



**HARTFORD Governance Partnership
Local Governing Body Hybrid Meeting
Minutes – at Hartford Infant School
Tuesday 4th July 2023 at 6.10pm**

Governors Present	Sunetha Diaram (Chair – SD – appeared remotely); Joanna Eagle (Staff governor -JE); Sue Orledge (Staff governor - SO); Rae Lee (Head of school - RL); Lizzie Rogers (Trust governor – LR) and Abigail Shearing (Parent governor - AS).
In attendance	Claire Gerrard (Deputy Head HJS - CG); Chris Jukes (CAM Primary Executive Lead – left the meeting at 7.33pm) and Louise Todd – (Clerk - LT).
Apologies Accepted	Ruth Belle-Fortune (Staff governor – RBF); Laura Chamberlain (Trust governor – LC), Sue Wright (Executive Head - SW), Emily Swann (Staff governor - ES) and Naomi Jeffery (Parent governor - NJ).
Not Present	Jessica Weeds (Trust governor - JW).

Action points from this meeting			
Item Number	Lead	Action	Deadline
1.2	LT	Write to JW about her attendance	Next meeting
4.2	LT	Clerk to inform governors when the new KCSiE guidance is released.	When the guidance is published.
5.3	CJ	CJ to suggest safer recruitment training to NJ.	By next meeting
5.3.1	LT	Clerk to produce an induction pack for governors to review and comment by next meeting.	By next meeting
6.1.1	CJ	CJ to organise a tour of Jeavons Wood with governors for next term.	Autumn term
11	LT	To send out Outlook meeting invites	By the end of the summer term
Action points from meeting held 11th May 23			
1 (updated)	LT	Clerk to activate advert for Trust governor in September 23	Autumn term
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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Chair initial

8	SW	SW to produce safeguarding report from MyConcern for the next meeting.	Next meeting
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Item	Minutes	Action
1	Welcome from the Chair and apologies for absence	
	<p>The Chair welcomed everyone to the meeting, she appeared virtually.</p> <p>1.2 Apologies of absence Apologies were accepted from SW, LC, RBF, ES and NJ. JW was not present. The Chair requested the Clerk to write to JW and inform her that unless there are mitigating circumstances, after 6 months from the LGB meeting held on 11th May she will no longer be part of the LGB. See Terms of Reference 4.3 - <i>A Governor shall cease to hold office if they are absent without the permission of the Governors from all their meetings held within a period of six months and the Governors resolve that this office be vacated.</i></p> <p>The meeting was quorate.</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. Action: 1.2 Clerk to write to JW to warn her about her term of office and attendance.</p>	LT
2.	Minutes of the previous meeting held on 11th May 23 for approval	
	<p>The minutes and confidential minutes from the meeting held on 11th May 23 and the Budget meeting held on 21st June 23 were circulated prior to the meeting and can be found in the SharePoint area. The minutes were agreed as an accurate record and will be signed by the Chair.</p> <p>2.1 Action points from meeting – 11th May 23 1. Chair to meet with CJ and RL to discuss composition of LGB in regard to electing a new parent governor. – After discussion, it was agreed to advertise for a Trust governor at the beginning of September. It would be desirable to appoint a candidate outside of the staff and parent community. There was some interest at the new reception parent meeting in June. Updated – Clerk to activate advert in September, looking at any skills gaps. Ongoing 5. Clerk to collate the results from Skills Audit – Completed, action closed.</p> <p>2.2 Action points from meeting – 24th January 23 4.2 Governors to let the Chair know what aspects of governance they would like support from the West Village Partnership’s Chair and for the Chair to discuss</p>	LT

