



HARTFORD INFANT AND PRE-SCHOOL
MEETING OF THE LOCAL GOVERNING BODY
Tuesday, 26th April 2022 at 6.45pm (Virtual)

MINUTES

Governors: Vaughan Clark (VC) – Chairperson
Amy McCrae (AM)
Sunetha Diaram (SD)
Joanna Eagle (JE)
Abigail Shearing (AS)
Rae Lee (RL) - Headteacher

In Attendance: Chris Jukes (CJ) – Primary Executive Leader
Jose Railton (JAR) – Clerk

The meeting was quorate

1.	Welcome and apologies for absence.	
1.1	The meeting was opened at 18.38 hrs by VC.	
1.2	Apologies had been received in advance of the meeting from Sue Orledge [SO], these were accepted by the governing body.	
2.	Declaration of Pecuniary and other Interests in any of the agenda items.	
2.1	No declarations were made in regard to any of the agenda items. A discussion was had regarding pecuniary interest forms that remain outstanding. JAR advised governors that if they are having trouble emailing these across should instead be saved directly into the shared LGB folder on Office365.	
2.2	Link to Pecuniary Interest folder: https://catrustorg.sharepoint.com/:f:/r/sites/HartfordInfantSchoolGoverningBody/Shared%20Documents/Governor%20Documents/Pecuniary%20Interest%20Forms?csf=1&web=1&e=T4bUvW	
2.3	Link to Governor Details Folder: https://catrustorg.sharepoint.com/:f:/r/sites/HartfordInfantSchoolGoverningBody/Shared%20Documents/Governor%20Documents/Gov%20Details?csf=1&web=1&e=9LS2Hc	
2.4	ACTION: Governors to complete Pecuniary Interest Forms and return to the clerk.	VC/SD

<p>3.</p> <p>3.1</p> <p>3.2</p>	<p>Approval of the minutes from the LGB on the Tuesday, 18th January 2022</p> <p>The minutes of the LGB held on Tuesday, 18th January 2022 had been circulated to governors in advance of the mtg. Governors agreed that the minutes were a true reflection of the discussions that had taken place and as such would be signed by the chair.</p> <p>ACTION: Minutes to be uploaded to the school website.</p>	<p>RL</p>
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Review of the actions [LGB 19/01/2022]:</p> <p>a. Governors to complete Pecuniary Interest Forms and return to the clerk. Ongoing – See Action 1</p> <p>b. Minutes to be uploaded to the school website. Actioned.</p> <p>c. Clerk to resend skills matrix to all governors with instructions. Governors to complete and return. Ongoing</p> <p>Link to Skills Matrix Folder: https://catrustorg.sharepoint.com/:f:/r/sites/HartfordInfantSchoolGoverningBody/Shared%20Documents/Governor%20Documents/Skills%20Matrix/2021-22?csf=1&web=1&e=ROahDK</p> <p>d. RL to compile a matrix of languages spoken, to include school governors. Actioned.</p> <p>e. VC to complete a H&S walk. Ongoing. To be arranged for this term.</p> <p>f. JAR to inform Yvonne Corkin of changes to the governing body and to send pecuniary interest form, governor details form and skills matrix to JE and AS. Actioned.</p>	<p>VC/SD</p>
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>Finances</p> <p>The latest monthly financial report had been distributed to all governors. RL confirmed that she has a meeting with Mark Norman [MN] next week to discuss next year's budget.</p> <p>The staffing budget is over the planned spend but this can be attributed to the continuing situation relating to Covid and staff members having to take time off.</p> <p>It was noted that this is the first time MN has factored in an increase for utilities, regardless of this the school is projected to remain £20k in surplus and therefore in a strong position financially.</p>	

