



HILLMEAD PRIMARY SCHOOL, 216, BISHOP'S STORTFORD
MINUTES OF THE FULL BOARD OF GOVERNORS MEETING
Tuesday 6 October 2020 @ 7 pm
Via Microsoft Teams

Present: Michelle Shenston (MS) (Head Teacher), Philip Middleton (PM) (Chair), Dan Morgan (DM), Gillian Lawson (GL), Elizabeth Barnes (EB), Jacqui Oliver (JO), Alison Mully (AM), Titi Akerele (TA), Farisai Dumbura (FD), Gareth Lewis (GL)

In attendance: Anne Winship (AW) (Associate Member) Laura McMillan (LM) (Assistant Headteacher), Hannah Draper (HD) (Associate Member), Jane Barger (JB) (Herts for Learning Clerk)

No.	Item	Action by Whom?	Action by When?
1.	To receive apologies and approve absences Apologies were received and accepted from Ulrike Kadritzke (UK).		
2.	To declare any conflict of interest Governors were reminded of the need to declare any conflict of interest, both pecuniary or other, that refer to an item on the agenda. No declarations were made.		
3.	Register of Pecuniary Interest Governors were asked to tick the box on GovernorHub to confirm their Declarations of Interest are correct. <u>Action: governors to update their Declarations by the next FGB meeting.</u> PM advised governors need to read and sign the Code of Conduct. <u>Action: PM to email the Code of Conduct to governors.</u> <u>Action: Governors to sign and date electronically and return to PM.</u> <i>AW and TA joined the meeting</i>	<p align="center">All governors</p> <p align="center">PM</p> <p align="center">All governors</p>	<p align="center">By Dec FGB</p> <p align="center">October</p> <p align="center">By Dec FGB</p>



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4.	<p>Notification of Urgent Any Other Business</p> <ul style="list-style-type: none"> • Educational Health Care Plan (EHCP) (MS) • School Improvement Plan (SIP) and Self Evaluation Framework (SEF) (MS) <p>DM asked if he could be removed as an 'admin' on GovernorHub and replaced by PM. <u>Action: Clerk to amend on GovHub.</u></p>	Clerk	October
5.	<p>To approve the minutes of previous governors' meetings</p> <p>Chair advised meetings were 'ad hoc' during the Covid 19 lockdown period and no formal minutes were taken. <u>Action: PM to collate the minutes and send to governors.</u> <u>Action: PM to upload the FGB meeting minutes of 4 March 2020 onto GovernorHub (meeting not quorate).</u> <u>Action: item CARRIED FORWARD to the next FGB meeting in December.</u></p>	<p>PM PM</p> <p>Agenda item</p>	<p>Oct Oct</p> <p>Dec FGB</p>
6.	<p>Reports/Minutes from Committee Meetings</p> <p>Finance & Premises – N/A Pay – N/A People – N/A Curriculum - N/A Ratify Committee Terms of Reference - N/A</p> <p>PM summarised there have been no Committee meetings held to date this term. All meetings for this term will be virtual via Microsoft Teams. PM requested dates of meetings be set in advance of FGB meetings. <u>Action: Chairs of Committee to liaise with members regarding meeting dates.</u> <u>Action: All Chairs to action ratifying Terms of Reference at their next meeting.</u></p>	<p>Ctee Chairs</p> <p>Ctee Chairs</p>	<p>October</p> <p>Next Ctee meeting</p>
7.	<p>To receive HEAD'S REPORT</p> <p>MS circulated her report in advance of the meeting (saved in GovHub meeting folder) and invited questions or comments.</p>		



