



# Windmill Hill School

Interim Headteacher: Merushka Hansraj

Acting Deputy Headteacher: Kerry Stenhouse

## Windmill Hill Local Governing Board

26<sup>th</sup> September 2023 @ 4.30pm

### Final Minutes

Chairs signature:.....

Date:.....

Governor	Designation	Present	Apologies✓ Absent x
Vacant	Chair		
Sue Jones (SJ)	Vice-Chair	✓	
Natalie Carson (NC)	Governor		✓
Anisah Akhtar (AA)	Governor		✓
Penny Kelly (PK)	Governor	✓	
Maria Ahmed-Shaikh (MAS)	Parent Governor		x
Theo Emeji (TE)	Parent Governor	✓	
Edit Bugar	Staff Governor	✓	
Endurance Edwin-Ebiegbe (EEE)	Staff Governor	✓	
<b>In Attendance</b>			
Merushka Hansraj (MH)	Interim Headteacher	✓	
Michelle Brett (MB)	Interim HoS	✓	
Kevin Latham (KL)	Trust CEO	✓	
Ellie Edwards (EE)	Governance Business Partner	✓	

**Governor challenge**

Date	Minutes	I/D/R	Action
01/2023	<p><b>Welcome and Apologies.</b> (1 min)</p> <p><b>Chair's Vacancy</b> – The board were reminded that the Chairs position was still vacant and if anyone wanted to take on the role to speak to EE.</p> <p><b>Governor Recruitment</b> – EE explained that Staff Governor Edit Bugar would remain in her post as she was still working at WHS.</p> <p><b>Welcome Endurance Edwin-Ebiegbe</b> – SJ welcomed new Staff Governor Endurance to the board.</p> <p><b>Governor Resignation</b> – The board were informed that Governor NC had resigned from the board with immediate effect due to personal reasons.</p> <p>SJ welcomed everyone to the meeting and asked everyone to introduce themselves.</p>		
02/2023	<b>Quorum.</b> (1 min) The meeting was quorate.		
03/2023	<b>Declaration of actual or potential conflict of interest arising from this agenda.</b> (1 min) None.		
04/2023	<b>Notification of AOB.</b> (1 min) None.		
05/2023	<p><b>Minutes of the meeting held on 04.07.2023 for approval.</b> (1 min)</p> <p><a href="https://app.governorhub.com/document/6509b5861dd70264d77e8258/view">https://app.governorhub.com/document/6509b5861dd70264d77e8258/view</a></p>	I/R	

	<ul style="list-style-type: none"> <li>• Governor SJ asked MH if she could update the board regarding the road next to the school. MH briefly spoke about how the LA had paid the outstanding money and MH was now waiting for next steps regarding the timeframe of the road being closed off. MH would keep this item on the agenda and update Governors next time.</li> <li>• PK had an action from the last meeting regarding funding opportunities. PK and MK need to communicate with Virtual Schools to see what can be delivered within school. Maryum added that the music teacher resigned last minute at the end of the academic year however they had now employed a dance teacher. PK will meet with MK to discuss.</li> <li>• MK spoke about trauma training and how this training was planned for this academic year.</li> <li>• SJ asked if the teacher strikes had affected the school, MH confirmed that they had not had any strikes.</li> </ul> <p><b>All Governors present (except new Governor EEE) agreed the minutes were a true and accurate representation of the meeting.</b></p> <p><b>Minutes of the EOM meeting held on 18.07.2023 for approval.</b>  <i>Circulated to Governors for their approval</i>  <b>All Governors who attended the EOM on 18.07.23 agreed the minutes were a true and accurate representation of the meeting.</b></p>		
06/2023	<p><b>Summary of Academic Year 2022-23. (30 min)</b></p> <ul style="list-style-type: none"> <li>• The Trust CEO Kevin Latham was in attendance during the meeting. KL introduced himself to the board and briefly spoke about the last academic year for WHS and its journey. KL then spoke about the support that had been put in place and all the leadership experience supporting the school over the next few months.</li> <li>• Governors were informed the Quality of Education was not where it should be and how the DHT from Wren Spinney School was supporting with the equals curriculum. The new curriculum was similar to early year’s methodology by learning through play. Tracy Hall the Headteacher from Isebrook School was supporting one day a week around the vision and values and wellbeing. Isebrooks OT would also be supporting with sensory integration as well as a communication specialist also supporting the school.</li> <li>• KL explained that the last year had been turbulent however there had been positives. A new curriculum had been introduced from February 23, and leaders had been working on recruiting staff who had experience in education as there had been quite a few members of staff that were not.</li> <li>• KL added that the staff body were committed to the WHS vision and spoke about the pressures and extra responsibility that the Pastoral Manager and Operations Manager had picked up. The AHT had also stepped up to acting DHT and wants to do the best they can.</li> <li>• MH had identified next steps and would be implementing at speed, and using the strength across the Trust to support.</li> <li>• KL added that the school will see a rapid change and developments, he informed Governors that they should see great traction within the KPI’s. KL was confident that the SLT in place will carry the school forward.</li> <li>• Governors were reminded that they could invite the CEO, COO or CFO to any of their meetings if needed.</li> </ul> <p><b>KL &amp; MB left the meeting at 16.51hrs</b></p>	I/D	

