



HILLMEAD PRIMARY SCHOOL, 216, BISHOP'S STORTFORD

MINUTES OF THE FULL BOARD OF GOVERNORS MEETING

Tuesday 2nd March 2021 at 7.00pm

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

Apologies: Ulrike Kadritzke (UK),

In attendance: Anne Winship (AW), Hannah Draper (HD), Fiona Hill (FH) (HfL Clerk)

Observers: Anna Caroe, Kasia Piwnicka

No.	Item	Action by Whom	Action by When
1.	Welcome and Apologies for Absence The Chair welcomed everyone to the meeting and introduced the Cover Clerk and the two observers. Apologies received from Ulrike Kadritzke and the governors approved her 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 ACTION: Governors, who have not already done so, to click on their full profile on GovernorHub, choose the 'declarations' tab and click to confirm.	All	25 th May
4.	Notification of Items of Any Other Business <ul style="list-style-type: none"> - Dan Morgan's Reappointment as a Co-opted Governor - Term Dates 2021/2022 - Teachers' Cost of Living Pay Award (Confidential Item) - Election of Vice Chair (See Item 14) 		
5.	Approval of the Minutes of the FGB Meeting on 6th October 2020 The minutes of the FGB meeting, held on 6 th October 2020, were approved by the governors as a true and accurate record. ACTION: The Chair will sign the October minutes and take them into the school office for filing. ACTION: LM will update the list of governor roles on the school website. HD has stepped down as Chair of the Pay Committee.	PM LM	5 th Mar 12 th Mar
6.	Approval of the Minutes of the FGB Meeting on 15th December 2020 and Matters Arising The minutes of the FGB meeting held on 15 th December 2020, were approved by the governors as a true and accurate record, subject to a minor amendment in Item 8 on Page 10, where "Covid vaccines" should read "Covid tests". ACTION: PM will amend the December minutes by hand and take them into the school office for filing.	PM	5 th Mar

<p>Matters Arising</p> <p>PM has emailed the Code of Conduct to governors for them to sign and date electronically and return to him.</p> <p>ACTION: Governors to sign and date the Code of Conduct electronically and return to PM.</p> <p>ACTION: DM still needs to book Safer Recruitment Refresher training.</p> <p>ACTION: Governors, who have not already done so, to click on their full profile on GovernorHub, choose the 'declarations' tab and click to confirm they have read 'Keeping Children Safe in Education' by the next FGB meeting</p> <p>ACTION: PM to put the training log on GovernorHub to assist governors with keeping their training record on their GovernorHub profiles up-to-date.</p> <p>Lynn is still working on the GDPR Gap Analysis. She attended training last week and has suggested that the school subscribe to the HfL GDPR Toolkit subscription service to assist the school with managing GDPR compliance at a cost of £295.</p> <p>ACTION: Head to email governors details of what the HfL GDPR Toolkit provides.</p> <p>ACTION: The Curriculum Committee Terms of Reference will be ratified at the meeting on 10th March.</p> <p>The Head has reviewed the Annual Safeguarding Report.</p> <p>ACTION: The Head will check that the Annual Safeguarding Report is completely up-to-date.</p> <p>ACTION: The Finance & Premises Committee will discuss Catch-up Funding spend at the meeting on 11th March.</p> <p>ACTION: The Head will present the analysis of the results of the NFER Maths tests to the Curriculum Committee meeting next week.</p> <p>ACTION: The Finance & Premises Committee will undertake a review of school group size at the meeting next week.</p> <p>The Year 4 pupil with significant needs is unlikely to come to the school, following the appeal.</p> <p>The SEF and SIP have been circulated to the governors.</p> <p>ACTION: PM to write to Liz Barnes to thank her for her work as a governor.</p>	<p>All</p> <p>DM</p> <p>All govs</p> <p>PM</p> <p>MS</p> <p>Curr Comm</p> <p>MS</p> <p>F&P Comm</p> <p>MS</p> <p>F&P Comm</p> <p>PM</p>	<p>12th Mar</p> <p>Next FGB</p> <p>Next FGB</p> <p>12th Mar</p> <p>5th Mar</p> <p>10th Mar</p> <p>26th Mar</p> <p>11th Mar</p> <p>10th Mar</p> <p>11th Mar</p> <p>12th Mar</p>
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	<p>PM has uploaded a list of governor links to GovernorHub.</p> <p>ACTION: The Curriculum Committee will review the governor visit form at next week's meeting.</p> <p>PM has emailed TA and GLE information regarding new governor induction, so they can design a New Governor Induction Pack.</p> <p>.</p> <p>ACTION: PM has yet to arrange an evening meeting to discuss the school vision. This action will be carried forward to the next FGB meeting.</p> <p>AM has received the documents relating to the Head's performance appraisal.</p> <p>ACTION: AW to arrange a date for the Head's performance appraisal mid-year review.</p>	<p>Curr Comm</p> <p>FGB</p> <p>AW</p>	<p>10th Mar</p> <p>25th May</p> <p>26th Mar</p>
<p>7.</p>	<p>Reports/Minutes from Committee Meetings</p> <p><u>Curriculum Committee</u> The committee is meeting on 10th March.</p> <p><u>Finance & Premises Committee</u> The committee is meeting on 11th March.</p> <p><u>Pay Committee</u> Not applicable.</p> <p><u>People Committee</u> The committee has not met, but the Head circulated a report to the committee members and asked if they had any questions.</p> <ul style="list-style-type: none"> - The school is fully staffed. - Staff morale is very low due to the pressures of the Covid pandemic and the additional workload created by remote learning. - Staff have been offered support and the opportunity to come into school to work, but only one teacher has taken up this offer. The rest of the teachers have chosen to work from home. - The LSAs are in school supervising the class bubbles. - There were no new cases of staff or pupils testing positive for Covid at the time of the Head's report. - The Head is conducting research projects on the impact of adverse childhood experiences and on deprivation factors across the school. The results of the research will enable the school to put in place effective support for vulnerable children. - With regard to the accident, in which a child broke their arm falling off the climbing frame, the school investigated the accident thoroughly and submitted a report to HCC, but they have taken no further action. - There was a racist incident in December. The school placed a record of the incident on the child's file and also spoke to the victim. The parents were informed. - There have been no fixed-term exclusions at the time of writing the report. - There has been no formal safeguarding training for staff since the last report. - The school is arranging an urgent review of an EHCP, as 		

