



**HARTFORD Governance Partnership
Local Governing Body Meeting Hybrid
Minutes – at the school
Thursday 11th May 2023 at 6pm**

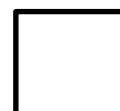
Governors Present	Sunetha Diaram (Chair – SD); Ruth Belle-Fortune (Staff governor – RBF); Laura Chamberlain (Trust governor – LC); Joanna Eagle (Staff governor -JE); Sue Orledge (Staff governor - SO); Naomi Jeffery (Parent governor - NJ); Rae Lee (Head of school - RL); Lizzie Rogers (Trust governor –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

Action points from this meeting			
Item Number	Lead	Action	Deadline
1	SD	Chair to meet with CJ and RL to discuss composition of LGB in regard to electing a new parent governor.	July's meeting
5	LT	Clerk to collate results from the skills audit for the July meeting.	July's meeting
Action points from meeting held 24th January 23			
4.2	All	Governors to contact the Chair if they have any aspects of governance, they would like support in. Queries are for the Chair of Governors at the West Village Partnership.	Next meeting
5.3 updated	RL	To contact Paul Lawrence to seek availability to conduct in house training for governors around Ofsted.	Completed 17/5/23 – date to be arranged.
8	SW	SW to produce safeguarding report from MyConcern for the next meeting.	Next meeting

Item	Minutes	Action
1	Welcome from the Chair and apologies for absence	
	The Chair welcomed everyone to the meeting, especially to the new governors, LC and LR. The Chair announced the resignation of parent governor, Michael Eastwood as of 11 th May. She will meet with RL and CJ to decide whether he is replaced.	

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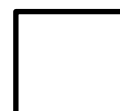


Chair initial

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	<p>1.2 Apologies of absence Apologies were accepted from SW, ES and Mark Norman (MN). JW was not present and had not sent apologies. There was concern that JW was not engaging in her role as a governor. 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.</p> <p>Action 1. Chair to meet with CJ and RL to discuss composition of LGB in regards as to electing a new parent governor.</p>	SD/RL/CJ
2	Finance and Budget Update	
	<p>MN was not able to attend the meeting. RL had met with him during the Easter holidays. She is working with the Senior Leadership Team (SLT) and MN to balance the budget moving forward for Hartford Infant and Pre School (HIPS). The budget at Hartford Junior School (HJS) is also in deficit. This is on hold until SW returns to the school.</p> <p>Challenge - The Chair flagged her concern about the amount of deficit between the two schools, especially in the Junior School which was a major issue. She would like to see the figures for period 8 when they have come through and after the finance meeting between RL and MN.</p> <p>There were no further questions.</p>	
3.	Minutes of the previous meeting held on 24th January 23 for approval	
	<p>The minutes from the meeting held on 24th January 23 were circulated prior to the meeting and can be found in the SharePoint area. The minutes were agreed as an accurate record and were signed by the chair.</p> <p>3.1 Action points from meeting – 24th January 23 3. All governors to sign pecuniary interest forms – completed, action closed. 4.2 CJ to contact the Chair of Governors at the West Village Partnership to confirm associate governor position – completed, CJ spoke at length to the Chair but she had no capacity at the moment to take on the role. However, she could offer support in the form of mentoring or other aspects of governance. Governors suggested training for new governors. Updated – All to let the Chair know what aspects of governance</p>	All

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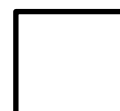


