

Haydn Primary School Governing Board

Minutes of the autumn term governing board meeting held via MS Teams on 6th December 2023 at 6.00pm

Membership	H Yates (Chair)
(A denoted absence)	A Snelling (Vice Chair)
	M Bold
	F Chauhan
	E D'Agostino
	M Hanson
	R Harris
	A O'Grady
A	L Wareham
	F Chauhan
A	M Yasin
	M Yusuf
	L Paulson, Headteacher

In Attendance	D Harvey, Clerk to the Governing Board
	S Chadwick, School Business Manager (SBM)
	M Austin, School Improvement Advisor (SIA)

PRELIMINARIES

FGB1/23-24/01 WELCOME AND APOLOGIES FOR ABSENCE.

ACTION

Apologies for absence were received and approved from L Wareham and M Yasin.

The Chair welcomed all to the first full governing board meeting of the academic year 2023-2024.

The Chair drew governors' attention to the purpose of the governing board, including uphold the schools vision, values and ethos are upheld. The governing board is there to hold the executive leaders to account and oversee the financial performance of the school.

FGB1/23-24/02 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.

Renew register of pecuniary interest

The register of pecuniary interest form had been uploaded to GovernorHub. Governors confirmed they had read, completed and electronically signed.

Review and sign Governors Code of Conduct

The Clerk reminded governors, any changes which prevent a governor adhering to the Code of Conduct, therefore, impeding on their ability to fulfil their role, must be reported to the Headteacher and Chair".

The Code of Conduct had been uploaded to GovernorHub.

Governors confirmed they had read and adhere to the Code of Conduct, which had been electronically signed.

FGB1/23-24/03 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 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 following vacancies on the governing board;

- One local authority
- One co-opted.

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

The Clerk reported the following end of term of office for two co-opted governors, E D'Agostino and M Yusuf. **The governing board agreed** to co-opt both for a further term.

GIAS update

The Clerk had checked the governance information on Get Information About Schools (GIAS) in advance of the meeting and reported the details were correct.

FGB1/23-24/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 21st June 2023, a copy of which had been uploaded to GovernorHub for review, were taken as read, confirmed and would be signed by the Chair.

Action points

Reference	Action	Responsible	Outcome
FGB3/22-23/18	Governors to check GovernorHub for outstanding actions re: Admissions policy and Complaints policy	Governors	Complete
FGB3/22-23/22	Chair to set a date to shadow a safeguarding meeting	Chair	To be arranged.
FGB3/22-23/26	Chair to go through the minutes of all meetings	Chair	Ongoing

	and arrange to have approved minutes on the website		
--	---	--	--

Matters arising

There were no matters arising from the meeting.

FGB1/23-24/05 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.

FGB1/23-24/06 CORRESPONDENCE

Chair

-Confidential item-

-M Yusuf arrived at 6.29pm-

Headteacher

The Headteacher informed the meeting, the School Business Manager role is currently four days a week, due to the considerable workload, the school wish to open the School Business Manager role to five days a week, therefore will advertise for Office Manager role for one day a week. In response to a question, who could fill this position within school, the Headteacher said there is not an internal candidate considered for the position. The position would be advised externally.

The school are internally advertising for an increase in an office admin position from four days a week for five days a week. **Governors agreed** to the recommendation.

Clerk

No correspondence to report.

SCHOOL PROGRESS

FGB1/22-23/07 UK GDPR UPDATE, INCLUDING PRESENTATION OF THE ANNUAL REPORT FROM THE DATA PROTECTION OFFICER (DPO)

-Confidential item-

FGB1/23-24/08 HEALTH AND SAFETY UPDATE

The SBM informed the meeting of a change to the annex gate access, ensuring the security is same standard as the rest of the school.

The meeting heard two quotes have been sourced for the hall flooring.

The SBM said all staff members have completed their fire safety update training.

The new KS2 roof installation is scheduled to be carried out during the summer holiday 2024. **Governors asked, has the school received any confirmation on these agreements following the Nottingham City Council being placed under Section 114.** The SBM said she has not received confirmation from the LA regarding whether this has been withdrawn or not.