6.	Heads Report – written	
6.1	<p>The following documents had been distributed to governors ahead of the meeting:</p> <ul style="list-style-type: none"> - HT Report and SEF April 2022 - SWOT whole school Spring 2022 	
6.2	Governors noted how positive it was to see that all areas of the SEF had been rated good with one area, personal development, having been rated outstanding.	
6.3	A discussion was had regarding 0% of the EYFS cohort achieving GLD in September 21. Normally at the start of the academic year this figure would stand at between 12-17%. RL explained about the new EYFS curriculum and the 'bands' linked to ages e.g. 3-4 year olds and reception aged. RL confirmed that there are more now more pupils on track to achieve GLD by the end of the summer term, the latest data sets show these figures to be slightly higher than in previous years.	
6.4	Q. Are you content with progress made by PP children? Yes, progress is good across the school. PP children always make accelerated progress in reception.	
6.5	RL highlighted that there have had to be a number of changes made this year to meet the needs of the children. Many of the EYFS cohort have had limited or no time in pre-school prior to starting reception, this impacted on a number of developmental areas. In general, personal and social skills were weak across the board. When completing the AUT21 assessments staff had to look very closely at what each individual child could do independently and what they were able to achieve with teacher input.	
6.6	Half of the EYFS cohort are summer born which will have an impact on data. There are also a significant number of children eligible for EHCP's and PP that fall into this category.	
6.7	CJ highlighted that the reception data from entry (Autumn) to the Spring 22 term was all positive across reading, writing and maths.	
6.8	RL has previously sent governors data analysis for each year group, broken down into sub-groups e.g. PP, EAL, non-EAL. Governors felt that it would be beneficial to have this information again.	
6.9	ACTION: RL to send out data analysis for each year group broken down into categories.	RL
6.10	Governors congratulated the school on attendance levels that are increasing against a very difficult background.	
6.11	Q. Could governors have an update regarding safeguarding and trained DSL's? A. JE is attending DSL training later this week. There will be four DSLs at the Infant School and 3 DSLs at the Junior School. Both schools use MyConcern so there is a level of consistency across both settings in that respect. MyConcern is now also being used within school to log behaviour incidents.	

7.	2021-22 SDP	
7.1	<p>The following documents had been distributed to governors ahead of the meeting:</p> <ul style="list-style-type: none"> - SDP Target 1 Curriculum 2021-2022 - SDP Target 3 Disadvantaged 2021-2022 - SDP Target 3 Oracy 2021-22 	
7.2	<p>RL reminded governors that the SDP is a working document so one of the Targets distributed had already been updated with new information.</p>	
7.3	<p>A discussion was had regarding the curriculum. RL informed governors that subject leaders have been carrying out lots of work on the curriculum and monitoring their respective areas. As there has been a 3 year cycle in place for approximately three years now some of the areas are being revisited as currently on cycle 1 again. Discussions have been had about progression of the curriculum through the year, an area identified as needing additional consideration is how the school support children with retrieval of information. RL noted that the curriculum is best looked at alongside the curriculum progression document.</p>	
7.4	<p>Q. Are the school using the School Catch-up Premium? A. As a school we are always trying to support disadvantaged children as best as we can. Everything on the SDP is being done. A conversation has been had with CJ about tutoring in YR1 and YR 2 in maths and for phonics in EYFS.</p>	
7.5	<p>Some aspects of the SDP regarding oracy targets are not yet being met, RL will be sharing in the summer term what actions are being taken in school to try and reach those.</p>	
7.6	<p>All teaching assessment framework [TAFs] must be met for children to achieve ARE [Age Related Expectations or other 'levels' e.g BEL, WTS, ARE, GDS in KS1 Teacher Assessments [TA] linked to SATS which are a part of the assessment procedure.</p>	
7.7	<p>Moderation is being undertaking in KS1 within school. RL has completed the LA moderator training and reported finding this very interesting. It was noted that no allowance has been made for children who have had absences from school re Covid.</p>	
7.8	<p>As an Ofsted inspection is imminent governors were encouraged to ensure that they are familiar with the 3 SDPs.</p>	
7.9	<p>A discussion was had regarding the changes happening within the CAM Trust in relation to headships at Jeavons Wood, HJS and HIS. It was confirmed that Mr Davis, head of HJS was moving to a post within another MAT. Sue Wright, current head of Jeavons Wood has been appointed as Executive Headteacher of Jeavons Wood and HJS. RL has been appointed as Headteacher of HJS and HIS. There is a position of deputy headteacher at HJS that needs to be appointed to.</p>	
7.10	<p>Governors congratulated RL on her appointment.</p>	