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	<p>they would like support from the West Village Partnership's Chair and for the Chair to discuss further with CJ. Ongoing.</p> <p>5.1 RL to send out contacts of subjects leads to the link governors to set up a visit. – Completed. Governors requested the Head to insert the name of the link governor in the relevant section of her report, moving forwards. Action closed.</p> <p>5.2 NJ to meet with RL and conduct a learning walk at both schools – they are due to meet on 26th May at 9.30am. NJ has submitted a list of questions to RL.</p> <ul style="list-style-type: none"> • All governors were invited to join the learning walk. • There is a learning walk from the Trust next week in English and maths, LR agreed to join this walk. LC and the Chair were also interested in joining a learning walk. It was agreed for the Head to take 2 separate groups. • AS will meet with the SENCOs on Tuesday 16th May to look at inclusion. • Governors were asked to note any safeguarding issues or positives during their visit, for example, the processes for entering the school. This can then be fed into the minutes. • The Head gave anecdotal evidence of a recent safeguarding action by a pupil. • The Head will prepare governors with a note of visit template, so these can be completed and sent to the clerk for evidence and circulated at LGB meetings for discussion. Action closed. <p>5.3 SW to contact Paul Lawrence about Ofsted training for governors. – Governors requested standalone training rather than at the LGB. The Head will email Paul Lawrence. Addendum: Completed 17/5/23 – Head and Paul Lawrence will arrange date and format of training.</p> <p>8. SW to produce safeguarding report from MyConcern for the next meeting. – Defer to July meeting. Governors discussed the timings of the range of safeguarding reports the school produces. Both schools have to conduct an annual online one for the LA (local authority), My Concern can also produce reports to help governors identify any patterns or trends. The Chair will visit both schools to conduct her termly Single Central Record (SCR) and safeguarding check. She will discuss the format of the report in more detail with the Head. Ongoing.</p> <p>9. RA to email his questions from his wellbeing visit to the Head to discuss at the next meeting. RA sent his email to the Head on 30th January. Wellbeing is on the SLT agenda, there is a pupil voice about to be conducted and a staff wellbeing voice. These might answer his questions. It was agreed to close the action.</p> <p>3.2. Action points from HJS meeting held 29th September 22</p> <p>7. Chair to conduct a safeguarding visit looking at the Single Central Record at both schools and to join RL on a premises walk around, completed. It was agreed to revisit premises again. Action closed.</p>	SW
4	School Improvement	

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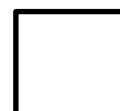


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	<p>4.1 Head's Report</p> <p>The report from RL was circulated prior to the meeting. Questions were invited. Governors requested the reinstatement of the list of acronyms in the Head's report. Addendum – Completed and the report in addition to the updated School Development Plans (SDPs) were circulated on 17.5.23</p> <p>The Head gave a brief overview of the main points in her report:</p> <ul style="list-style-type: none"> • There are staffing issues and this, in addition with the strike action has had a detrimental impact on achieving the targets in the School Development Plan (SDP). • Each school has 3 targets which strengthen the collaboration between the two schools and SW has an overarching strategic plan. Objectives are being embedded across the school and are monitored during learning walks and at staff meetings. • The Head collaborates with the deputy heads across both schools to ensure and monitor progress with the targets, this is then documented each term in the SDP through a red, amber and green rating. • The data for the Junior school has been postponed but these can be requested during governor learning walks. <p>The Head gave an update on each target. Data at the Junior school is an area for improvement. She has spent a lot of time with teachers looking at moderation and standardisation, this included looking at the end of key stage criteria and end of year group statements. Teaching staff at the Junior School had not been through this process before. This has meant that some pupils were not at age related expectations as previously thought.</p> <p>The Head warned governors that the results for the KS2 SATS will be low although there may be a slightly increase from last year.</p> <p>Governors were concerned about the 9% gap in the Y6 data. The school is using standardised NFER tests in maths and reading. These help teachers in their assessments. Some children may not engage or refuse to take the test as they find it challenging. These children are working with the Education Welfare Officer. This explains the gap in the data.</p> <p>Question: What is your ethos when dealing with children who refuse to take the tests?</p>	

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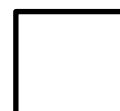


