



Full Governing Board Meeting

MINUTES

Tuesday 4th July 2023

7.00pm in person at the school

Membership:		Present	Apologies received	Absence approved
Sotirios Adamopoulos	Parent Governor/Trustee	✓		
Greg Foreman	Parent Governor/Trustee	✓		
Naomi Holloway	Co-opted Governor/Member		✓	✓
Nadia Manzoor	Co-opted Governor	✓		
Hannah Milne	Co-opted Governor/Trustee	✓		
Philippa Moore	Headteacher Governor	✓		
Sam Mountford	Co-opted Governor/Trustee	✓		
Chloe Myers	Staff Governor	✓		
Lesley Stevens	Co-opted Governor/Trustee	✓ (from 7.20pm)		
Sarah Turner	Chair of Governors/Co-opted Governor/Trustee	✓		
Also in Attendance:				
Deborah Mills	Associate Governor/School Business Leader	✓		
Sarah Wood	Deputy Headteacher/Associate Governor	✓		
Sarah Lilly	HFL Clerk	✓		

Item		Action
1.	Apologies for absence Apologies were received from NH and were accepted.	
2.	Conflict of Interest To declare any conflict of interest to items on the agenda: There were none. Governors noted that the meeting was quorate.	
3.	To receive notification of any other urgent business None notified.	
4.	Minutes Governors received and approved the minutes of the FGB meeting held on 3 rd May 2023 (Parts 1 and 2), and the Chair signed these for filing at the school.	

Signature of Chair:Date:

<p>5.</p>	<p>Matters Arising</p> <p>ACTION: Governors to complete training courses and inform DM. DATE: Ongoing – CARRIED FORWARD</p> <p>ACTION: Governors to explore contacts for governor candidates. DATE: Ongoing – CARRIED FORWARD – See Item 6 - COMPLETE</p> <p>ACTION: ST to lead FGB meeting on Ofsted preparation. DATE: Autumn term 2023 – CARRIED FORWARD – Governors noted that Governor Day supported Ofsted readiness and that the SEF review in the Autumn term would augment this preparation.</p> <p>ACTION: All governors to complete visit and report. DATE: By 28th June 2023 – CARRIED FORWARD</p> <p>ACTION: Clerk to seek quote for clerking service for Governor Day. DATE: Ongoing – CARRIED FORWARD – CLOSED.</p> <p>ACTION: Governors to write up notes from the evening Learning Walk around the school on 20th March. DATE: Ongoing – CARRIED FORWARD</p> <p><u>Part 2 Action</u> ACTION: ST to arrange review of secondment progress and situation. DATE: <u>December 2023</u></p> <p>ACTION: PM to include data on SEND numbers in the Headteacher’s Report. DATE: July 2023 and ongoing – See Item 8 - COMPLETE</p> <p>ACTION: ST to discuss the context of NH’s safeguarding observations during her May monitoring. DATE: By June 2023 - COMPLETE</p> <p>ACTION: DM to circulate SEND and Alternative Provision guidance to governors. DATE: By July 2023 – CARRIED FORWARD</p> <p>ACTION: DM to send out the Resources Committee meeting invitation. DATE: By 7th May 2023 - COMPLETE</p> <p>ACTION: HM to prepare for chairing the May Resources Committee meeting. DATE: May 2023 - COMPLETE</p> <p>ACTION: LS to send redrafted SEND Policy paragraph wording to PM. DATE: By 1st June 2023 – See Item 12.</p>	<p>ALL</p> <p>ST</p> <p>ALL</p> <p>ALL</p> <p>ST</p> <p>DM</p>
<p>6.</p>	<p>Trust Board Membership</p> <p><i>a) To consider the recruitment of 2 new Co-opted governors/trustees</i></p> <p>PM and ST reported that they had met with two potential candidates, one of whom was a parent at the school. They reported that they selected the candidate with appropriate skills to support the Governing Board, such as risk assessment. Governors reviewed the application for the candidate.</p>	

