



**Hartford Infant and Preschool and Hartford Junior Governance Partnership
Local Governing Body Meeting Minutes
Tuesday 24th September 2024 at 6pm**

Governors Present	Naomi Jeffery (Parent governor – NJ – Chair); Rae Lee (Head of school - RL); Joanna Eagle (Staff governor -JE); Lizzie Rogers (Trust governor – LR); and Abigail Shearing (Parent governor - AS), Sian Fortt (Parent governor- SF).
In attendance	Terri Bonnett (Clerk - TB).
Apologies	Laura Chamberlain (Trust Governor), Ellie Shaw (Staff governor HJS -ES), Mark Norman (MN) and Sue Orledge (Staff governor - SO) send their apologies.

Action points from this meeting			
3	RL	To sort out safeguarding training with Sue Wright	Next meeting
6	TB	To speak to CJ regarding chair and vice-chair information	Next meeting
7	TB	To send various training to governors	Next meeting
7	TB	To contact Claire Vasco about Ofsted preparation training	Next meeting
Item Number	Lead	Action from 20th of June 2024	Deadline
3	TB	Clerk to contact CJ in supporting AS with contacting outside agencies in supporting the GB.	Next meeting
6	TB	Clerk to send further vice-chair information to SF.	Next meeting

Item	Minutes	Action
1	Welcome from the Chair and apologies for absence The Chair welcomed everyone to the meeting. Apologies of absence LC, SO and MN send their apologies. The apologies are agreed. Declaration of interests relating to items on the agenda There were no declaration of interests relating to items on the agenda. Governors sent through their annual pecuniary interest document before the meeting.	
2	Finance and Budget update Postponed to next meeting due to the absence of MN.	
3	Safeguarding update <ul style="list-style-type: none"> - Safeguarding and Child Protection policy- Agreed by Governing Body. RL shared with GB that this is a model document and cannot be changed. - Code of conduct for all staff (including dress code) – EPM document. Agreed by Governing Body. - Keeping Children Safe in Education (KCSiE) September 24 – Governors to read this when completing Sue Wrights safeguarding training. - Action: RL to speak to SW to agree a date for this training. - Annual Child Monitoring and Safeguarding report – governors to read after meeting and send discussion questions over email. Questions and answers to be discussed next meeting. - Naomi to looking over SCR (single central record) as the safeguarding governor. The school has new members of staff and a new induction process- employed two new office staff. There has been a two-week induction; there is a full-time office employee and a part-time employee who is only in post till easter. RL shares as Ofsted for HJS are imminent, it would be good to look at new staff on the SCR. - NJ asks about training regarding SCR? RL said she can do some safeguarding governor training- RL is doing safeguarding training for the new staff. Training was agreed for the 2nd of October via email. Clerk mentioned learning link training that could support governors. - RL shared that Ofsted have new arrangements, instead of getting a whole school judgement, it will still look individually at the 4 categories and produce a report card. RL said Ofsted won't give an overall judgement e.g 'outstanding'; Ofsted could make contact on a Monday for a visit on a Tuesday/Wednesday potentially. - RL shared Ofsted had received a complaint regarding a child with an EHCP whose parent felt they were not getting enough support in school- the outcome from an investigation confirmed the school had child's EHCP was followed. Reasonable adjustments were made to support the pupil, with mental health, over a sustained period. It details the school's liaison with the parents and the 	