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	<p><i>If they have not completed the test, we have no evidence to demonstrate they can meet the criteria of age-related expectations. We still have to make a judgement; some children are below their key stage so the test is not appropriate. Assessment for Y6 is conducted every half term, for other year groups it is termly.</i></p> <p>Question: Can you elaborate on the staffing issues that are impacting negatively across the school.</p> <p><i>There has been difficulty recruiting support staff for the Infant School, either candidates prefer to work with older children at the Junior School or they are not suitable for the role. This will impact next year academically for preschool children coming through and will impact on interventions.</i></p> <p>The Head has notified the Trust SEND Director and CJ about the situation.</p> <p>Governors discussed the challenges and barriers preventing people from applying for TA positions, this includes pay and lack of funding to attract high quality candidates. It was noted that this is a challenge across the Trust and other schools nationwide.</p> <p>Question: Is the situation going to be worse in the next school year?</p> <p><i>Yes, there are 19 pupils with EHCPs (Education, Health Care Plans) across the Junior School and 6 at the Infant. We are higher than national for EHCPs and lower for pupils with SEND needs.</i></p> <p>Question: Has the Trust looked into mitigating this risk?</p> <p><i>CJ responded; it is a national picture that is not unique to the school. There have been significant increases in the number of children with anxiety and mental health needs. There is a financial risk as the local authority (LA) are also trying to reduce their SEND budget and this has an impact on school budgets. Children on the SEND Register are not getting the support they need due to lack of funding and recruitment difficulties. The Trust SEND Director has collaborated with an external consultant to challenge the LA to evidence that they are meeting their legal requirement regarding EHCPs.</i></p> <p>There is not enough specialist provision available for children and mainstream schools cannot meet the provision that these children need.</p> <p>Governors requested the Head clarifies her staffing statement in her report by including the context of the recruitment issues that is affecting all schools nationwide. (Addendum – RL sent out an amended head’s report including the acronym guide and this statement on 17/5/23)</p>	

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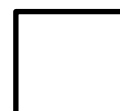


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	<p>4.2 Ofsted Inspection at HIPS. HIPS had its first Ofsted in 15 years. The report had been released to governors, staff and the parent community prior to the meeting. The school is reflecting on the areas for improvement highlighted in the report. All staff and children were amazing during the inspection and staff have worked hard. The next minute is part of a confidential minute.</p> <p>4.3 Attendance Lower attendance rates are still affecting both schools. Office staff, particularly in the Junior School are working hard getting children into school. The school convenes meetings with families and the Trust Education Welfare Officer to discuss attendance. Senior Leaders across the Trust are currently reviewing the Attendance Policy.</p> <p>Decision: Governors requested an update and more discussion on Attendance for the next meeting.</p> <p>4.4 Premises Update Senior Leaders and the Trust Premises Officer have investigated the stairs at the Junior School, which needs a substantial amount of work. Other issues include the toilets, underfloor heating in the hall and resurfacing the playgrounds. These are being addressed but it is a slow process. The repair to the stairs will be funding from the Trust's SCA fund. Work will start in the summer holidays at the earliest.</p>	Agenda
5	Safeguarding Update	
	<p>This next item is part of a confidential minute.</p> <p>5.3 Governor safeguarding visit – spring term. The Chair as safeguarding link has checked the Single Central Record for both schools. There are some gaps as to how data is captured electronically against information held on file and more consistency is needed between the two schools. Overall, she was satisfied with the way information is captured, documented and maintained. The Chair will conduct another review during the second half of the summer term and will report back at the next meeting.</p> <p>CJ has also checked the Single Central Record and any actions were documented in his report. Ofsted reported the Infant School safeguarding is effective in their report.</p>	Agenda
6	Governor Business	

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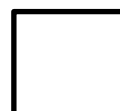


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	<p>6.1 Elect Vice Chair The role of the vice chair was explained, they would have support from the team. Decision: Governors unanimously appointed NJ as vice chair.</p> <p>6.2 Governor Roles for New governors The following roles were confirmed.</p> <table><tr><td>Safeguarding</td><td>Sunetha Diaram</td></tr><tr><td>SEND</td><td>Laura Chamberlain with Jessica Weeds</td></tr><tr><td>Pupil Premium</td><td>Abigail Shearing</td></tr><tr><td>Inclusion</td><td>Abigail Shearing</td></tr><tr><td>Partnership</td><td>Naomi Jeffery</td></tr></table> <p>6.3 Succession Planning Governors discussed succession planning and were asked to consider the role of Chair. Decision: It was agreed for succession planning to be a standing item on the agenda.</p> <p>6.4 Resignation of Ryan Armes as Trust Governor Ryan Armes resigned on 24th January 23; he was the Wellbeing Link governor. See item 1 for details of Michael Eastwood’s resignation.</p>	Safeguarding	Sunetha Diaram	SEND	Laura Chamberlain with Jessica Weeds	Pupil Premium	Abigail Shearing	Inclusion	Abigail Shearing	Partnership	Naomi Jeffery	
Safeguarding	Sunetha Diaram											
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5	Governor Monitoring, training and reporting – summer term											
	<p>7.1 Governor Monitoring This was discused at item 3.</p> <p>7.2 Governor Training – Smartlog training, Learning Link courses, training gaps The skills audit was circulated prior to the meeting. It is a good resource for finding gaps in skillset as well as training gaps, non-staff governors were asked to complete and email to the clerk. The Finance manager will arrange Smartlog training for LR and LC. (Addendum – Completed and email sent to LR and LC on 15/5/23)</p> <p>The Chair asked governors to let the clerk know of any training completed for the governor training record or of any training gaps.</p> <p>Action 5. Clerk to collate results from the skills audit for the July meeting.</p>	Clerk										
8	Staff, pupil and stakeholder wellbeing											
	<p>The Head gave a wellbeing update, key points are:</p> <ul style="list-style-type: none">Wellbeing is on the agenda at every staff and SLT meeting.											