**MH to summarise Academic Year 2022-23.**

**Key priorities 23-24**

- MH informed Governors that she had been in post for 3 weeks now and would briefly highlight what had been done during this time. MH shared a presentation with Governors and introduced the team and their roles within school. MH added that she had a brilliant team with a unique and valuable skill set.
- MH spoke about how the school were drawing on support across the Trust, this included Isebrooks HT Tracy Hall who was based in school every Tuesday, she had been supporting with Safeguarding and Medical Audits. MH added that the school needed external support to do some of these audits to allow leaders to focus on other priorities. Isebrook's Occupational Therapist had been in school to look at how best to use the rooms and equipment as well as the Trust Operations Business Partner to look at the infrastructure.
- MH spoke about how they are going to add murals to the walls by colour coding to make the school more inspiring for students and staff. School will be utilising the October half term for the works to be done.
- MH discussed how she had prioritised wellbeing first and building relationships and trust with staff and students. The school had had a lot of change recently and this had impacted on both the staff and students. MH had an open door policy and nothing was off the table, she had encouraged staff to talk to her as levels of anxiety had been high. MH wanted everyone to plan together to build a strong school. There was a clear staff training programme in place for the academic year.
- SJ asked staff governor EEE how they were feeling as the changes sounded positive. SJ asked about the pressure and changes and if information was filtering to the staff body. EEE briefly discussed how she originally felt unsettled and there was an element of anxiety across the staff body. There had been a lot of staff coming and going and quite a few Teaching Assistants and Teachers left, which had made staff question whether they were in the right place. EEE explained that this had now calmed and agreed that conversations that have happened had been positive.

**Q. PK – Were the leavers temporary or permanent staff?** A. It was both temporary and permanent staff.

- MH added that the Trust was important and they wanted staff to come to work and feel inspired. MH understood there would be challenges but hoped to mitigate these by having a platform for staff. MH spoke about the importance of having Exit Interviews to pick up any issues or patterns.
- MH informed Governors that she was grateful for the support from the Trust and noted one big change and that was a shift within the Curriculum. The curriculum needed to meet the needs of all children and those that were more able. It was understood the new curriculum had enough flexibility to stretch and challenge students, next steps were to personalise this for the needs of the student. MH spoke about the support from Wren Spinney's DHT Mike Tebbutt and how she was leading on the curriculum.
- MH highlighted the current staffing levels, which consisted of 1 HT, 1 AHT, 2 Qualified Teachers, 2 Early Career Teachers, 7 UQT's (Unqualified Teachers) TA's and Mike Tebbutt the Curriculum lead. MH felt she had a great team however did not have a great deal of experience and was aiming to balance this up with more experienced staff. MH spoke about how recruitment was a challenge not only locally but nationally and they were going to go

out to recruitment this week, a priority was the DHT vacancy. MH informed Governors that the school should have two AHT's and she would be speaking to Finance to try and make this happen.