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	<p>Q. I notice the good attendance figures (page 3). Is this based on all pupils on roll or have some pupils not returned yet?</p> <p><i>A. We do have children who are currently not in school; these pupils are unwell and none of these pupils are not returning due to worry or anxiety. It is interesting to note self-isolation or Covid related absences do not count in our figures which has resulted in an improved attendance figure (97.8%) for this year compared to the same time last year (95%). We do have some Covid related absences.</i></p> <p>Q. You mention pupils who already struggled with behaviour or emotional regulation prior to lockdown are particularly struggling now (page 6). In general, have the children been happy to be back at school?</p> <p><i>A. Yes, they have generally been pleased to be back. MS noted pupils with special educational (SEN) or emotional needs are still presenting as an issue but we are managing these pupils. It is challenging to know how much of these issues are due to the fact pupils have not been in school for 6 months or how much is down to the starting a new term in September.</i></p> <p>Q. Where we have reduced the PE and Foundation subject provision (page 4), is this in line with other schools?</p> <p><i>A. In line with government guidance, schools should be reducing these subjects with a view to building them back up to the summer term.</i></p> <p>Q. Why does it state in your report that we are doing below government guidance?</p> <p><i>A. We are doing a bit less at present. However, it would be futile to ask any more of our pupils at this time as they do not have the stamina.</i></p> <p>Q. Was the 'Back on Track' online assessment training (page 4) held on the 28 September helpful?</p> <p><i>A. Yes, as it highlighted some questions for us as senior leaders, mostly around staff CPD. We have a further training day in the next few weeks.</i></p> <p>Q. On the Learning Walk you referred to looking at Standard Number 5 (page 5) – what is this?</p> <p><i>A. Appropriate differentiation within the classroom.</i></p> <p>Q. Under Safeguarding (page 7), you refer to a recent disclosure of abuse which was referred to Children's</p>		
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<p>Services. Are you happy with the level of response we received on that?</p> <p>A. Yes.</p> <p>Q. You note HfL training has stressed there is little value in school producing data which shows achievement against age related expectations (ARE) and rather it would be better to move away from data driven decision making and use 'in the classroom' data (page 5). Are Ofsted postponing their inspections?</p> <p>A. Ofsted are postponing inspections until January 2021. We are aware if we were inspected now, Ofsted's focus would be around recovery plans, catch up and risk assessments rather than our data. HfL are clear there is no point having discussions about where children are in terms of ARE.</p> <p>Q. You mention two Hertfordshire Improvement Partner (HIP) visits (page 8) – will the HIP be coming into school?</p> <p>A. Yes. The HIP will be completing one visit for a full day on 18 November.</p> <p>Q. Do you require a governor representative?</p> <p>A. Possibly for the Standards Visit, however, we are unsure as to the format of the day. Part of the day will be the Head's performance appraisal and we will require 2 governors to be present for this.</p> <p>Q. Was the 'Back on Track' training only for senior leaders or for all teachers?</p> <p>A. The training included a CPD package which meant all teachers had a number of videos and online teaching to complete before September. Dan Harris (Maths Leader) completed senior leader training on top of his class learning teaching.</p> <p>Q. You mention we have become 'Early Adopters' of the EYFS Profile which comes into effect in September 2020 (page 6). Given we are already working to cover the 'gap' in learning, will this add too much pressure?</p> <p>A. As our Reception children are new to the school, there is not a great deal of catch up to be done. We felt it would be more positive for us for us to be leading this and to know what is coming.</p> <p>Q. How wide is the gap in English and Maths, taking into account English is a subject identified in our School Improvement Plan (SIP)?</p>		
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<p><i>initially; this has now been resolved. For the most part, parents have been supportive.</i></p> <p>Q. How have children adapted to eating lunch in classrooms and spending the majority of their day in the classroom?</p> <p><i>A. This has helped to calm pupils down. We do need to improve ensuring we get pupils outside during the day, even if it is raining.</i></p> <p><i>PM, as a parent, thanked the school for providing pupils with a hot meal at lunchtime.</i></p> <p>Q. How are these meals getting to classrooms and are we covered from a health and safety perspective?</p> <p><i>A. Reception and Year One eat in the dining hall area. The remaining pupils come to the dining hall via the external route, collect their lunch and are walked down the corridor to their classrooms. This is going well and no accidents have been reported.</i></p> <p>Q. The external hiring and letting of the school is a good income we have had to stop. I notice Karate is back and Brownies are meeting outside, is there any movement on any of the others?</p> <p><i>A. Brownies and Rainbows are meeting outside; this is a Girl Guide UK decision, not a school decision, as they are not allowed to meet indoors. Karate have returned to meeting inside; we have most of our music lesson teachers in from this week. We offered Tracey Walker the opportunity to return on a Saturday and she declined. Rising Stars are continuing to hold their before and after school clubs and Cheerleading club is still running.</i></p> <p><u>8.3 Staff and pupil wellbeing and how this is being supported</u></p> <p><i>MS was pleased to report staff are coping well. MS noted her concerns that, should we be facing another lockdown, this will have some impact on the health and wellbeing of our staff. We will have to work very hard to manage that situation.</i></p> <p>Q. What support do you need from governors at this stage?</p> <p><i>A. Unsure at present.</i></p> <p><u>Action: MS to inform governors if any support is required.</u></p> <p>Q. Is there any support available from Herts for Learning or Herts County Council if required?</p>	<p align="center">MS</p>	<p align="center">This term</p>
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<p>A. There is guidance available. Our staff worked extremely hard during lockdown and MS noted her concerns as to whether that level of work could be sustained during a further lockdown. There is work to be done by senior leaders on what remote teaching will look like in the event of a lockdown and then in managing parents' perception. We will require a strong message from the GB to the parent body.</p> <p>Q. Have you started to consider what remote learning will look like?</p> <p>A. The government has passed a new law, in effect from 22 October, whereby schools will have a 'legal duty' to provide remote education to pupils unable to attend school due to Covid 19. At that point all schools should be able to move immediately to remote online learning. MS pointed out the interesting timing of this new law (just prior to half term). If necessary, we have a plan in place to move our entire curriculum with the exception of English and Maths to the Oak National Academies Curriculum. We will adopt this curriculum for this academic year. For Maths, we will use the Oak resources. If there is a lockdown, MS will be speaking to teachers about a plan for English.</p> <p>Q. Is there any cost involved with this?</p> <p>A. No, Oak National Academies Curriculum is a free resource to schools.</p> <p>Q. Are we likely to need an emergency governors' meeting to approve any changes?</p> <p>A. No, however, it would be wise to have a Curriculum Committee meeting before the 22 October.</p> <p>Q. The date of the next CC meeting is booked for 20 October, shall we go ahead with this date?</p> <p>A. Yes, and we can review the agenda nearer the time.</p> <p><u>8.4 Staff shielding and staffing concerns</u></p> <p>It was agreed staffing concerns have previously been considered.</p> <p>Q. If staff need to shield, does this put pressure on staffing levels?</p> <p>A. Yes, the challenge will be, if staff contract Covid 19 and are off for any length of time, how will we cover if they have a class at school or pupils at home expecting remote teaching?</p>		
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	<p>A. AW advised 2 governors is a sufficient number as the HIP counts as the third person.</p> <p><u>10.3 Links</u> MS advised we require a PE governor to ensure governors are scrutinising Sports Premium spending and reporting to the FGB. AM (Sports and Physical Education link) agreed to become the PE link as well. Chair noted UK is listed as the Communications Link and Website Link. AM advised she would be willing to take on the Communications link role. <u>Action: PM to discuss with UK whether she would like to continue with the Communications Link role and get back to AM.</u> PM noted Emile MacDonald is the link governor for Health and Safety. <u>Action: PM to add GL to Health and Safety as well.</u> <u>Action: governors to discuss at next FGB how subject link reports will work under the current Covid 19 restrictions.</u></p> <p><u>10.4 Meeting dates for 2020/21</u> It was agreed the date of the next FGB meeting should be changed from Tuesday 8 December to Tuesday 15 December. <u>Action: PM to amend the document and place on GovHub.</u></p> <p><u>10.5 Code of Conduct</u> Previously discussed in item 3.</p> <p><u>10.6 Role of Vice Chair</u> Previously discussed in item 8.</p>	<p align="center">PM</p> <p align="center">PM</p> <p align="center">Agenda item</p> <p align="center">PM</p>	<p align="center">October</p> <p align="center">October</p> <p align="center">Dec FGB</p> <p align="center">October</p>
<p>11.</p>	<p>Governor Training and CPD – rolling agenda item</p> <p>Chair advised Hfl have published new contact details for booking training: gov.courses@hertsforlearning.co.uk or call 01438843082. <u>Action: PM to email the changes to governors.</u> DM noted HD circulated an update on the governor training record in 2019. GovHub has the facility for governors to update their own training record. DM suggested, moving forwards,</p>	<p align="center">PM</p>	<p align="center">October</p>



