

## Haydn Primary Governing Board

### Minutes of the spring term governing board meeting held on Wednesday 19<sup>th</sup> April 2023 at 6pm (Via Teams)

Membership (A denoted absence)	Helen Yates (Chair) Andrea Snelling (Vice Chair)
(A)	Sarah White
(A)	Manisha Yasin
(A)	Mohammed Yusuf
	Ros Harris
(A)	Lisa Paulson
(A)	Francesca Chauhan
	Elton D'Agostino
	Julia Dorrington
	Teresa Mason (Head)
In Attendance	Danny Hall, Clerk to the Governing Board Sarah Chadwick School Business Manager

#### PRELIMINARIES

##### **FGB2/22-23/01 APOLOGIES FOR ABSENCE**

Apologies for absence received from Francesca Chauhan and Lisa Paulson were approved by the governing board.

**ACTION**

##### **FGB2/22-23/02 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.

##### **FGB2/22-23/03 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 body, 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).

The Clerk explained that Manisha Yasin had not been present at meetings for the prior two months as well as approached the end of term of office and whether the Board would like a letter to be sent to Manisha Yasin to clarify intentions for the role. Governors agreed. **The Clerk would send draft letter to Chair.** There were no other absences to consider.

**Clerk**

###### **Vacancy update**

The Clerk reported one co-opted, one parent and one LA governor vacancy. It was noted in previous minutes that the runner-up in the parent election would be appointed to the Board. The new parent did not attend so **Chair to follow up with that individual to clarify position.**

**Chair**

The Clerk suggested in the event that parent governors elections are required, there would be merit in postponing to next term to extend election to new parents of the school.

Governors discussed the local authority (LA) governor vacancy and discussed difficulty in recruiting to governor positions. Governors agreed that there needs to be work on a recruitment campaign. **The Chair and HT agreed to look into this.** Chair/HT

The Clerk reminded governors of the requirement for new governors to have an enhanced DBS check within twenty one days of their appointment.

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

#### End of terms of office

The Clerk reported Julie Dorrington and Manisha Yasin term of office would be ending in June.

#### Governors Code of Conduct

The Clerk reported that there were a number of governors that have not agreed the Code of Conduct on GovernorHub. **Reminder issued, action for those governors to review and sign on GovernorHub by next meeting.** Majority of governors confirmed they had received, read and agreed to adhere to the Governors' Code of Conduct

Head/  
RH/  
LP

#### Approval of Scheme of Delegation

The governing board approved the draft Scheme of Delegation which had been presented in the autumn term 2022.

#### 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 18<sup>th</sup> April 2023 was up-to-date.

#### FGB2/22-23/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 23<sup>rd</sup> November 2022, 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
FGB1/02	Complete register of business interest forms. Complete and sign governor code of conduct by the end of November.	FGB FGB	Ongoing
FGB/03	Contact Governor Services regarding LA governor role	Chair	Completed.
FGB1/08	Post Annual Performance Review on GovernorHub.	HT	Completed.
FGB1/13	Review/update the School Uniform Policy	HT	Completed.
FGB1/19	Meet with Headteacher to allocate link governor roles.	Chair/Vice Chair	Completed.
FGB1/20	Read the KCSIE 2022 document by the end of the calendar year.	FGB	Ongoing.

#### Matters arising

There were no other matters arising from the minutes.

#### FGB2/22-23/05 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.



## **FGB2/22-23/06 CORRESPONDENCE ITEMS**

### **From the Chair**

Bev Carby, HOSCA (Haydn Out of School Association) reached out to ask if they can work more closely together. Governors raised the good work of HOSCA and would agree to closer working with them with intention of becoming more aware of shared practices.

### **From the Headteacher**

Nothing to report.

### **From the Clerk**

Nothing to report.

## **SCHOOL PROGRESS**

### **FGB2/22-23/07 HEADTEACHER'S REPORT TO GOVERNORS INCLUDING VERBAL REPORT ON THE SCHOOL'S EDUCATION RECOVERY PLAN**

The Headteacher report was uploaded to GovernorHub ahead of the meeting. Governors confirmed that they had read prior to the meeting. The Headteacher highlighted the following points:

- The schools key priorities as per the report.
- The ongoing work on embedding quality first teaching.
- A new teaching and learning policy written and shared on GovernorHub
- A whole school review of teaching that focuses on quality first teaching throughout the key phases.
- Following the review, observations have been carried out through school to ensure it is fully embedded along with feedback with staff.
- Data has been collated for Spring and currently being assessed. Will be presented in future meeting.

