toolkit audit. TP confirmed that in Autumn 2 benchmarking toolkit was used for SEN inclusion. An audit has been completed and shared with staff and linked governor KF. Identified strengths are highlighted along with areas of development which will be fed into the core plan (Spring 2). TP explained that the 2021-2022 School Improvement Plan had been uploaded to GHub. It consists of several tiers which include priorities for school (Core Plan), ongoing priorities, subject leader plans, extended schools and facilities. TP informed governors that the school mission statement needed to be re-written and given to governors for their agreement. This will commence after half term and will involve all stakeholders Q: - Would it be possible to add a key to the core plan to make it more user friendly for new governors whilst being mindful of GDPR? A: - TP agreed that this would be added. • Commissioning report: (undertaken by J. Loukes (HfL) on behalf of HCC) TP informed Governors that the commissioning report was a confidential document for school leaders. TP explained to Governors that the Curriculum was the priority focus. Governors will see the identified actions fed into the Core Plan. <ul style="list-style-type: none"> • Baseline assessments were undertaken in Reception • TP and AR are working with the EYs Advisor to ensure the provision is improved enabling more children to achieve GLD (good level of development) (by the end of Reception) • Curriculum flyers have been shared with parents (Spring 1) to ensure they know what their child will be learning and be aware of the expectations. Q: - As a non-parent Governor, it would be useful to see what has been shared. A: - PM to upload onto Ghub. Q: - How often will these be circulated? A: - They will be shared termly to replace class updates. 	<p>LMcQ</p> <p>TP</p> <p>PM</p>

	<p>Q: - How are they broken down? A: - Each year group has a flyer made up of two A4 pages with a glossary of the terms plans for each subject. Parent Governors fed back how useful and user friendly they had found the flyers. TP explained that the school website needed to be re-written. A new website will be built behind the existing one and should go live in the new academic year.</p> <p>Q: - How is it organised, does the school pay? A: - Yes, the school has to pay. HH offered his expertise.</p> <ul style="list-style-type: none"> • TP reported that the Quality of Education committee had fed back to the SLT, with attainment being the main focus. • Staff have been trained in the new phonics programme 'Little Wandle' and Tina Christmas has held parent workshops to support parents with the SSP <p>Q: - How are staff? Are they all managing and coping? A: - Members of the SLT are checking with staff. Staff wellbeing has impacted on the workload of the SLT. Members of the Quality of Education Leadership team have been given additional weekly release time to help complete the work.</p> <p>Q: - When will we have data to show how much progress has been made? A: - PM confirmed that although internal data is monitored, Sat's will be held in the summer term even though the data will not be published publicly. SB asked LMcQ to pass on positive feedback to Miss Christmas on the 'Little Wandle' workshop which was brilliant and useful.</p>	LMcQ
8.	<p><u>Finance update:</u></p> <ul style="list-style-type: none"> • SFVS Timeline completion date 31:03:2022 <p>Q: - Will this be managed by the set date? A: - This should be completed by the FGB. TP to meet with HS to draft in preparation for the next FGB meeting.</p>	TP/HS
9.	<p><u>Premium update:</u> <i>None to be updated</i></p>	
10.	<p><u>Safeguarding:</u></p> <ul style="list-style-type: none"> • Safeguarding update TP confirmed that Safeguarding 1 CPD for new staff had been undertaken. SCR has been updated new staff members on the SCR. TP quality assured two HR files, newest staff member and a staff member who had been at the school for a length of time. Long standing members of staff will be renewing their CRB to a DBS check in the summer term. This is good practice. • GDPR compliance monitoring report RX ensured governors that Log-in to the school systems is secure. A 2-step authentication is used to log in when the cloud is used for storage to prevent fraudulent activity. He also informed them that migration of the systems will take place in the 2nd week of February for 5 to 6 weeks. 	

