

Haydn Primary School Governing Board

Minutes of the spring term governing board meeting held on Wednesday 24th April 2024 at 4.00pm

Membership	H Yates, Chair
(A denoted absence)	A Snelling, Vice Chair
	M Bold
	F Chauhan
Apols	E D'Agostino
	M Hanson
	R Harris
Apols	A O'Grady
Apols	L Wareham
Apols	M Yasin
Apols	M Yusuf
	L Paulson, Headteacher
In Attendance	D Harvey, Clerk to the Governing Board
	S Chadwick, School Business Manager (SBM)
	N Lee, Director of Education, item 07

FGB2/23-24/01 APOLOGIES FOR ABSENCE

ACTION

Apologies for absence received from E D'Agostino, A O'Grady, L Wareham, M Yasin and M Yusuf, the governing board approved the apologies.

FGB2/23-24/02 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

FGB2/23-24/03 STATEMENT OF GOVERNANCE

The Chair reminded governors of the statement that was presented at the autumn term full governing board meeting.

FGB2/23-24/04 MEMBERSHIP

Current membership

Evidence of the current membership of the governing board was available to view on GovernorHub. The membership details were noted.

Attendance requirements

It was noted that a governor who, without the consent of the governing board, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school. (The School Governance (Constitution) (England) Regulations 2012).

There were no absences to consider.

Vacancy update

The clerk reported the governing board has one co-opted and one local authority vacancy.

The clerk reminded governors of the requirement for new governors to have an enhanced DBS check within 21 days of their appointment.

<https://disclosureservices.com/dbs-checks-for-school-governors/>

The clerk reminded governors of the requirement opportunities available through online recruitment services, Governors for Schools (<https://governorsforschools.org.uk/>) and Inspiring Governance (<https://www.inspiringgovernance.org/>).

End of terms of office

There were no end of terms of office to consider.

Governors Code of Conduct

Governors confirmed they had received, read and agreed to adhere to the Governors' Code of Conduct.

Approval of Scheme of Delegation

The governing board approved the draft Scheme of Delegation which had been presented in the Autumn term 2023.

Get information about schools (GIAS) check

The Clerk had reviewed governor information on Get information about schools (GIAS) website in preparation for the meeting and reported the information as of 24th April 2024 were up to date.

FGB2/23-24/05 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 6th December 2023, a copy of which had been uploaded to GovernorHub for review, were taken as read, confirmed and signed by the Chair.

Action points

Reference	Action	Responsible	Outcome
06	SFVS approval at the spring term FGB meeting.	Spring term FGB	Action completed.
07	Share Arbor's promotional material with governors. Sustainability governor to meet with SBM to review the energy efficient portal.	SBM M Bold	Action completed Action to be completed.
11	Review section 2.11 of the financial control and admin policy and update. Support with HOSCA work.	Headteacher L Wareham	Action completed Action completed, it was noted there has been no confirmation on who owns the building. The Chair informed the meeting she sent the letter to HOSCA and said they are looking at

			arranging a meeting with the Chair and the HOSCA committee.
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Matters arising

There were no matters arising from the meeting.

FGB2/23-24/06 CHAIR’S OR VICE CHAIR’S EMERGENCY ACTION SINCE LAST MEETING

Neither the Chair nor the Vice Chair reported any actions or decisions undertaken using emergency authority.

FGB2/23-24/07 CORRESPONDENCE ITEMS

From the Chair

There were no correspondence from the Chair.

From the Headteacher

The Headteacher welcomed N Lee to the meeting.

N Lee informed the meeting in his role as Director of Education at Nottingham City Council he is working with the Nottingham School Trust (NST) CEOs and Members on a succession plan. He explained the current CEOs will step down from Easter 2025, with the NST being a separate company from the LA with its own board. He said the NST are commissioned by the LA to provide school improvement for schools within the City.

N Lee explained at the creation of NST, there were a number of options considered regarding the employment arrangements for the CEOs. There was an option for the NST to be its own employing body, however it could be not accountable for teachers pension and the role required QTS staff to be in the lead. N Lee said the solution landed upon at the time, would be for the Council to secondment the CEOs into the role from Haydn Primary, as they were Headteachers previously to taking on the CEO position.