-The SBM left the meeting at 7.18pm-

FGB1/23-24/09 HEADTEACHERS REPORT AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The Headteacher said the report was tabled at the committee meeting earlier in the term. She explained one of the key items linked to Quality of Education has been the further development of the curriculum progression documents. She said subject leaders have been given the necessary time to carry out this vital piece of work and she feels it was a critical piece of work that supports teacher with their lesson planning. The Headteacher confirmed the documents will go live on the school website by the end of the autumn term 2023.

The Headteacher said the PE provision has been turned into the progression document, noting it has been a challenge carrying out this piece of work. The schools sport offer for pupils is exceptional.

The Headteacher said the majority of curriculum statements have been updated.

Governors noted audits for SEN, English and safeguarding have been completed, the safeguarding audit paints a positive picture, **the Headteacher agreed** to share the audit report with governors. The Headteacher said for all audits, there has been governor presence for the first hour which is positive for engagement. **Governors asked, what are the key actions from the safeguarding audit.** The Headteacher highlighted the following;

HT

- A couple of governors need to complete their KCSIE training;
- There is a need to include DSL information in certain areas of the school;
- Completion of the updating of staff personnel records.

The Headteacher said pupil voice has been positive and the assemblies have been planned carefully around the key themes of the school.

The Headteacher said Nottingham School Trust (NST) will be carrying out an external safeguarding audit on 8th March 2025.

A staff governor said the safeguarding audit outcome reflects the systems in place and the process are more orderly than they have been for a long time.

The Chair said, as governors, we feel more involved than previously due to attendance at audit meetings.

FGB1/23-24/10 THE SCHOOL'S EDUCATIONAL RECOVERY PLAN AND REPORTS ON PUPIL PREMIUM AND SPORTS PREMIUM FUNDING

Sports premium was discussed at the committee meeting.

Governors confirmed receipt of the pupil premium strategy plan on GovernorHub, **the Headteacher asked governors to read through the document**, highlighting the statement of intent provides an overview of the expenditure. The document includes the outcomes and impact from the previous year and includes the intended outcomes for the 2023-2024 academic year. The pupil premium children achievement is higher than national average in reading, writing and maths, including the greater depth outcomes, which exceeds national averages in those three core subjects. The SIA highlighted to governors that Ofsted inspectors will review the schools use of pupil premium and it is important governors are aware of the expenditure and impact.

Govs

The Headteacher said the proportion of pupil premium is 14.4%, which is considerably lower than the local average. The school has a named member of staff who will be championing pupil premium across the school. The Chair recommended having a pupil premium link governor, **she agreed** to email governors seeking interest in the role.

Chair

FGB1/23-24/11 FEEDBACK RE. HEADTEACHER'S APPRAISAL

The Chair informed the meeting, the appraisal process took place earlier in the term, herself and M Bold met with the SIA and the Headteacher to discuss the targets for the current academic year.

FGB1/23-24/12 FEEDBACK ON THE TEACHERS' PAY COMMITTEE

The Chair informed the meeting, the teachers' pay committee met earlier in the term to hear the Headteacher recommendations.

Teachers pay committee members;

- Chair;
- Vice Chair;
- M Bold.

The pay committee agreed to all Headteachers recommendations.

FGB1/23-24/13 GUIDANCE AND POLICIES FOR REVIEW/APPROVAL

The Headteacher said the following policies were uploaded to GovernorHub;

- Capability policy;
- ECT policy;
- Finance policy;
- Governor allowances policy 2023-2024;
- Pay policy for teacher 2023.

The Headteacher said in the finance policy 2023, there is a point that is highlighted in 'yellow', that valuable and portable equipment are security marked, the Headteacher feel this is not entirely accurate within the school and therefore needs addressing.

The Headteacher drew governors' attention to a section within the Governor allowances policy 2023 that needs an agreement. The staff governor said, if the section highlighted is removed, it makes it difficult to claim expense. A governor suggested including a set amount that could be claimed for and that each claim is considered on a case-by-case basis. A governor said in view of the importance of equality and access, there is a need to make sure everyone has access to attend governor meetings.

The Chair asked, can the finance policy be approved by email once governors have had chance to read through the policy, the timeline was 8th December.

Govs

The governing board approved the remaining policies.

