

**Howe Dell School and Daycare  
Meeting of the Full Governing Board  
Monday 20<sup>th</sup> September 2021 at 7.00pm.**

Present:

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
Heba Soliman (HS)	Co-opted Governor - Virtually
Kashifa Saley (KS)	Co-opted Governor - Virtually
Dilly Salgadoe (DS)	Parent Governor - Virtually
Katie Fox (KF)	Parent Governor
Hajre Hyseni (HH)	Parent Governor
Maureen Liu (ML)	Associate Governor

In attendance:

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

Apologies

Samantha Brown (SB)	Co-Chair / LEA Governor
Alison Reck (AR)	Associate Governor

Signed as a true and accurate record.

Date:

Chair:

Prepared by Judith Antoniades, Clerk to Governors 29<sup>th</sup> September 2021

No.	Item	Action
7pm		
1.	<p>To <b>welcome</b> all Governors.            JEH welcomed all governors and introduced TP as new Executive Headteacher.            To <b>receive</b> apologies and approve absences.            SB - Accepted            AR - Accepted</p>	
2.	<p>To <b>declare</b> any conflict of interest that may arise during the meeting.            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.            JEH – Item 4</p>	
3.	<p>To <b>receive</b> items under AOB.            ML - "Race <b>inequality</b> in education: acknowledging the problem"</p>	
4.	<p>To <b>agree</b> re-election of JEH.  <b>JEH left the meeting.</b>            RX put forward the proposal of re-electing JEH as a Co-opted Governor.            JEH was unanimously voted in for a further term of 4 years.  <b>JEH re-joined the meeting.</b>            JEH congratulated on her new term.</p>	
5.	<p>To <b>receive</b> and <b>approve</b> the minutes of FGB meeting held on 06/07//2021.            Circulated prior to the meeting.            Governors were reminded to circulate visit reports in good time to enable the sharing of relevant and up to date information.  <b>Minutes approved. JEH signed as a true and accurate record.</b></p>	
6.	<p><b>To Receive Reports and Updates</b>            To <b>receive</b> and <b>approve</b> the minutes of the HS&amp;P committee 7<sup>th</sup> September 2021 meeting and consider any matters arising from those minutes and the site walk.            RX confirmed site walk was undertaken. FGB informed that facilities team was under resourced since the last team member left during the summer break. The recruitment process was in progress and PM confirmed that interviews will be taking place on 23/09/21 2 candidates had been shortlisted.            Leaks with the roof have been investigated.            Q: Did it effect classroom teaching?            A: Daycare has been affected significantly (exterior to rooms).            Q: What is the situation with the reported cracked glass?            A: These have been inspected and deemed safe, however will be replaced. No additional precautions have been suggested. A timeline to outline the situation is in place.            Q: Does everything go through HCC?            A: Independent companies may be used e.g. manufacturers of original components, however HCC is notified.            Next site walk is 04/01/2022.            Q: Are HCC pro-forma's used to complete site walks?            A: Not currently. HCC templates to be shared with RX</p>	TP