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	<p>further with CJ – The Chair had not received any requests other than issues raised during the governor Learning Walk and at the last meeting, when governors were not sure about what would be appropriate to challenge as a governor. Guidance was provided after the meeting by the Clerk. It was agreed to keep open so that any questions could be sent to the Chair so she could seek support – Open.</p> <p>5.3 RL to contact Paul Lawrence about Ofsted training for governors. – This has been arranged for Thursday 5th October 23 at 6pm for a one-hour training session, in person. Action closed.</p> <p>8. SW to produce safeguarding report from MyConcern for the next meeting. – Defer – The Annual Child Protection and Safeguarding Monitoring report will be ready for the September meeting.</p>	SW Agenda
3	School Improvement	
	<p>3.1 Head’s Report (verbal)</p> <p>RL updated governors, she looked back at the year: the Infant School had a positive Ofsted outcome, the Junior School staff have been working hard, with behavioural issues impacting on staff time. The SENCo and Nurture team have been working hard to mitigate these issues, and SW has been working with families to offer Alternative Provision, the school is starting to see the impact of this work.</p> <p>RL discussed how the current strikes are impacting on Y5 at the Junior School, this year group remain in school during strike days and this is causing some defiance from a minority of pupils.</p> <p>3.1.1 Writing</p> <p>Senior leaders have made changes to the writing curriculum, which has taken time to embed.</p> <p>Last year, writing was moderated in Y6 and came out at 11%, this year it has increased to 34% but is still significantly below national. However, the moderation has boosted confidence in staff. She explained this in more detail.</p> <p>Question: why is there a difference in outcomes between the two schools.</p> <p>The Infant School teaching staff are very experienced in internal and external standardisation and moderation. It is a collective procedure where judgements are standardised and all staff agree with outcomes, it also aligns with the outcomes for the end of the academic year. The Junior school use NFER tests for reading and maths, the maths papers do not always align with the latest Department for Education (DfE) guidance, there was no collectively agreed standardisation for writing judgements. The previous judgements were not fully checked and agreed by SLT, and staff did not have the opportunity to moderate with other schools,</p>	

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	<p>therefore judgements were not consistent and secure. This is an area of ongoing support across the junior school.</p> <p>Question: Are you looking to change the curriculum. Yes, but this is a long-term process. This year we have tweaked our resources and would like to add more diversity into the curriculum, she gave an example. These small changes will make a big impact, this is evidenced in the data.</p> <p>Question: Do you believe the classroom teachers will support the changes. Yes, it is about changing mindset. We are building new relationships between the two schools and having staff meetings between both schools.</p> <p>It was also noted that the staffing at the Junior school comprises of a number of Early Careers Teachers [ECTS] who are keen but are inexperienced, in addition, there has been some long-term sickness which has impacted on progress.</p> <p>3.1.2 Attendance The Head shared the attendance data on the screen, reception has the most persistent absentees. The Junior School has a strong Attendance Lead from the office staff, she is sharing good practice with the office staff at the Infant School and working closely with the Education Welfare Officer (EWO) who has been very supportive. Attendance at the Junior school is at 94%, the national average is 94.2% and 92% at the Infant School. Both schools have children on part time timetables and are working closely with the local authority (LA) and the SENCO to support these pupils and increase their time in school.</p> <p>3.1.3 PE and Sports Premium The Head was waiting for the government to send out the documentation for this [in was published at the end of March but staff needed time to access]. It is a work in progress, which has also been delayed by staff sickness.</p> <ul style="list-style-type: none"> • The funding is being used for the Forest School in the infant school and for both schools to access an after-school club run by Premier Sports, which spends 3 days at the Junior School and 2 days at the Infant School, focussing on skills. • The Junior School has also been participating tournaments as part of a local schools' group, with events across both year groups. 	