GOVERNOR REPORTS

FGB1/23-24/14 ARRANGEMENTS TO REVIEW AND UPDATE THE TERMS OF REFERENCE AND DELEGATION OF FUNCTIONS 2023-2024

The Chair informed the meeting she reviewed the document and has uploaded it to GovernorHub, the document includes confirmation of the pay committee members.

Governors agreed to continue to support, when required, to sit on a committee of other NST schools, in the event of governors being unavailable:

Pupil discipline committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the exclusion being considered and no conflict of interest.

In the event of insufficient governors being available, governors to be sought from other NST schools, subject to them having no conflict of interest.

Staff Dismissal Committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.

In the event of insufficient governors being available, governors to be sought from other NST schools, subject to them having no conflict of interest.

Staff Dismissal Appeal Committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.

In the event of insufficient governors being available, governors to be sought from other NST schools, subject to them having no conflict of interest.

FGB1/23-24/15 GOVERNOR TRAINING AND DEVELOPMENT 2023-2024

The clerk informed the meeting the governor training was available to view and book directly on GovernorHub and detailed on the front page of the Governors Report booklet. Key training dates were also highlighted, under subject matter, on the agenda.

F Chauhan completed the governors' role in grievance and disciplinary training.

A Snelling, M Bold, M Yusuf and M Hanson attended the safeguard training completed through school.

FGB1/23-24/16 REPORTS FROM GOVERNOR VISITS AND MONITORING

The Chair said the governor subject reports have been uploaded to GovernorHub. **The Headteacher asked, any governors who attended the first hour of the audit meetings complete a governor monitoring form. Governors agreed to complete monitoring forms.**

Govs

FGB1/23-24/17 BOARD ASSURANCE FRAMEWORK

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

The Clerk reminded governors that the document had been presented at the spring term meeting. The purpose of the document was 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).

The Chair informed the meeting she has worked through the document, it **was agreed** the Chair and Headteacher to review the document.

**Chair/
HT**

REPORTS TO GOVERNORS

FGB1/23-24/18 REPORT FROM THE SCHOOL IMPROVEMENT ADVISOR

The SIA circulated her report from the beginning of the term on GovernorHub. She informed governors two SIA's days have been arranged for spring and summer term, where a report will be produced for both days. Governors confirmed receipt of the SIA report.

FGB1/23-24/19 REPORTS FROM DfE GUIDANCE

Keeping Children Safe in Education (KCSIE) – (update Sept 2023).

Action for governors:

- All governors to read the full KCSIE 2023 document;
- Ensure that new guidance in KCSIE 2023 is embedded into all relevant policies and review and approve these in the autumn term;
- The link safeguarding governor to be assured that all KCSIE 2023 changes are embedded into practice within the school;
- With regards to filter and monitoring requirements, the link governor for safeguarding is assured that the new DfE guidance has been implemented and audit tools for assessing filtering and monitoring in school have been used.

Summary of report

The Department for Education has uploaded the latest version of Keeping Children Safe In Education (KCSIE) which came in to effect on 1st September 2023.

Keeping children safe in education - GOV.UK (www.gov.uk)

KCSIE guidance applies to all schools and colleges and is for;

- Headteachers, teachers and all other staff;
- Governing boards, proprietors, and management committees.

The guidance sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges.

Statutory guidance sets out what schools **must** do to comply with the law. Where the guidance states schools and colleges **should** do something, you should follow this unless you have good reason not to.

Key revisions include three additional paragraphs:

Filtering and Monitoring – this is a repeated theme throughout the document. The document mentions the importance of all staff having 'an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring' are spread across the document. The school's approach to online safety, including appropriate filtering and monitoring on school devices and school networks should be reflected in their Child Protection/Safeguarding Policy which should include awareness of the ease of access to mobile phone networks see (Paragraph 138). It is reasserted that the DSL has the lead responsibility in this area. However clear roles and responsibilities for other key staff e.g. SLT, IT provider, governors need to be considered.

Paragraph 141 informs 'Governing bodies and proprietors should consider the number of and age range of children, those who are potentially at greater risk of harm and how often they access the IT system along with the proportionality of costs versus safeguarding risks.'

