

**Hoyle Court Primary School Governing Board  
Minutes of the Full Board Meeting  
Held on 10 October 2019**

**The meeting commenced at 6:35pm.**

**Present:** Val Shered (Chair), Judy Walton (JW), Simon Kemp (SK), Tim Phillips (Head), Rosalind Sheridan (RS), Roger L'Amie (RL), Adrian Metcalfe (AM), David Pike (DP)

**In Attendance:** Nageena Khan - Clerk to Governors

**Welcome and Introductions**

Clerk introduced the meeting and welcomed all. DP, new parent governor was welcomed. All introduced themselves.

**01/19 Apologies for absence and their acceptance**

Apologies were received from Keeley Poole, these were accepted. The meeting was quorate.

**02/19 Appointment of Chair and Vice Chair of Committee and Agree Term of Office**

VS was nominated as Chair. She accepted the nomination. There were no further nominations. **VS was appointed as Chair for 2019-20.** She continued the meeting.

SK has decided to step down as Vice Chair. JW was nominated as Vice Chair of the Board She accepted the nomination. There were no further nominations. **JW was appointed as Vice Chair for 2019-20.**

**03/19 Declarations of Interest for Items on this Agenda**

DP is Regional Officer for the NEU.

**04/19 Declarations of Pecuniary Interest 2019-20**

Forms were completed to be kept in the governors file.

**05/19 Notification of Any Other Business and requests for agenda order variations**

Item 16/19 to be covered first.

**16/19 Safeguarding Update**

a. Report from Named Governor for Safeguarding NSPCC Online Training- JW informed that she contacted the NSPCC regarding the training and has since found out that there is a cost of £30 per person for completing the training.

KCSIE Guidance- **All governors are required to sign the declaration confirming that they have read and understood the latest KCSIE guidance 2019.**

Lunchtime Arrangements- JW observed lunchtime arrangements and reported that she could already see improvements.

She spoke to a group of KS2 children; they reported that last year's Year 6 had a significant presence in school and children now felt safer in school. Another visit is planned on 12 November 2019 and JW will talk to pupils again and carry out another lunchtime visit.

**Q: SK- is there any reason why children did not like Creative Writing? Do we need to look at reviewing this?**

**Q: BD- is it Creative Writing in English that they do not like or during free time?**

JW replied that the pupils referred to Creative Writing most likely in English. It was highlighted that this was only introduced this year and required some time to be fully

**Action**

**Govs**

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embedded across school. Governors commented that it was very useful to speak to pupils and receive feedback from them.

b. Safeguarding Audit 2019-20

Governors found this a really useful summary. Head reported that the audit is a live document and is a good way of monitoring safeguarding; significant progress has been made in a number of areas and the LA safeguarding audit is mostly completed and will be submitted by the end of the year. Weekly staff briefings take place and there is a lot of information within the safeguarding policy and procedures.

The annual governors safeguarding report was issued last year.

**Q: RL- we take elements of safeguarding seriously but it is not always the case with other organisations.**

Head replied that schools are considered gatekeepers and have a legal responsibility to safeguard pupils.

**Q: AM- is there anything specific for governors on the Acceptable use of ICT?**

BD informed that National Online Safety runs a specific social media course and this could be offered to governors too.

JW highlighted that safeguarding is the responsibility of all governors and is included in the governor feedback form.

c. 360 Degrees E-Safety Award

BD reported that the application is no longer being made to 360 Degrees E-Safety as the cost was high and this would only cover the accreditation. Instead it will be submitted to National Online Safety as the school will receive a training package for staff and governors and a bank of resources. Some resources have already been used. There will also be designated training for Safeguarding Leads and the SENDCo.

In order to receive the accreditation 75% of staff members are required to complete the training plus one governor and one Safeguarding Lead.

**Q: JW- can you use what we have done before?**

BD explained that the completion of the training is the accreditation. The school will receive a kite mark to include on the website and on letters. He can use 360 Degrees as a free audit tool.

BD sent the link for the training to teachers and the expectation is for teachers to complete the training by the end of term. **BD to circulate the link to all. JW and DP stated that they will complete the training.**

BD

**06/19 Governor Vacancies/ Appointments- Associate Governor Role**

Associate Member Role

RL submitted a resignation letter to Chair; she read the letter to the meeting. RL is a LA governor, Clerk explained that the LA governor appointment is no longer a political appointment and the school can look at the skills matrix and appoint someone to the role with the appropriate skills.