N Lee said the arrangement has work effectively for the LA and NST, and hoped it had not caused any issues with the school and the governing board. N Lee confirmed all liabilities staff with the LA and Director of Education.

The Chair noted at the original agreement, the governing board approved the secondment as it would enable NST to run and function as needed, the only impact on the school is running the payroll of the posts. The SBM confirmed there have been no additional impact upon the school. The Headteacher said she feels proud to be able to maintain the post, ensuring the running of the NST.

N Lee said the proposal is to retain the status quo, he noted during this time the NST need that certainty. N Lee said when the recruitment process is underway, the first instance will be to recruit from within the school memberships.

N Lee reassured the governing board there would be no liability upon the governing board if there were redundancies, this would fall upon the LA.

Governors asked, do you foresee the ‘ghost’ position being a permanent position within the school. N Lee said he is unsure at this point, he noted the NST board have explored differing models for the NST, at this point in time, they are successful delivering school improvement with

the current arrangements.

Governors asked, would you prefer the position to remain within the school or would you see the ghost post moving to another school. N Lee said this depends on where the appointment come from, he said he is seeking reassurance from the governing board and this allows the NST to move forward.

Governors asked, are there any plans to expand the staff numbers within the NST. N Lee said the only positions seconded through Haydn Primary are the CEO posts.

Governors asked, what is the current working hours of the CEO post and will this likely change. N Lee said the current structure is two CEOs working 1.6 full time, whether this changes will depend upon the structure the board agree.

The governing board agreed to continue with the current arrangement with NST and LA.

From the Clerk

There were no correspondence from the clerk.

FGB2/23-24/08 STANDARD ITEMS - FINANCIAL

Virements

The SBM said there were no virements to report.

Disposal and right-offs

The SBM said 20 PCs and an old screen have been disposed off with the support of Schools ICT to wipe the memory of the PCs. The SBM confirmed these items have been removed from the asset register.

Approval of contracts

The SBM drew governors' attention to the purchase of services for the financial year 2024-2025, the amount has risen by £21,500, to £95,000. The greatest increase is the cleaning contract increasing by £7,000.

Grounds maintenance has increased by £2,400 to £4,000. The SBM said at the NST SBM meetings there are discussions on external providers. **A governor asked, what services do ground maintenance provide.** The SBM said they cut the lawn, including preparing and marking the field for sports events, maintain the hedges and other services.

Governors asked, have the LA given a reason for the considerable increase. The SBM said the LA have not provided a reason for the significant percentage increase across the board, especially the cleaning contract. She noted most other services have increased in line with inflation. The SBM said the NST have formed a working party to look at the cleaning contract as there are several issues throughout the schools within NST relating to the quality and service provided. The Headteacher noted employing own cleaners would add a further level of management to the SLT.

The governing board approved the purchase of services for 2024-2025.

Approval of expenditure

The SBM drew governors' attention to the flooring quotes circulated on GovernorHub;

- JNM Builders – £27,112;
- Lacey's flooring – £26,315;

- Premier flooring – £14,839.

The SBM said both JNM builders and Lacey's flooring provided a technical report on the flooring, Premier flooring did not provide such a report and she said she was concerned with the lack of expertise showcased by them.

The SBM and caretaker recommends going with Lacey's flooring as they brought in an expert to oversee the quote, provided a technical report and are a specialist company in flooring.

The SBM said the following items have also been costed through JNM Builders;

- KS2 disabled toilet conversion – £4,996;
- Outside wall – £4,997;
- Field retention wall – £2,250.

A governor asked, can the school go back to JNM builders and see if there is possibly for a discount on the cost if they were to be given the contract for the building work along with the flooring work. It was agreed the SBM would contact JNM builders to see they would be able to offer a discount for the floor work and building work.

SBM

The SBM informed the meeting the school is moving to a digital telephone system, the upgrade to the current system will cost £650.

SFVS

Governors noted the SFVS document was completed and submitted in the spring term 2024.

Audit reports/actions following audit

No audit reports.

FGB2/23-24/09 FINANCIAL REPORT AND POSITION – SUMMER TERM OUTTURN

The SBM said the end of year carry forward from 2023-2024 was £226,000.