	<p>suitable alternative provision needs to be found for a particular child.</p> <ul style="list-style-type: none"> - The Head updated governors regarding current child protection and safeguarding concerns. See Part 2 confidential minutes. <p>Q: How is the wellbeing of the SLT? A: The wellbeing of the SLT is basically OK and they know that the Chair and the governors are available to offer support if needed. Q: Will the staff continue to carry out regular lateral flow tests? A: Yes, the twice- weekly lateral flow testing for staff will continue indefinitely.</p>		
<p>8.</p>	<p>Headteacher’s Report and Governors’ Questions</p> <p>The Head’s Report was available on GovernorHub for governors to read before the meeting.</p> <p>The school has received 28 applications for Nursery places, which is very positive.</p> <p>Q: Will there be staffing issues if there are 28 children in Nursery? A: 26 children is the limit with regard to the current staff to pupil ratio. However, the Nursery really needs 30 to 32 children to make the recruitment of an additional member of staff financially viable. Q: How many of the 28 children are likely to accept a place? A: Probably most of them. Q: Has the school’s virtual tour helped to increase the number of Nursery applications? A: Yes. The school has also offered Zoom calls to prospective parents, but there has not been a large take-up for these. Q: Why has there been an increase in Nursery applications this year? A: There is a higher than average number of siblings in this cohort. ACTION: The Head will update governors on Nursery numbers and staffing at the Finance & Premises Committee meeting. Q: Is the government expecting schools to carry out any teacher assessments at all this year? A: No, the government is not expecting schools to assess pupils this year. This is worrying, as some children have done very little remote learning since lockdown. The school will need to carry out some kind of assessment, in order to have a baseline for September. Q: Where it has not been possible for the school to cover all areas of topic work, due to remote learning, will these areas be covered once the school reopens? A: Yes. The subject leaders have identified those topics, which can be delivered remotely and those which will need to be delivered when the children return to school. Q: How will the school be using Catch-up Funding and PP Funding to close the gaps in the children’s learning? A: Catch-up Funding is only £80 per child, so there will be a limit to what the school is able to provide. PP Funding is used to support vulnerable families with the cost of school trips, extra-curricular activities and school uniform. Q: Will the allocation of Catch-up Funding be based on pupil</p>	<p>F&P Comm</p>	<p>11th Mar</p>