Clerk advised the meeting on the role of an Associate Member. **The Board approved for RL and LW to become associate members; they will take on this role for twelve months and it will be reviewed at the first meeting of the year. Associate Members will be given voting rights within the remit of the role.**

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	<b>Action</b>
<p><b>The skills audit in will be reviewed at the development session on 12 December 2019. Clerk to circulate the skills audit to all before the next meeting for completion and returning to Chair.</b></p>	<p><i>Clerk, Govs</i></p>
<p><b>07/19 Minutes of the previous meeting of 18 July 2019</b>  <u>Amendment</u>- KS1 pupils were spoken to in July 2019 and KS2 pupils were spoken to in October 2019. Next time pupils from both key stages will be spoken to together.</p> <p>The minutes were approved as an accurate record of the meeting, subject to the amendment above. They were proposed by JW, seconded by AM. A copy was signed and dated.</p>	
<p><b>08/19 Matters Arising not elsewhere on the Agenda</b>  <b>The GDPR report will be presented at the next meeting.</b></p>	<p><i>Head</i></p>
<p><b>09/19 Correspondence</b>  None.</p>	
<p><b>10/19 Agree Committee Structure and Appoint Committee Members 2019/2020</b>  The approved committee structure is attached as Appendix A.</p>	
<p><b>11/19 Agree Terms of Reference for Committees- Covered at Committee Meetings</b>  <b>Clerk to send the TOR for the Pay Committee to Head and Chair for approval.</b></p>	<p><i>Clerk</i></p>
<p><b>12/19 Appoint Named / Link Governors 2019/2020</b>  The approved list of Named/Link Governor roles is attached as Appendix A.</p>	
<p><b>13/19 Review and Update Statutory Information for Governors to be Published Online</b>  The updated Register of Interests was approved; <b>this will be uploaded onto the school website.</b></p>	<p><i>Head</i></p>
<p><b>14/19 Report from Committees Since the Last Meeting:</b>  Item to be covered under 15/19.</p>	
<p><b>15/19 Headteacher's Report</b>  <b>Q: JW- with regards to the number on roll, on next year's budget will there be a negative impact of £70k if we have twenty fewer children on our roll?</b>  Head replied yes, Hoyle Court has not been completely full for at least five to six years. Five children have recently left school due to the impact of Brexit on Polish families. Budgeting is on the basis that the school will be full for the September intake of Reception children.</p> <p><b>Q: DP- has any work been done with the LA to bring in additional pupils?</b>  Head replied no, <b>he can look at discussing this with the LA.</b></p> <p><b>Q: SK- Where did the link with Crossflatts come from?</b>  Head explained that this was a recommendation from the Achievement Officer Jane Arundale. Jane is retiring and the school's new Achievement Officer is Craig Batley. Head has met with him and Craig will return in December 2019 for a more formal visit.</p>	<p><i>Head</i></p>

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Crossflatts is a school that has been on a similar journey to Hoyle Court and staff members at Hoyle Court are working with staff members at Crossflatts to look at how to make rapid gains.

**Q: Chair- is there any chance to look at shadowing one of their meetings?**  
**This can be explored.**

The cost for this support has been discussed and Head has explained to the LA that Hoyle Court cannot afford the proposed costs, particularly as a number of services previously provided by the LA are now traded services and the school has to buy these in.

b. Finance and General Purposes Committee – 04 October 2019

Chair explained that the supply budget for the year has already been spent. The Finance Committee agreed to increase this by £9k for the rest of the financial year.

**Q: DP- how much is the overall bill for the support from Crossflatts?**  
This could be between £3-4k.

**Q: RL- Crossflatts is a maintained school so why are they charging for this support?**  
There was discussion regarding this.

DP felt that given the current position and the probability that sickness will peak over the next few months it was a sensible move to increase the supply budget by £9k.

The QTR 2 budget position is £13,221.

**Q: AM- would it be worth offering flu jabs to staff members? This could boost staff morale and savings could also be seen.**  
Governors discussed the benefits of offering free flu jabs to staff members. **Head to explore this further.**

- Policies- the Budget Management policy and the Complaints policy were ratified by the Board.
- SFVS- the format has changed this year. **DP and the SBM to attend training on the new format and this will be presented at the next Finance Committee meeting in January 2020. A benchmarking exercise will be carried out against similar schools.**
- A representative from School Funding did not attend the committee meeting; they will wait until the QTR 2 budget monitoring report is received.
- The Fire separation will be completed during the October half term holidays.
- Cleaning contract- this matter is still on-going.