	<ul style="list-style-type: none"> • Senso portal monitoring update <p>TP monitors all school devices via the portal every 2 weeks, this includes those devices on loan to vulnerable children. Cases of misuse have been highlighted, some have been found to be false negatives, however some needed TP to contact the children and families involved. Two significant cases have been reported to other outside agencies and schools. TP explained that reportable cases are usually due to older siblings or parents using the devices offsite.</p> <p>Q: - Do we let parents know in advance that the devices are monitored?</p> <p>A: - Yes, due to data protection, we ask them to sign a form prior to collecting the device.</p>	
11.	<p><u>To receive Speed Dating outcomes</u></p> <ol style="list-style-type: none"> 1. PM has updated the reports onto Ghub and commented that the enthusiasm for the subject by the staff members is apparent. TP agreed that speed dating was useful as dialogue was important. A discussion took place on how to use speed dating time effectively. It was agreed that questions set by the Quality of Education Committee should be answered and shared prior to the meeting to enable meaningful conversation. 	
12.	<p><u>Governance Matters:</u></p> <ul style="list-style-type: none"> • Governor Visits: None (<i>Speed dating Autumn 2 2021</i>) • Clerk's Matters <p>JA informed governors that HS had handed in her resignation and would be standing down once the SFVS had been submitted. Another parent election will then be circulated.</p> <ul style="list-style-type: none"> • Chair's Matters <p>SB confirmed that the Governor Marks tasks had been distributed amongst the committees and asked for an update at the next FGB meeting on 8th March. Governor Code of Conduct has been uploaded onto Ghub. Governors were asked to enter their profile and agree they have read it. TP, JEH and SB will be reviewing the frequency and timings for next academic year's meetings. Two new Parent Governors have completed their induction with SB and JEH. Templates and guidance for new governors will be added to GHub.</p> <p>SB asked governors to volunteer as mentor for new governors. RX and MC volunteered. JA to provide details for GHub once checks are complete. Subjects and committee membership for new governors will be arranged at the next FGB meeting.</p> <p>Q: What do you think staff want from Governors?</p> <p>A: - They like to know that linked Governors are knowledgeable about their subject, proving to be well read in good practice and being a good critical friend.</p>	JA
13.	<p><u>Policies – Updates/ Discussion/Approval:</u> Key: HD – Howe Dell policy HfL – Herts for Learning model policy <u>To be agreed by FGB.</u></p>	

	HD	HfL
	30 hr Nursery Policy	Appraisal Policy
	Privacy Notice for Governors	Data retention Policy
	Privacy Notice for Parents and Carers	Disciplinary Policy
	Privacy Notice for Pupils	Grievance Policy
	Privacy Notice for Staff	Redundancy Policy
	Privacy Notice Test and Trace	Safer Recruitment Policy
	Subject Access Request Policy	UK GDPR Records Management Guidance
	Records Retention Schedule - IRMS	
	RX confirmed that all GDPR policies have been adapted for the UK	
	All policies adopted by FGB	
14.	To Receive Any Other Business as notified in Item 3 Staffing. CONFIDENTIAL ITEM. See Part B	
15.	To agree/confirm date(s) of future meeting(s): FGB: Tuesday 8 th March 2022 Documents to be received by Friday 25 th February 2022 Day Care: Tuesday 1 st February 2022 6.30pm Curriculum: Tuesday 3 rd May 2022 5.15pm Resources: Wednesday 23 rd February 2022 6pm PH&S: Site walk: Tuesday 26 th April 2022 9am Meeting: Wednesday 23 rd February 2022 5pm	
	Close of meeting 21.30	

FGB Rolling 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	11	SCR termly monitoring	JEH	31.03.2021	ongoing
30.11.2021	12	Review website of statutory items	KS	01.04.2022	Ongoing
30.11.2021	13	Charging and Remission policy Admissions policy Pro- Social Behaviour policy	TP/FGB TP PM	31.03.2022	ongoing
25 th January 2022					
25.01.2022	4	Annual Planner to be completed	TP/SB/JEH	01.04.2022	
25.01.2022	4	Skills Audit to be reviewed	SB/JEH	08.03.2022	
25.01.2022	4	Learning walk for Spring term 2	TP	31.01.2022	
25.01.2022	4	NGA and Key for School Governors membership	SB	08.03.2022	
25.01.2022	4	Parent Questionnaire results to be shared with FGB	PM	08.03.2022	
25.01.2022	4	SEF to be written and circulated	TP	July 2022	
25.01.2022	7	To re-write school mission statement (vision / values / aims) with stakeholders	TP to lead	July 2022	
25.01.2022	7	Key to be added to core plan	TP	08.03.2022	
25.01.2022	7	Thanks to Miss Christmas for Little Wordle workshop	LMcQ	08.03.2022	
25.01.2022	8	SFVS to be drafted	TP / HS	08.03.2022	
25.01.2022	12	Governor Hub login details to be provided to new Governors following pre-appointment checks	JA	28.02.2022	