FGB2/23-24/10 APPROVAL OF STAFFING STRUCTURE

-Confidential item-

FGB2/23-24/11 APPROVAL OF BUDGET 2024-2025

The SBM circulated the draft budget 2024-2025 report, governors noted there was an in-year deficit of £98,049. The carry forward from the previous year is £226,000 meaning there is an end of year 2024-2025 revenue balance is £127,950. The SBM drew governors' attention to the three-year projections and noted carry forwards cannot sustain continuing in-year deficits.

Governors asked, for context, what was the in-year balance last year. The SBM said the carry forward has grown year on year since she has been in post, she explained there has been planned work, for example the field and flooring that has not been completed. The budget is based on estimated expenditure from last year and estimations, for example the increase in staff pay bands.

The SBM said the major factors for the in-year deficit include an extra £20,000 for bought in services, the adjustments made to the SLT structure, the positive retention of the teaching staff with the majority on the upper pay range and all TA's being at the top of level 3. The SBM said £50,000 has been included in supply staff costs and this is based on the 2023-2024 spend, however there is potential this will not be fully used, therefore savings can be made there.

The SBM noted the cost of MDS has increased by £9,000 from £38,000 to £47,000.

The SBM have not included any income from the staff absence insurance.

A governor asked, how does the income compare against the previous year. The SBM said income is based on pupil numbers and **she will source** the 2023-2024 predictions and circulate to governors.

SBM

A governor asked, how are pupil numbers looking for next academic year and the nursery numbers. The SBM said the nursery numbers are looking low.

A governor asked, given the financial constraints, does the school need to offer nursery, the Headteacher said nursery is one of the strengths of the school and it supports with getting those pupils prepared for school and working with the early years' curriculum.

Governors asked, can the school extend nursery hours, the Headteacher said the school can offer wraparound care, aware this means more liability for the school. The Chair noted a key task is to increase nursery numbers, as this will bring more funding.

The SBM said there may be a greater benefit with the LED lights and therefore energy costs may reduce.

The SBM said learning resources are becoming more expensive, therefore 3.5% has been added to the previous year expenditure.

Governors asked, moving forward what consideration must the governing board give given the three-year plan. The SBM said the financial buffer of £98,000 will reduce year on year, she acknowledged that there may be challenging conversations moving forward. The SBM said the first outturn is due July 2024 (period 3) and she **agreed** to share this information on GovernorHub.

SBM

Governors asked, has the school considered income generation using school site. The Headteacher said this has been considered, the school is liable for safeguarding, the SBM said she is concerned around the potential of increasing maintenance lot this may generate.

Governors asked, is there any changes within the teaching team, noting the school has a considerable experienced teaching team. The Headteacher said the three temporary posts have become permanent, meaning the school will not go out to recruit for those posts.

Governors felt it would be beneficial to have a spending comparison against previous years.

The governing board approved the budget 2024-2025.

It was **agreed**, the Headteacher would ensure the nursery place promotions are taking place.

HT

FGB2/23-24/12 STANDARD ITEMS – GENERAL

Health and safety

The SBM informed governors the actions from the health and safety audit have been addressed.

The Headteacher updated governors on the outcome of a lockdown drill, which was well observed by pupils and staff.

Premises

The SBM, LA have signed off funding for a new KS2 roof, the planned work is 11 weeks, and this will take place during the summer holiday. The meeting noted this will mean building work will take place during the autumn term.

Attendance

The SBM provided governors with an overview of Arbor, which included various attendance information, whole school attendance is 95.5%. Statutory attendance is 96.1%, authorised absence is 2.4% and unauthorised absence is 2.1%.

The Headteacher and SBM said parent comments on Arbor have been positive, staff members present at the meeting said the system is intuitive.

Governors recommended circulating parental reminders to sign up to Arbor, the Headteacher confirmed this is an ongoing task for Sarah Smith. The aim is to get 100% parental uptake for both Arbor and Class Dojo.

The SBM said there are some challenges with Class Dojo and parents communicating through that system as opposed to communicating through the school office. **Governors asked, is there communication going through Class Dojo that should be going to the office team**, a staff member said there are a few, for example absence and collections information. The Headteacher informed governors the message to report absence, lateness and collections should be done through the office team.