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7.	<p>September re-opening COVID:</p> <ul style="list-style-type: none"> <li>• Risk Assessment</li> <li>• Outbreak Management Plan</li> <li>• Day Care outbreak timeline</li> </ul> <p>TP updated the FGB with measures put in place, to be reviewed at the end of September. Step up measures and procedures were put in place due to COVID issues, these have since been reviewed and have been stepped back down.</p> <p>A COVID outbreak plan has been written; this is used and adapted when issues arise. An appendix will be added which has contacts and emails attached to make contacting staff easier.</p> <p>The outbreak reported was managed effectively and safely giving staff, parents and children reassurance.</p> <p>All COVID outbreaks in PVI Early Years settings have to be reported to Ofsted. Daycare had to close due to a shortage of staff (re staff / child ratio legal requirements) not due to the number of positive staff cases. Non vaccinated staff have to isolate for 10 days each time they have been in close contact.</p> <p>Q: How long can we sustain this? Is it on full pay?  A: Yes full pay at present due to term and conditions, but a request has been put forward to senior colleagues at HCC for this to be reviewed.</p> <p>Q: Can we educate and inform members of staff in regard to the vaccine?  A: A discussion took place on how the vaccine is mandatory in other countries, at present the school and daycare will wait for the government to make the decision.</p> <p>Q: County arranged a webinar to educate staff in the care sector, would this be an option for the school?  A: It was agreed that this may be an option.</p> <p>TP informed the FGB that staff had completed extra hours to help with shortages and hot lunches had been supplied for them. A fogger has been bought to enable thorough sanitisation.</p> <p>Q: Is the equipment suitable for Corona Virus?  A: TP confirmed that it was.</p> <p>Track and Trace have taken over from the school, contacting those who have had close contact with positive cases.</p> <p>TP thanked school and daycare staff whose rigour is testament to them all as there were so few cases and the outbreak didn't transmit across the site from Daycare to the school</p>	
8.	<p><u>Safeguarding:</u></p> <p><u>Annual safeguarding report to Governors</u>  This was completed over the summer and has been signed off by the Chair of Governors</p> <p><u>Annual safeguarding audit</u>  TP shared the document on Governor Hub completed by NW.</p> <p><u>Senso portal monitoring</u>  TP explained that she uses this system to monitor computer usage of both staff and children. Monitoring occurs on a fortnightly basis by TP and concerns are followed up appropriately</p>	

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8ctd.	<p><u>Single Central Record (SCR) annual submission update</u> Submitted to HCC in July 2021, HCC have returned the report with a few actions for school to address. This was not shared due to GDPR. Once complete, TP will monitor the revised SCR and the Safeguarding Governor (JEH) will monitor the EHT monitoring against the SCR. Q: How often are the school systems backed up now we have a new server? A: TP will find out and report back.</p> <p><u>Child Protection Policy</u> Uploaded in advance to GovernorHub the document is personalised from the standard HCC policy. Policy Agreed. To be reviewed September 2022.</p> <p><u>Keeping Children Safe in Education (KCSIE) 2021</u> A significant update has occurred, Governors are required to read the whole document and sign off on GovernorHub by 22.10.2021</p> <p><u>Safeguarding Staff Policy</u> This was reviewed by NW and submitted to TP. It was agreed; that this policy needed further revisions that, NW will complete and circulate in advance of the next FGB meeting.</p> <p><u>GDPR update</u> RX confirmed a major review which took place in 2020 and is due to be updated Summer 2022. Q: Do you complete an annual compliance report? A: Yes, although the server has recently been changed, RX is keen for an update to take place in the Autumn. Date to be arranged. Q: How would we stand if we buy in an official shredding company? A: NR confirmed that the charges are relatively reasonable, JEH and RX to discuss.</p> <p><u>Designated Teacher (CLA)</u> The previous EHT was the named lead for this position. TP explained that the person to take on this role had to have a teaching qualification; Lauren Calder (Inclusion Lead) has agreed to be the Designated teacher from September 2021. She is undertaking the refresher professional development.</p> <p><u>CPOMS</u> TP explained that CPOMS is a programme that works with Sims and moves away from the current paperised safeguarding system. Should a fire break out in the school, all paper documents would be lost as they are currently stored in a locked wooden cupboard against an external lower ground wall. Going forward, all documents will be scanned, uploaded and kept safely. Some historical reports will be uploaded. Information logged will include: SEND, behaviour, safeguarding, attendance, parental contact. This is then electronically centralised and used by the whole team (with different access levels).</p> <p>Q: If a student moves schools, can you exchange information? A: If the forwarding school has CPOMS, documents can be shared. Documents are stored in chronological order and linked with Siblings and families. Q: Is training available for staff? A: Yes, TP agreed to train staff. ROC will be recorded on paper and then scanned onto the programme, with the paper copy being kept onsite.</p>	<p>TP / JEH</p> <p>TP</p> <p>FGB</p> <p>NW</p> <p>RX</p> <p>JEH/RX</p>
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8ctd.	<p>Q: Is this just an extension of SIMs? A: It is a different system that accesses SIMs for the relevant data. It would be useful if it could also align with Daycare system.</p> <p><u>Staff Wellbeing</u> It was reported that keeping Daycare and School apart has had an impact on staff and children, but all have adapted well. A calm and positive start to the year began with three INSET days with a strategic focus on building the team and managing change. All staff were invited to attend the CPD day with Colin Tapscott from Everyday Leader</p> <p>Q: If staff wish to contact a member of the SLT, do they email or talk face to face? A: Weekly staff meetings take place where the staff wellbeing policy is stressed. Staff are welcome to 'drop in', make appointments to meet and email during the working day. Q: - Do SLT members meet staff informally? A: - Yes, the personal touch is there. NR confirmed his role as Mental Health Governor and was happy to undertake training. TP confirmed the designated lead was NW, TP confirmed that this was a growing role.</p>	
9.	N/A	
10.	<p><u>Finance update:</u> Budget monitoring (School and Day care). No further updates had been undertaken by FS since Period 3 in June 2021.</p> <p>TP was aware of previous issues concerning HCC's financial advisories. Lena will be a new advisor and will complete a handover with Maria and TP to enable smooth transition. Lena is experienced with budget in budget scenarios, which will be helpful when involving Daycare.</p> <p>TP informed the FGB that she was Chair of PHF (Primary Heads Forum) which generates additional income to the school.</p>	
11.	<p><u>Curriculum:</u></p> <p><u>End of 2020-2021 subject leader executive summaries</u></p> <p>These provide all governors an insight into all subjects for 2020-2021, and helps them to understand the role of subject leads. TP and PM met with subject leads as part of the INSET day to review their progress and discuss their action plan for the 2021-2022 academic year. Proformas have been provided for staff to complete.</p> <p><u>Outline of key priorities for 2021-2022</u></p> <p>Three main areas have emerged as the Curriculum priorities for 2021-2022</p> <ul style="list-style-type: none"> <li>• Curriculum – Curriculum design. Clear subject integrity which has a clear progression in knowledge, skills and vocabulary</li> <li>• Writing – high quality teaching sequences driven by high quality texts. Curriculum adaptations made to take into consideration the lost face-to-face teaching. Outcomes raised across the school in writing to align with National. Phonics accredited scheme</li> </ul>	

