



**HARTFORD Governance Partnership
Local Governing Body Hybrid Meeting
Minutes – at Hartford Infant School
Tuesday 23rd January 2024 at 6pm**

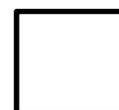
Governors Present	Naomi Jeffery (Parent governor – NJ – Chair); Rae Lee (Head of school - RL); Laura Chamberlain (Trust Governor); Joanna Eagle (Staff governor -JE); Gavin Macartney (Staff governor HJS – GM), Sue Orledge (Staff governor - SO); Lizzie Rogers (Trust governor – LR left the meeting at 7.36pm); Ellie Shaw (Staff governor HJS -ES – appeared virtually) and Abigail Shearing (Parent governor - AS).
In attendance	Vicky McGregor (SENCO – HIPS – VM – left the meeting at 6.32pm); Charlotte Deaves (SENCO – HJS – CD – left the meeting at 6.32pm); Claire Gerrard (Deputy Head HJS - CG); Chris Jukes (Primary Executive Leader – CJ appeared virtually entered the meeting at 7.10pm), Mark Norman (Director of Finance and Operations- MN left the meeting at 6.59pm) and Louise Todd (Clerk - LT).

Action points from this meeting			
Item Number	Lead	Action	Deadline
5.1	RL	To produce a safeguarding report on My Concern for governors	Next meeting
5.4	RL	To produce an attendance report on FFT for the next meeting.	Next meeting
9.2	All	All to organise visits with the Head, preferably in summer term 2.	Summer term 2
Action points from meeting held 29th November 23			
6.2 updated	LR/NJ	LR to proofread and NJ to send final version of letter about the school building to Chair of the Trust Board and the Trust Clerk	End of term
7.1 updated	LT	To contact new parent governor	Contacted.
Action points from meeting held 4th July 23			
5.3.1.1	CJ	To raise with the Trust more support for local governors.	Open
Action points from meeting held 24th January 23			
4.2 updated	All	Governors to contact the Chair if they have any aspects of governance, they would like support in. Queries are to be sent to the Chair of Governors at the West Village Partnership for advice.	Open

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1	Welcome from the Chair and apologies for absence	
	1.1 The Chair welcomed everyone to the meeting.	

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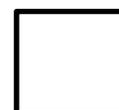


Chair initial

Item	Minutes	Action
	<p>1.2 Apologies of absence There were no apologies as the meeting was fully attended.</p> <p>1.3 Declaration of interests relating to items on the agenda There were no declaration of interests relating to items on the agenda.</p>	
2	SEN Presentations	
	<p>The SEND information reports for the Infant and Junior Schools for January 2024 were circulated prior to the meeting. The SENCOs updated governors on the SEND provision at both schools. VM explained the policies and the SEND information report. Other points are:</p> <ul style="list-style-type: none"> • Feedback from parents on the SEND information report would be welcome. • Governors are welcome to contact the SENCO and visit the school. • Every governor is a governor for SEND not just the link governor. • VM explained how children are identified as having SEND needs and the interventions available for the child. • The schools use EDUKEY which is also used by St Peters. <p>Question: In the Information Report it states that the number of pupils with Education, Health Care Plans (EHCPs) is significantly higher than the national average, why is that? <i>Hartford Junior School (HJS) currently has 14 pupils with EHCPs, we are the only primary school in the Trust to qualify for additional funding and it is known that we have a high number of EHCPs. The number is also above the national rate at the Infant School (HIPS). We are compared with primary schools rather than other Infant and Junior schools which means the combined number is even higher.</i></p> <p>Question: Do you get any extra funding? <i>HJS get an extra £100 for each child on top of the £6k. We have a good reputation for SEND provision at the school and parents choose to send their child to us, but it is a financial issue.</i></p> <p>2.2 SEND policies for ratification. The SEND policy and Intimate Care policy were circulated prior to the meeting. The SENCOs clarified what would happen if a child did not have a Care Plan and would need intimate care as a one off. It was noted that staff must be safeguarded.</p> <p>Decision: Governors approved the SEND and Intimate Care policy.</p>	
	VM and CD left at 6.32pm	
3	Finance and Budget Update	