7.11	RL stated that she is keen to develop relationships between the two schools, particularly around the transition of Year 2 pupils.	
7.12	Q. Do you see that there will be an overlap in governor responsibilities? A. Initially the governing bodies at both schools will remain as they are. This is an exciting time and its important that the schools and the community work closely together.	
8.	Safeguarding Update	
8.1	A safeguarding update is covered within the Headteachers written report distributed to governors ahead of the meeting.	
8.2	Following the Autumn term audit of MyConcern, all areas of need have been addressed and all practice is now in line with LA expectations. RL has worked closely with Thongsley Fields and have transferred some elements of their working process over to HIS regarding tracking behaviour. The most recent audit was much more positive.	
8.3	RL and VM meet half termly to discuss cases/concerns, following DSL training JE will also be invited to take part in these.	
9.	Policies and Procedures	
9.1	The following policies had been shared with governors ahead of the meeting: <ul style="list-style-type: none"> a. Hartford Infant and Pre School SEN & Inclusion Policy b. Hartford Infant and Pre School School Uniform Policy March 2022 c. Hartford Infant and Pre School Behaviour Policy March 2022 d. Hartford Infant and Pre School Mental Health and Wellbeing Policy Nov 2021 e. Hartford Infant and Pre School Collective Worship Policy Feb 2022 f. Hartford Infant and Pre School PSHE & Relationships & Sex Education [RSE] Policy Sep 2022 g. Hartford Infant School Assessment Policy Oct 20 h. Hartford Infant School English Policy April 2020 	
9.2	SD stated that she had not had the opportunity to yet read the policies. Governors therefore agreed that SD would be given time to look at the documents and then email the clerk to confirm her agreement by 3rd May 2022 . – This has not happened.	
	Adopted: n/a Ratified: n/a	
9.3	ACTION: Above policies to be put forward to next LGB for adoption and ratification.	JAR
10.	Pupil Premium update	
10.1	KR continues to be the PP lead and as such has completed monitoring visits across the school. Tonight's staff mtg focused on updating the one-page profiles on EduKey.	
10.2	Ready to Learn time at the beginning of the school day continues to offer pupils with the opportunity to engage in different learning within the	

	<p>classroom. During this time staff in school linked to PP child (Pupil Premium Champions) may do work 1-1 with that child (may be done during the school day).</p>	
10.3	<p>HIS continues to look at education endowment fund [EEF], and have utilised some of that information to support TAs in their CPD e.g. consistency in 'scaffolding' activities in classrooms.</p>	
10.4	<p>The Nest area continues to be utilised. A high percentage of PP children are identified as needing The Nest for emotional wellbeing and learning. Staff member have completed training on how best to support the children in there.</p>	
10.5	<p>HIS continues to work with the Acorn project and inclusion. All children within school receive free milk and meals, in addition to this PP children have the opportunity to use funding to attend a club each term and support school trips.</p>	
10.6	<p>HIS continues to try to narrow the gap between PP and their cohort, progress is good for all PP children and although the gap has not narrowed at this time, it also has not widened.</p>	
11.	<p>Sports Premium Update</p>	
11.1	<p>RL is temporarily overseeing SP. The SP plan was updated prior to Christmas, much of the funding continues to be used to support forest school. JE is currently updating her portfolio as part of Level 3 qualification.</p>	
11.2	<p>Children are now back in uniform and coming to school for PE sessions in appropriate PE clothing linked to the school colours.</p>	
11.3	<p>A discussion was had regarding the outdoors EYFS area. Sports Premium money is available to purchase equipment for this area however, before this can be completed the surfacing needs to be addressed – sports premium money cannot be used for this. RL has met with the Trust Facilities Manager and the Procurement Officer for advice and also an individual who completed some works for Houghton Primary.</p>	
11.4	<p>Q. Do we have firm plans with what we want to do there? A. No, only verbal.</p>	
11.5	<p>Governors agreed that the next step would be for RL to sit down with Julie Barnes and MN and see which parts of the budget can be used for the ground works.</p>	
11.6	<p>Q. Is the SP money ring fenced? A. Yes.</p>	