**Governors asked as there is an increase of Pupil Premium (PP) children from Autumn to Spring, has this been because of movement.** The Head Teacher (HT) explained 9 new children joining school some of whom are eligible for PP.

**Governors asked could there be more children in school eligible for PP.** HT explained all the information is shared when a child joins school and the need to remind parents if circumstances change that they are aware of PP and how it can benefit school and pupil.

**Governors asked how well teachers were able to identify this.** HT was confident that teachers know their families, collectively as a staff group hold regular safeguarding meetings, identifying vulnerabilities and offering support. Currently the school are overstaffed in KS2 so utilising capacity to support PP children and teaching support also assigned to wider vulnerable groups.

Governors challenged the way the report was presented. Varying formats, some acronyms and references to internal resources can be confusing to new governors. It would be useful for jargon to be broken down and things explained clearly assuming not everyone understands all education jargon. HT appreciated the feedback and will take it on board.

Governors challenged the absence of some of the data they would have expected. It was clarified this is a rearranged meeting from the Spring and that more data will be presented at the Summer meeting.

HT explained that a further whole school review coming up on 16<sup>th</sup> May which will be to check back to ensure what is being said is being done. Every term a new monitoring process like this will take place. Feedback will be shared with Governing Body.

The Headteacher's report was received with thanks.

## **FGB2/22-23/08 PUPIL PREMIUM AND SPORTS FUNDING UPDATE**

The PP document uploaded to school website.

**Governors asked whether the pupil premium data set should include national averages as they were not included for PP but were for the other groups.** Governors want to use it to compare the age related and exceeded of PP pupils with national averages. **HT would share and include in future reports.**

HT

HT reiterated the focus of PP children, working with capacity in staff and measuring quality interventions in line with overall school priorities.

**Governors asked about the study mentioned in the report 'Addressing Educational Disadvantage in Schools and Colleges, The Essex Way 2021' and what that meant.** HT explained that it is a study that is used to support and measure the output.

**Governors asked that as the school have 3 trained ELSA staff, does school feel comfortable with that being enough to support the needs of the children.** HT reiterated the importance of assessing staffing and realising that utilising existing staff to deliver the therapeutic support, they are unable to do other work within the school. There is further work to be done on the structure and looking at overall finances, the needs of the cohort and the post-pandemic needs of pupils to see if there is a need for further external therapeutic interventions or if they can be delivered internally. Governors also noted the need for confidential space within school also being at a premium. School are also looking to increase the use of outdoor space for this type of intervention.

**Governors asked about sensory equipment and the resources available in KS1 and whether there would be more available for KS2.** HT confirmed that KS2 also use those resources.

#### **FGB2/22-23/09 APPROVAL, DELEGATION OF APPROVAL, OF BUDGET 2023-2024, INCLUDING PURCHASE OF SERVICES**

The SBM confirmed the need to submit by May. SAAF support did not work during the holidays and so there has been a delay in getting together to work through. SBM has completed the budget in draft but waiting to meet to confirm prior to submission. **Governors would approve by email.**

FGB

The SBM expressed frustration in changes to personnel at SAAF that had left the school without the dedicated support they have had previously. The SBM had contacted the Local Authority to look at moving to their support services.

**Governors asked whether a contract is in place or whether they are open to move services.** The SBM confirmed there is a potential to move for September. **SBM would forward the quotation to governors for approval.**

SBM

#### **FGB2/22-23/10 REGENERATION OF THE FIELD**

The SBM explained the field was a priority but there were a number of other priorities. Currently the KS2 roof and corner of KS1 roof need remedial works. More works scheduled by LA for the summer but could be pushed back due to funding at the LA.

The school had to pay for remedial works, just under £5,000.00 with main cost relating to scaffolding. There was an ongoing issue with the front of the school needing some work on snow boards which may come at a cost to the school. The F2 building has a design fault creating issues with water coming through doors due to drainage of the flat roof, unfortunately, the company that built it has gone into liquidation but LA are offering support with this. Quotations for rectification work being sought currently. The KS2 disabled toilet also still needs work.

This means although the budget is showing a carry forward that would support the regeneration of the field project, there are a number of things that also need to be addressed with the wider building. At this point these issues need to be resolved first before assessing the budgetary situation for the field.

Governors suggested the possibility of fundraising and turning the field project into a community project



which is something that governors will consider in more detail.

Governors discussed the realistic timing of achieving the project within this budget period and whether realistically this would span a couple of years budget which gives opportunity to spread the costs amongst all the priorities to prevent it being pushed back continuously.

