



**HILLMEAD PRIMARY SCHOOL, 216, BISHOP'S STORTFORD**  
**MINUTES OF THE FULL BOARD OF GOVERNORS MEETING**  
**Tuesday 19th July 2022 at 7.00pm**

**Present:** Michelle Shenston (MS) (Head) *(until 8.10pm)*, Philip Middleton (PM) (Chair), Alison Mully (AM), Laura McMillan (LM) *(until 8.10pm)*, Jacqui Oliver (JO), Gareth Lewis (GLe), Titi Akerele (TA), Dan Morgan (DM)

**Apologies:** None

**Absent:** Gillian Lawson (GLa), Farisai Dumbura (FD), Anne Winship (AW)

**In attendance:** Sarah Lilly (HfL Clerk)

No.	Item	Action by Whom	Action by When
1.	<b>Welcome and Apologies for Absence</b> The Chair welcomed everyone to the meeting. He welcomed MS back to the Governing Body meeting.		
2.	<b>Declarations of Conflicts of Interest</b> Governors were reminded of the need to declare any conflict of interest, either pecuniary or other, with any item on the agenda. No governors declared a conflict of interest.		
3.	<b>Notification of Items of Any Other Business</b> None raised.		
4.	<b>Minutes of the Meeting of 29<sup>th</sup> March 2022 (Parts 1, 2A, 2B), Part 2 minutes from 24<sup>th</sup> May and Part 2 minutes from 23<sup>rd</sup> June 2022</b>  The minutes of the previous meetings were approved. PM signed the minutes ready for filing in school.		
5.	<b>Matters Arising from the above Minutes</b>  <b><u>NEW ACTION:</u></b> PM to advise Clerk of status of Part 2 minute actions from March, May and June meetings. DATE: By September 2022  <i>Matters Arising</i>  <b><u>ACTION:</u></b> Governors to review and agree to the Code of Conduct – <b>CARRIED FORWARD</b>  AMENDED ACTION: MS to provide privacy notice text for the clerk, for creation of confirmation button on GovernorHub – CARRIED FORWARD - COMPLETE	<b>PM</b>       <b>All</b>	<b>By Sep 22</b>       <b>By Sep 22</b>

<p>ACTION: Governors to confirm agreement to the Privacy Notice – CARRIED FORWARD - COMPLETE</p>		
<p><b><u>ACTION:</u></b> Governors to complete Skills Audit form and return to PM – CARRIED FORWARD</p>	All	By 31 July 22
<p><b><u>AMENDED ACTION:</u></b> PM to reorganise the GovernorHub folders – CARRIED FORWARD.</p>	PM	Sep 22
<p>ACTION: PM, AM, JO and GLe to meet to agree staff questionnaire questions - COMPLETE</p>		
<p>ACTION: Governors to consider individual training needs once outcomes from Skills Audit were available - CARRIED FORWARD - CLOSED</p>		
<p><b><u>NEW ACTION:</u></b> Governors to complete 2 online training courses.</p>	All	By Sep 22
<p>ACTION: PM to explore benchmarking/quality assurance of governor visits with Kathy Dunnett at HfL – CARRIED FORWARD</p>		
<p><b><u>NEW ACTION:</u></b> PM and MS to discuss benchmarking/quality assurance of governor visits.</p>	PM, MS	Sep 22
<p>ACTION: GLe to research audit comments on parking around the school – CARRIED FORWARD – CLOSED – GLe reported that he had completed a Health and Safety monitoring visit in May, and had reviewed the parking situation, and that there were no actions needed as the parking arrangements were not unsafe.</p>		
<p><b><u>ACTION:</u></b> Governors to provide pen portrait and head and shoulders photo for website to LM – CARRIED FORWARD</p>	All	By Sep 22
<p>ACTION: PM to circulate letter from Simon Newland to governors - COMPLETE.</p>		
<p><b><u>ACTION:</u></b> FD, AW and GLa to form ERG Working Group to develop Action Plan for review by governors – CARRIED FORWARD</p>	FD, AW, GLa	Sep 22
<p><b><u>ACTION:</u></b> JO to discuss impact of interventions and reporting with SENCo – CARRIED FORWARD</p>	JO	Sep 22
<p>ACTION: JO to upload acronym list with meanings to GovernorHub - COMPLETE</p>		
<p><b><u>ACTION:</u></b> MS to present SEND Report in December, March and July each year.</p>	MS	Sep 22
<p><b><u>REVISED ACTION:</u></b> Discuss submission of visit forms following monitoring visits.</p>	All	Sep 22