	<p>numbers in the school census, even though the school now has more pupils?</p> <p>A: Yes, Catch-up Funding is based on the number of pupils at the time of the school census.</p> <p>Q: What was the reason for RE being made the focus of the recent HIP visit?</p> <p>A: The Head did not want to put additional pressure on the core subject leaders during lockdown. RE is an area for development, because the children need to be able to talk in depth about religion, just as they need to do in History. The school is working on this area.</p> <p>Q: Would subject leaders prefer governors to postpone any link visits until the summer term?</p> <p>A: Yes, the Head would like all governor visits to be carried out in the summer term and preferably in the same week. Staff need time to settle back into school once it reopens.</p> <p>ACTION: The Head and PM will let governors know the date of the week for governor visits.</p> <p>Q: Is the school still employing a counsellor?</p> <p>A: The school stopped employing Confidential, as the need for counselling had dropped off. The school is now using a therapist from an external agency and is hoping to employ this person directly for one day a week, as there are a number of children, who will benefit from her support when the school reopens.</p> <p>Q: How will the school prioritise the children, who need the counsellor's services?</p> <p>A: The work the Head is doing on adverse childhood experiences will help identify some children, who need counselling. Some of the referrals will be reactive. The counsellor can realistically see 6 or 7 children in a day.</p> <p>Q: When is the new Avanti Meadows Primary School opening?</p> <p>A: It will open in September 2020.</p> <p>Q: How are Avanti getting on with recruitment?</p> <p>A: The Head has no idea. They haven't joined the consortium of local schools as yet.</p> <p>Q: What is the cut-off date if teachers wish to hand in their notice?</p> <p>A: The end of May for teachers and a term's notice for the Headteacher.</p> <p>The governors thanked the Head for her report.</p>	MS/PM	26th Mar
9,	<p>Safeguarding</p> <p>The risk assessment is updated regularly. This will be a rolling agenda item and will be reviewed at each FGB meeting.</p> <p>ACTION: The Head will upload a copy of the risk assessment to GovernorHub.</p> <p>There are no clinically vulnerable staff in school. The government has recently added more categories to the shielding list.</p> <p>Q: Does anyone else fall into the new shielding categories?</p> <p>A: No-one has come forward to say so.</p>	SM	5th Mar

<p>10.</p>	<p>Year 5 Bulge Class</p> <p>The school will need to consider what will happen to the two mobile classrooms once the bulge class leaves the school in the summer of 2022. HCC are responsible for erecting and removing the classrooms, as they are not permanent structures, but the Head would like the school to keep them if at all possible. It is not clear if the Council owns or rents these mobile classrooms.</p> <p>Q: Does the school rent the classrooms from the Council?</p> <p>A: No, it does not pay anything for them apart from cleaning and insurance costs.</p> <p>Q: If the school keeps the classrooms, is it at risk of having to accommodate more bulge classes?</p> <p>A: This is a possibility, but with Avanti Meadows School opening shortly, it is not likely to be an issue.</p> <p><u>ACTION:</u> DM will liaise with HCC to see if the school is able to keep the mobile classrooms and report back to governor at the next FGB regarding the options for the school.</p> <p><u>ACTION:</u> PM will speak to HR regarding the restructure and redundancy consultation process and report back at the next FGB meeting. If there is natural wastage, there may be no need for a restructure.</p>	<p>DM/Next FGB</p> <p>PM/Next FGB</p>	<p>25th May</p> <p>25th May</p>
<p>11.</p>	<p>School Improvement Plan</p> <p>The School Improvement Plan was emailed to governors before the meeting. It is difficult to address the actions in the School Improvement Plan when the children are not in school, so some of the SIP priorities will need to be carried forward to next year.</p> <p>The progress of vulnerable pupils is a key priority. The school has identified those children with gaps in their learning and considered what additional support the school can put in place to help them to catch up.</p> <p>Q: Is the number of vulnerable children likely to increase?</p> <p>A: The Head doesn't anticipate a large increase in vulnerability. However, some parents have recognised that their children need a lot of support to get their work done and have taken their children to get a private diagnosis of special needs.</p> <p>Q: Is the school equipped to cope with an increase in SEND children, who have had a private diagnoses?</p> <p>A: The school has no capacity to provide one-to-one support for these children.</p> <p>Q: Does the school need a full-time SENCO?</p> <p>A: This would be useful, but it is in the classroom that the SEND children need support through high quality Wave 1 teaching and skilled LSA support.</p> <p><u>ACTION:</u> SEND provision will be discussed in greater detail at the Curriculum Committee meeting.</p>	<p>Curr Comm</p>	<p>10th Mar</p>
<p>12.</p>	<p>Governor Action Plan</p>		

