



HILLMEAD PRIMARY SCHOOL, 216, BISHOP'S STORTFORD
MINUTES OF THE FULL BOARD OF GOVERNORS MEETING
Tuesday 13th July 2021 at 7.00pm

Present: Michelle Shenston (MS) (Head), Philip Middleton (PM) (Chair), Gillian Lawson (GL), Laura McMillan (LM), Jacqui Oliver (JO), Gareth Lewis (GLE), Hannah Draper (HD)

Apologies: Titi Akerele (TA), Anne Winship (AW), Dan Morgan (DM), Alison Mully (AM)

In attendance: Ian Lowe (IL) (HfL Clerk)

No.	Item	Action by Whom	Action by When
1.	Welcome and Apologies for Absence		
1.1	The Chair welcomed everyone to the meeting. Apologies received from Titi Akerele, Dan Morgan, Alison Mully and Anne Winship. The governors approved their absence.		
2.	Declarations of Conflicts of Interest 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.	Register of Pecuniary Interests – Update to Declarations All governors have now completed the annual declaration for the Register of Pecuniary Interests on Governor Hub.		
4.	Notification of Items of Any Other Business None notified		
5.	Approval of the Minutes of the FGB Meeting on 25th May 2021 The minutes of the FGB meeting, held on 25 th May 2021, were approved by the governors as a true and accurate record. ACTION: PM will sign the March minutes and take them into the school office for filing.	PM	1st Aug
6.	Reports/Minutes from Committee Meetings <u>Curriculum Committee</u> Curriculum is meeting on 14 th July so no update. <u>Finance & Premises Committee</u> ACTION: GL reported minutes from last committee meeting not yet distributed. Will follow soon Overall, money isn't a problem. No issues with the electrical testing that was carried out Tree surveys highlighted some works needed. Two classrooms need the vinyl floors replacing Small amount of works required around the toilets and baby changing area in the nursery	GL	1st Aug

	<p>Q: Are the vinyl floors that need replacing a trip hazard and is replacement urgent?</p> <p>A: Not a trip hazard yet, awaiting some quotes. Hoping to have floors replaced over the summer holidays.</p> <p>Q; Was there an issue with yr3 toilets?</p> <p>A: Some parents did mention dirty toilets, but they weren't, it was just a wet day outside and children tramping in and out to wash their hands made the floor dirty.</p> <p>Q: When are the tree works being carried out?</p> <p>A: Awaiting availability of a tree surgeon. The work isn't major and there are no H&S concerns</p> <p>Q: Do we maintain the trees and is this in our budget?</p> <p>A: Yes, the trees are our responsibility and budgeted for every 2/3 years</p> <p>Q: Does someone need to get in touch with the residents who mentioned the trees to reassure them?</p> <p>A: Helen (not sure of second name) is dealing with them</p> <p><u>People Committee</u> No people meeting so no update.</p> <p>ACTION: All committee chairs to ratify the terms of reference at the next FGB meeting Not sure of other committee chairs to add to actions</p> <p>ACTION: PM would like to explore the possibility of moving from three committees to two. PH to arrange a meeting between GL and chair of curriculum to see how this could work</p>	<p>GL</p> <p>PM</p>	<p>29th Sept 29th Sept 29th Sept</p> <p>29th Sept</p>
<p>7.</p>	<p>Headteacher's Report and Governors' Questions</p> <p>The headteacher's report had been circulated in advance of the meeting and governors were invited to ask questions.</p> <p>Q: Attendance at Violet & Snowdrop at 96%, are there any issues there?</p> <p>A: No particular issues there.</p> <p>Q: What is a child Protection section 47?</p> <p>A: That is a check from agencies where parents haven't given permission</p> <p>Q: Are the agencies supportive?</p> <p>A: We haven't received any contact from social work which is unusual</p> <p>Q: Can the GB help:</p> <p>A: No, not a good idea</p> <p>Q: Curriculum review mentions removing some text. Why is that?</p> <p>A: Some content wasn't necessary or appropriate.</p> <p>Q: What experience has the new English Lead</p> <p>A: Previously a maths lead. Has been teaching for 5/6 years. But is very capable of leading English.</p> <p>Q: How did the zones of regulation trial go?</p> <p>A: Implementation takes a lot of time to set up. We will roll out across the whole school in September along with targeted work with specific children.</p>		