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	<ul style="list-style-type: none"> The same scheme for PE will be used across both schools for next year. It will be a collaborative piece of work and will bring continuity across both schools. Decision – Agreed to defer to the next meeting. <p>There will be a written Head’s Report for the next meeting.</p> <p>The Chair noted that it was good to be informed about the teacher assessments being consistent with the external moderators, which indicates that teachers at the Junior School are aware of the age related expectations and what gaps are present and she was looking forward to seeing how any changes will impact pupils moving forward.</p> <p>There were no further questions.</p>	Agenda
4	Safeguarding Update	
	<p>4.1 Annual Child Protection and Safeguarding Monitoring Report This will be shared at the September meeting.</p> <p>4.2 Key changes to the Keeping Children Safe in Education (KCSiE) document September 23 A crib sheet highlighting the main updates to the guidance was circulated prior to the meeting. CJ gave a brief overview, key points are:</p> <ul style="list-style-type: none"> Governors are recommended to read the whole of the KCSiE, staff who work with children must read Part 1 and those who do not work with children must read the condensed version in Annex A. The Designated Safeguarding Lead will be required to look at filtering and monitoring, there will be a checklist for Heads but this will be linked to the Trust. There is an update on lettings which is not relevant to this school. Schools are required to conduct online searches on new staff. <p>4.3 Safeguarding Notes from April 23 and visits The Chair conducted a check on the Single Central Record (SCR) at the Junior School. At the time there was no note of visit template available so she her notes were handwritten. Her objective was to review the SCR, to look for gaps and any differences between the two schools with a view that both SCRs will be amalgamated moving forward. At present, both Finance Officers collaborate to ensure a smooth transition. The SCR was robust and adequate, any gaps were minor but not unusual (i.e electronic vs hardcopy mismatch). She was pleased she did not find many or significant gaps.</p>	Agenda

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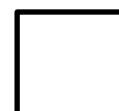


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	<p>Safeguarding was the main focus of the Learning Walk conducted by the Chair, NJ and LR.</p> <p>Action 4.2 Clerk to inform governors when the new guidance is released.</p>	LT
5	Governor Business	
	<p>5.1 Succession Planning (standing agenda item) It was agreed that more Trust governors who are outside the parent and staff community would be desirable to fill any gaps on the board. The Chair would like to stand down as she has limited capacity to focus on the role. Governors discussed the role of the chair, especially regarding an Ofsted Inspection, the Chair explained how she prepared herself for the meeting and made sure she had a voice during the Inspection to explain to inspectors how governors challenge senior leaders.</p> <p>5.2 Chair of governing body for 23-24 Decision: The Chair agreed to stay on for the short term to allow for a handover.</p> <p>5.3 Self Evaluation – How is it going, what could we do better? Training –Governors discussed how staff training is captured, this is through Smartlog, the records for staff safeguarding training are kept on the SCR for both schools, there is not an amalgamated version of the training record. Addendum: After the meeting, the Finance Officer explained that there is no requirement to record completed Smartlog training, she gets a weekly reminder of staff who have outstanding training. Staff training is more in depth than governor Smartlog training. Safer recruitment – the Chair has started the process. It would be desirable for a couple of governors to be safer recruitment trained, especially any governor who is interested in the safeguarding link role. It was suggested that NJ could undertake the training. Action – CJ to suggest safer recruitment training to NJ.</p> <p>The Clerk mentioned the induction process which could be improved, it was noted that Jeavons Wood has a model induction policy that could be used. (Addendum – Clerk will ask the Jeavons Wood clerk for the policy). It was noted that the new School Development Plan and the SAT results will be ready to share in September. Action – Clerk to produce an induction pack for governors to review and comment by next meeting.</p> <p>5.4 Skills audit results</p>	

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	<p>The screen was shared of the audit results from the non-staff governors. The results were circulated prior to the meeting.</p> <p>Decision: It was agreed for the Head, Clerk and LR to meet outside the meeting and report back a strategic plan for September’s meeting. Addendum: A meeting has been arranged for 13th September.</p> <p>5.5 Meeting dates for next year</p> <p>The Clerk suggested the following meeting dates, all to start at 6pm. The dates are awaiting approval from Mark Norman, once confirmed, the Clerk will send out invites:</p> <ul style="list-style-type: none"> • Tuesday 26th September 23 • Tuesday 5th December 23 – Addendum – Changed to Thursday 7th December • Tuesday 23rd January 24 • Tuesday 14 May 24 • Tuesday 18th June 24. <p>Decision: It was agreed to combine the end of term meeting with the budget and to invite the Finance Officer at the Junior School.</p> <p>Action</p> <p>5.3 CJ to suggest safer recruitment training to NJ.</p> <p>5.3.1 Clerk to produce an induction pack for governors to review and comment by next meeting.</p>	<p>Agenda</p> <p>CJ LT</p>
6	Governor Monitoring, training and reporting – summer term	
	<p>6.1 Governor Monitoring</p> <p>6.1.1 Learning Walk 26.5.23</p> <p>The Chair, NJ and LR conducted a Learning Walk on 26th May 23, the notes were circulated prior to the meeting.</p> <p>AS conducted a Pupil Premium visit, her note of visit was circulated prior to the meeting. At her visit she spoke to both SENCO’s.</p> <p>The Head was pleased that governors have visited the school and talked to staff and this will be followed through in the next academic year.</p> <p>Governors discussed the visit, one of the main outcomes was to visit a similar school so a meaningful comparison could be made. It was felt that to find a school with a similar demographic and had an outstanding legacy would be difficult.</p> <p>Decision: It was agreed to visit Jeavons Wood, it has a good judgement from Ofsted but has a different demographic and is a new building.</p> <p>Question: When can the school provide more opportunities to engage with the community and parents, specifically at the Junior school.</p>	