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	<p>The December month end accounts for the Infant and Junior schools were circulated prior to the meeting. MN presented the budget for both schools; he gave a brief overview of the report, his key points were:</p> <ul style="list-style-type: none"> • Governors can request a combined report for both schools if desired. • In April 2024, teachers’ pensions will increase by 3%, it is still unknown whether the government would fund the shortfall. <p>3.1 HIPS</p> <p>There is a shortfall in SEN provision, with £71k budgeted but a projection of £50k which could change due to new EHCPs being processed.</p> <ul style="list-style-type: none"> • The shortfall in SEN is compensated with an increase in income in Early Years. • Personnel costs are on track. • Premises has a £56k projection due to energy costs. • The school has a healthy reserve. • Capital funding is approximately £6.1k. <p>Question: There is a variance in gas and electricity costs, can you explain the reason for this? <i>It is due to the original allocation and how the budget was weighed.</i></p> <p>Question: Why are we not spending as much in administration costs? <i>We are, it is because the individual components have yet to be split.</i></p> <p>Question: What level of reserves are other schools in the Trust carrying? <i>The overall Trust reserve is healthy, MN explained the figures, although some schools have no reserves.</i></p> <p>Question: Is there a reason why it has been kept at this level. <i>There is no reason, historically, all trust schools paid into a central reserve, the Trust is sitting above its reserve policy. This is revenue reserves rather than capital and is due a review.</i></p> <p>Question: What is GAG? <i>This is the General Annual Grant and is based on the October census funding. MN explained the process in more detail.</i></p> <p>3.2 HJS</p> <p>The projection is slightly down, there is a discrepancy in lag funding between the two schools.</p>	

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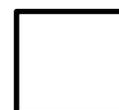


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	<ul style="list-style-type: none"> • There is a shortfall in SEND funding, but this can change. • Long term sickness has impacted the school, but this has been mitigated as much as possible and there are no concerns. • MN is to conduct a piece of work into the ipads and will discuss with the Head outside the meeting. • The additional reserve that was produced at the end of the last academic year has now been spent on personnel and ipads. <p>It was noted that both schools are financially well managed by the Head.</p> <p>There were no further questions.</p> <p>The Chair thanked MN for attending the meeting.</p>	
	MN left the meeting at 6.59pm	
4.	Minutes of the previous meeting held on 29th November 2023 for approval	
	<p>The minutes from the meeting held on 29th November 23 were circulated prior to the meeting and can be found in the governor SharePoint area.</p> <p>The minutes were agreed as an accurate record and will be electronically signed by the Chair.</p> <p>4.1 Action points from meeting – 29th November 23</p> <p>6.2 LR to send the final version of the letter asking for further funding for the school estate – a draft was produced, and MN and other senior leaders from CAM Trust visited the school and are now looking at costings. The Head explained the desirable improvements which has not changed since the plan was created in September 2022. Updated: LR to proofread letter, NJ will send the letter to the Chair of the Trust Board and the Trust clerk.</p> <p>7.1 RL to launch another parent election in the spring term. – Updated: there has been one parent nomination which means they will be appointed as a parent governor. Clerk to send welcome email – sent 25th January 24.</p> <p>4.2 Action points from meeting – 26th September 23</p> <p>0. AS to complete the PREVENT awareness module, completed on Smartlog, action closed.</p> <p>4.3 Action points from meeting held 4th July 23</p> <p>5.3 NJ to ask Elaine Rudd about undertaking the NSPCC course for safer recruitment training. Completed, action closed.</p> <p>5.3.1.1 CJ to raise with the Trust more support for local governors. Defer to next meeting as CJ had not joined the meeting at this point.</p>	<p>NJ LR</p> <p>LT</p> <p>CJ</p>