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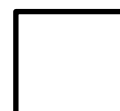


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	<ul style="list-style-type: none"> • There is a wellbeing suggestion box in the staff room. • The Trust will conduct a wellbeing staff survey across the Trust. • The Trust will conduct a pupil survey for the Junior school. • The school's pastoral support lead participates in a Trust wide scheme. <p>8.1 Cost of living</p> <p>The pastoral lead and the SENCOs work closely with families and foodbanks. Governors discussed the cost of uniform and collating lost property. NJ volunteered to sell unclaimed lost property at a discounted price before half term as staff did not have capacity to do this. It was agreed for the Chair to support her and to advertise for further volunteers in the newsletter.</p> <p>The Chair would like to attend a new intake meeting to promote governance. The meeting will be held on Monday 19th June at 6pm. Governors agreed to have photographs and biographies on the school website, on display at the school and in the newsletter.</p> <p>Addendum: The clerk emailed the Governor Visit policy to governors that was approved in January on Monday 15th May.</p>	
9	Policies	
	<p>The following policies are due for review but are currently being checked by senior leaders across both schools. They will be reviewed at the July meeting.</p> <p>9.1 Medical conditions policy</p> <p>9.2 Medication in school policy</p> <p>9.4 Anti-bullying</p> <p>It was noted that the Attendance Policy is currently a work in progress.</p>	Agenda
10	Any Other Business	
	<p>Governors discussed the results of the Ofsted's parent view conducted online during the Ofsted Inspection.</p> <ul style="list-style-type: none"> • 80% of respondents agreed with the positive statements. • There was only a small number of negative responses. Governors discussed the reasons for this and were hopeful that any parent with a concern would contact the Head about it. • Governors were informed that a complaint had been submitted to Ofsted but inspectors were satisfied with the outcomes the school had put in place. • Governors congratulated the Head and team for a fantastic response. <p>Governors discussed the success of the trainee teacher, at the Infant School.</p>	

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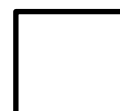
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	<p>Governors returned to the Head's report and looked at CPD. Staff had accessed free training.</p> <p>Question: Was there other training available at a cost that would have been valuable but was left out.</p> <p><i>No, as it was not intentional. Staff have accessed the training they need, there is a cost generated by putting in supply to cover teacher's absence. Within the Trust, there are experts so staff can access in house training.</i></p> <p>The Chair raised that there was insufficient challenge from the governors to the Head's report. As there are new governors onboard, she wanted to ensure that the governors are comfortable and encouraged to raise relevant questions to the Head's report. The clerk signposted governors to the Learning Link where there is a 15-minute bitesize module called: "Holding to account – how to question and challenge", in addition to a set of questions governors can ask on the National Governance Association (NGA) website.</p> <p>The Trust is also looking into training on Integrated Curriculum Financial Planning (ICFP).</p> <p>One of the main issues in the data was the data for writing at the Junior school. The Head is implementing interventions and other support. It was noted that the School Self Evaluation Form contains more evidence. Governors were happy to receive this document.</p>	
11	Date of next meetings	
	<ul style="list-style-type: none"> • Budget meeting – Wednesday 21st June 23 at 5-6pm – AS and LR have sent apologies. It was agreed for this meeting to be on TEAMS only. • Summer term 2 – Tuesday 4th July 23 at 6pm – it was noted that the KS2 data will not be released in time for the meeting. 	

Meeting finished at 8.20pm 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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