



**HARTFORD Governance Partnership
Local Governing Body Hybrid Meeting
Minutes – at Hartford Infant School
Tuesday 26th September 2023 at 6pm**

Governors Present	Sunetha Diaram (Chair – appeared virtually – SD – left the meeting at 7.47pm); Joanna Eagle (Staff governor -JE); Sue Orledge (Staff governor - SO); Naomi Jeffery (Parent governor – NJ, chaired the meeting at item 6.4); Rae Lee (Head of school - RL); Lizzie Rogers (Trust governor – ER – left the meeting at 7.30pm) and Abigail Shearing (Parent governor - AS).
In attendance	Chris Jukes (CAM Primary Executive Lead – entered the meeting at 6.47pm and left the meeting at 8.07pm); Sue Wright (Safeguarding Trust Lead – SW – left the meeting at 6.55pm) and Louise Todd (Clerk - LT).
Apologies Accepted	None Sent
Not Present	Laura Chamberlain (Trust governor – LC); Ruth Belle Fortune (Staff governor – RBF).

Action points from this meeting			
Item Number	Lead	Action	Deadline
0	LC, LR, AS	To complete the <u>PREVENT awareness</u> module. SD and RJ have completed the course.	By the end of term
1.2	LC RBF	LC and RBF to sign and submit their pecuniary interest form for 2023-24.	By the next meeting
1.3	LT	Clerk to email RL details around organising a staff election.	Completed.
2	SD NJ	Chair and Vice Chair to look through the budget spreadsheets and to send any questions to the Director of Finance and Operations.	By the next meeting
3.3	LC, NJ, ER (to read part 2-5 plus annexes)	All non-staff governors to read the KCSiE by the October half term and inform the clerk when they have done so.	By the end of October

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Chair initial

Action points from meeting held 4 th July 23			
5.3 Updated 26/9/23	RL	To contact Tania Tull to obtain the link to the Safer Recruitment training for NJ	Completed, awaiting a response.
5.3.1.1	CJ	To raise with the Trust more support for local governors.	Open
5.3.1 Updated 26/9/23	SD	To produce an induction checklist for new governors	By next meeting
6.1.1 Updated 26/9/23	LT/ER, LC, AS	Governors to email their availability to the clerk for a visit to Jeavons Wood.	Autumn term
Action points from meeting held 11 th May 23			
1 (updated)	LT	Clerk to activate advert for Trust governor in September 23	Completed 3/10/23
Action points from meeting held 24 th 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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0	Safeguarding Training for Governors	
	<p>The Trust Safeguarding Lead delivered a safeguarding update to all present, this included the latest updates in the Keeping Children Safe in Education and the local safeguarding context of both schools.</p> <p>Chair thanked SW for her resourceful training.</p> <p>Action: LC, LR and AS to complete PREVENT Awareness training – Addendum: the link was sent out on 28/9/23 - Prevent duty training: Learn how to support people susceptible to radicalisation Prevent duty training (support-people-vulnerable-to-radicalisation.service.gov.uk)</p> <p>Addendum: SD and NJ have completed the PREVENT awareness module.</p>	
	CJ entered the meeting at 6.47pm	
	SW left the meeting at 6.55pm	
1	Welcome from the Chair and apologies for absence	
	<p>The Chair, appearing virtually and welcomed everyone to the meeting.</p> <p>1.1 Apologies of absence</p> <p>No apologies were sent ahead of the meeting.</p> <p>Laura Chamberlain and Ruth Belle Fortune failed to attend.</p> <p>The meeting was quorate.</p> <p>1.2 Declaration of interests relating to items on the agenda</p> <p>There were no declaration of interests relating to items on the agenda.</p>	