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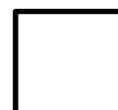


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	<p>3.2 Action points from meeting held 11th May 23 1. LC to post recruitment advert for new governors on local community Facebook page. Completed with no interest.</p> <p>3.3 Action points from meeting – 24th January 23 4.2 Chair of West Village Partnership Support - It was agreed to keep open so that any questions could be sent to the Chair so she could seek support – It was agreed to keep open.</p>	
5	School Improvement	
	<p>5.1 Head’s Report (verbal) The Head gave a brief update, key points are:</p> <ul style="list-style-type: none"> • School Development Plan has been red, amber, green rated to reflect progress at the end of the autumn term. There have been a lot of amber and greens and the Senior Leadership Team has been involved in this process. • Admissions and departures – The Head has requested an operational PAN for the current Y4 and Y5 due to a high number of SEN pupils in the cohort and limited resources at school to meet the need should the numbers increase. The Head will update at the next meeting. • Safeguarding – The Chair in her capacity as safeguarding governor visited the school at the beginning of the spring term. • All members of staff are completing PREVENT training and the Single Central Record is being updated to reflect this. This has invoked some costs as staff came in on inset day and worked overtime to achieve this. • My concern has been updated to allow the Head to produce reports. • Action – 5.1 Head to produce a safeguarding report using My Concern for the next meeting. • Exclusions – There has been a 3-day suspension at HJS and no suspensions or exclusions at HIPS. <p>5.1.1 Pupil Premium and PE/Sports Premium AS conducted a Pupil Premium visit and a note of visit was circulated prior to the meeting. She met with the Pupil Premium Champions at both schools. CG has created an overview statement for the Junior School and has set up the Pupil Premium Champions. It was noted that the champions had not been set up at the time of the visit.</p> <p>The PE/Sports Premium has been spent on purchasing resources for Get Set for PE and setting up a Dance Day.</p>	Agenda

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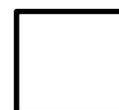


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	<p>CG is working with the team who are going above and beyond in their role for the school including running after school activities.</p> <p>5.2 Health and Safety</p> <ul style="list-style-type: none"> The maglocks in the Junior School are nearly completed to prevent children from exiting the classroom and entering the hall. The Forest School Lead (JE) was supporting school from 6am after the latest storm to check it was safe, one of the trees had to be cut down. <p>Governors discussed the parking issues around pick up and drop off times which at present is causing issues.</p> <p>The Head is policing the car park but has suffered some unpleasant experiences from drivers.</p> <p>The police have been contacted but have not been proactive.</p> <p>A zebra crossing is needed, the Chair has contacted the local authority about the issue, but the local council will also need to be contacted.</p> <p>Governors had an in-depth discussion about the parking and were concerned that at present the situation is unsafe.</p> <p>5.3 Staffing</p> <p>Key points from the Head include:</p> <ul style="list-style-type: none"> The Head has recruited experienced support staff at the Junior School. The performance management reviews for support staff are underway at both schools. The SENCOs are leading the process. All Teaching staff have had a mid-term performance management review. <p>5.4 Attendance</p> <ul style="list-style-type: none"> The Head will use Fisher Family Trust to produce a report for governors. The Attendance Officer is proactively working with agencies to deal with persistent absence. The Junior School will be a pilot for an attendance project which will look at how the Family Worker can support children with persistent absence. <p>5.5 Assessment Data</p> <p>Addendum: The SWOT documents were circulated after the meeting; governors are invited to send any questions relating to the documents to the Head.</p> <p>The data was collected from pupil progress meetings following a reading and maths test and is for the autumn term, comparing 2023 to 2022.</p> <ul style="list-style-type: none"> Y1 data has a slight dip when compared to Reception (YR) in Summer 2023 for reading 57% [decrease from 60%] and maths 58% [9% decrease when 	