In the new paragraph 142 linked to the PREVENT duty that we are provided with detail about what is meant by this and a link to the DfE filtering and monitoring standards which set out that schools and colleges should:

- Identify and assign roles and responsibilities to manage filtering and monitoring systems;
- Have effective monitoring strategies in place that meet their safeguarding needs of the school;

- Follow the recently DfE Publication of [Meeting digital and technology standards in schools and colleges - Filtering and monitoring standards for schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](#) (paragraph 141 page 37);
- Such monitoring systems should block relevant content without unreasonably impacting on a child's learning (paragraph 134 page 35);
- Staff safeguarding training and Child Protection/Safeguarding Policy should reflect the individual school's approach to cyber safety when using school devices and networks and be reviewed at least annually (consider more frequently) including expectations of all staff where they see or suspect unacceptable content may be accessed, review of lesson/departmental planning to share in advance any material that may require pre-planning with the IT team or may cause filtering concerns eg RSHE topics that may give rise to curiosity from children for searches using school devices (paragraph 14 page 8);
- Governing bodies/proprietors strategic training should include an understanding of the above.

Identification of 'susceptible' terminology re PREVENT – difference of terminology about children and young people who are 'susceptible' to being drawn into terrorism, rather than being 'vulnerable' to being drawn into terrorism. (Annex B page 149). See 'Managing risk of radicalisation in your education setting' (October 2022 [managing risk of radicalisation in your education setting - GOV.UK \(www.gov.uk\)](#)).

Online searches this topic was covered last year however the guidance this year now states explicitly that 'schools and colleges should inform shortlisted candidates that online searches may be done as part of due diligence checks' (paragraph 221 page 55). Schools are advised to be transparent with these checks and make clear, as part of their safer recruitment processes, that searches will be complete using publicly available material.

Equality Act – consideration for reasonable adjustments to be made for vulnerable children and, under provisions within the Equality Act, schools can take positive action where children with protected characteristics may benefit (paragraphs 86-90 page 25).

Children Missing/Elective Home Education and absence – More focus appears to be placed on reviewing absence with a safeguarding lens and the direction for professionals to act accordingly where these concerns arise (paragraph 175-79 page 44-45, Annex B, Page 144). Absences could be indicators of more serious warning signs linked to sexual abuse or exploitation. Schools should ensure that all relevant policies cover expected statutory guidance and best practice to ensure every children's whereabouts is known and there is effective timely management of actions and intervention for example within the school's first day contact arrangements/ home visit process or robustness of agency referrals where required [Elective home education: departmental guidance for local authorities \(publishing.service.gov.uk\)](#) [Stat guidance template \(publishing.service.gov.uk\)](#)

Children missing from education – To be known as 'children who are absent from education'. There is an emphasis on the safeguarding risks for those missing from education, particularly on repeat occasions and/or for prolonged periods. The guidance advises that a robust response is needed to address persistently absent pupils as they are at risk of abuse and becoming a child missing education in the future and particularly relevant for children known to social care.

Use of school sites by outside organisations – New heading, 'Use of school sites by outside organisations' (paragraph 377) in Part 4 on raising concerns and managing allegations. This confirms schools' safeguarding responsibilities when they receive an allegation relating to an incident that happened when an individual or organisation was using their school premises for

the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities). As with any safeguarding allegation, schools should follow their safeguarding policies and procedures, including those provided by Nottingham City Safeguarding Children Partnership (NCSCP) in informing the Local Authority Designated Officer (LADO).

Forced marriage – a new paragraph has been added to reflect the legislation changes regarding legal age of marriage which is 18. This includes reference to any process unofficially or officially that could be seen as marriage even if violence, threats, or another form of coercion are not used. As with existing forced marriage law, this applies to non-binding, unofficial ‘marriages’ as well as legal marriages. (Annex B page 155)

Retention of documents – Paragraph 276 clarifies that copies of documents used to verify a successful candidate’s identity, right to work and required qualifications should be kept on their personnel file. But copies of DBS certificates and records of criminal information disclosed by a candidate are covered by UK GDPR/DPA 2018. To comply with the requirements of the Data Protection Act 2018, when schools choose to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed a school may keep a record of the fact that vetting was carried out, the result and the recruitment decision taken if they choose to. It goes on to emphasise that schools do not have to keep copies of DBS certificates, to fulfil the duty of maintaining the single central record.

