

**Howe Dell School and Daycare
Meeting of the Full Governing Board
Tuesday 30th November 2021 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 / Parent 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 Antoniades (JA)	Clerk to Governors

Apologies:

No.	Item	Action
7pm		
1.	<p><u>To welcome all Governors.</u> SB welcomed all governors.</p> <p><u>To receive apologies and approve absences.</u> None</p> <p>TP explained that lots of changes were occurring throughout the school and encouraged Governors to fully participate in the meetings to ensure they were well informed. SB also encouraged governors to ask questions and to work together as a strong team.</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>None declared. SB reminded governors to update their declaration forms on GovernorHub.</p>	
3.	<p>To receive notification of any other business agreed by the Chair None received.</p>	
4.	<p>To receive and approve the minutes of the 20th September 2021 meeting and consider any matters arising from those minutes See appendix A.</p> <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"> • Resources HB explained that Appendix A of Pay Policy alongside revised forecast had been agreed. • Day Care Covid-19 outbreak in Day care settings discussed. It was to be noted that the staff had made a tremendous effort throughout the past 18 months to keep everyone safe. At present Day Care is short staffed and struggling to recruit fully qualified EYP's. 1 manager has returned from maternity leave. The budget has been discussed with the new personnel from HfL's FS however this team member is leaving at the end of term. TP will contact HFL to request an experienced member of staff. SEND children have been exhibiting difficult behaviours, a report will be circulated in the new year. TOR has been updated to reflect the FGB's TOR. Q: - What is the plan for recruitment? Do we as a school advertise through social media? A: - Teach in Herts, Indeed, Twitter, Facebook and posters throughout the school are used to recruit, KF to look into advertising through the 'Families magazine'. Q: - What is our starting salary? A: - The starting salary at Howe Dell is governed by HCC and starts at grade H. Private settings are able to offer much higher salaries, AR is to complete a benchmarking exercise with FS. Q: - If we raise staff salaries, will we need to increase the fees? A:- Yes, although an increase is due as fees have not been revised for two years. Q: - Can we use creative ideas with working conditions to entice staff? A: - We already offer hot lunches for those who have worked extra hours, free tea, coffee and hot chocolate is available. The staff wellbeing budget is used for extra treats to keep staff moral high • Curriculum TORs 	<p>TP</p> <p>KF</p>

	<p>The committee received a presentation on computing. Smartboards have been purchased for Year 5, Year 5 and now Year 6 (not in original plan). INSET days in September were used to look at the route map for the year ahead, a CPD day led by Colin Tapscott (Everyday Leader) where the focus on leadership at all levels, curriculum subject leader clinics and a COVID keeps session.</p>	
6.	<p>To Receive Reports and Updates.</p> <ul style="list-style-type: none"> • Executive Head Teachers' report (including COVID management) <p>TP offered governors the chance to ask questions. TP asked governors if they felt the report gave them all their requirements. Q: - Does the information on the report match with all the information given to parents? A: - Yes, Parents have been provided the same information. Governors agreed that it was helpful to have headings inline with Ofsted headings. TP agreed that in future Daycare figures would be included. Q: - Pg2. In regard to writing the curriculum, if the SLT and Subject leads are writing the curriculum, how is this being disseminated to the wider staff? A: - Staff are asked for their input at two working party staff meetings, different subject leads are brought in when relevant to the Quality of Education Leadership meetings. Q: - Pg4. Attendance seems to be fluctuating, have there been requests for extending holidays? A: - Many requests for time off have been received. Where possible, TP has agreed extending holidays around school holidays, any others will be classified as unauthorised. Q: - How will attendance be viewed by Ofsted? A: - If a child has less than 96% attendance, leave of absence during term time is refused, but parents need to be supported at this time. Q: - Would the need to quarantine be exempt under the COVID plans? A: - TP will enquire and report back.</p> • HCC / HfL Commissioned visits report (JL) <p>The commissioned visit was used as a health check for the school. The exemplary behaviour of the children was commented on. <i>TP Lost connectivity</i> PM carried on to say that tough questions were asked that would help with moving the school forward. There would be a shift in focus to attainment rather than progress and this should be focused on throughout the curriculum. Q: - Previously the FGB has always looked at the journey and progress of the children, how do we work through with children who start with a low baseline and are unable to reach the level needed? Do we have enough staff to enable all children to have support? A: - Every class from Yr1 upwards has a fulltime TA. Five classes now have additional members of staff for 1:1 support. Nurture staff also support in other ways and there will be a complete curriculum overhaul. <i>TP re-joined the meeting.</i></p> • Exclusion data (Autumn Term 2021) <p>None to report. An individual timetable has been put in place by LM for a child, enabling inclusion rather than exclusion whilst ensuring staff feel supported and included. Q: - What about the other 29 pupils in the class? Are parents being included?</p> 	TP