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	<p>LC and RBF to sign and submit their pecuniary interest form for 2023-24.</p> <p>1.3 Governor Resignation The Chair announced the resignation of Emily Swann, who is a staff governor at the Junior School.</p> <p>Actions 1.2 LC and RBF to sign and submit their pecuniary interest form for 2023-24. 1.3 Clerk to email RL details around organising a staff election.</p>	LC RBF completed
2	Finance and Budget Update	
	<p>This item was deferred to the next meeting due to MN's absence. The Chair asked the Head if she had any concerns around the budgets. The Head has no concerns, she has checked the National Tutoring funding that was used last year to ensure the funding is not clawed back.</p> <p>Governors were concerned that as part of their role, they are to ensure that finances are well spent in order to hold the school accountable. They were disappointed that there was no update as there was concern about the difference in budgets between the schools.</p> <p>Decision: Governors requested an email update to the Chair and Vice Chair. Addendum: The Head sent the April and year end budget spreadsheets to the Chair, Vice Chair and Clerk on 27th September 23.</p> <p>Action 2. Chair and Vice Chair to look through the budget spreadsheets and to send any questions to the Director of Finance and Operations.</p>	SD NJ
3	Safeguarding Update	
	<p>3.1 Safeguarding and Child Protection policy The policy for both schools was circulated prior to the meeting. The Chair was concerned she had limited capacity at present to fulfill her role as safeguarding lead governor. She is hoping to handover the role of Chair and Safeguarding Link Governor to NJ in December. It was noted that the policy will need to be updated when the handover happens.</p> <p>Decision: Governors approved the Safeguarding and Child Protection policy. It was signed by the Vice Chair on behalf of the Chair and published on the website.</p> <p>3.2 Code of conduct for all staff (including dress code) The policy was circulated prior to the meeting.</p>	

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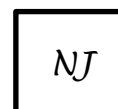


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	<p>The policy is yet to be shared with staff, some aspects of the code, including the dress code has been updated and further amendments may be necessary. The changes in dress code will be on the agenda at all staff meetings.</p> <p>Decision: Governors approved the Code of Conduct for all staff on condition of several amendments in Appendix A. Addendum: This was completed after the meeting and sent to staff along with the Mobile Phone policy update.</p> <p>Governors was given the definition of the term LADDO (Local Authority Designated Officer). Addendum: LADO was added to the acronym list after the meeting.</p> <p>3.3 Keeping Children Safe in Education (KCSiE) September 23 –</p> <p>Decision: All staff governors plus the Chair and AS have read the KCSiE. ER has read part 1.</p> <p>Action: All non-staff governors to read the KCSiE by the October half term and inform the clerk when they have done so.</p> <p>3.4 Annual Child Monitoring and Safeguarding report</p> <p>The Annual Child Monitoring and Safeguarding Report for Governors was circulated prior to the meeting. See the appendix A of the minutes for governor questions and challenge around the report.</p> <p>Action</p> <p>3.4 Governors are to send in any questions around the Annual Child Monitoring and Safeguarding report to RL by the next meeting. Completed.</p>	<p>ER, NJ, LC.</p> <p>All</p>
4.	Minutes of the previous meeting held on 4th July 23 for approval	
	<p>The minutes from the meeting held on 4th July 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 signed by the Chair.</p> <p>4.1 Action points from meeting – 11th May 23</p> <p>1.2 Clerk to write to Jessica Weeds about her non-attendance at meetings and school – completed, Jessica Weeds submitted her resignation. Action closed.</p> <p>4.2 Clerk to inform governors when the new KCSiE guidance is released – completed, action closed.</p> <p>5.3 CJ to suggest safer recruitment training to NJ – CJ reported that HR are looking at using the National College online training. Updated – The Head will contact the Trust HR to check which programme is being used and ask for the link. Completed – awaiting a response.</p> <p>5.3.1 Clerk to produce an induction pack for governors to review and comment – on agenda – governors discussed the current induction process and requested a clearer</p>	

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	<p>induction with each new governor allocated a buddy or mentor to support them. A checklist of timings with suggested training for the role was also suggested.</p> <p>Governors requested more support from the Trust.</p> <p>At present, the Chair of the West Village Partnership will mentor NJ and the Ofsted training for the 5th October will incorporate some aspects of induction.</p> <p>Governors suggested more networking opportunities with other governors in the Trust.</p>	
	ER left the meeting at 7.30pm	
	<p>Governors were signposted to the online modules on the Learning Link from the National Governance Association (NGA) which may be helpful, there is also a weekly briefing email sent by the NGA.</p> <p>It was agreed to use the skills matrix results to understand the strengths of the board, which might mean that governors can be paired up to support each other.</p> <p>Updated: Chair to review the Induction policy to produce a document of resources and a checklist. CJ will ask for more support for local governors from the Trust.</p> <p>6.1.1 CJ to organise a tour of Jeavons Wood for governors. Updated – Governors to inform the clerk of their availability.</p> <p>11 Clerk to send out meeting invites, completed, action closed.</p> <p>4.2 Action points from meeting held 11th May 23</p> <p>1. Clerk to activate advert for Trust governor in September 23 – not actioned, ongoing.</p> <p>4.3 Action points from meeting – 24th January 23</p> <p>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 – Open.</p> <p>8. SW to produce safeguarding report from MyConcern for the next meeting. – completed and on the agenda, action closed.</p>	
5	School Improvement	
	<p>5.1 Head's Report (verbal)</p> <p>A SWOT analysis of the Infant and Junior School respectively was circulated prior to the meeting. The SWOTs will feed into the School Development Plan.</p> <p>The Head gave a verbal report, key points are:</p> <ul style="list-style-type: none"> The three priorities for this year from the SWOTs across both schools are 'curriculum', 'outcomes' and 'partnerships': with a focus on raising attainment of writing in both schools and maths in HJS and developing the computing curriculum across both schools. An additional priority is to develop subject leads to work closely across both schools. Outcomes for KS2 need to be raised. 	