**Q. SJ - If you advertise now will this be a January 2024 start?** A. I would like to advertise now to open the window. We want to get the right people and may have to undertake a second round to get the right qualified people, we need to build capacity to support everyone.

**Q. SJ - Are TA's still being filled with agency staff?** A. We have 3 agency staff at the moment. We have 4 TA vacancies and we have made 4 appointments. We also recruited one teacher last week with some experience but enough in SEN however her daughter has SEN needs.

- Twenty new students started WHS and most had settled in well. MH spoke about those students that were not in school and their reasons and how school were supporting these students and their families. MH added that two students were now attending another settings. It was understood there had been an increase in girl to boy ratio coming through the system.
- Staff absences had 40% and leaders had to partially close some classes to enable the school to remain safe.

**Q. Why is this?** A. We are not testing for Covid but had high staff sickness include agency staff, this is not unique and is the same across the Trust. We have closed several classes on a rolling programme and if we have to go any further it will be on rotational basis.

**Q. SJ - For the staff that are absent are they 3, 4 5 days at a time?** A. Yes, we want to assess this as we go along.

**Q. SJ - How do you notify parents of the class closures?** A. We call in the evening and contact everyone so they are aware.

**Q. What were parent's response to the closures?** A. They have been positive and have asked about the welfare of the staff, a few parents have been tricky and called at the last minute to support their child. School recognise this and accommodate on a case by case basis.

- Parent Governor TE spoke about how the communication from school had been good.
- MH spoke about how vulnerable some of their students were and it was safer for those to remain at home.

**Q. SJ – The high sickness rate, has this been with students too?** A. Not so much the students it has been more the staff body. It is all in hand and we are hoping it is short lived. We have followed the management and prevention policy and the continuity plan as well as reminding staff in briefings.

- There were several events happening in school, the Macmillan Coffee Morning, Open days for feeder schools and parents and TA appreciation day. MH was keen to do something special for her staff as staff morale was a little low.
- MH had only been in post for 3 weeks and spoke about the key priorities for the school. The curriculum, cohorts and the school environment were discussed. MH spoke about how the

	<p>cohorts were at different stages and the need for targeted interventions, as well as looking at different pathways and focused training. MH referred to the school environment and how supportive this was for students and how this could look and feel better. Transitions was another area to focus on and how students access the building during unstructured times. The wellbeing of staff was another priority. Communication played a big part across the school and one areas leaders were working on was a whole school approach to Signing.</p> <ul style="list-style-type: none"> <li>• MH informed Governors that action plans had been done for each area however this was a collective responsibility. Staff training had been allocated term by term and MH would share this with the Governors for their information.</li> <li>• Governors were very impressed at the achievement MH had made in the 3 weeks she had been in post. MH said that the school was in a phase of rapid improvements and she would have further updates at the next LGB meeting.</li> </ul> <p><b>Action: EE to circulate the PowerPoint presentation by MH including the link to the staff training information.</b></p>		EE
07/2023	<p><b>Policies.</b> (5 min)  <a href="https://app.governorhub.com/g/windmillhillsschool/docs/6509b931d0e057ddcaff6dfa">https://app.governorhub.com/g/windmillhillsschool/docs/6509b931d0e057ddcaff6dfa</a></p> <p><b>WHS CP &amp; Safeguarding Policy Sept 23 – July 23</b></p> <ul style="list-style-type: none"> <li>• MK informed Governors that she would review the changes and updates to the CP &amp; Safeguarding policy for their information. MK added that the policy had been adapted from Trust level and any changes in green were from KCSIE 2023 and blue text had been adapted for WHS setting.</li> <li>• MK spoke about Online Safety and who to contact as well as having a child centred approach. Offline and online, content, filtering, monitoring and alerts were also discussed.</li> <li>• MK highlighted that they still needed a Link Governor for Safeguarding and it was important this position was filled.</li> <li>• MK informed Governors that students “Missing from Education” had now changed to “Absent in Education”. MK spoke about consent and protecting victims and how the Relationship Policy had been updated.</li> <li>• MK discussed the recent RSE (Relationship, Sex Education) and how staff had received training. Parents had been consulted and good discussions were had. Parents understood the schools delivery to support their wishes.</li> <li>• MK spoke about consent and protecting victims and how the Relationship Policy had been updated. It was understood another member of staff was needed as a nominated person for the Designated LAC Policy.</li> <li>• Governors were informed that the schools DSL’s were advertised in and around school as well as via Class Dojo and the school website.</li> <li>• MK spoke about FGM and how staff were due to have training around this. School had also sourced an external company to deliver Prevent training to all staff.</li> </ul> <p><b>Q. SJ – The system you use for reporting Safeguarding concerns is this My concern?</b> A. Yes it is.</p> <ul style="list-style-type: none"> <li>• MK informed Governors that all new and agency staff receive a Safeguarding induction.</li> </ul> <p><b>Q. SJ - How do you update staff with these updates?</b> A. Staff have had training and completed the KCSIE quiz. Staff are aware who to report to and how to report on My Concern.</p>		

