



Full Governing Board Meeting

MINUTES

Wednesday 11th May 2022

7.00pm at Windhill21

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	Apologies for absence: Apologies for absence were received and approved from Debra Price and Nigel Fletcher. The meeting was clerked by Deborah Mills.	
2a	Conflict of Interest: There were no conflicts of interest declared in relation to items on the agenda.	
3a	To receive notification of any other urgent business: There was none.	
4a	Minutes: The minutes of the FGB meeting held on 29 th March 2022 (including the confidential appendix), having been received were confirmed as a true and accurate record of the meeting.	
5a	Matters Arising:	DM

	<p>Dates: It was agreed that dates for future meetings be added to GovernorHub. This would enable governors to subscribe to the calendar and link them to their own personal diaries.</p> <p>It was further agreed that the Headteacher would circulate dates of specific school events that Governors may wish to attend. Dates are also included on the weekly newsletters.</p>	PM
6a	Multi Academy Trust: See confidential appendix.	
7a	Complaint: See confidential appendix.	
8a	<p>Role of Parent Governor:</p> <p>a) Governors received example definitions of the role of a parent governor (available on GovernorHub) and noted that governing boards have a duty to have parent representation on the Board and to ensure that the perspective of parents are taken into account in decision making processes.</p> <p>It was noted that there had been little, if none, communication from the FGB to parents since the pandemic through Governor newsletters.</p> <p>It was agreed that a distinction needs to be made between taking into account the views of parents in their decisions and lobbying the parent body for their views. It is not the role of parent governors to ask parents for their views directly.</p> <p>It was suggested that the school/governing board consider holding a 'meet the governors' meeting to reboot, raise awareness and to improve engagement with parents. Further suggestions included a suggestion box, 'community café' event and open classroom sessions.</p> <p>b) Governors consider the arrangements for communicating and engagement with parents and agreed to discuss this further on Governor Day.</p> <p>c) It was agreed to introduce a governor email address to support communication with parents – governors@windhill.herts.sch.uk and for this to be published on the school website. It was agreed that DM would monitor the email account and forward any communications as appropriate.</p> <p>d) It was agreed that the current parent governors will draw up a short list of bullet points relating to their role.</p>	DM GF/SA
9a	<p>Policies:</p> <p>a) Governors discussed the mechanism for approving policies in the future. It was agreed that where it had been recommended by a service provider that the school is contracted to eg GDPR, then it was agreed that the model policies be adopted subject to the School Business Leader highlighting any potential conflicts with existing policies and procedures. Where no service provider exists then the model DfE policies (where they exist) should be adopted.</p> <p>b) Having considered the proposed amendments, following policies were approved:</p> <ul style="list-style-type: none"> - Safer Recruitment Policy - Subject Access Request Policy - Online Safety Policy 	DM

	<p>It was agreed that the revised amendments, including the addition of a reference to SEND children in relation to bullying, to the anti-bullying policy be circulated via GovernorHub and the policy to be endorsed via GovernorHub by 16th May 2022.</p>	PM
10a	<p>Staffing:</p> <p>a) The Headteacher updated Governors regarding the change in the staffing structure for SLT from September 2022. The organisation charts are available on GovernorHub. It was noted that three Assistant Headteacher posts were currently being advertised.</p> <p>In light of the resignation of Debra Price, Governors discussed whether or not the position of staff governor should be replaced, particularly in light of comments raised in the annual audit. It was agreed that a staff governor election be held early in the autumn term 2022 to replace Debra Price on the Governing Board.</p> <p>b) The Headteacher confirmed the following appointments for September 2022: 2 x Early Careers Teachers 1 x part-time teacher</p> <p>It was noted that the posts of PE teacher and Teaching Assistant (EYFS) were currently being advertised.</p> <p>It was further noted that the ECTs from September would not be replacing experienced teachers.</p> <p>Governors discussed the provision for ECTs including both training and mentoring which is currently provided by Chiltern Teaching Alliance and it was noted that Windhill21 staff are also involved in delivering the ECT programme for Chiltern.</p>	DM
11a	<p>Governor Day 6/7/22: Governors agreed that the agenda for Governor Day would be agreed via GovernorHub. It was agreed that the Governors would invite staff to meet with them after school on 6/7/22.</p>	
12a	<p>Any other urgent business:</p> <p>Membership of Governing Board: It was noted that NH would be standing down as Chair at the end of the current academic year. NH indicated that she was prepared to continue serving as a governor for a further year to support the succession process for the incoming Chair.</p> <p>In addition, it was noted that NF would be standing down as a governor at the end of the summer term due to work commitments.</p> <p>ST left the meeting.</p> <p>Sarah Turner was elected Chair of the Governing Board with effect from 1st September 2022 (nominated by SM and seconded by KP).</p> <p>ST re-joined the meeting.</p> <p>It was however acknowledged that there may be a potential conflict of interest regarding her position on another local governing body and with the MAT agenda. It was therefore agreed that the KP (as part of the MAT working party) would take</p>	

	<p>the lead regarding MAT related decisions and rely on ST to support with knowledge, experience and perspective, where appropriate.</p> <p>It was agreed to appoint one, or two, Vice Chair at the next FGB meeting.</p> <p>AW reported that she had been talking to a local accountant who had expressed an interest in joining the Governing Board. In addition, KP reported that her accountant may also be interested in joining the Governing Board.</p> <p>Chair of Resources: It was agreed that DM would contact NF to enquire as to whether he would be available to chair the meeting of the Resources Committee on 22/6/22.</p> <p>Clerk/Governance Professional: It was noted that KT had resigned from her position as clerk to the Governing Board with immediate effect. DM reported that she had secured the services of a temporary clerk for the summer term Resources and Curriculum Committee meetings.</p> <p>DM confirmed that she would be prepared to take the minutes of the FGB meeting on 6/7/2022.</p> <p>It was agreed to commence the recruitment process for a new Governance Professional to take up post from 1/9/22.</p>	DM DM
13a	<p>To consider items for future meetings/agendas.</p> <p>FGB 6/7/22:</p> <ul style="list-style-type: none"> - Final report from HM regarding recommendations regarding the complaint. - Election of Vice Chair. <p>Governor Day 6/7/22:</p> <ul style="list-style-type: none"> - MATs - Communication/engagement with parents 	Clerk
14a	<p>To agree which items discussed at the meeting should remain confidential.</p> <p>It was agreed that the following items should remain confidential:</p> <ul style="list-style-type: none"> - Multi Academy Trusts - Complaint 	Clerk

Part B Items to Note		
1b	Monitoring Visits: Governors acknowledged of monitoring visits since the last meeting (available on GovernorHub).	All
2b	<p>Committee Minutes:</p> <p>a) The Governors noted that the minutes of the meeting of the Resources Committee held on 27/4/2022 were not yet available.</p> <p>a) The Governors acknowledged receipt of the draft minutes of the meeting of the Curriculum and Monitoring Committee held on 17/3/2022.</p>	

<p>3b</p>	<p>Dates for future meetings: Dates were noted as follows:</p> <p>MAT discussion session: Wednesday 24th May 2022 at 7pm at Windhill21</p> <p>FGB meetings to start at 7pm:</p> <ul style="list-style-type: none"> • Wednesday 6th July 2022 <p>Resources Committee to start at 6pm</p> <ul style="list-style-type: none"> • Wednesday 22nd June 2022 (draft budget for 2022/3) <p>Curriculum Committee at 6pm</p> <ul style="list-style-type: none"> • Thursday 30th June 2022 <p>Governor Day</p> <ul style="list-style-type: none"> • Wednesday 6th July 2022 	<p>All</p>
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