	<p>The child is being supported outside of the classroom setting to enable recovery in confidence and the cohort continue to learn.</p> <p>Q: - Does the child have funding for 1:1?</p> <p>A: - Not at present however additional funding has been requested.</p> <p>Q: - Will the funding be backdated?</p> <p>A: - No, funding will commence from the time it has been agreed.</p> <p>Q: - Are the staff being supported for wellbeing?</p> <p>A: - AR, PM, TP and LM support staff daily.</p> <ul style="list-style-type: none"> • Attendance (Autumn Term 2021) No further questions. • Parent Consultation analysis (Autumn Term 2021) Staff were consulted during the INSET day with what COVID precautions put in place they would like to keep. Parent consultations help with staff wellbeing however feedback received was that with connectivity issues, 10 minutes per child was not enough. To offer more time per child, would not be achievable. Parents were able to share their child's books with them in school in advance of the consultation, and then speak with a member of teaching staff online. The next consultations are being held in March, remote and onsite appointments will be offered to parents. Q: - How does attendance online compare with face to face? A: - A good percentage of parents attended online. Those with technical difficulties were offered telephone consultations. Q: - Could parents submit questions beforehand so that time did not run out? A: - There is a possibility that reports can be sent out in advance, Q: - Some parents i.e., those with EAL may have had difficulty in understanding how to log on. A: - Links to a help video were sent out prior to the event. Q: - Are there alternate systems that could be used which don't automatically cut off after 10 minutes? A: - NW to compile a questionnaire asking for parent feedback. PM to arrange. • Termly Inclusion report (Autumn Term 2021) TP explained that this was a changing picture in response to children and staff needs. Q: 77% of children needing additional resources is a high figure. How does this compare to other schools? A: - 12 EHCP is a high level compared to others. Howe Dell is a sought-after provision for in year admissions. • Behaviour monitoring report PM stated that the children have returned and settled well. Behaviour report discussed in previous Item (Exclusion Data) 	<p>PM/NW</p>
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7.	<p>SDP / SEF review</p> <ul style="list-style-type: none"> • Key priorities poster • Strategic / operational Autumn 1 2021 review • Quality of Education Leadership team • Core Plan <p>TP informed governors that a new core plan will be written for spring term 1 and 2. The Key Priorities poster was circulated to parents and has been displayed throughout the school. Governors will work with a core plan which will be a live document. In addition, there will be a School Improvement plan, this will be written by the end of the autumn term. The SEF review will commence in the Spring term.</p> <p>Q: - As we are focussing on the quality of education, should our curriculum committee change its name to Quality of Education committee? SB proposed the change.</p> <p>A: - Governors unanimously agreed to change the name</p>	TP
8.	<p>Finance update:</p> <ul style="list-style-type: none"> • Budget monitoring (School and Day care) Period 6 <p>TP informed governors that spending was on track. Teaching and learning advisors in early years alongside English and maths needed high quality delivery hence the overspend, however the budget is balanced for 3 years.</p>	
9.	<p>Premium update:</p> <ul style="list-style-type: none"> • Pupil Premium grant update <p>2021-2022 grant premium strategy has been analysed by TP. This is year 3 of the 3 year strategy so a new strategy will be written and in place for September 2022. A financial overview of spend has been created and discussed and reviewed at SLT in advance of being circulated to Governors. In advance of this, the DfE require that every school has their PPG Strategy written and on their website by 31.12.2021. TP & PM are in the process of undertaking this piece of work to ensure the deadline is met</p> <p>Q: - With the majority of costs being spent on staffing, how do we quantify the provision for PPG children?</p> <p>A: - This needs to be looked at. We need to question where the money is spent and the impact it has on the quality of education.</p> <p>Q: - Is the shortfall coming from elsewhere?</p> <p>A: - Yes from the balance brought forward from previous years</p> <ul style="list-style-type: none"> • Primary PE and Sport Premium <p>Having reviewed the spending, TP is aware that some spending should have come from other budgets which needs to be raised within the school</p> <ul style="list-style-type: none"> • COVID-19 Catch up premium <p>This has been concluded, no further reports necessary as money has been spent. The FGB received a report on this in June 2021</p>	TP / PM

