



Full Governing Board Meeting

MINUTES

Tuesday 29th March 2022 at 7.00pm

Venue – Windhill 21

Membership		
	Sotorios Adamopoulos	Parent Governor/Trustee
	Nigel Fletcher	Vice Chair of Governors/ Co-opted Governor/Member
	Greg Foreman	Parent Governor/Trustee
	Naomi Holloway	Chair of Governors/Co-opted Governor/Member
	Deborah Mills	Associate Governor/School Business Leader
	Hannah Milne	Co-opted Governor/Trustee
	Philippa Moore	Headteacher Governor
	Sam Mountford	Co-opted Governor/Trustee
	Karen Poole	Co-opted Governor/Trustee
	Debra Price	Staff Governor
	Lesley Stevens	Co-opted Governor/Trustee
	Sarah Turner	Co-opted Governor/Trustee
	Abby Westell	Co-opted Governor/Member
	Sarah Wood	Deputy Headteacher/Associate Governor

		Action
	Part A	
1a	<p>Apologies for absence: Apologies for absence were received and approved from Nigel Fletcher and Debra Price.</p> <p>There were no apologies received from Sototios Adamopoulos.</p> <p>Sarah Wood joined the meeting via Zoom.</p> <p>In the absence of the Clerk, the meeting was clerked by Deborah Mills.</p> <p>Sarah Turner was welcomed to the meeting as the new co-opted governor.</p>	
2a	<p>Conflict of Interest: There were no conflicts of interest declared relating to items on the agenda.</p>	
3a	<p>To receive notification of any other urgent business. There was none.</p>	
4a	<p>Minutes: The minutes of the FGB meeting held on 10th February 2022 (including the confidential appendix) were received and approved.</p>	

5a	Matters Arising: There were no matters arising from the minutes which were not covered elsewhere on the agenda.	
Sam Mountford joined the meeting at 7.15pm		
6a	<p>Headteacher's Report: Governors received the Headteacher's Report (available on GovernorHub). Arising therefrom:</p> <p>a) EHCPs: It was noted that the number of EHCPs in school was currently lower than the previous year and also lower than the national average. In response to a question regarding the level of SEN throughout the school, the Headteacher reported that there were a number of EHCPs that had currently been applied for and were awaiting assessment. There were delays with the SEND team at HCC in processing applications and assessments.</p> <p>It was noted that the allocations for Reception 2022/23 had not yet been finalised and it was therefore too early to know what the level of SEND would be amongst the new intake. It was unclear whether parents of children with SEND were still attracted to Windhill21 or were looking at other schools in the local area.</p> <p>b) Exclusions: It was noted that there had been 2 exclusions since the last meeting. Temporary funding had been made available from Children's Services to support one of the children which was having a positive effect both on the child and also the children around him.</p> <p>c) Pastoral Worker: It was noted that the new pastoral worker had now been in post for a term and is very knowledgeable about systems and support available for pupils. She has streamlined the behaviour support system and is working well with the SENCO. The Pastoral Worker will be taking on the monitoring of attendance after the Easter break and responsibilities will be clearly defined.</p> <p>It was noted that the new pastoral worker is not a member of the Senior Leadership Team. It was requested that policies etc be updated to reflect this change and also that Chanel Galas has now completed her training and is a designated senior person.</p> <p>d) PE: It was noted that the PE teacher will be leaving at the end of the term and that PE will be led by Laura Christmas from September 2022. Governors extended their thanks and best wishes to Zoe Freeman for the work that she has done at in providing an outstanding offer to all the children Windhill21. It is hoped that the provision will continue.</p> <p>It was noted that Kirk Harris will be looking after PE for the summer term (in addition to supporting the school's catch up programme).</p> <p>Governors were informed that there were now 4 members of staff who had passed the assessment to drive the new minibus.</p> <p>e) Curriculum: LS noted that the geography curriculum needed refining and that the French curriculum needed further development. The Headteacher confirmed that assessment in geography (through pupil sampling and mapping skills) and mapping skills need refining.</p>	<p>PM/DM</p> <p>PM</p>

	<p>The French curriculum needs a new push and further development across both KS1 and KS2. This was originally aimed to support the transition to secondary school.</p> <p>LS confirmed that the modern foreign languages curriculum was aimed at teaching pupils how to learn a language.</p> <p>It was noted that French was the language that Windhill21 had chosen to teach. The residential trip to France also supports this.</p> <p>It was requested that a report on the progress of both these curriculum subjects be presented at the next meeting of the Curriculum Committee.</p>	Clerk
7a	<p>Business Interests: Governors received details of the new declaration of business interest form for completion by all members of the Governing Board (available on GovernorHub), in accordance with the Academies Financial Handbook. It was noted that information relating to any family members that is declared would be held on an internal register for audit purposes and not published on the school website.</p> <p>Governors discussed at length the implications of declaring the details and business interests /occupations of family members, particularly those who are not involved in the provision of goods and services to Windhill21. A number of members objected to the requirement to declare the details of family members who hadn't provided consent for their details to be held by the school.</p> <p>DM reminded Governors/Trustees of their personal responsibility to comply with the requirements of the Academies Financial Handbook.</p> <p>It was agreed that, when the school is making significant investments, purchases and/or tenders for goods and services, the school would inform the Governing Board and ask whether there were any Governors/Trustees with any specific linked business interests.</p> <p>It was agreed that DM would remind governors (via GovernorHub) to complete and return the new forms asap.</p>	DM
8a	<p>COVID-19 Update: The Headteacher gave a verbal update on the current covid situation including a breakdown of the number of positive cases (pupils) throughout the term. It was noted that there were currently 7 children and one teacher off having tested positive.</p> <p>Teacher absence has been an issue and SCITT students HLTAs have been able to cover absences.</p> <p>KS1 and KS2 assemblies remain separate and the whole school assembly on a Friday has continued via Zoom which has proved much more efficient.</p> <p>Celebrations of work have been introduced for all year groups. PM to circulate dates of any future events to governors for the summer term so that they can attend.</p> <p>The covid catch up programme has been affected due to staff absence but is continuing where possible. NH asked how the Governors can be reassured that the covid catch up programme is having an impact. The Headteacher reported that teachers are using both formative and summative assessment to target pupils for support with the funding available. It was agreed that Governors should include this in conversation during curriculum visits.</p> <p>It was noted that 37% of persistence absentees are pupil premium children and these are targeted as part of the catch up programme. Current attendance rate is 94% and</p>	PM