	<p>ST proposed, seconded by HM, that Akin Osofisan be appointed as a Co-opted Governor of Windhill School for a period of 4 years.</p> <p style="text-align: right;"><i>Passed unanimously</i></p> <p>ACTION: DM to contact Mr Osofisan to begin the process of safeguarding clearances.</p> <p>DATE: By 21st July 2023</p> <p>ACTION: DM to contact unsuccessful candidate.</p> <p>DATE: By 21st July 2023</p> <p>Governors noted that the remaining vacancy would not be filled until the situation regarding MAT membership was clarified.</p> <p><i>b) Appointment of two members</i></p> <p>ST reminded the Board that 3 Members were required to oversee the work of the Trust Board as specified in the Articles of Association. Governors noted the recommendations from the Auditors that the membership of the Trust Board and of the Members be separated. However governors also noted their discussions (minuted in the meeting of 5th February 2020) which resulted in a decision to maintain the overlap of Members on the Trust Board.</p> <p>ST highlighted that NH and SM were leaving the Governing Board, and governors discussed the opportunity to approach NH, SM and Abby Westell (a previous governor) to explore whether they would become Members. SM indicated that he would willing to become a Member.</p> <p>ACTION: DM to explore with NH and Abby Westell regarding becoming Members.</p> <p>DATE: By 31st July 2023</p> <p>ACTION: ST to bring ratification of Members to Governing Board meeting.</p> <p>DATE: 21st November 2023</p> <p>ACTION: DM to prepare October Annual Report for Members.</p> <p>DATE: September 2023</p> <p style="text-align: right;"><i>LS arrived 7.20pm</i></p> <p><i>c) Election of Chair and Vice-Chair of the Governing Board</i></p> <p>SM proposed, seconded by SA, that ST be appointed as Chair of the Governing Board for a period of one year.</p> <p style="text-align: right;"><i>Passed unanimously</i></p> <p>ST proposed, seconded by SA, that HM and GF be appointed as Co-Vicechairs of the Governing Board for a period of one year.</p> <p style="text-align: right;"><i>Passed unanimously</i></p> <p><i>d) Training Update</i></p> <p>As Matters Arising Action, governors were reminded to complete Safeguarding and Prevent training by 30th September 2023.</p>	<p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p>
7.	<p>MAT Update</p> <p><i>See Confidential Part 2 minute</i></p>	

8.

Headteacher's Report

PM presented her Headteacher's Report, and noted that no questions had been received in advance of the meeting.

Governors summarised their Governor Day activities, reporting that they had monitored and discussed SEND progress as well as the draft SDP for 2023-24, and conducted a learning walk. In addition they reported that they had discussed behaviour and lack of adaptation of lessons for SEND pupils. Staff reported that their colleagues had provided positive feedback about the day.

Governors agreed it was key to improve practises for a selection of SEND/Disadvantaged pupils. They noted their concerns around the leadership of SEND and the need for upskilling of staff skills, as well support for increasing staff confidence in adapting learning for SEND pupils' learning. They had noted the amount of time that the SLT staff were called to support with behavioural issues. PM described the SEND staff support that had been put in place, and reported that an external advisor for SEND had been engaged (using £20K of unspent 2022-23 budget funding).

Governor emphasised the need for rigorous processes and strengthening of provision for SEND pupils.

PM reported that ongoing school evaluation was being completed by the HIP (Jeremy Loukes), and noted that he also supported all the schools within the Ivy Learning Trust. She reminded governors that school evaluation was also achieved during the peer review meetings with schools from the Envision Partnership.

ST reported that the governors had discussed during the Governor Day whether to evaluate the school in a quantitative way, and that they had decided not to proceed with this approach. PM reported that she would update the SEF over the Summer break.

On teaching and learning, PM reported that the report contained supporting data and documents and that the common theme identified was improving understanding. She confirmed that the school would use Walk Throughs as promoted by Tom Sherrington as a vehicle to improve teaching.

PM noted that the list of CPD completed by staff was included in the report, and she highlighted the number of NPQ qualifications that middle leaders and senior leaders had taken up.

PM reported that the parent engagement project had been successful with the Parents' Networks being established this year, but that there was more work to do helping parents to support their children at home, which would take place during the Autumn term 2023 face to face.

PM described the staff changes that were taking place, including the departure of the Sports teacher. She noted that Envision was gaining momentum and that 4 more schools were likely to join the group. She explained that Envision was adding CPD to their portfolio. She listed the schools in the Bishop's Stortford area which would be members including Elsenham, Manuden, St Andrews Much Hadham, Little Hadham, Furneux Pelham, Puller, and Spellbrook.

PM then described her personal key focus of life school, which involved presentations by her at selected assemblies, with topics such as understanding