Governors asked, if a parent makes a complaint through Class Dojo, how is this acted upon. The Headteacher said the teacher would communicate with the parent and highlight the correct procedure to follow in this instance.

-The SBM left the meeting at 6.52pm-

FGB2/23-24/13 HEADTEACHER'S REPORT TO GOVERNORS

Governors confirmed receipt of the Headteacher report prior to the meeting.

The Headteacher drew governors' attention to the spring term 2024 KS1 and KS2 assessment data and in particular Year 5H writing greater depth and Year 6T writing greater depth outcomes, she stated the school are carrying out a moderation of these outcomes as they appear higher than expected.

Governors asked in Year 2C the pupil premium (four children) are not expected to achieve expected standard in maths and reading, the Headteacher said that is correct, she explained these four pupil premium children have significant needs.

In response to a question on the trend from the autumn term data, the Headteacher confirmed improvements are being made.

Governors asked, how is the school addressing the areas where the outcomes are lower than expected, the Headteacher said intervention support is provided for these identified areas and these interventions are monitored to ensure they are having the necessary impact through the term. The subject leaders also carryout monitoring of their subject areas, ensuring the support is having the necessary impact.

Governors noted the pupil progress meetings for July.

The EYFS data is strong and noted as a strength of the school, this assessment is confirmed by external validation through M Prest, EYFS lead practitioner

The Headteacher informed governors there was a temporary exclusion in the spring term 2024 due to violent behaviour. The Chair noted the school followed all the correct procedures.

Governors noted the link roles for 2023-2024.

FGB2/23-24/14 CURRICULUM – UPDATE ON SCHOOL IMPROVEMENT TARGETS

The governing board noted the school improvement updated.

FGB2/23-24/15 DESTINATION DATA

The governing board noted the destination data report.

FGB2/23-24/16 POLICIES FOR APPROVAL

Governors confirmed receipt of the policies in the spring term 2024, amendments and changes recommend by governors have been actioned. **The governing board approved** the following policies;

- Filtering and monitoring policy;
- Anti-bullying policy;
- Equality and diversity policy;
- Health and safety policy;
- Digital safety policy;
- Child on child abuse policy.

A governor asked for confirmation when the last asbestos check had been carried out, noting in the policy it states 2013. It was **agreed the SBM** would check this.

SBM

Governors asked for a list of school policies, it was noted the list of policies are on the school website. The Headteacher said she will develop a policy review cycle during the summer term in preparation for the autumn term 2024, noting the current cycle is not fit for purpose.

The Chair agreed to investigate a governor share point, enabling governors to be able to comment live on documents.

Chair

FGB2/23-24/17 GOVERNOR TRAINING AND DEVELOPMENT

The Headteacher informed the meeting E Hollis, School Improvement Advisor (SIA) has offered to carry out governor practice Ofsted question and answer session for later in the summer term, **the Headteacher agreed** to confirm the date with governors.

HT

The meeting discussed governor expectation for an Ofsted visit and staff experience with an Ofsted visit and whether this needs to be looked into to provide support for inexperienced staff members and governors. The Headteacher said the regular visits to the school will be beneficial to governors and understanding the processes within school.

The Chair uploaded a draft diversity statement to GovernorHub, **governors approved** the statement for upload to the school website. **The Headteacher agreed** to upload.

HT

FGB2/23-24/18 AGENDA ITEMS FOR NEXT MEETING

The Chair recommended put in training dates for governors that align with staff training.

FGB2/23-24/19 DATE OF NEXT MEETING

The following meeting dates were agreed;

- Full governing board – Wednesday 12th June at 6.00pm (MS Teams)

FGB2/23-24/20 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that item FGB2/23-24/10 be deemed confidential for the purpose of the minutes.