10.	<p>2021 outcomes:</p> <ul style="list-style-type: none"> • Year end data on attainment and pupil progress • GLD outcomes • Year 1 and Year 2 phonics outcomes • End of Key Stage outcomes <p>No formal and public data has been advertised since 2019. The school and early years internally provided data which will not be used for Ofsted. Throughout the school, the data shows a dip during the third lockdown, but show recovery in July, indicating progress. EY's data shows 44% of reception children have reached their goal compared to 56% in 2019.</p> <p>Q: - Will the new phonics scheme help in attainment? A: - Yes, it will have an impact and help with progression.</p> <p>TP raised her concerns to the Governing Board that GLD outcomes were significantly low from 2019 and therefore the school should be targeting GLD of 70%. It was agreed that Covid-19 has had an impact, but the focus now is raising the quality of education. The school has started this journey in September 2021, by using Teaching and Learning Advisors in English, Maths and Early Years. High quality teaching sequences coupled with a great curriculum and precision intervention will accelerate progress and raise attainment.</p>	
11.	<p>Safeguarding:</p> <ul style="list-style-type: none"> • Autumn Term 2021 Safeguarding report • GDPR compliance monitoring report. <p>JEH met with MA and undertook termly Governor SCR monitoring. This also included the monitoring undertaken by the Head Teacher. The volunteers that have not completed safeguarding training are no longer volunteers. The facilities team need to complete their PREVENT training. TP is to monitor SCR in Spring Term 1 alongside personnel files to ensure recruitment process is robust. JEH also to monitor. The FGB received the termly safeguarding report (see report on Governor Hub), TP asked for any questions, none received.</p> <p>TP explained that CPOMs had now been rolled out to all teaching staff and would shortly be rolled out to all TA's.</p> <p>Safeguarding staff in school policy was agreed by FGB.</p>	<p>JEH</p> <p>TP</p>
12.	<p>Governance Matters:</p> <p>a) Governor Visits It was agreed that these would coincide with themed weeks. English week 28/02/2022 – SB to attend. Keeping Healthy week 27/06/2022 – PE and Geography link governor to attend.</p> <p>b) Clerk's Matters JA informed governors that the term of office had expired for RX and DS. An election was in progress. DS had decided not to stand again. Thanks were given for all her support over the last 4 years. JEH to arrange gift and thanks.</p> <p>c) Chair's Matters SB reminded governors to upload relevant documents straight onto GovernorHub. SB explained that the Governor Mark accreditation had expired. No set timescale to complete is in place as the award is not mandatory although the FGB will</p>	JEH/AR