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12.	<p><u>Governing Board structure</u> It was agreed that once recruitment for new co-opted governors had taken place, committees and subject governors would be reviewed.</p> <p><u>Governor Mark</u> SB and JEH are reviewing documents and in time will distribute sections for each committee to review.</p> <p><u>Annual Governor planner</u> JA to circulate template to TP, SB and JEH.</p> <p><u>Governor Training (suite available on GHub) / FGB training and matrix</u> Exclusion training has been completed by SB, MC, JEH and ML. Governors were asked to use the training toolkit on GovernorHub. Howe Dell subscribes to the Governance Service and so most courses are free of charge to the school and are encouraged.</p> <p><u>CPD: PREVENT</u> TP requested that all governors to complete 'Prevent' training and email their certificates to Mel Allgood to update the SCR by 30.09.2021.</p> <p><u>Governor Health check (on GHub)</u> Arrangements to be made for completion</p> <p><u>Governor skills audit</u> TP to circulate Skills Audit questions. JA to circulate skills audit from the last meeting.</p> <p><u>Governor Meetings Format (Onsite/Virtual/Hybrid)</u> JEH confirmed that meetings would be a mix of virtual and onsite going forward. All governors should attend onsite meetings in person unless isolating and by previous agreement of the Co-Chairs.</p> <p><u>Membership of HASG/NGA/Key for School Governors/CST</u> TP recommended the gold package for NGA. Further investigation by JEH / SB TP is a member of CST which gives her an insight into academy and federation working practices, although this is not being considered for future planning.</p> <p><u>Governor Visits</u> JEH explained how Governor visits had previously taken place. TP and PM to restructure visits.</p> <p><u>Speed dating</u> JEH explained to TP how speed dating worked with subject leaders. The next event will be held at the November FGB. Questions to be reviewed and circulated in advance of the session.</p>	<p>SB / LEH</p> <p>JA</p> <p>JA</p> <p>FGB / MA</p> <p>TP / JA</p> <p>JEH / SB</p> <p>TP/PM</p> <p>MC / PM</p>
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	<p><u>Clerk's Matters</u> JA informed the FGB that a staff governor election had been held . Lauren Calder is now the staff representative on the FGB and will be joining us at the next FGB. Thanks were given to Kathy Adams for all her hard work over the last 4 years and for offering to support Lauren transitioning into the position. Chairs to write and thank Kathy.</p> <p><u>Chair's Matters</u> JEH confirmed that the FGB TOR have been updated and committees should review their separate TOR and ensure they align.</p>	SB/JEH
13.	<p>Policies – Updates/ Discussion/Approval: <b><u>To be agreed by FGB.</u></b> Medicines &amp; medical conditions – FGB – Adaptions need to be made, Inclusion team to revise and circulate. To be carried over to next FGB. Pay Policy for Schools – FGB (annual) – Carried forward to next FGB as not available until Autumn Term 2 following union consultation and agreement Child Looked After – FGB- (annual) – Carried Forward to next FGB as being reviewed by LC &amp; NW</p> <p><b><u>Agreed by SLT and other Committees.</u></b> Adoption – SLT Maternity – SLT Celebrating Success – Curriculum Health and Safety – PH&amp;S</p>	LC / AR  LC / NW
14.	<p><u>To Receive Any Other Business as notified in Item 3</u> ML completed training on "Race inequality in education: acknowledging the problem". It brought to the forefront the subject of who children aspire to be and role models from different races. Howe Dell does well celebrating different cultures, but everyone could learn from finding role models of different races. The FGB discussed how this could be achieved.</p>	
15.	<p>To <b>agree/confirm</b> date(s) of future meeting(s) FGB: Tuesday 30<sup>th</sup> November 2021 <b>Documents to be received by Friday 19<sup>th</sup> November</b></p> <p>Day Care: Tuesday 5<sup>th</sup> October 6.30pm Curriculum: Tuesday 18<sup>th</sup> January 2022 5.15pm Resources: Wednesday 12<sup>th</sup> October 2021 6pm TP to rearrange due to prior engagement. PH&amp;S: Site walk: Tuesday 4<sup>th</sup> January 2022 9am Meeting: Tuesday 11<sup>th</sup> January 2022 5pm</p>	TP/HS
	<u>Close of meeting 10.10pm</u>	