DfE: New suspensions and exclusions guidance (September 2023)

The suspension and permanent exclusions guidance updated in July 2022, effective from September 2022, was presented to governing boards in the Autumn term 2022, to be a companion piece to the Behaviour in Schools guidance. The link to the DfE guidance is included in the report.

The updates include:

- New guidance and amended regulations about a Headteacher’s ability to cancel an exclusion before the governing board has met to consider whether the pupil should be reinstated.
- Governing board reinstatement meetings and independent review panels (IRP’s) can now be held via the use of remote access for suspension and permanent exclusions if requested by the parents, provided certain criteria are satisfied.
- The Clerk should be present during the governing board’s deliberation process and recorded in the minutes; the discussion, the outcome and how the decision has been reached.

Actions for governors:

- To note the updates to the guidance.
- To ensure the policy reflects the updates and the updated policy is publicised on the school website.

Governors noted the updates. The Headteacher confirmed the relevant policies have been updated and approved.

DfE: Ofsted School Inspection Handbook (update September 2023)

The Ofsted school inspection handbook has introduced a number of key changes and added a new section on attendance, from September 2023.

The link to the guidance below is included in the full report.

<https://www.gov.uk/government/publications/school-inspection-handbook-eif/school-inspection-handbook-for-september-2023>

Action for governors

- To note the updates to the handbook.
- To ensure any relevant policies and procedures reflect the updates, are reviewed, approved and publicised.

Governors noted the updates.

DfE: Statutory framework for the early years foundation stage (update September 2023) and the assessment and reporting arrangements for Reception baseline assessment (RBA)

The early years foundation stage, setting the standards for learning, development and care for children from birth to five, published on 12th July, 2023 has been reviewed and has two updates and one clarification.

The updates:

- School setting - minimum staff-to-child ratio for 2-year-olds is now 1:5, rather than 1:4 (this may reduce financial pressure to the staffing budget).
- Child minder setting – Child minders can now care for up to six young children, if the additional children are their own children or siblings of children already in their care.

The clarification:

‘Adequate supervision’ while children are eating means children must be within sight and hearing of an adult.

The report also includes a link to the assessment and reporting arrangements for Reception baseline assessment (RBA).

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1153546/2023 Reception baseline assessment assessment and reporting arrangements .pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1153546/2023_Reception_baseline_assessment_assessment_and_reporting_arrangements.pdf)

Action for governors

- To note the changes to the framework.
- To ensure the EYFS policy reflect the updates and the updated policy is publicised on the school website.
- The EYFS link governor monitors any changes due to the updates, including staffing.
- To note the reception baseline assessment and reporting arrangements.

Governors noted the updates. The Headteacher would review and update the policy and ensure the policy is uploaded to the school website.

FGB1/23-24/20 EDUCATION GOVERNANCE REPORTS

Proposed admission arrangements for community schools for 2025/2026

BACKGROUND INFORMATION

1.1 The local authority is the admission authority for community schools and is therefore responsible for determining the admission arrangements for these schools.

1.2 The proposed arrangements and admissions criteria are to remain unchanged from those determined in the previous year. The admission numbers also remain unchanged from those published for the 2024/2025 academic year.

REPORT

2.1 During the consultation window of 2022/2023, the local authority consulted on its proposed arrangements for admission to schools in the 2024/2025 academic year. These included

amendments to published admission numbers as a result of data analysing the pupil projections and birth rates. The changes consulted and determined in the previous year have helped to balance demand and support school financial forecasting as the numbers decrease.

2.2 As a result, admission arrangements for 2025/2026 academic year are proposed to remain the same. Maintaining the local authority's admissions arrangements for 2025/2026 will enable the local authority to monitor the operation of these changes, along with the arrangements of all admission authorities, in order to make any changes for subsequent years on an informed basis.

CONCLUSION

3.1 The proposed admission arrangements will proceed through routes of approval at Nottingham City Council. Once approved, the determined arrangements will be shared with governors (usually at summer term meeting).

3.2 The oversubscription criteria are included as well as the admission numbers for community schools. Maps showing catchment areas for city community schools form part of the arrangements as do a copy of the timetables for coordinated admission processes. The city council's Fair Access Protocol is also part of the proposed arrangements.