The governing board retained the right to redact the minutes and documents considered should a request for access be received.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 7.25pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING

Reference	Action	Responsible	Outcome
08	Contact JNM builders to see they would be able to offer a discount for the floor work and building work.	School Business Manager	
11	Source the 2023-2024 predictions and circulate to governors. Share the period 3 outturn report on GovernorHub (June 2024). Ensure the nursery place promotions are taking place.	School Business Manager School Business Manager Headteacher	
16	Check when the last asbestos check was carried out. Investigate a governor share point, enabling governors to be able to comment live on documents.	School Business Manager Chair	
17	Confirm the date of the Ofsted preparation training session with governors. Upload the governor diversity information on the school website.	Headteacher Headteacher	

Attendance at meetings for the 2023-2024 Academic Year							
Governor Name	Autumn 2023		Spring 2024		Summer 2024		
	JC	FGB	JC	FGB	FGB		
	27.9	6.12	17.1	13.3	24.4		
H Yates, Ch	Y	Y	Y		Y		

A Snelling, VC	Y	Y	Y		Y		
M Bold	Y	Y	Y	P	Y		
F Chauhan	Y	Y	Y	O	Y		
E D'Agostino	Y	Y	Apols	S	Apols		
M Hanson	Y	Y	Y	T	Y		
R Harris	Y	Y	Y	P	Y		
A O'Grady	Y	Y	Y	O	Apols		
L Wareham	Y	Apols	Y	N	Apols		
M Yasin	Y	Apols	Y	E	Apols		
M Yusuf	Apols	Y	Apols	D	Apols		
L Paulson, HT	Y	Y	Y		Y		

Confidential appendix to the minutes of the spring term meeting held at the school on Wednesday 24th April 2024 at 4.00pm

FGB2/23-24/10 APPROVAL OF STAFFING STRUCTURE

The Headteacher commented, going back to the Headteacher recruitment process, one point that was raised was the need to add a Deputy Headteacher post within the school. She confirmed the current SLT structure is;

- One Headteacher;
- One Assistant Headteacher;
- Two temporary Assistant Headteachers.

The Headteacher said there is strength within the school to recruit into a Deputy Headteacher post internally.

The Headteacher proposed the following structure for next academic year (2024-2025);

- One Headteacher;
- One Deputy Headteacher;
- One Assistant Headteacher;
- One temporary Headteacher.

The Headteacher noted this structure comes with a caveat, explaining the 2024-2025 academic year this model would be sustainable, however moving into 2025-2026 the structure would need to be reviewed and therefore would return to the following;

- One Headteacher;
- One Deputy Headteacher;
- One Assistant Headteacher.

The Chair asked, is recruiting externally for a Deputy Headteacher and affordable option, the Headteacher said if the school were to recruit externally, this would mean there would be an extra staff member within the school and therefore financial would not be viable.

Governors said effectively the school would be over resourced for next academic year, they asked what the risks are if one of the current temporary Assistant Headteachers wishes to continue in that role and what would happen with the role and workload of moving to one less member within the SLT structure. The Headteacher said part of the current temporary Assistant Headteacher role would be covered by the Deputy Headteacher and a TLR for a teacher.

Governors asked, would it be right to have a Deputy Headteacher who does not teaching, the Headteacher said they would not have class responsibility, they would provide teaching time through PPA cover, etc.

Governors asked, have any other teachers shown an interest in senior roles. The Headteacher said no other teachers have expressed an interest in taking on a senior role at this point.

Governors asked, what is the current temporary arrangement for the two Assistant Headteachers, the Headteacher confirmed the temporary arrangements are until the end of the current academic year 2023-2024.

The meeting discussed ramifications of the continuing the temporary Assistant Headteacher

positions for a further year and whether this means the post would become full time, meaning in 2025-2026 the post will need to become redundant. Governors recommended getting HR advise on the temporary Assistant Headteacher posts.

Governors recommended moving forward with the structure that would best suit the school. The Headteacher confirmed that would be;

- One Headteacher;
- One Deputy Headteacher;
- One Assistant Headteacher.

The Chair recommended reviewing the job description and responsibilities for the Deputy Headteacher and Assistant Headteacher.

Governors asked, as part of the recruitment process, could there be included a need for the appointed person as Deputy Headteacher to undertake leadership training, for example a NPQH. Governors felt this would strength the school.

The governing board agreed the SLT staffing structure from September 2024 of;

- One Headteacher;
- One Deputy Headteacher;
- One Assistant Headteacher.