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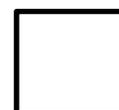


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	<p>compared to YR Summer 2023] and writing 53% [4% decrease when compared to YR Summer 2023].</p> <p>This was identified during the Ofsted inspection which stated teachers did not identify children quickly enough for phonics. This was rigorously disputed by senior staff. There are now fortnightly overviews for children so they can be targeted straight away with interventions.</p> <ul style="list-style-type: none"> • The Y1 lower cohort is targeting at 83% pass rate for the Phonics test. • Y2 data has experienced a slight slip compared to Y1 summer which is normal, the Head was confident they would reach their target. • Writing is an area of development with CPD ongoing for the Writeaway project. 	
	LR left the meeting at 7.36pm.	
	<p>Headlines from the Junior School data are:</p> <ul style="list-style-type: none"> • There has been an improvement in inhouse data for Y3, Y4 and Y5. • Y3 attainment in reading [59%] writing [23%] and maths [66%] has dropped from Summer 2023 SATS results [R: 70% W:59% and M:70%] and writing outcomes has dropped compared to the Autumn 22 outcomes [51%]. A dip is usual at this time of year. • Assessments did not enable all pupils to show all their learning during the autumn term. • Y6 has increased reading, writing and maths outcomes compared with autumn 2022 data [R 57% to 59%, W 14% to 37% & M 45% to 49%] and increased outcomes in writing from Summer 2023 teacher assessment judgments [W 20% to 37%] • Y5 has seen progress and 3 new support staff with experience have been recruited to booster across the school. • Progress has been tracked and all areas for development have been put in place. • In general, behaviour has improved. <p>Action 5.4 Head to produce an attendance report on FFT for the next meeting.</p>	RL
6	Resources Update	
	<p>6.1 Personnel See item 5.3.</p> <p>6.2 Premises – School Building Update See item 5.</p> <p>6.3 Health and Safety See item 5.2.</p>	

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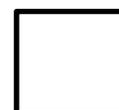


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7	Safeguarding and Wellbeing Update	
	<p>See item 5.1 for the safeguarding update.</p> <p>7.2 Wellbeing</p> <p>All members of staff are offered half a day's leave and tea and coffee making is paid for.</p> <p>Due to the creation of the Pupil Premium Champion, senior leaders ensure that nurturing does not have a significant impact on learning.</p>	
8	Governor Business	
	<p>8.1 Succession Planning</p> <p>The clerk is leaving the post. A recruitment advert has been advertised. Addendum: LC has posted the advert on local Facebook pages.</p> <p>8.1.1 Appointment of Vice Chair</p> <p>Defer to next meeting.</p> <p>8.1.2 Appointment of Mental Health Lead.</p> <p>The following governors were appointed:</p> <p>LR – Mental Health Lead</p> <p>LC – SEND</p> <p>AS – Pupil Premium</p> <p>NJ – Safeguarding</p> <p>NJ – Partnership</p> <p>Vacancy – Curriculum link.</p> <p>8.2 Trust News</p> <p>The interviews for the CEO position will be next week.</p>	
9	Governor Monitoring, training and reporting – autumn term	
	<p>9.1 Pupil Premium governor visit – AS</p> <p>AS note of visit was circulated prior to the meeting.</p> <p>It was a very positive meeting and staff are passionate about the provision.</p> <p>There were no further questions.</p> <p>9.2 Monitoring for the spring term</p> <p>All governors were encouraged to contact the Head to organise a visit, especially SEND.</p> <p>It was noted that summer term 2 is the preferred time for visits.</p> <p>Safeguarding visit – SW and CJ are due to conduct a safeguarding visit in March, NJ will try to join them and was asked to write a note of visit as this will be sent to the Trust Board and to the Safeguarding Trust Lead governor, Kris Stutchbury.</p>	