	<p>ACTION: GLe to arrange to complete a Health and Safety Inspection – COMPLETE May 22 with report on GovernorHub.</p> <p><b><u>ACTION:</u></b> Governors to approach the school to complete the year planner tasks.</p> <p><b><u>ACTION:</u></b> MS to propose timing for Core Subject visits.</p> <p>ACTION: MS to send school email addresses to governors to enable switch to school based email - COMPLETE</p> <p><b><u>ACTION:</u></b> PM, JO, GLe, AM to meet to discuss Safeguarding Audit Report actions – <b>CARRIED FORWARD – governors to meet over Summer holiday to discuss actions.</b></p> <p>ACTION: PM to consider adding cue questions to the monitoring visit report form - COMPLETE</p> <p><b><u>ACTION:</u></b> Governors to confirm KCSiE via Declaration on GovernorHub – CARRIED FORWARD</p> <p>ACTION: LM to provide website audit report to GB - COMPLETE  <b><u>REVISED ACTION:</u></b> MS/PM to provide governor attendance list (using GovernorHub report) for website.</p> <p>ACTION: Governors to send notes from the Learning Walk for use in training - CLOSED</p>	<p>All</p> <p>MS</p> <p>PM, JO, GLe, AM</p> <p>All</p> <p>PM</p>	<p>Sep 22</p> <p>Sep 22</p> <p>By Sep 22</p> <p>Sep 22</p> <p>Sep 22</p>
6.	<p><b>Reports/Minutes from Committee meetings</b></p> <p><u>Finance and Premises Committee</u>  GLe reported that he had met with LM and there were no concerns.  <b><u>ACTION:</u></b> MS to upload Period 2 and 3 reports for review by governors.</p> <p><u>Curriculum Committee</u>  JO reported that the key content was included in the Headteacher’s Report and that the Committee had not met this half term. She reported that she had briefly discussed the end of year assessment outcomes with LM.</p>	MS	July 22
7.	<p><b>Assistant Headteacher’s Report</b></p> <p>Governors had reviewed the report in advance of the meeting and questions were invited.</p> <p>LM reported that the staff had worked very hard to achieve the pupil outcomes that were included in her Report.</p> <p><i>Q: The achievement levels for Writing appeared low, is this the case? A: Yes, this appears to be the situation nationally, and I (MS) was part of a discussion on this at the Envision meeting, resulting in</i></p>		

*the decision to make this a collective priority. We will be meeting at the end of September as Headteachers, and following that meeting, I will be writing the section of the SDP on developing writing.*

*Q: Why are the outcomes so low nationally? A: Reading and Maths were easier to teach remotely, and more writing learning was therefore missed. It is worth remembering that Writing is teacher assessed and therefore the results can be more variable. However the school was externally moderated so we can be confident that our results are robust.*

*Q: Who will see these results? A: SATs results will be available to Ofsted, HCC and ourselves.*

*Q: In the curriculum review section, you note that the Back on Track curriculum will be reviewed to see if it is still appropriate. Why is this? A: Back on Track reviews the learning of the previous year before moving forward. Some teachers find this useful while others are keen to move forward without this. The HIP is intending to review the use of Back on Track.*

*Q: If the school is using the Maths curriculum and Back on Track, does this cause issues? A: These are not different curriculums, Back on Track provides the learning of the previous year group to refresh and check pupils' learning before moving forward.*

*Q: What is the status with the Catch-Up funding? A: This has all been spent and there is now no further funding in this category.*