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	<p>The Head explained the school is on a journey and hopefully this will evolve moving forward.</p> <p>Governors discussed the challenges with the Junior School building, especially the stairs. A work schedule and timeline has been set up which the Finance Officer has organised.</p> <p>Governors noted that AS's note of visit was precise and apt for Pupil Premium. Governors were pleased that visits had started at the schools.</p> <p>6.2 Governor Training – Smartlog training, Learning Link courses, training gaps Governors were reminded of the in-person Ofsted Training by Paul Lawrence on Thursday 5th October - 6-7pm</p> <p>Action 6.1.1 CJ to organise a tour of Jeavons Wood with governors for next term.</p>	<p>CJ</p>
	<p>CJ left the meeting at 7.33pm</p>	
7	Resources Update	
	<p>7.1 Staffing for September 23 – update</p> <ul style="list-style-type: none"> • A new experienced teacher has been recruited who will replace the Early Careers Teacher in Y4. • A new TA has started at the Infant School, she is a very strong candidate. • The Senior Leadership Team has been confirmed. <p>The Head reflected that both schools are in a good place for next year, however it would be desirable to appoint more support staff.</p> <p>7.2 Premises This was updated at item 6.</p> <p>7.3 Outcome from budget meeting – how other schools in the Trust make savings. This is a work in progress. The Procurement Officer for the Trust is continually looking at savings, especially around subscriptions. She explained in more detail. The Chair thanked the Head for her feedback and was pleased to see the Trust and school were being proactive.</p>	
8	Staff, pupil and stakeholder wellbeing	
	Pupil Wellbeing and the cost-of-living crisis.	

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	<p>The Head shared the screen and showed a list created by the SENCOs detailing the support between both schools and the collaboration work implemented to support the parent community. See Appendix A of the minutes.</p> <p>The Head would recommend the schools relaunch the SEN Coffee Morning, which has been paused due to the turnover in LA Family Workers.</p> <p>Question: Are these collaborations taking up a lot of time?</p> <p>The new Parent Inclusion Family Worker is finding ways to support families and is very proactive. SW is sharing her resources from Jeavons Wood.</p>	
9	Policies	
	<p>The following policies were circulated prior to the meeting:</p> <p>9.1 Administering Medicine Policy 23</p> <p>9.2 2023-24 Pre-School Admissions Policy</p> <p>9.3 School Uniform Policy 2023</p> <p>9.4 HIS and HJS Admissions Policy 2023</p> <p>9.5 Critical Incidents Policy July 23</p> <p>9.6 Anti-Bullying Policy 2023</p> <p>9.7 Supporting Children with Medical Conditions</p> <p>NJ had raised some questions prior to the meeting, which the Head will respond to (Addendum – Completed, see Appendix B of the minutes for answers).</p> <p>Governors requested for consistency regarding the front page and information inserted for when the policy was adopted and reviewed.</p> <p>Other notes are:</p> <p>9.5 Critical Incident Policy</p> <p>Governors discussed the essential contacts, if governors did not want their number in the policy, then it should not go in. The Head will speak to Thongsley Field to ask who is best to contact. Addendum: Completed 5.7.23</p> <p>The Chair requested for any updates in policies to be highlighted for governors. Governors were asked to contact the Head for any concerns or comments.</p> <p>Decision: Governors approved all policies 9.1-9.7</p> <p>Action: The Head to answer NJ’s questions and the Clerk will add them to the minutes - Completed.</p>	<p>Completed</p>
10	Any Other Business	