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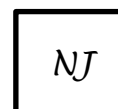


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	<ul style="list-style-type: none"> Strengthen partnership between the Infant and Junior schools to make an outward facing school. <p>5.2 PE and Sports Premium The statement is on the school website, the resources support the new curriculum across both schools.</p> <p>5.3 SAT Results The Infant school was moderated for baseline assessment during the autumn term 2023. The results for good level of development are in line with national with 54%.</p> <ul style="list-style-type: none"> Phonics is in line with national. Reading for KS1 is 73% which is above national. Writing for KS1 is 61%, which is above national. Maths for KS1 is 73%, which is a 10% increase from last year and is above national. Maths was part of the SDP for last year. Senior Leaders are pleased with the KS1 results. <p>KS2 Results RWM combined is much lower than national, however there is a significant increase from last year's results.</p> <ul style="list-style-type: none"> Reading is at 69% which is an increase of 17%. Writing is 33%. The school was moderated in writing and the moderators agreed with the school's judgements. The results should now be on an upward trajectory as the school ensures teachers use the same systems when marking. Maths is at 51%. <p>The Junior School is in the process of changing the curriculum and senior leaders met the Trust's Director of Education on 25th September 2023. By the time of the Ofsted Inspection in autumn 2024, it is hoped results will continue to increase.</p> <p>Governors were pleased about the work in improvements for the Junior School. It was noted that the school has a Family and Inclusion worker</p>	
6	Governor Business	
	<p>6.1 Appointment of Vice Chair for the academic year 2023-2024 Decision: NJ was unanimously elected as Vice Chair for 2023-2024</p> <p>6.2 Resignation of Jessica Weeds as Trust Governor</p>	

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	<p>Jessica Weeds resigned on 20th July 2023.</p> <p>6.3 Membership including vacancies There is a vacancy for a staff governor at the Junior School. There is also a vacancy for 1 parent governor from each school. Decision: It was agreed to run a parent election. Addendum: The Clerk sent the Head details of running both elections after the meeting.</p>	Agenda
	SD left the meeting at 7.47pm, NJ then chaired the meeting.	
	<p>6.4 Succession planning (standing agenda item) Agreed to defer to the next meeting.</p> <p>6.5 Appointment of link governor roles for 2023-2024 Governors were appointed to the following:</p> <ul style="list-style-type: none"> • Safeguarding – Sunetha Diaram with Naomi Jeffery shadowing. • SDP 1 Pupil Premium and Outcomes – Abigail Shearing • SEND, mental health and wellbeing – Lizzie Rogers (to be confirmed) • Phonics – Jo Eagle. • Curriculum – Lizzie Rogers • Partnership – Naomi Jeffery. • Laura Chamberlain to be allocated a role. <p>6.6 Governor Code of Conduct 2023-2024 The Code of Conduct was circulated prior to the meeting. Decision: Governors approved and adopted the Governor Code of Conduct 23-24.</p> <p>6.7 Reminder of CAM Scheme of delegation, Local Governing Board's Term of Reference The documents were circulated, read and understood prior to the meeting.</p> <p>6.8 Trust News The main staffing changes in the Trust are: The CEO of the Trust has announced his retirement, he will leave in March 24. Sue Wright has been appointed as the Trust Safeguarding Lead Officer.</p>	Agenda
	CJ left the meeting at 8.07pm	
7	Governor Monitoring	
	<p>7.1 Governor Monitoring for the school year to schedule The School Development Plan will be looked at in more depth at the January LGB meeting.</p> <p>7.2 Governor Training</p>	Forward planner