	<p>Q: Safeguarding Part B, what do we need to do A: Governors need to be sure that school systems and procedures are in place and are robust Q: Regarding the RE doc, is collective worship a daily requirement A: No, not daily Q: Are any changes needed in September re RE A: No, just a little more focus given to it. Q: PHSE & Personal Development are 2 new subjects, do we need another governor position? A: No, this will sit with the head Q: No of pupils on role are down 1 in Foxglove since last report. Why is that? A: One pupil moved to a smaller school. Expect more leavers in September as some pupils move to private schools. A couple more are moving to schools nearer to home. Q: Is anyone on the waiting list to fill these gaps? A: No, County will deal with this Q: Has anyone exercised their right to withdraw from RE? A: No Q: Is the RE curriculum broad brush approach, or mainly C of E? A: A variety of religions which links well to our PHSE learning.</p> <p>The GB thanked the Head for her report.</p>		
8,	<p>Safeguarding</p> <ul style="list-style-type: none"> • Risk assessment and protective measures in place at school • Staff and pupil wellbeing • Staff shielding and staffing concerns • Single Centra Record - AM <p>Safeguarding report – Governor actions</p> <p>Q: How have the staff been coping A: I would say very fraught. 1 staff member unwell with covid, 1 member of staff awaiting results of PCR. One more staff member recovering from covid at home. Two teachers and 3 LSA's self-isolating. One teacher at home looking after her child who is self-isolating and has no one else to look after him. Q: How long can we manage like this? A: As long as the budget can withstand the cost. Each teacher is up to £200 pd. Q: How are the children? A: Ready for a holiday. We have one bubble closed. Q: Can we run sports day/leavers assembly with this shortage of staff? A: Yes LM left the meeting at 19:55 Q: When will things be back to normal at school regarding covid procedures? A: Everything should be back to normal from September but we will probably wait a couple of weeks before stopping the use of masks. Q: Will the one-way system stay in place?</p>		

	<p>A: Maybe</p> <p>Q: Any wellbeing concerns for the staff?</p> <p>A: No</p> <p>Following her audit, AM wanted to thank MS & ?? (not sure of second person) for all their great work on the Single Central Record. Very impressive.</p> <p>ACTION: PM to circulate safeguarding report for the GB to read and respond</p> <p>The GB thanks the HT and staff for all their outstanding work this term.</p>	All	31st Aug
9.	<p>Year 5 Bulge Class - Building Update</p> <p>Q: When is the work starting?</p> <p>A: ASAP. DM is talking to County</p>		
10.	<p>Governor Year Planner</p> <p>Thanks to Michelle for her work producing the planner</p> <p>ACTION: PM to circulate draft to the GB</p> <p>ACTION: PM to send out calendar invites for meetings</p>	PM PM	14th July 1st Sept
11.	<p>Links & Committees</p> <p>Links remaining the same as this year</p>		
12.	<p>Policies for Ratification</p> <p>PM produced a Communications Protocol between Staff & Parents which was discussed.</p> <p>ACTION: The GB to review and respond with suggestions</p>	All	25th July
13.	<p>AOB</p> <p>Thanks to JO for the newsletter</p> <p>Jane is not going to continue as our clerk. HfL are recruiting a replacement</p>		
14.	<p>Bulge Class – staffing update</p> <p>See Confidential Meeting Minutes of the same date</p>		
15.	<p>Date of Next Meeting</p> <p>28th September 2021</p>		

The meeting closed at 8:25pm.