	<p>look to renew. SB will circulate documents for each committee to form a working party.</p> <p>SB explained that the Quality of Education committee needed to be supported by more governors and asked for volunteers. KF kindly agreed and will attend the next meeting.</p> <p>A request for a wellbeing governor had been made. NR agreed to take on the role which fits well with his mental health support role.</p> <p>d) Website statutory requirements (assign governor) KS agreed to review the school website to ensure it is fully compliant.</p>	KS
13.	<p>Policies – Updates/ Discussion/Approval: To be agreed by FGB. Pupil with medical conditions policy FGB Child Looked After – FGB- (annual) Child Known to a Social Worker – FGB - (annual) Absence request policy – SLT – (2yr) Charging and Remission – FGB – to be re-written with governors' input Admissions – FGB – Continues to be re-written by TP Behaviour – FGB - Continues to be re-written by PM .</p> <p>Due to the late release from HCC, this document was not submitted in time to be agreed at the FGB. It has been uploaded onto GovernorHub for all governors to read. Please comment on the thread to agree by Friday 3rd December 2021.</p> <p><i>All other policies agreed by FGB</i></p>	
14.	To Receive Any Other Business as notified in Item 3 None.	
15.	<p>To agree/confirm date(s) of future meeting(s) FGB: Tuesday 25th January 2022 Documents to be received by Friday 14th January 2022 Day Care: Tuesday 1st February 2022 6.30pm Curriculum: Tuesday 18th January 2022 5.15pm Resources: Tuesday 23rd February 2022 6pm PH&S: Site walk: Tuesday 4th January 2022 9am Meeting: Tuesday 11th January 2022 5pm</p>	
	<u>Close of meeting 22.29.</u>	

Date	Item	Action	By whom	By when	Update
20.09.2021	8	GDPR compliance monitoring	RX	21.11.2021	Date agreed
20.09.2021	8	Office shredding company investigation	JEH / RX	21.12.2021	Date agreed
20.09.2021	11	Laptop distribution to vulnerable families <i>Calls to all PPG children by NW</i>	PM / NW	21.12.2021	3 given <i>updated</i>
20.09.2021	11	Curriculum reviews to include the use of games (SL to design)	TP	21.12.2021	ongoing
20.09.2021	12	Governor Mark actions to be distributed to team members	JEH / SB	31.01.2022	Covered item 12
20.09.2021	12	Annual planner to be circulated <i>JEH, SB and TP to personalise content.</i>	JA	01.04.2022	Completed <i>updated</i>
20.09.2021	12	Skills audit to be circulated to JA SB to upload and governors to complete	SB	21.12.2021	<i>updated</i>
20.09.2021	12	NGA Gold investigation <i>SB to look at other options</i>	JEH / SB	21.12.2021	<i>updated</i>
20.09.2021	12	Governor visits restructure <i>TP and PM to review process</i>	TP /PM	21.12.2021	<i>updated</i>
30 th November 2021					
30.11.2021	5	HfL FS to be contacted re replacement FS team member for January 2022	TP	21.12.2021	
30.11.2021	5	Recruitment through Families First magazine to be investigated	KF	31.01.2022	
30.11.2021	6	Parent Questionnaire re Consultation evening	PM/NW	31.01.2022	
30.11.2021	7	SDP / SEF (review to commence)	TP / SLT	31.01.2022	
30.11.2021	9	Pupil Premium Strategy document written and uploaded to website	TP / PM	31.12.2021	
30.11.2021	11	SCR termly monitoring	TP/JEH	31.03.2021	
30.11.2021	11	CPOMs to be rolled out to TAs in December	TP	21.12.2021	
30.11.2021	12	Gift of thanks to Governor	AR/JEH	21.12.2021	
30.11.2021	12	Review website of statutory items	KS	31.01.2022	
30.11.2021	13	Charging and Remission policy Admissions policy Pro- Social Behaviour policy	TP/FGB TP PM	31.03.2022	