**JW exited the meeting at 7:55pm.**

**Q: DP- workload of staff is an Ofsted focus. Do we have any plans to look at this?**

DP suggested setting up a Workload working group reviewing policies and practices and applying a time value to tasks. There was discussion regarding issuing a staff wellbeing questionnaire. **Head to look at this.**

**Q: RL- to what extent are schools using IT to reduce workload?**

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Action
Head
Head
DP, SBM
Head

There was discussion regarding the length of time it takes to write pupil reports. A staff consultation is currently taking place on this and **it was agreed to set up a working party focussing on staff workload.** There was suggestion to schedule an extra parents evening instead of the end of year reports.

Head reported that he held a briefing with staff regarding morale and the feedback received was positive. BD felt that the suggestions from today’s meeting will be positive for staff. DP added that if staff members have genuine issues, they need to know that there is a process in place for sharing this and having union representative meetings termly or half termly would be of benefit. JL suggesting having regular staff briefings so that staff members feel that they are acknowledged and have a voice.

**It was agreed to circulate RL’s letter to staff members.**

- a. Achievement Committee – 18 September 2019  
Policies: **the Assessment policy was ratified.**

SEF: governors found this a good document to read.

- Overall effectiveness has been judged RI
- The Quality of Education has also been judged RI
- Progress is positive particularly in the EYFS. According to the recent DfE analysis progress at Hoyle Court is average.

School Development Plan 2019-20:

- The plan follows the EEF format. Head and KP reviewed the new framework and made sure the SDP connected with this.
- **The new Behaviour policy to be circulated to governors.** Head will then focus on implementation of the behaviour section of the SDP.
- Leaders responsible for each area of the plan will be feeding back at the end of each term to the Achievement Committee. The SDP was reviewed by both Achievement Officers and they felt that it is a good plan that is evidence based. Head will report on progress at the end of the term.
- The current Achievement Officer and the HTPM advisor suggested for the SDP to be a two-year plan as there is a significant amount of information included.

**Q: LW- who is the Personal Development Leader?**

BD is the Personal Development Leader.

**Q: LW- would we use the SDP during our link visits?**

Head replied yes. **He will meet with LW and JL to discuss curriculum plans in preparation for their link visit.**

**17/19 Arrangements for Headteacher’s Performance Management**

The Headteacher’s Performance Management meeting took place yesterday.

Performance management for teachers will commence now and **the Pay Committee will convene in December 2019 to review any recommendations.**

**18/19 Agree Holiday Schedule 2020-21**

Head circulated the holiday schedule:

- Two training days will be held at the beginning of September 2020.
- Four occasional days will be allocated to each of the half term holidays to make a full week.

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RL- I raised at the Achievement meeting about whether it is worth having a second week's holiday during the Spring break to reduce extended leave requests, however this schedule shows that we will have a full week's holiday at the beginning of September 2020 which should reduce the number of requests for extended leave.

The holiday schedule was approved.

19/19 Policy Review: Admissions, Safeguarding and Child Protection, Homework Safeguarding and Child Protection- new information has been included within the policy on the definition of extreme violence and new legislation on upskirting. The policy was approved. DP abstained.

Admissions:

Q: JW- how will a child have an EHCP?

Head explained that this will be applied for via school.

The policy was approved.

Homework- Governors felt that this was a clear policy.

Q: RS- In terms of Reading the policy states that there is an expectation for parents to do and an aim for teachers to do. Can we use the same language?

It was agreed to use the same language for parents and staff members.

Q: DP- how about including a useful links page that can be referenced to the policy?

It was agreed to include a useful links page in the policy.

The policy was approved subject to the amendments.

20/19 Impact of Governor Training and Visits to School

- RS completed safeguarding training and found this very useful.
- Chair encouraged governors to share information from any training they attend with the Board.
- Training Packages- School Governor Service is now a traded service and courses are charged individually. Chair encouraged governors to focus on the statutory ones and copy in Head, Chair and the SBM when booking onto courses.

21/19 Any Other Business referred from item 05/19 above

None.

22/19 Date of next meeting: Thursday 12 December 2019 at 6.30pm- Governors Self-Review Session

As there was no further business Chair thanked all for attending and the meeting closed at 8:53pm.

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