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	<p>governors should manage their own training records. Governors agreed. <u>Action: DM to circulate the 2019 training record to governors.</u> <u>Action: governors to check their training record on GovHub to ensure their records are up to date.</u></p>	<p align="center">DM All governors</p>	<p align="center">October October</p>
<p>12.</p>	<p>Policies/Documents to Ratify</p> <p>All policies were shared in the Head's Report and are saved on GovHub.</p> <p><u>Complaints</u> This is a model HfL policy with a few updates. Governors voted unanimously to ratify the policy.</p> <p><u>Child Protection</u> MS noted the GB cannot ratify this policy until a Vice Chair is in place. <i>Q. Is this because a Vice Chair must be listed in our policy.</i> <i>A. Yes and because the GB should not be ratifying a policy without a named person in an area as important as Safeguarding.</i> Governors agreed this is a good point. <u>Action: policy CARRIED FORWARD for ratification at the December FGB meeting.</u></p> <p><u>Health and Safety</u> This is a model HfL policy, containing a few updates. <i>Q. Are the updates largely related to Covid 19 requirements?</i> A. Yes. Governors queried whether the Head should be the nominated person for working with heights? Governors discussed and agreed the policy should list Jon Felts (Site Manager) as the nominated person. <u>Action: MS to change.</u> DM highlighted the section on Legionnaires is incomplete. MS advised this has been completed. <u>Action: MS to update.</u> <i>Q. The policy mentions the Covid monitoring process, is this similar to the risk assessment?</i> <i>A. Yes, we review this periodically.</i></p>	<p align="center">Agenda item MS MS</p>	<p align="center">Dec FGB October October</p>