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## Rolling Action log 2021-2022

Date	Item	Action	By whom	By when
20.09.2021	6	HCC H&S templates to be circulated to RX	TP	22.10.2021
20.09.2021	8	SCR monitoring to be undertaken by EXT and CoG	TP / JEH	22.10.2021
20.09.2021	8	Server backup frequency?	TP	01.11.2021
20.09.2021	8	KCSIE document to be read and GHub read acknowledgement completed	All FGB	22.10.2021
20.09.2021	8	Safeguarding staff policy to be revised	NW	19.11.2021
20.09.2021	8	GDPR compliance monitoring	RX	XX
20.09.2021	8	Office shredding company investigation	JEH / RX	XX
20.09.2021	11	Laptop distribution to vulnerable families	PM	21.12.2021
20.09.2021	11	Curriculum reviews to include the use of games (SL to design)	TP	21.12.2021
20.09.2021	12	GHub signable code of conduct to be created	JA	22.10.2021
20.09.2021	12	Governor Mark actions to be distributed to team members	JEH / SB	XX
20.09.2021	12	Annual planner to be circulated	JA	30.09.2021
20.09.2021	12	Training Matrix to be updated. Matrix to be circulated	JA	22.10.2021
20.09.2021	12	PREVENT online CPD to be completed. Certificate to MA	All FGB	30.09.2021
20.09.2021	12	Skills audit to be circulated to JA	TP	30.09.2021
20.09.2021	12	NGA Gold investigation	JEH / SB	30.11.2021
20.09.2021	12	Governor visits restructure	TP / PM	21.12.2021
20.09.2021	12	Speed dating questions to be circulated	PM / MC	22.10.2021
20.09.2021	12	Letter of thanks to Kathy Adams	JEH / SB	22.10.2021
20.09.2021	12	TOR revised by committees	Committee chairs	22.10.2021
20.09.2021	13	Policies: Medicines in school Pay policy Child looked after	LC / AC TP LC / NW	19.11.2021
20.09.2021	15	Resources committee date to be revised	HS / TP	30.09.2021

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