12.	NOV's	
12.1	VC has completed a SEND NoV.	
12.2	ACTION: JAR to distribute SEND NoV to all governors and to add to the meeting file.	JAR
12.3	VC met with Vicky McGregor [WM] SENCo and had an in-depth discussion about support being offered to SEND pupils and their families. VC informed governors that VM had held a meeting, which he also attended, for a group of parents of SEND children to discuss mutual problems, what they expected of the school and what the school expectations were of them. Another parent meeting is scheduled to take place in the summer term.	
12.4	When SEND plans are sent out to parents VM now asks for responses, VC noted that even after chasing, some families fail to do this.	
12.5	VM continues to meet termly with all parents whose children have an EHCP. VC asked VM about current EHCPs and those in the process of being applied for; he felt very satisfied with the responses received and that VM was very proactive and on top of her workload.	
12.6	VC highlighted that when they looked at data for vulnerable children that attended school during the lockdown periods, compared to those that did not, there was a marked difference in their attainment; catch-up strategies have therefore been made all the more difficult to implement.	
12.7	Five children with EHCPs are moving up to the Junior school in September, this will have an impact of funding. At present three children are expected to join the school in September with EHCPs.	
12.8	VM is now planning a new SEND learning walk for governors.	
12.9	Time has been spent looking at the system of TA appraisals, targets are now linked and fit in directly with SDP. TAs are required to understand the SDP. The suggestion that the TA appraisal form should have space for them to comment on their appraisal has been implemented.	
12.10	RL informed governors that she has a meeting with a member of the MH Support Team, they are keen to work with governors more closely. This appears to be a promising partnerships and conversations have been had about how the team would potentially be able to support in the community with families e.g. anxiety with parent of child, in addition to works shops/ drop-ins, signposting and strategies.	
12.11	AM lost her connection to the mtg at 20:05	

13.0	Training	
13.1	VC is booked onto the termly briefing.	
13.2	Jonathan Lewis is sending out regular updates to schools when anything really pertinent comes to light.	
14.	Ofsted	
14.1	School continues to await an Ofsted inspection – this should take place this term.	
15.	AOB	
15.1	AM resigned as a governor effective as of today. All governors expressed how excellent AM has been with her contribution whilst on the governing body and she would be sorely missed. Governors wished AM and her family all the best for her future.	
16.	Date of next meeting: Tuesday, 5 th July 2022 face to face Further meeting dates: Budget meeting – date tbc	

The meeting closed at 20:26

Action Summary: 18/12/2022

	Action	Owner
1	Governors to complete Pecuniary Interest Forms and return to the clerk.	VC/SD
2	Minutes to be uploaded to the school website	RL
3	Clerk to resend skills matrix to all governors with instructions. Governors to complete and return. Ongoing	VC/SD
4	VC to complete a H&S walk. Ongoing. To be arranged for this term.	VC
5	RL to send out data analysis for each year group broken down into categories.	
6	Above policies to be put forward to next LGB for adoption and ratification.	JAR
7	JAR to distribute SEND NoV to all governors and to add to the meeting file.	JAR