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	It was noted that during the week beginning 17 th July all enquiries should be referred to NJ as vice chair as the Chair will not be contactable.	
11	Date of next meetings	
	<p>Dates of next meeting, to be checked by Mark Norman before an Outlook invite can be sent are:</p> <p>Tuesday 26 September 2023 – including safeguarding training</p> <p>Thursday 7th December 2023</p> <p>Tuesday 23rd January 2024</p> <p>Tuesday 14th May 2024</p> <p>Tuesday 19th June 2024 - Budget – The Finance Officer is to be invited to the meeting.</p> <p>Action</p> <p>11. Clerk to send out Outlook invites.</p>	LT

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

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

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Appendix A – Supporting the Cost of Living

- Building **close relationships** with our families means we develop a level of trust, meaning they open up and we can identify the right support. Sometimes this happens quickly, at other times it's a slow burn to get there.
- **Flagging support** from the first new EYFS parent meeting.
- **Inclusive Development**- I refer key families to the Inclusion Family worker.
- Pop up **food bank/food vouchers** from GMC
- Christmas "**hampers**"
- **Snack shack** and family opportunities at the Coneygear
- **Moody Mondays** – emotional and practical support
- The GMC foodbank often helps me out when parents need a review of benefits to ensure they are getting the right support/vouchers/debt management advice.
- 'Give if you can, take if you need' and uniform goes across both schools.
- Our close working partnership between HIPS and HJS, this is developing well and we have the same ethos.
- Where there is an EHA, **working with the FSW's** we can explore other avenues of support e.g., housing reviews, rent debt plans.
- **HAF** – holiday schemes – funded places
- Support with DLA applications, if at middle band or above supporting referral to the Disabled Children's Team (respite, funded opportunities)
- Welfare checks and doorstep calls during the holidays - these identify unmet need.
- **Breakfast Scheme**- Bagels
- We have **2nd hand uniform** for free families we know who need it.
- Advice on how to get free school meals in KS2.
- **Individual payment plans** for trips.
- **PP children reduced cost of trips.**

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Appendix B – Head’s response to questions around the policies approved at the meeting.

9.2 Preschool admissions:

Question: Can the parents choose to have a combination of morning and afternoons eg, 2.5 days with their free hours? Or 1 whole day and 3 mornings for example?

We prefer this model [see below as in policy] of *either* mornings or afternoons, to enable a block of 5 sessions to be used rather than trying to fit 2 children with 2.5 days, otherwise this could prevent a parent who wants 5 full morning/afternoons:

- 5 morning sessions of 9.00am – 12 noon [15 hours] or
- 5 afternoon sessions of 12 noon – 3.00pm [bring a packed lunch] [15 hours] or
- 5 extended sessions of 9.00am – 3.00pm [30 hours]

9.3 Uniform policy

Question: PE kit: house colours (one solid colour) have always been an option for t-shirts and jumpers, some children in the junior school only have PE shirts and jumpers in their house colour not white etc, which was used for team sports. Is this something that is being removed/retracted?

Yes, now that the children are wearing pe kits 2 days each week and coming to school in their PE kit we would prefer all children to wear school colours and not pinks that are a shade of red or oranges that are ‘red’ etc...

9.6 Anti-Bullying policy

Question: What is the ‘Rubys worry display’, and ‘good egg display’ - have these been effective in getting the children to think about bullying?

These are the names of different whole school work completed based either on books and assemblies that have been shared with the children

Question: How do the “Play buddies” and “circle of friends” at play time work?

These are strategies to support children who have a need for a friend at non classroom time and a way to support children when there is a problem that needs to be resolved

9.7 Supporting Children with Medical Conditions

Question: Part 3.1 - which governor is responsible for keeping updated with information and asking about the training for supporting medical needs?

I don’t believe there is a need for 1 governor, but it could tie in with Inclusion/SEND Lead governor as part of their safeguarding role.

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