	<p>Staff are also aware who to report to if MK was not in school. All staff understand the importance of reporting.</p> <p><b>Q. SJ – Have you had any incidents?</b> A. We have lots of conversations which is good as staff are reporting, and yes we have all sorts of incidents.</p> <ul style="list-style-type: none"> <li>MH added that staff must report even if it was as small thing, as this built a picture over time. MH informed Governors that Ofsted would ask staff and governors about the changes to this policy.</li> </ul> <p><b>Action: Governors to ratify the CP &amp; Safeguarding Policy by 06.10.2023.</b></p> <p><i>EEE left the meeting at 17.45hrs</i></p>		<b>All</b>
08/2023	<p><b>Governance BP Updates.</b> (15 min)</p> <p><b>Staff Governor Elections</b> – EE circulated information to the whole Trust staff body on 08.09.23 due to close on 21.09.23. – Endurance Edwin-Ebiegbe applied.</p> <p><b>Governor Training</b> Governor Links – Priority Safeguarding Governor Link needed</p> <p>SJ asked Governors if anyone would be interested taking on the role of Link Safeguarding Governor. SJ asked Governors to think about it. EE and MK spoke about the Senior Welfare Manager at Isebrook school supporting the board as a Governor and taking on the role of Link Safeguarding. Governors discussed and thought this was a good idea.</p> <ul style="list-style-type: none"> <li><b>Finance</b> – SJ</li> <li><b>Curriculum &amp; Learning</b> – PK</li> <li><b>H&amp;S &amp; Wellbeing</b> – MAS</li> <li><b>GDPR &amp; Policies/Websites</b> - TE</li> </ul> <p><b>Governor Safeguarding Training.</b></p> <p><b>Governance of Child Protection &amp; Safeguarding</b> – Presented by MH or MK Due to the time of the meeting this item was not discussed. Governors agreed to arrange an additional meeting for this training to take place.</p> <p><b>Mandatory Governor Forms and Training to complete by 21.10.2023:</b> <a href="https://app.governorhub.com/g/windmillhillsschool/docs/6509b6be108306b045560827">https://app.governorhub.com/g/windmillhillsschool/docs/6509b6be108306b045560827</a></p> <p><b>Documents to read</b></p> <ul style="list-style-type: none"> <li><b>ATH (Academy Trust Handbook)</b> (Emailed 06.07.23) Governor to have sight of document no need to read the whole thing.</li> <li><b>KCSIE 2023</b> (Emailed 23.06.23)</li> <li><b>Trustee/Governor Code of Conduct Sep 23</b></li> </ul> <p><b>Training &amp; Forms to complete</b> – (Including links to complete Trg)</p>	I	