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	7.2.1 Ofsted training by Paul Lawrence – 5th October 23 6-7pm A summary of changes to the Ofsted Framework was circulated prior to the meeting. Governors were reminded of the Ofsted training on 5 th October 23.	
8	Resources Update	
	8.1 Personnel This was deferred to the next meeting. 8.2 Premises Governors asked if the school had reinforced autoclaved aerated concrete (RAAC). There was not an issue with RAAC, but the Junior school has a number of urgent issues with the building, including the ceiling and stairwell, which is also a health and safety issue. There was also an issue with flooding after a recent bad storm. Governors discussed alternative options whilst the stairwell is being resolved. Addendum: The Trust are involved and the local authority Fire Officer has been invited to a meeting to see if parts of the school can be shut off so that works can take place on the stairwell in term time.	
9	Staff, pupil and stakeholder wellbeing	
	It was agreed to defer until the next meeting.	
10	Policies	
	The following policies were circulated prior to the meeting: 10.1 Behaviour Policy The systems to manage behaviour is evolving at the Junior school. Question: The Blue Card signature at the Junior school, what and how does this work, why is this only for Year 6s. <i>It is a behaviour incentive that the Y6 have, they receive a signature for exceptional work, this is an added extra as is football for Y6s as they are older.</i> 10.2 Governor Induction policy 10.3 Early Careers Teacher policy (ECT – model policy from the Key aligned with DfE guidance) standard model policy. 10.4 Early Years policy – circulated on 22nd Sept Question: Governors asked about the government change in the Early Year ratio. <i>This does not affect the school, Early Years is poorly funding, we are actively seeking an apprentice to work in early years, at lunchtime we have an extra person to cover the transition.</i> Question: Within the policy there is a focus on maths and literacy but not phonics, is it covered in the literacy section?	

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	<p><i>We have reviewed the seven areas of learning and phonics is mentioned as it is part of the framework of Early Years.</i></p> <p>Challenge: The school should make this explicit in the document. It overlaps with the English policy. The Head will discuss with senior leaders outside the meeting. Addendum: This is covered in the Curriculum Policy and the English policy and not required in this policy as Communication and Language oversees phonics and is the prime area in Development Matters in the EYFS curriculum.</p> <p>Decision: Governors approved all policies above.</p>	
11	Any Other Business	
	There was no other business.	
12	Date of next meetings to start at 6pm.	
	<ul style="list-style-type: none"> • Thursday 7th December 23 • Tuesday 23rd January 24 • Tuesday 14 May 24 • Tuesday 18th June 24. 	

Meeting finished 8.21pm. 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.....*Naomi Jeffery*.....

Date.....7th December 23.....

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NJ

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Appendix A – Governor questions and challenge to the Head around the Annual Child Protection and Safeguarding Report

Code of conduct,

Section 1:8: “HIP and HJS partnership Governing body is committed to creating an environment where staff are encouraged and feel confident to self-refer.”

Are we doing this? **yes**, and how could we encourage this? **Shared at annual safeguarding meeting** How does the school respond when/if staff do self-refer? **No one ever has, I would seek advice and follow the support form HR**

Child protection and safeguarding monitoring report:

On Q30, Is there any training for the future planned on awareness of homelessness?

None that I am aware of

Q52. Online safety training: is any planned?

For pupils that is part of the scheme of work, all staff had CPD as part of the basic safeguarding training especially in light of the KCSIE. DSLs have attended updates through CPIN that have looked at monitoring and filtering for online safety and any further updates from the LA will be cascaded.

Q55. Is 34 an average number for the schools? **This would be a question for the Trust Safeguarding Lead.**

Are the staff happy these children are getting the right support?

I believe so as no one has queried, staff flag children up when they are concerned, and we have a weekly DSL meeting to enable us to monitor children and the support they have access to

Or is more needed?

Who would facilitate and where is the budget?

Q59. Is the Safer Spaces Toolkit necessary on top of what we already do, and if so, will it be implemented?

It hasn't been something that I have investigated

Other safeguarding questions:

-Is the DSLs training up to date enough? Do they have enough resources, support and time for their role?

I will ask them; they currently are updated in CPD every 2 years and there is now a follow up from the LA for them to attend. We have a meeting in both schools weekly to discuss logs of concern and families.

Is this still enough time for the SENCO and DSL role?

She no longer is required to use her DSL in meetings- she has it for her work with families that are on registers etc.

Do our schools meet the Department for Education's (DfE's) **digital and technology standards**?

I don't know the answer, I can enquire, OFSTED would say yes as they were satisfied in their last inspections.

Is there anything the schools could improve around online safety, including filtering and monitoring?

We have a comprehensive system via the Trust.

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When another body is providing services or activities, do we check they have appropriate safeguarding and child protection policies/procedures in place?

In what capacity? If they are LA representative they have a letter of assurance, if they are from a club then we follow due procedure and they become a part of the SCR. If they are part of Social Care, they share their DBS.

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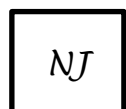


Chair initial

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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