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<p>Governors unanimously ratified the policy, subject to MS's changes.</p> <p><u>Behaviour Policy</u> Annual update including Covid 19 measures relating to physical intervention.</p> <p><i>Q. Have there been any issues with children not being prepared to comply with Covid 19 directions?</i> <i>A. There have been no refusals to comply or confrontational action from children.</i></p> <p><i>Q. The policy talks about social distancing from adults. Are there circumstances where children should be social distancing from other children?</i> <i>A. Children should not come into contact with any other child from a different bubble. MS stressed she is unable to prevent children from holding hands and touching when playing together. We tend to keep children apart as groups. Where we have intervention in place, we are selecting those children from the same class.</i></p> <p>FD highlighted the section 'Rewards and Sanctions' in the policy and noted we are suggesting online education is used as a sanction for 'bad' behaviour. FD queried whether it is appropriate to use online learning as a sanction when it is a method also used by children when they are off sick or self-isolating. Governors discussed this point.</p> <p><u>Action:</u> MS and LM to review the wording again tomorrow and report back to governors.</p> <p><u>Action:</u> policy to be CARRIED FORWARD for ratification at the next FGB meeting.</p> <p><u>GDPR</u> Policy put together by TA and based on Independent Commissioners Office (ICO) guidance; questions and comments invited.</p> <p><i>Q. There is a great deal for the school to complete and an equally large amount expected if a request is submitted; are we comfortable the school could resource what is required if necessary?</i> <i>A. MS and the office team are working through this document at present and identifying how much we are currently doing versus areas where we have gaps. From this an action plan will be created to address any issues.</i></p>	<p align="center">MS/LM</p> <p align="center">Agenda item</p>	<p align="center">07/10/20</p> <p align="center">Dec FGB</p>
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