



Windmill Hill School

Interim Headteacher: Merushka Hansraj

Acting Deputy Headteacher: Kerry Stenhouse

Windmill Hill School
Local Governing Board Meeting
14th November 2023 @ 4.30pm
Final Minutes

Chairs signature:.....

Date:.....

Governor	Designation	Present	Apologies✓ Absent x
Vacant	Chair		
Sue Jones (SJ)	Vice-Chair	✓	
Anisah Akhtar (AA)	Governor		✓
Penny Kelly (PK)	Governor		✓
Maria Ahmed-Shaikh (MAS)	Parent Governor		x
Theo Emeji (TE)	Parent Governor		✓
Edit Bugar (EBu)	Staff Governor	✓	
Endurance Edwin-Ebiegbe (EEE)	Staff Governor	✓	
Also in attendance			
Maryum Khan	Safeguarding lead	✓	
Merushka Hansraj (MH)	Interim Headteacher	✓	
Syeda Begum	Clerk	✓	

Governor challenge

Date	Challenge	I/D/R	Action
14/2023	Welcome and Apologies - Apologies accepted from AA, TE and PK.		
15/2023	Quorum: Meeting was able to go ahead as it was established 3 Governors were required to attend to make it quorate.		
16/2023	Declaration of actual or potential conflict of interest arising from this agenda – None.		
17/2023	Notification of AOB – MAS has expressed that she would like to resign from Board.		
18/2023	Minutes of the meeting held on 26.09.2023 circulated for approval: Previous minutes were approved by Governors as a true reflection of meeting.	I	
19/2023	Headteacher Update: MH emphasised the need for a safeguarding governor, since safeguarding is critical and as we approach the Ofsted inspection window we need to urgently recruit a safeguarding link governor. MH has a meeting on the 22 nd November in Luton and she will use this opportunity to source some interest in governors for WHS. MH has raised concern with KL	I	

<p>about finding governors for the school. SJ was invited to a Chair's meeting where she had the opportunity to meet with other Board Chairs. SJ has invited and the Chair of Governors for Daventry Hill School has agreed to attend WHS' next LGB meeting. MH has met with some Trustees who will also be attending.</p>	
<p>MK presented the WHS CP & Safeguarding Policy Sept 23 – July 23 at the last meeting. This needs to be ratified. <u>Action: MK will ask EE to send out policy to all to approve.</u></p>	MK
<p>In addition to above, MH suggested governors do an online safeguarding & other training. <u>Action: SB to find out availability of governors for the next 4 weeks.</u> Board to identify what training had been undertaken and what areas of training needs to be looked at in future. <u>Action: MH to check with EE re governor training records,</u> MH will then share this information with SJ.</p>	SB MH
<p>MH reported that we had received a resignation from the Deputy Head – Kerri Stenhouse. She will be leaving WHS in December. We wish her the best. The school had advertised for her vacant position, there has been some interests, 4 potential candidates will be coming into the school to have a visit. We want the right person for this job. Losing KS will weaken our school leadership team and we want to strengthen that team.</p>	
<p>MH has had conversations with KL about school growth and as a result has also advertised for 2x Assistant Heads & Assistant Welfare Lead which will sit under MK's team, this is another vital role. Sometimes there is a lag between a referral being made and action taken around safeguarding, we want to tighten that gap. There has been some changes to staffing, 1 teacher has resigned. We've had 3 TA appointments. We're thinking about having school pastoral Tas, and also thinking about having additional classrooms in the school. Governors were in approval of MH's plan of expanding the school staffing structure.</p>	
<p>At present we have 103 students enrolled at WHS, 2 have left (1 is being home schooled & 1 has moved out of Luton). This current year we took on 23 year 7 students, when in reality we should have only taken on 16 students. There is a lot of pressure on us; to put things in perspective we should have 90 students at the school. The vast majority of our students will stay on with us until year 12. We need more physical space in the building. We have some sensory rooms at WHS. Some schools in Luton were creating their own SEN hubs.</p>	
<p>We have had a full school audit, there is much work to be done. Ther will be another audit carried out on the 29th November – SJ will ask PK to support MH with this as it is her area of expertise & she has a of of knowledge on this. MH would like 1x Governor visit per half term for the rest of the academic year. <u>Action: MH will circulate a draft schedule of Governor school visits.</u> We want to be able to provide a high level of safeguarding service to our students. Governors also need to look at Staff Wellbeing, Teaching & Learning and Heath & Safety.</p>	MH
<p>Other developments – school road closures now planned for early December 2023.</p>	
<p>WHS will be having the BBC Children in Need charity day on 17th November 17th where students will come in to school dressed in their pyjamas. These events feed into our SMSE.</p>	
<p>Parents evening will be held next week, there will be the option of parents coming into school, alternatively they can have an online consultation with their child's teacher. There is a booking system and previously it has gone really well. This week we will also be launching</p>	