*Q: In personal development and welfare, how do we know that the Zones of Regulation strategy has been successful? A: We notice in the school, and school leaders note that pupils are using the language of Zones in their communication at school. We do not formally measure this, as it is not directly measurable.*

*Q: With regard to using PSHE, how will staff introduce newly arrived pupils to the use of Zones? A: It is really important for staff to remind all pupils about the use of the Zones of Regulation skills, and this is still being used in the language used by staff in school and in displays around the school.*

*Q: Will the Zones be phased out? A: We will keep this, but it will not be taught explicitly.*

*Q: You note that, due to the needs of new starters in EYFS, some support staff will be moved from other classes. Have any new LSAs been employed to cater for the additional LSA capacity needed? A: We have employed new LSAs but there is no funding available yet. We are monitoring the situation and the budget.*

	<p>Governors congratulated the school on achieving the Silver Travel Plan Award. Governors agreed that the recent Music Festival was heart warming with excellent music and singing from the pupils. In addition the Sports Day, Jubilee Tea Party, School Fete and Sports Presentation had been excellent community events and had celebrated the pupils and school community. Governors congratulated the staff on these events and thanked them for their commitment, contributions and organisational skills.</p> <p><b><u>ACTION:</u></b> Governors to attend at least one community event each year.</p> <p>Governors thanked LM for her report.</p>	<p><b>All</b></p>	<p><b>Ongoing</b></p>
<p><b>8.</b></p>	<p><b>Safeguarding – standing item</b></p> <p>MS reminded governors to read the 2022 KCSiE guidelines and that plans should be put in place to audit the school versus the standards. She reported that there were no serious Safeguarding concerns in the school.</p> <p><u>Safeguarding Link Governor Visit</u></p> <p>AM reported that she had visited school and met with MS to review the Safeguarding evidence collated in the folder and in the office. She reported that the information required was available and that it would be useful for all governors to take part in the process to learn more about the safeguarding culture of the school.</p> <p><b><u>ACTION:</u></b> Governors to complete a Safeguarding form at each visit.</p> <p><b><u>ACTION:</u></b> AM to provide finalised completed audit form for filing.</p> <p>AM reported that she had spoken with a group of Y4 pupils, and spoken with staff. She had also reviewed parking and driving on site.</p> <p><u>Health and Safety report (link governor)</u></p> <p>GLe reported that he had completed a Health and Safety Link Governor Visit in May 2022, and would be completing the Annual Audit form in Autumn 2022. He confirmed that he visited the school regularly and that the Caretaker completed the termly Health and Safety Checklist.</p> <p>MS reported that a parent had fallen over on the school site during the Sport's Day event and fractured their arm. GLe reported that the parent had notified him at the event that they had hurt their arm but did not wish to formally report the incident. He confirmed that the parent had not notified any staff members.</p> <p><i>Q: Is this RIDDOR reportable? A: We will need to check with HCC Health and Safety Team (James Ottery).</i></p> <p><b>POST MEETING NOTE:</b></p> <p><b><u>ACTION:</u></b> MS to submit a RIDDOR report and remind staff of the H&amp;S policy.</p> <p><b><u>ACTION:</u></b> GLe to review the Health and Safety Policy.</p>	<p><b>All</b></p> <p><b>AM</b></p> <p><b>MS</b></p> <p><b>GLe</b></p>	<p><b>Ongoing</b></p> <p><b>Sep 22</b></p> <p><b>July 22</b></p> <p><b>FPP mtg</b></p>