**Governors asked what it is that is wanted to be achieved.** HT explained that surfaces will need to allow for play all year round. Part natural, part for general play with a good balance of play equipment. A vision needs to be drawn out to then be sure on what the cost is. Governors suggested it would be useful to get perspectives from staff and children. HT explained that she would share with staff and encourage wider engagement.

The SBM asked, as children have attachment to parts of the play equipment such as the slide, in the meantime should she pay for things such as the footings to be repaired to put it back in use or is it that she should hold off pending the wider plan.

The SBM discussed the staff absence cover. The current provider often paid money back. Governors would discuss further at the finance meeting. Governors were inclined to agree to fixing up the slide before looking at the wider plan whilst prioritising surface. HT agreed that the focus on the children's favourite spaces in the meantime is what is important to continue to promote play and encouraging variation in play. HT keen to reignite passion for play and looking at role modelling some varied play across school which is important when reviewing space. **The SBM would look at costs associated with repairs along with wider regeneration works and provide a list of ongoing maintenance requirements to governors at next meeting.**

SBM

**Elton D'Agostino left the meeting 19:15.**

Governors discussed whether teachers could promote an exercise with pupils and community to gather ideas of what they would want to see, promoting community involvement and pupil voices in the wider regeneration project.

#### **FGB2/22-23/11 THE IMPACT OF THE COST OF LIVING CRISIS**

##### Budget and long term financial strategy

Awaiting pay award information. The school were aware of how cost of living impacts on staff as well as families.

##### Wellbeing and welfare of pupils, staff and the local community

Mindful of parent's situations. Seen a number of families going on holiday during term time which could be representatives of family's affordability for out of term time.

Also, a number of children cancelling music tuition in school which could potentially be attributed to additional cost of tuition. Governors praised the whole school music provision still being available.

##### Recruitment

Aware of issues with backfilling posts. Two posts advertise on e-Teach. The school are still looking at the wider structure. HT reported a TA needing to be covered now for maternity also. Preliminary staff structure has been presented to senior team and would be presented to governors in the summer term. HT explained that further progression on vacancies/recruitment needs to be made before firmer structure can be considered.

#### **FGB2/22-23/12 POLICIES FOR REVIEW/APPROVAL**

The following policies were uploaded to GovernorHub for review prior to the meeting.

Attendance Policy – Needs to be approved by 28<sup>th</sup> April.

Behaviour Policy – Had been updated and still required approval.

Health and Safety Policy is being rewritten, it will be presented for approval in the coming months.

**Governors asked that in the attendance policy there is mention of a family support worker but was not aware there was one employed in school.** HT explained that this is an error and will be removed.

**Chair to request approval of Attendance and Behaviour policies by next week.**

Chair

**FGB2/22-23/13 GDPR UPDATE**

Nothing to report.

The SBM asked governors to watch GDPR video and confirm to update School Central Record.

**Governors asked if work-based GDPR training would suffice for GDPR compliance.** SBM confirmed that it would be sufficient.

**FGB2/22-23/14 APPROVAL AND SUBMISSION OF SCHOOLS FINANCIAL VALUE STANDARD (SFVS)**

Governors confirmed the SFVS had been approved and HT/SBM submitted to the LA by 31<sup>st</sup> March.

**GOVERNOR REPORTS**

**FGB2/22-23/15 REPORTS FROM COMMITTEES**

(Prior to leaving Elton D’Agostino discussed this proposal. Elton advocated for disposal of committees as per proposal uploaded on GovernorHub. He explained that he feels more included on the wider issues when collectively looking at all aspects of governor work as opposed to being more focused on responsibilities of a role on committees.)

The Chair explained that the minutes from the last committee meetings were not shared. **The Clerk would investigate.**

Clerk

Due to low turnout for the current structure for committees, it was evident that it may need revisiting. The Chair explained the committees need to be valuable and not impact on people’s days negatively as volunteers.

Governors discussed the difficulties attending during the day and the nature of some employments are not as flexible for attending during the day. It was important not to end up isolating governors from the wider school priorities by being able to only participate in certain committees/meetings. It was also important not to duplicate work or discussions through attending committees and then FGB. A governor suggested increasing the number of FGB meetings to ensure transparency and consistency across the board.

A governor agreed with prior comments but raised the importance of meeting with subject leads and visiting school during the day so questioned how best to balance that. HT stressed the importance of meeting with link staff member and would be detrimental to lose that. Governors explored building relationships to meet with link governors either lunch times or evening where necessary.