	<p>current persistent absence rate is 16.8%. The Headteacher reported that the new Arbor system provides a more detailed breakdown of attendance data.</p> <p>The school is continuing to reinforce regular handwashing, ventilation of teaching spaces, use of antibac gel etc.</p> <p>The school is awaiting DfE guidance for schools regarding the new regulations and legislation that comes into force from 1/4/2022.</p>	
9a	<p>Annual Governor Skills Audit 2021/22: SM provided a summary of the results of the Governor skills audit (previously circulated on GovernorHub).</p> <p>Strengths identified included:</p> <ul style="list-style-type: none"> - Board membership - Data management <p>Weaker areas identified included:</p> <ul style="list-style-type: none"> - Procurement - HR - Property and estates management - SEND <p>Additional training requirements included:</p> <ul style="list-style-type: none"> - Handling complaints - SEND - Equality and diversity - New OFSTED framework <p>It was suggested that another governor should shadow NF and NH when carrying out the H & S and safeguarding audits to aid succession planning.</p> <p>A discussion took place regarding the skills required by members/trustees versus those of a local governing body within a multi academy trust. Governors briefly discussed the governance structures of multi academy trusts and the importance of schemes of delegation, noting that associated governors often attend in an advisory role.</p> <p>The skills audit also included a question on gaps within the membership with regards to ethnicity and disability. It was noted that results indicated that the Governing Board was uniformly white British with no mental health issues.</p> <p>It was agreed to consider ways in which to contact local community leaders from ethnic backgrounds in order to seek applications from their communities from people who may be interested in serving as a governor at Windhill21 at the forthcoming Governor Day.</p> <p>It was further agreed that the next year's skills audit should be based on a list of specific skills rather than a generic list in order to assist monitoring on an ongoing basis.</p>	<p>Clerk</p> <p>SM</p>
10a	<p>Auditors: Governors considered the benchmarking report and quotes (available on GovernorHub) regarding the appointment of auditors for the forthcoming year.</p> <p>Having considered the options available and the services provided by each of the companies, it was agreed that DM would ask Price Bailey as to whether they are able to reduce their annual fees, given the cheaper quotes obtained. The Governors were in agreement that due diligence had been carried out in comparing value for money and the services provided by both Price Bailey and alternative companies and, if Price Bailey are unable to reduce their fees then they were in agreement that the school</p>	<p>DM</p>

	should still continue to use Price Bailey for the provision of audit services for the forthcoming year.	
11a	Multi Academy Trust: See confidential appendix.	
12a	Complaints: See confidential appendix.	
13a	Role of Parent Governor: This item was deferred to be considered at the next FGB meeting.	Clerk
14a	Any other urgent business: None.	All
15a	<p>To consider items for future meetings/agendas.</p> <p>Curriculum Committee:</p> <ul style="list-style-type: none"> - Report of development of French curriculum - Progress report on the refinement of Geography curriculum <p>Governor Day:</p> <ul style="list-style-type: none"> - Increasing the diversity of the membership of the Governing Board - Multi-Academy Trust - Role of Parent Governor <p>FGB:</p> <ul style="list-style-type: none"> - Uniform Policy 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
16a	<p>Confidentiality: It was agreed that the following items discussed at the meeting should remain confidential:</p> <ul style="list-style-type: none"> - Multi Academy Trust (minute 11a) - Complaints (minute 12a) 	

	<p>Part B</p> <p>Items to Note</p>	
1b	Monitoring Visits: Governors acknowledged receipt of monitoring visits since last meeting.	
2b	<p>Governor Training:</p> <p>a) Handling Complaints Training: It was noted that the majority of governors attended Handling Complaints training on 14/3/22</p> <p>b) Governors received details of the FGB training record (available on GovernorHub)</p>	
3b	<p>Committee Minutes:</p> <p>a) Governors acknowledged receipt of the draft minutes of the spring term meeting of the Resources Committee: Resources Committee Meeting – 1/2/2022</p> <p>b) It was noted that the draft minutes of the Curriculum and Monitoring Committee Meeting held on 17/3/2022 will be available shortly.</p>	

4b	Policies: a) Minibus Policy: The policy was approved (as per comments on GovernorHub) b) Uniform Policy: Deferred to next meeting.	
5b	To confirm dates for future meetings: FGB meetings to start at 7pm: <ul style="list-style-type: none"> • Wednesday 11th May 2022 • Wednesday 6th July 2022 Resources Committee to start at 6pm <ul style="list-style-type: none"> • Wednesday 27th April 2022 • Wednesday 22nd June 2022 (draft budget for 2022/3) Curriculum Committee at 6pm <ul style="list-style-type: none"> • Thursday 30th June 2022 Governor Day <ul style="list-style-type: none"> • Wednesday 6th July 2022 	All

Meeting closed at 9.40pm

Signed: _____

Dated: _____