	<p>PM explained that parents had been offered the opportunity to collect their children early after afternoon registration due to the heat.</p> <p><b>ACTION:</b> MS and PM to provide process for managing excessive heat levels in the school.</p> <p><i>Q: Have there been any questions from parents about why the school is still open? A: Some families had kept pupils off school, and we are dealing with the status of the absences on a case by case basis.</i></p>	MS, PM	Sep 22
9.	<p><b>Pupil Survey Feedback</b></p> <p><b>ACTION:</b> PM to lead review of Pupil Survey feedback.</p>	PM	Oct 22
10.	<p><b>Vision Day Update</b></p> <p>PM reported that Matt Miller had been invited to facilitate this strategy day, and that a date would be arranged (see earlier).</p>		
11.	<p><b>Governing Body Matters</b></p> <p><u>Governing Body membership - vacancies</u> PM reported on the membership of the GB. He proposed to move GLe from his Parent Governor role to a Co-opted role, and seek another parent governor in September. However, it was noted that there were already a number of governors who were parents or grandparents of pupils in the school, and governors recognised the importance of maintaining a balance of stakeholder groups on the GB.</p> <p><b>ACTION:</b> Governors to inform PM about potential governor candidates for a Co-opted Governor role.</p> <p><u>Declarations of Interest and Confirmations</u></p> <p><b>ACTION:</b> Governors to update and confirm declarations of interest and confirmations.</p> <p><u>Code of Conduct to review and sign</u></p> <p><b>ACTION:</b> PM and AM to review Code of Conduct.</p> <p><u>KCSiE 2022 to read and acknowledgement</u></p> <p><b>ACTION:</b> Governors to read and confirm regarding KCSiE 2022.</p> <p><u>Committee membership and Chairs of Committees</u> Governors agreed to retain the current Committee membership, with two principle Committees and the Pay Committee. PM thanked governors for their contributions to the work of the Committee this year.</p> <p><u>Committee Terms of Reference</u></p> <p><b>ACTION:</b> PM to lead ratification of Committee ToR reviews following review at Committee.</p>	<p>All</p> <p>All</p> <p>PM, AM</p> <p>All</p> <p>PM</p>	<p>Ongoing</p> <p>By Sep 22</p> <p>By Sep 22</p> <p>By Sep 22</p> <p>Oct 22</p>

	<p><u>Link Governor roles</u> PM proposed that governors adopt a team approach to monitoring subjects. <b>ACTION:</b> PM to lead discussion of monitoring protocol.</p> <p><u>DPO role and Governor Privacy Notices</u> TA (DPO) reported that she had reviewed the DPA Privacy Notices and policies in May. <b>ACTION:</b> TA and MS to meet to review all policies and Privacy Notices.</p> <p><u>Online Safety and Acceptable Use statement</u> <b>ACTION:</b> MS to provide Acceptable Use statement and Clerk to upload to GovernorHub.</p> <p><u>Governor Year Planner</u> <b>ACTION:</b> PM, AM and MS to discuss review of Governor Year Planner.</p>	<p>PM</p> <p>TA, MS</p> <p>MS</p> <p>PM, AM MS</p>	<p>Oct 22</p> <p>Sep 22</p> <p>By Aug 22</p> <p>Sep 22</p>
12.	<p><b>Policies and documents for ratification</b></p> <p>None to ratify.</p>		
13.	<p><b>AOB</b></p> <p>None raised.</p>		
14.	<p><b>Date of Next Meetings</b></p> <ul style="list-style-type: none"> <li>• 04 October 2022 (FGB) - IN PERSON/REMOTE</li> <li>• 13 December 2022 (FGB with HT Report) – REMOTE</li> <li>• 21 February 2023 (FGB) - REMOTE</li> <li>• 28 March 2023 (FGB with HT Report) – REMOTE/IN PERSON</li> <li>• 23 May 2023 (FGB with Budget review) - REMOTE</li> <li>• 18 July 2023 (FGB with HT Report) - IN PERSON/REMOTE</li> </ul> <p>Items for October meeting: Link Governor roles, submission of monitoring visit forms, SEND report, Committee ToRs</p>		
15.	<p><b>PART 2 CONFIDENTIAL</b></p> <p>See separate Confidential Meeting Minutes of the same date. <b><i>LM and MS withdrew from the meeting 8.10pm</i></b></p> <p><b>Stakeholder Questionnaires</b></p>		

The meeting closed at 9:00pm.