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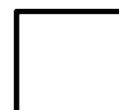
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	<p>9.3 Governor Training The training record was circulated prior to the meeting. Actions: 9.2 All to organise visits with the Head, preferably in summer term 2. 9.3 LC to send clerk her Learning Link certificates by 31st January 24 - completed.</p>	All Completed
9	Policies	
	<p>The following policies were circulated prior to the meeting: 9.1 HIPS HJS Attendance policy Addendum: AS notified the Head of a minor typographical error after the meeting. 9.2 HIPS HJS Homework policy 9.3 HIPS HJS Remote Learning policy 9.4 HIPS HJS Staff Induction policy</p> <p style="background-color: #e6f2ff;">Decision: Governors approved all policies above.</p>	
11	Any Other Business	
	The Head notified governors that the Behaviour policy that was ratified at the last meeting has had a minor amendment to include the systems that the school uses.	
12	Date of next meetings to start at 6pm.	
	<ul style="list-style-type: none"> • Tuesday 14 May 24 • Tuesday 18th June 24. 	

Meeting finished 7.55pm. Blue = Governing body approved/Decision; Red – action point.

Minutes approved as a true record by the Local Governing Board and signed by the chair: Chair..... Date.....
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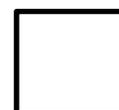


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Hartford Infant and Preschool and Hartford Junior School Acronyms used in LGB and School					
LGB	Local Governing Body	PAN	Published Admission Number	TA	Teaching Assistant
SENCo	Special Educational Needs Coordinator	SEN	Special Educational Needs	EHCP	Educational Health Care Plan
R W M	Reading, Writing, Maths	FSM	Free School Meals	ASP	Assessing School Progress
EAL	English as Additional Language	UIFSM	Universal Infant Free School Meal	LW	Learning Walks
PP	Pupil Premium	Ever6	Post FSM eligibility but entitled to PP support for next 6 years	EXS+	Expected Standard or Greater Depth
GDS	Greater Depth	CIN	Child in Need [Child Protection]	LAC	Looked After Child
SLT	Senior Leadership Team	SDP	School Development Plan	HLTA	Higher Level Teaching Assistant
SMSC	Spiritual, Moral, Social and Cultural development	PEL	Primary Education Lead	CPD	Continuous Professional Development
EYFS	Early Years Foundation Stage	PLM	Professional Learning Meeting	SEF	School Evaluation Form
SALT	Speech and Language Therapy	SCR	Single Central Record	PPA	Planning, Preparation and Assessment
EHA	Early Health Assessment	PEL	Primary Education Lead	ARE	Age Related Expectations
TT	Target Tracker	EYFS	Early Years Foundation Stage	GLD	Good Level of Development [EYFS]
QTS	Qualified Teaching Status	KIT	Keeping in Touch	TT	Target Tracker
LA	Local Authority	QTS	Qualified Teacher Status	EY	Early Years
TAF	Teacher assessment Frameworks	LW	Learning Walk	NOV	Note of Visit
DSL	Designated Safeguarding Lead	KCSIE	Keeping Children Safe in Education	EHA	Early Help Assessments
AHT	Assistant Head Teacher	TOP	Termly Operation Plan	SWOT	Strength, Weakness, Opportunities and Threats
IDSR	Primary Inspection Data Summary Report	LGB	Local Governing Body	HAPP	Huntingdon Area Primary Partnership
MTP	Medium Term Plan	DSL	Designated Safeguarding Lead	IWB	Interactive White Boards
TAF	Team around the Family or Teacher Assessment Framework	LTP	Long Term Plan	KW/VC	Key Worker and Vulnerable Children
SCR	Single Central Record	NOV	Notes of Visit	NELI	Nuffield Early Language Intervention
DM	Development Matters	RBA	Reception Baseline Assessment	EWO	Education Welfare Officer
IDVA	Independent Domestic Violence Advisor	LADO	Local Authority Designated Officer		

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