	<ul style="list-style-type: none"> <li>• <b>Governor Skills Audit Sep 23</b></li> <li>• <b>Declaration of Interest Sep 23</b></li> <li>• <b>Safeguarding for Governors</b></li> <li>• <b>KCSIE Quiz</b></li> <li>• <b>Prevent Duty</b></li> </ul> <p>• SJ spoke about the new changes to Safeguarding and how she was concerned if Governors were fully aware of their responsibilities. Governors discussed and felt they needed a training session around Governors responsibilities. Governors also suggested due to time that they also organise a separate training session to run through the Safeguarding Training.</p> <p><b>Action: SJ to send dates to EE for an additional meeting to review Safeguarding Training and Governor responsibilities.</b></p> <ul style="list-style-type: none"> <li>• <b>NNC &amp; WNC Governor Training – For Governor information</b>  <a href="https://app.governorhub.com/document/6509b958854b087b80e8075e/view">https://app.governorhub.com/document/6509b958854b087b80e8075e/view</a></li> </ul>			<b>SJ/EE</b>														
09/2023	<b>AOB – This must be notified to the Chair and Clerk 24 hours before the meeting. (1 min)</b>																	
10/2023	<b>Meeting Impact. (1 min)</b> Did not discuss this agenda item.																	
11/2023	<p><b>Matters Arising: (1 min)</b>  <b>Matters arising from meeting 04.07.2023</b></p> <table border="1"> <tr> <td>50/2023</td> <td>ML to update on local roads – <b>Action closed</b></td> <td>26/9/23</td> </tr> <tr> <td>50/2023</td> <td>PK will look into funding opportunities &amp; report back <b>MK &amp; PK will meet to discuss.</b></td> <td>26/9/23</td> </tr> <tr> <td>52/2023</td> <td>EB will find out from EE if she has signed the policies – <b>Action closed</b></td> <td>26/9/23</td> </tr> <tr> <td>54/2023</td> <td>ML to update governors on strikes at next meeting – <b>Not affected Action closed</b></td> <td>26/9/23</td> </tr> <tr> <td>54/2023</td> <td>Find out from governors about meeting timings - <b>4.30pm start Action closed</b></td> <td>26/9/23</td> </tr> </table>	50/2023	ML to update on local roads – <b>Action closed</b>	26/9/23	50/2023	PK will look into funding opportunities & report back <b>MK &amp; PK will meet to discuss.</b>	26/9/23	52/2023	EB will find out from EE if she has signed the policies – <b>Action closed</b>	26/9/23	54/2023	ML to update governors on strikes at next meeting – <b>Not affected Action closed</b>	26/9/23	54/2023	Find out from governors about meeting timings - <b>4.30pm start Action closed</b>	26/9/23		
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12/2023	<p><b>Date of next meeting: 14.11.2023@ 4.30pm</b></p> <p><b>2023-24 Committee Meeting Dates - circulated via GovernorHub for Governor information</b>  <a href="https://app.governorhub.com/document/6509b66798d23bc1af06b9a7/view">https://app.governorhub.com/document/6509b66798d23bc1af06b9a7/view</a></p> <p><b>LGB Committee Start Time.</b>  SJ spoke about how previously the board rearranged the start of the LGB meetings to try and accommodate everyone however this did not work out. Committee discussed and agreed to keep a consistent start time throughout the year and LGB meetings going forward will start at 4.30pm.</p> <p><b>Governor Visits</b>  SJ reminded all Governors that one of their responsibilities was to visit the school. MH said she would create a schedule and contact each Governor to set up a Governor visit with a focus in mind. EE reminded Governors to complete a Governor Visit form after the event and send to her for circulation.</p>			<b>I</b>														

	<b>Action: MH to create a Governor visits schedule and contact Governors to arrange visits throughout the year.</b>		<b>MH</b>
13/2023	<b>Confidential Items. None</b>		

Meeting finished 18.05hrs

**Actions arising from the LGB meeting 26.09.2023**

<b>06/2023 – Summary of Academic Yr 22-23</b>	<b>EE to circulate the PowerPoint presentation by MH including the link to the staff training information.</b>	<b>27.09.2023</b>
<b>07/2023 - Policies</b>	<b>Governors to ratify the CP &amp; Safeguarding Policy by 06.10.2023.</b>	<b>06.10.2023</b>
<b>08/2023 – Governance BP Updates</b>	<b>SJ to send dates to EE for an additional meeting to review Safeguarding Training and Governor responsibilities.</b>	<b>06.10.2023</b>
<b>12/2023 – Date of next meeting</b>	<b>MH to create a Governor visits schedule and contact Governors to arrange visits throughout the year.</b>	<b>14.11.2023</b>