	<p>The Governor Action Plan was emailed to governors before the meeting. JO explained that she drafted it with reference to the Governor Handbook, the Governors Competency Framework, the Ofsted Inspection criteria and the School Improvement Plan priorities. The Governor Action Plan supersedes Priority 5 of the School Improvement Plan.</p> <p>Governors agreed that there needs to be whole governing body ownership of this document. They need to monitor it regularly and focus on providing evidence for the next Ofsted inspection. All governors need to take responsibility for knowing where to find information and hold each other to account when discussing and reviewing the Governor Action Plan at governing body meetings. Governors will need to identify if there are any specific training needs.</p> <p>ACTION: The Head and JO will discuss the Governor Action Plan in more detail.</p> <p>ACTION: The Governor Action Plan will be an agenda item at the Curriculum Committee, People Committee and Finance & Premises Committee meetings in the summer term. Each committee will draft its own mini action list, based on the Governor Action Plan, and feed back to the whole governing body at the next FGB meeting.</p>	<p>MS/JO</p> <p>Comm meetings</p>	<p>26th Mar</p> <p>Summer term</p>
<p>13.</p>	<p>Governor Training and CPD</p> <ul style="list-style-type: none"> - GLE and TA have compiled the New Governor Induction Pack. - The HfL/HSAG Annual Governance Conference is taking place remotely this year with a series of webinars available for delegates to access between 15th and 19th March. On Saturday 20th March, live keynote speakers will be giving presentations on disadvantaged children and mental health issues. 		
<p>14.</p>	<p>Policies for Ratification</p> <p><u>Election of Vice Chair</u></p> <p>Alison Mully was proposed by PM and seconded by DM for the position of Vice Chair. She was elected unanimously by the Governing Body.</p> <p>The governors were now able to ratify the Child Protection Policy, subject to minor changes, including inserting the name of the Vice Chair.</p> <p>ACTION: The Head will amend the Child Protection Policy.</p>	<p>MS</p>	<p>5th Mar</p>
<p>15.</p>	<p>AOB</p> <p><u>Dan Morgan's Reappointment as a Co-opted Governor</u></p> <p>Dan Morgan was reappointed as a Co-opted Governor for a further four-year term with effect from 7th February 2021 following a unanimous vote. He withdrew from the meeting briefly during the vote.</p> <p>ACTION: FH to send DM a Governor Self-Declaration Form to complete and return to the school Office.</p>	<p>FH/DM</p>	<p>12th Mar</p>

	<p><u>Schools Financial Value Standard (SFVS)</u> The SFVS Return needs to be submitted to HCC by 28th May. ACTION: The SFVS will be discussed at the next Finance & Premises Committee meeting on 11th March.</p> <p><u>GDPR Update</u> TA presented the draft GDPR and Data Protection Policy. ACTION: The governors will discuss this in detail at the next FGB meeting.</p> <p>ACTION: The school office will continue to work through the GDPR document and the governors will review any matters arising from it at the next FGB meeting.</p> <p><u>Term Dates 2021/2022</u> PM shared the proposed 2021/2022 term dates with governors. Q: Are the term dates in line with those of other local schools? A: Yes, they are broadly in line with other schools. Q: What is the Occasional Day in November for? A: It is helpful for staff to have a day off during the longest term of the school year. Traditionally, this day is intended for Christmas shopping.</p> <p>The governors approved the term dates for 2021/2022.</p> <p><u>Teachers' Cost of Living Pay Award</u> Confidential Item – See Part 2 minutes.</p> <p><i>MS and LM left the meeting at this point and took no part in the discussion of this item.</i></p>	<p>F&P Comm</p> <p>Next FGB</p> <p>FGB</p>	<p>11th Mar</p> <p>25th May</p> <p>25th May</p>
16.	<p>Date of Next Meeting Tuesday 25th May at 7.00pm.</p>		

The meeting closed at 9.00pm.