	<p>the underground map or buying a house. She highlighted the life skills available within the school, e.g. cookery for Y3, and potentially money for Y6.</p> <p>PM reported that there had been one case of bullying and a racist incident. She confirmed that the same children were involved in the suspensions listed.</p> <p>On pupil numbers for Early Years, PM reminded governors that pupil numbers across Hertfordshire were falling, and that natural wastage of staff could become key in managing EY provision staffing. <i>Q: Are there 18 pupils in Nursery in the afternoon? A: Yes.</i></p> <p>On attendance, PM reported that she would be exploring a new initiative, although attendance was already at good levels. She explained that if a pupil achieved four weeks of 100% attendance, then they would be invited to breakfast at 8.30am. She explained that there would a rota of 4 week periods to incentivise pupils at attend and to encourage parents to bring their children to school. <i>Q: What about pupils with medical needs, how will they be acknowledged for achieving the best attendance they can? A: We would have mitigating conditions for these pupils.</i></p> <p><i>Q: Noting that your behaviour report cites 3 physical assaults, do staff feel supported? A: We have had to change the way a particular pupil joins the school in the morning. We treat every situation sensitively and support those involved.</i></p> <p>Governors thanked PM for her report.</p>	
<p>9.</p>	<p>Finance Update</p> <p><i>a) Review of the draft Budget for 20-23-24</i> DM reminded governors that the approved Budget was due to be submitted by 31st July 2023. GF and HM confirmed that the Resources Committee had agreed to recommend the draft Budget for approval at this meeting. DM explained that the draft Budget had previously included £50K of non-guaranteed government funding to subsidise the pay wards forecast for staff. She noted that governors had agreed that this should be removed as the income was not guaranteed. DM also highlighted that, since the Resources Committee meeting, the Budget had been amended to include a small change in the UIFSM funding.</p> <p>DM summarised that the proposed draft Budget included an in-year deficit of £48K, but that the reserves carried forward (with £250K committed spend) would cover the in-year deficit.</p> <p><i>Q: Does this Budget include the predicted pay awards amounts? A: Yes, we have included a 6.5% pay award for teachers as forecast by HFL, the press and the Institute of School Business Leaders.</i></p> <p>ST proposed, seconded by HM, that the Budget for 2023-24 be approved. <i>Passed unanimously</i></p> <p><i>b) Update regarding use of reserves</i> DM and PM reported that they were working to allocate the reserves that had been set aside. They reported they had obtained quotes for the upgrades to the immersion room which was likely to amount to £24K.</p> <p>DM requested that governors update her on their Related Party Transaction interests, as the various quotes would be reviewed over the summer.</p>	

	<p>ACTION: Governors to confirm in writing their Related Party Transactions interests to DM. DATE: By August 2023</p> <p>ACTION: Governors to review the quotes for the immersion room project and inform DM of their decision. DATE: By August 2023</p>	<p>ALL</p> <p>ALL</p>
10.	<p>Safeguarding Update</p> <p>ST reported that the updated KCSiE guidance was available for governors to review.</p> <p>PM confirmed that the termly Safeguarding Report by the school had been available for governors to review. Governors had no questions.</p> <p>SA reported that he had attended County Lines training recently in which case studies of primary school age pupils had been cited. <i>Q: Does the school take account of County Lines activities when drafting policies such as Safeguarding and SEND policies? A: Yes, we note the risks in our policies.</i></p>	
11.	<p>Parental Complaint</p> <p>DM reported that a Hearing would take place on 11th July, as a parent had appealed against a ban from the school premises.</p>	
12.	<p>Policies and documents:</p> <p>The following policies were approved:</p> <ul style="list-style-type: none"> • <i>Safer Recruitment Policy</i> • <i>Policy for supporting Pupils with Medical Needs</i> • <i>Homework Policy</i> • <i>Code of Conduct (staff)</i> • <i>Financial Regulations and Appendices</i> <p><i>SEND Policy</i></p> <p>LS and DM agreed that the text of the policy required updating. ACTION: Governors to review updated SEND policy online. DATE: By 12th July 2023</p>	<p>ALL</p>
13.	<p>Terms Dates for 2024-25</p> <p>Governors agreed the term dates for 2024-25.</p>	
14.	<p>Any other urgent business:</p> <p>Governors expressed their thanks to SM for his extensive support to the school as a governor and as Chair of the Curriculum and Standards Committee.</p> <p>Governors also expressed their gratitude to NH for her long service to the school as a governor and Chair, and ST expressed her thanks to NH for staying on the Board to support the Chair leadership transition and for her support mentoring ST as the new Chair of the Board.</p>	

<p>15.</p>	<p>Meeting dates for 2022/23</p> <p>Governors noted the meeting dates.</p> <p>ST reported that the Curriculum and Standards Committee would be merged with the FGB, and that 3 FGB meetings per year would take place.</p> <p>2023-24 meeting dates</p> <p><u>Resources Committee (7pm start via Teams)</u> 6th November 2023 (changed from 2nd November 2023) 14th February 2024 (changed from 6th February 2024) 16th April 2024 25th June 2024</p> <p><u>Pay Committee (6-7pm via Teams)</u> 6th November 2023 (changed from 2nd November 2023)</p> <p><u>Full Governing Board (7pm start in person)</u> 21st November 2023 20th March 2024 2nd July 2024</p> <p><u>Governor Day</u> – 26th June 2024</p>	
	<p>Items for future meetings/agendas.</p> <ul style="list-style-type: none"> • Ratification of Members 	
	<p>Items discussed at the meeting should remain confidential:</p> <p>It was agreed Item 7 should remain confidential.</p> <p>The meeting closed at 9pm.</p>	

Action List from July Governing Board meeting

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