	<p>our enterprise project, and Anthea has been supporting us with this. It is about developing enterprise in school and helping prepare young people into the world of adulthood.</p> <p>MH reported that we have inherited a school development plan, but we want to take a fresh approach to it and work on it as part of a team. It has got the 5 main areas (Safeguarding, Teaching & Learning), and we will look at how we can enhance it, how we can make it better. It is hoped that it will be a more effective piece of work. The plan is to be as collaborative as possible.</p>														
20/2023	<p>KPI Report</p> <p>MH said that there was no KPI report but will be available at next meeting.</p>														
21/2023	<p>Policies:</p> <p>https://app.governorhub.com/g/windmillhillsschool/docs/6509b931d0e057ddcaff6dfa</p> <p>Action: policy still awaiting Governor approval</p> <ul style="list-style-type: none"> WHS CP & Safeguarding Policy Sept 23 – July 23 	I/D/R	All												
22/2023	<p>Governance BP Update:</p> <p>Mandatory Governor Forms and Training:</p> <p>Action: SJ reminded Governors again to complete all outstanding forms.</p> <p>https://app.governorhub.com/g/wrenspinneyschool/docs/650170b8ca76c9a2582b82e5</p> <ul style="list-style-type: none"> Governor Safeguarding training Governor training requirements Governor Link Visits 		SJ												
23/2023	<p>AOB – MAS is yet to hand in resignation. EE will contact MAS and start the process.</p>														
24/2023	<p>Meeting Impact – this was not discussed.</p>														
25/2023	<p>Matters Arising from meeting 26.09.2023:</p> <table border="1"> <tr> <td>06/2023 – Summary of Academic Yr 22-23</td> <td>EE to circulate the PowerPoint presentation by MH including the link to the staff training information.</td> <td>27.09.2023</td> </tr> <tr> <td>07/2023 - Policies</td> <td>Governors to ratify the CP & Safeguarding Policy by 06.10.2023.</td> <td>This action is yet to be completed.</td> </tr> <tr> <td>08/2023 – Governance BP Updates</td> <td>SJ to send dates to EE for an additional meeting to review Safeguarding Training and Governor responsibilities.</td> <td>Action completed.</td> </tr> <tr> <td>12/2023 – Date of next meeting</td> <td>MH to create a Governor visits schedule and contact Governors to arrange visits throughout the year.</td> <td>MH will action this within 2 weeks.</td> </tr> </table>	06/2023 – Summary of Academic Yr 22-23	EE to circulate the PowerPoint presentation by MH including the link to the staff training information.	27.09.2023	07/2023 - Policies	Governors to ratify the CP & Safeguarding Policy by 06.10.2023.	This action is yet to be completed.	08/2023 – Governance BP Updates	SJ to send dates to EE for an additional meeting to review Safeguarding Training and Governor responsibilities.	Action completed.	12/2023 – Date of next meeting	MH to create a Governor visits schedule and contact Governors to arrange visits throughout the year.	MH will action this within 2 weeks.		
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26/2023	Date of next meeting – Tuesday 5 th March 2024 at 4.30pm		
27/2023	Confidential Items – None discussed.		

Meeting finished at 5.30pm

Actions arising from the LGB meeting 14.11.2023:

Agenda item no.	Action to be completed	Due by
19/2023	MK will ask EE to send CP & Safeguarding Policy to all Governors.	13.12.2023
19/2023	SB to get availability of Governors for the next 4 weeks to attend training.	13.12.2023
19/2023	MH to check with EE re governor training records.	05.03.2024
19/2023	MH to contact Governors to arrange visits for the year and create a Governor visits schedule.	28.11.2023
21/2023	Governors to ratify the CP & Safeguarding Policy	14.11.2023
22/2023	Governors to complete all outstanding forms.	05.03.2024