**Governors asked about link governor reports being shared on GovernorHub.** The Chair explained the expectation that governors share those on GovernorHub, whilst it is not an official requirement it is what has been collectively agreed to promote that transparent communication.

The Chair proposed considering two FGB meetings in the evenings per term, with an expectation that a visit would be conducted per term. A governor asked what expectation there is of staff to meet with link governors and discussed the potential of meeting with link governors during designated staff meeting time which would then be in person which was discussed as very important. HT thinks it was reasonable for staff to be available for a link governor meeting on the evening of a staff meeting which governors think was a good idea.

**The Chair would put suggestion formally to wider group.**

Chair

**FGB2/22-23/16 GOVERNOR TRAINING AND DEVELOPMENT**

Andrea Snelling / Julie Dorrington – Governors Safeguarding and Responsibilities

Andrea Snelling – SEND Governor Training

Helen Yates – Safer Recruitment via NSPCC



## **FGB2/22-23/17 REPORTS FROM GOVERNOR VISITS**

All reports from those present uploaded to GovernorHub.

## **FGB2/22-23/18 BOARD ASSURANCE FRAMEWORK**

The Board Assurance Framework had been uploaded to GovernorHub in preparation for the meeting.

The Clerk reported the document had been developed by Education Governance Services to provide a structured mechanism for ensuring the governing board complies with statutory duties, together with an assurance process to validate and verify the information received by the Board.

To support the Boards knowledge of school there is an expectation that governors will:

- Receive a termly Headteacher's report covering the breadth of the Ofsted framework, together with financial and premises information;
- Operate a formalised system of link governor roles, with governors visiting school termly and reporting back to the Board;
- Commission and receive periodic external audit reports (listed in the assurance framework document).

Clerk explained the benefit of the framework and how to use it. **The Chair would look through framework and raise any particular actions with wider Board.**

**Chair**

## **REPORTS TO GOVERNORS**

### **FGB2/22-23/19 SAFEGUARDING UPDATE – INTRODUCTION OF THE UPDATED SAFEGUARDING AUDIT IN THE AUTUMN TERM**

In the Autumn term, Claire Maclean, Schools and Education Safeguarding Co-ordinator, Nottingham City Safeguarding Children Partnership, shared with Heads/DSL's in schools, an updated annual safeguarding audit. The document was to be completed and submitted to Claire Maclean by 19th December 2022.

The safeguarding governor can work with the DSL/ Head to complete the audit or review the document before submission and a summary of the audit, including actions, should be reported to the full governing board.

Action for governors:-

- To agree with the DSL/Head, the arrangements for completing the audit document;
- To ensure a summary of the audit, including actions, is reported to governors at the autumn term or spring term meeting;
- To ensure actions are completed and comments/recommendations from Claire Maclean, Schools and Education Safeguarding Co-ordinator, are reported to the full governing board.

Following a discussion, governors agreed that **Chair and HT will look over the audit and consider a schedule for this going forward and bring the completed report to FGB for information.**

**Chair/HT**

### **FGB2/21-22/20 NST REPORT (for information only)**

The NST report had been uploaded to GovernorHub.

## **CONCLUDING ITEMS**

### **FGB2/22-23/21 SAFEGUARDING AND CHILD PROTECTION INCLUDING FEEDBACK FROM THE SAFEGUARDING AUDIT AND ACTIONS**

Governors raised the readability of the report which was considered by HT who will amend for future versions. Governors asked for this to be resent. **HT would resend.**

**HT**

HT explained the use of MyConcern and invited governors to look over the use of it for understanding. HT explained that an ADSL (Advanced Designated Safeguarding Lead) is supporting the school in some training to ensure the best use of all features of MyConcern to ensure full benefits are utilised.

**Governors asked HT if any particular safeguarding concerns.** HT said not at present. Two children on child protection have now reduced to one. Peer on peer behaviour concerns are tracked on MyConcern so

referrals can be chronologically clear. HT happy with current procedures and the embedding throughout school.

#### **FGB2/22-23/22 HEALTH AND SAFETY UPDATE**

The SBM and Site Manager would be attending H&S training this term. Potential issues with building having been discussed earlier. David Thompson aware of issues and has visited school also to ensure health and safety risks properly assessed.

Nothing to declare.

#### **FGB2/22-23/23 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING**

Child on child violent behaviour was recorded. Nothing in the autumn term but there have been two racist incidents in the Spring Term.