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Chair initial

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	<p>involvement of external agencies. The letter concludes that, having reviewed the measures taken by the school, the Local Authority does not have any concerns about how the school is implementing its safeguarding responsibilities in this regard.</p> <ul style="list-style-type: none"> - RL shared that all teaching and support staff have had training and read KCSIE Sept 2024 and all other relevant safeguarding policies via 'My Concern'. All information is fed into the SCR- staff must declare they have read all documents. 	
4	<p>Matters arising from previous meeting</p> <p>Minutes from previous meeting agreed.</p>	
5	<p>School Improvement Head's Report</p>	
	<ul style="list-style-type: none"> - New Cam Trust CEO Claire Heald, has put various appointments for strategic leads in place. Claire has appointed Dr Richard Kueh who is a previous Ofsted inspector as Director of Strategy and Improvement . - RL shares there has been a lot of changes in Cam Trust personnel. Cam Trust has created a new improvement model to support schools. - HJS is on the monitoring list for Cam Trust and Ofsted due to lower outcomes, there are a few other schools who also meet regularly with Claire Heald and Chris Jukes. - The school will have performance summits following scheduled data inputting into Insight [school system for data]; the results are shared with Cam Trust and then discussed. RL said once these reports are shared with Cam Trust, she will hopefully share them with the GB in the next meeting. - Governor said it should be helpful in supporting the school if Cam Trust is being proactive. - RL said all HT report and SDP already contain a lot of the information- RL felt the GB and school achieved many aspects on 2023-2024 SDPs; any targets not achieved will continued to be worked on in 2024-2025. - RL is generally satisfied with the outcomes, both schools maths outcomes were lower than predicted. Writing outcomes are still low in comparison to national however there's an upward trend for HJS. - The new Year 6 cohort are settling quickly. - There is one TA available to support each class, apart from Year 5 and 6 who have an extra TA due to the number of EHCPs. - RL shared that it is somewhat challenging due to low staff levels and high behaviour needs. - RL has spoken to Chris Jukes about the stairs. The ceiling was completed in Summer regarding asbestos removal. However, RL said Staff were working on Sunday before term started because of contractor's schedules were over running. - A fire drill has been scheduled for next week to check the safety of the staircase, 120 children must be able to exit the upstairs extension in a timely and safe manner. - Governor asked if it has been better with prospects for stairwell? - RL said the stairwell continues to be a place where unsafe behaviours are seen, the ceilings are completed and ready for the next steps. - Governor asked what if there was a fire on the stairwell, would this cause a problem? - RL said that Barbara Noak had asked the school to practice how they would evacuate with only 1 stairwell. As there are not 120 children upstairs currently and given that any day there are absences this could be achieved. There would need to be a contingency plan for the stairwell undergoing works to allow evacuation should a fire risk compromise the 'open' stairwell. - Governor said how long it would be to update the staircase? - RL is unsure how long the process would be but would find out from Trust personnel. - Governors agreed its poor that the prospects are not being put in yet. Governor said is it a concern to have Ofsted looming to have a health and safety issue? - RL concerned about how chn use the stairwell unsafely. Chn have a Risk Reduction Plan [RRP] in place if they use it unsafely. - Governor asked if children are going to hurt themselves on the stairwell can we restrain them? - RL said no, the staff are not encouraged to do that. JE agreed and said the staff are not able to restrain children, they need to keep themselves safe too. The RRP and distractive techniques are encouraged. - Governor asked if there anything governors can do to support this issue? Governor said they could write an email/ complaint about health and safety issues, especially with Ofsted imminent. 	

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	<p>RL is planning to talk to Cam Trust, complete the fire drill update the LA and then meet with Trust for next steps so no need for further support currently.</p> <ul style="list-style-type: none"> - RL shared she is more concerned about HJS than HIPS with Ofsted. Governor asked for RL to keep GB updated on staircase issue and for RL to let them know if GB can help. - The school have been advised to look at the personnel costings to support the budget to balance from 2024-2025. The Sept 2024 census Sept 2024 will bring forth low income regarding low roll in YR [low national birthrate] thus impacting on a future budget income. Equally staffing is essential to support the high needs of children. Currently 16 EHCPs in HJS and many children on the SEN pathway in early years. - Some children's use of derogatory language has been affecting staff's and their peer's wellbeing. With less adult support for these children there is a concern for safety. <p>Priorities</p> <ul style="list-style-type: none"> - HIPS AND HJS link closely on SDPs; both looking at raising outcomes and trying to close the gaps in learning for key groups. - The school have a big focus on attendance and punctuality in HIPS and for behaviour in HJS. - The school is looking at OPAL (Outdoor Play and Learning), this is structured outdoor learning for play and lunchtimes. Staff have visited a school near Thetford are positive that the impact would enhance behaviours. - Attendance in HIPS is lower than the national averages. It must be noted that without KS2 attendance figures the HIPS will be lower due to chn building immune systems and not needing to be in school until 5 years old. - RL wants to focus on punctuality in KS1, at the beginning of the day the front foyer can be busy, RL wants to make the process of coming into school an easier transition for children so they get their full entitlement. Governor (parent) said it can be challenging getting the children in school with the business but causes her child to get stressed about being late. JE said the punctuality and attendance is mainly aimed at those who are consistently late and missing a chunk of the beginning of the lesson. Governor asked about the changes in dropping off and picking up areas, can it be quite a squash with everyone going through? Is there a reason the parents stand on ledge by the Y2 classrooms? RL said that the ledge can be used but previously needed structural work to ensure the weight from people leaning on it and since Covid staff have tended not to encourage parents to stand on the ledge. Governor said about uneven surface and child in wheelchair struggles to move about the playground due to poor surface- safety issue. RL said visitors with assisted movement vehicles have struggled with access to school previously. This is an issue that is hard to fix with no budget. RL will talk to Cam Trust. - Governor asked as on the SDP it says the school will have 24 children in preschool then increase to 60 for next year. RL said the current Preschool Admissions Policy 2023-2024 allowed 20 spaces and a proportion of the intake offered 30 hours. The 2024-2025 policy has been updated for 24 spaces. Governor asked if the school is planning on an extension for the preschool, to fit 60 children? RL said originally the previous CEO of Cam Trust had the idea to install a porter cabin, however the intake, waiting lists and don't demonstrate a current need or budget to support. - GB want to write to LA due to the lack of budget being put into early years support and help. 	
6	Governor Business	
	<ul style="list-style-type: none"> • Appointment of Vice Chair for the academic year of 2024- Sian Fortt stepped forward as vice-chair and the GB agreed. GB also agreed for Naomi Jeffery to stay in as chair. RL asked if the Cam Trust agree on Chair in July rather than September. Action: Clerk to talk to CJ/ research about this query and feedback for next meeting. • Membership including vacancies- GB has had one staff governor and possibly a trust governor may step down. Action: Clerk to contact Trust to support GB with filling these vacancies and support effective governance. 	