**Governors asked what actions were taken.** HT assured no malicious intent but work done to focus on educating pupils involved and discussions with family.

**Governors asked what work would be done with wider pupils.** HT assured governors that this is continued work through inclusion and ethos work across school looking at school values. Using Eid as an example recently in assembly, raising the profile of differences within the school and community, which has been really successful. HT explained an Eid party happening next week with families in the community leading this also which has been positively received.

#### **FGB2/22-23/24 EVIDENCE OF GOVERNING BODY IMPACT ON SCHOOL IMPROVEMENT**

Governors impact on school improvement was evident in the discussions had and questions raised during the meeting and the following were agreed as evidence:

- Review and approval of policy
- Challenging questions as evidenced in these minutes
- Scrutiny of Head Teacher's report.
- Scrutiny of financial spend and priorities
- Revisiting effectivity of committee structure

Thanks were reported for the Governing Board as a whole that have worked incredibly hard in respect of recruitment processes that have been ongoing. These had been challenging and required great commitment from governors which has been positively provided.

#### **FGB2/22-23/25 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS**

The Chair to set up schedule when meeting with HT in school next week.

Chair

#### **FGB2/22-23/26 CONFIRM DATES AND TIMES OF FUTURE MEETINGS**

The following meeting dates were agreed:-

Summer term 2023:

- Joint committee – Wednesday 10th May at TBC;
- Full governing body – Wednesday 21st June at TBC

Autumn 2023;

- Joint committee – Wednesday 11<sup>th</sup> October at
- Full governing board – Wednesday 22<sup>nd</sup> November at

Further dates and times of meetings would be reviewed following confirmation of committee configuration.

#### **FGB2/22-23/27 ANY OTHER BUSINESS**

A parent survey was completed and responses received. **Governors asked if the responses from the**



questionnaire would be shared with all. HT confirmed this will be shared in the upcoming newsletter.

### FGB2/22-23/28 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

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 20:15

Signed by the Chair:

Date:

### ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
FGB2/22-23/03	Letter to draft letter to shared with the Chair for the purpose of clarifying Manisha Yasin's intentions with respect of governor role.	Clerk/Chair	
FGB2/22-23/03	Follow up with parent governor runner-up.	Chair	
FGB2/22-23/03	Look at governor vacancies and recruitment campaign	Chair/HT	
FGB2/22-23/03	Complete register of pecuniary interests, sign governor code of conduct and read KCSIE.	FGB	
FGB2/22-23/09	Budget to be approved by FGB once draft confirmed by SBM  SBM to propose change of finance support to FGB with pricing.	FGB	
FGB2/22-23/10	Look over costs associated with ongoing repairs as well as wider regeneration project.  Provide FGB with list of ongoing maintenance requirements and costs.	FGB  SBM	
FGB2/22-23/12	Request FGB approval of Attendance and Behaviour policies.	Chair	
FGB2/22-23/15	Minutes from last committee meetings not shared with FGB. Clerk to chase with Governor Services.  Formal committee proposal to be shared with FGB.	Clerk  Chair	
FGB2/22-23/18	Look through framework and share findings with FGB.	Chair	
FGB2/22-23/19	Look over audit and consider a schedule to complete going forward. Share audit for information with FGB.	Chair/HT	
FGB2/22-23/21	Resend Safeguarding report to FGB.	HT	
FGB2/22-23/25	Schedule inspection of records.	Chair	

### Attendance at meetings - Academic Year 2022 -2023

Governor Name	Autumn 2022			Spring 2023			Summer 2023		
	PF&GP	SD&P	FGB	PF&GP	SD&P	FGB	PF&GP	SD&P	FGB
Caroline Bruce	Apols	Apols	Y						
Francesca Chauhan	Apols	Apols	Y	Y	Y	Apols			
Elton D'Agostino	Y	Y	Apols	Apols	Apols	Y			

Julie Dorrington	Y	Apols	Y	Apols	Apols	Y			
Ros Harris	A	Y	Y	A	Y	Y			
Teresa Mason	Y	Y	Y	Y	Y	Y			
Lisa Paulson	Apols	Apols	Y	Y	Y	Apols			
Frances Rowland	Y	Y	Y						
Andrea Snelling	A	Y	Y	Y	Y	Y			
Sarah White	A	A	Y	A	A	A			
Manisha Yasin	Apols	Apols	Apols	Apols	Apols	A			
Helen Yates	Apols	Apols	Y	Y	Y	Y			
Mohammed Yusuf	A	A	Y	A	A	A			