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	<ul style="list-style-type: none"> • Succession planning- Clerk explained to GB that succession planning is strategic process that prepares the school for future leadership needs. It involves identifying and developing potential leaders who can step into key roles; about having the right people in the right places to support the GB in being effective. • Agreement of link governors- Naomi Jeffrey is leading on safeguarding and is the acting Mental Health Lead and Chair of the LGB. Sian Fortt is leading on Pupil Premium and vice-chair. Abigail Shearing is leading on SEND. Lizzie Rogers is leading on 'outcomes' with a focus on curriculum and assessment. Need for a governor to lead on Behaviour and to take over from Naomi on temporary Mental Health Lead. • Governor Code of Conduct 2024-2025- Decision: Governors approved and adopted the Governor Code of Conduct 24-25. • Reminder of CAM Scheme of delegation/ Local Governing Board's Term of Reference- Governors read before meeting and agreed. 	
7	Governor Monitoring, training, and reporting – autumn term	
	<ul style="list-style-type: none"> • Self- evaluation questions- GB read these questions before the meeting. GB had no queries; all governors agreed thought they were hitting their targets. • Training gaps- Clerk asked GB if they felt they needed more training or feel there were any gaps in knowledge. Clerk recommended governors use learning link and regularly look at training opportunities. Action: Clerk to send Vice-chair training for SF and SCR training for NJ; Skills audit to be done to support GB in identifying areas of development. • RL asked about how governors were feeling around Ofsted? SF said she felt nervous with Ofsted imminent, she wondered if she must know all numbers and information about the school. JE said Ofsted are asking about where to find documents and only expect governors to know the basic information. RL said when Ofsted visit, she will send graphs and print documents for governors. Claire Vasco has said she will do training for governors in preparation for Ofsted. Action: Clerk to contact CV and sort date for training. 	
8	Resources Update	
	<p>Personnel</p> <ul style="list-style-type: none"> • New office has started, it has been tricky beginning of the year. RL said that two members of the HJS office staff have been brilliant in supporting new staff. The school is also looking for cleaners as one cleaner passed away at end of last academic year. • Governor asked didn't they want to employ someone for Year 5? RL said yes, for maternity leave but Ellie shaw should be coming back soon. • RL said that she has communicated with Cam Trust in that lots of infant teaching staff are supporting the juniors. RL said it is a nice link of staff, but it is challenging, as both schools are on different paths. <p>Premises</p> <ul style="list-style-type: none"> • Cam Trust have created a new critical incident flow chart and scruff form; the system records all the different injuries and incidents. The school have had a child who left site, but staff could see them, and the child returned. RL is going to ask Kate Heal whether a child leaving the school premises is considered a 'missing child' and needs to be recorded. • The toilets in school are being scheduled to be done. • Health and Safety- The stairs are still an issue. There is space underneath the fence due to the children digging a hole; the school are going to concrete it in. 	
9	Staff, Pupil and Stakeholder Wellbeing	
	<ul style="list-style-type: none"> • RL shared that there is a lot of support in place for capturing children's voice [PV] across both schools. RL attended a child protection meeting in the holidays and the PV was supportive. 	

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	<ul style="list-style-type: none"> • RL shares worry about staff wellbeing, a lot of staff have been doing work beyond the school day and the job is very demanding. RL feels the staff work very hard; the school fortunate to have their dedication. • RL shared at the Cam Trusts Headteacher meeting, a need for money to be put into early years. HTs also spoke about staff support pay being very low and feel they deserve more. • RL shared that the school has been fortunate to have an outside Supervision personnel, who has been supporting staff who are working with high intensity children. • Governor said that in their last observation, she felt that staff felt supported by Rae. RL said staff listen to each other and have good relationships. She showed the governors a wall in the staff room that encouraged staff gatherings. • JE said she takes time to calm down with long drive. JE said the key thing is that all the staff are caring, and staff constantly think about how to support children. • RL said some parent emails can be a huge factor on wellbeing regarding the content. RL says to staff that if they receive unkind emails, to bring to SLT or talk to parent face to face. RL reiterates at induction meetings that staff are 'only human'; sometimes staff will make mistakes, but they always have pupils' learning/ wellbeing at the forefront of their mind. • JE said that parents who send unkind emails, then are called on the phone, can be self-aware and apologise without realising the tone on an email. RL and JE both agreed they must read emails carefully to ensure they cannot be interpreted as misconstrued. • Governor asked about hiring a staff for staff wellbeing. RL said that current use of supervision personnel is not full-time but is timetabled regularly; she has supported and done 1 to 1 session and discussed personal issues if need be. Its an expensive model but the impact positive on wellbeing. 	
10	Policies	
	Safeguarding policy- agreed by all. NJ to sign and agree policy; it will then be added to SharePoint.	
	Date of next meeting: 26 th of November 2024	

Meeting finished 7.45pm. Red = Governing body decision or question; Yellow – action point.

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

Chair.....

Date.....

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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	RRP	Risk Reduction Plan

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