ACTION FOR GOVERNORS

Governors are recommended to;

- note the proposed admissions arrangements and oversubscription criteria for 2025/2026 set out in the report;
- note the planned admission number for their own school set out in the table included;
- note the timelines for the co-ordinated admissions process;
- ensure that this information appears on your school's website during the 2024/2025 and 2025/2026 school years.

**The Proposed Admission Arrangements 2025/2026 is available on GovernorHub.*

Ofsted Inspection Framework Self-Assessment Toolkit

The self-assessment tool has been designed to support governing boards in assessing the knowledge of governors against the Ofsted framework. As a member of a corporate Board, individual governors are not expected to understand everything in school. Governors are required to give their personal confidence grade for each aspect of the framework to identify any gaps in knowledge.

The completed assessment tool will be collated into an anonymised whole governing board self-assessment and any gaps can be addressed.

The Chair agreed to email the document to governors and ask governors to complete and email the clerk agreed to collate the information and share with the Chair and governors.

**Chair/
Govs/
clerk**

FGB1/23-24/21 NST REPORT (for information)

Governors noted the NST report had been uploaded to GovernorHub.

CONCLUDING ITEMS

FGB1/23-24/22 SAFEGUARDING AND CHILD PROTECTION INCLUDING THE ARRANGEMENTS TO COMPLETE AND REPORT ON THE ANNUAL SAFEGUARDING AUDIT.

The Headteacher informed the meeting there is one change from the tabled report, one pupil has moved from child in need to child protection plan. Children with a safeguarding concern has changed from 39 to 44.

The DSL meetings are minuted and the DSL's respond to pupils needs in a timely manner, safeguarding is the top of the school priorities.

Explicit part of the curriculum and daily part of school.

Governors asked, are the number of concerns trending upwards, comparing it against previous years. The Headteacher said the recording of concerns has changed, noting that attendance concerns are flagged within the data, which was not done previously. The Headteacher said the school attendance figures are positive and above national average. There are weekly attendance meetings, where key focuses are on persistent absentees.

FGB1/23-24/23 PUPIL AND STAFF WELLBEING

The Headteacher said all TA's have had CPD through SLT's carrying out observations and an 'appraisal'-lite meeting, where discussions are held on targets for the year and CPD needs. The Headteacher said she feels this has had a positive impact on the TAs.

The Headteacher said the staff team are working extremely hard, noting this time of year is a challenge.

Pupil voice re-enforces the schoolwork around supporting pupil wellbeing, from the pupil voice the school use that information and have planned improvements.

FGB1/23-24/24 EQUALITIES INCIDENTS REPROTED SINCE THE LAST MEETING

The Headteacher said there have not been any major equality incidents to report, there have been incidents around racist language, where unpicking the incident, one of them did not understand the 'word' used.

FGB1/23-24/25 EVIDENCE OF GOVERNING BOARD IMPACT ON SCHOOL IMPROVEMENT

Governor visits, including attendance at audits and the regular subject monitoring sessions. The Chair noted the governor involvement with the Headteacher recruitment.

FGB1/23-24/26 ARRANGEMENTS FOR CHAIR OR DESIGNATED GOVERNOR (Health and safety governor) TO INSPECT SCHOOL RECORDS

The Chair agreed to inspect the school records.

Chair

FGB1/23-24/27 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:

Spring 2024;

- Joint committee – Wednesday 17th January at 4.00pm;
- Full governing board – Wednesday 13th March at 6.00pm.

Summer 2024;

- Joint committee – Wednesday 24th April at 4.00pm;
- Full governing board – Wednesday 12th June at 6.00pm.

FGB1/23-24/28 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that two items, FGB1/23-24/06 and FGB1/23-24/07 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 8.25pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:

Reference	Action	Responsible	Outcome
09	Share the SEND, English and safeguard audit report with governors.	Headteacher	
10	Read through the pupil premium impact statement. Email governors to seek interest in the role of pupil premium governor.	Governors Chair	
15	Finance policy to be approved by email once governors have had chance to read through the policy, the timeline was 8 th December.	Governors	
16	Complete governor monitoring forms for the audit visits.	Governors	
17	Review the Board Assurance Framework document.	Chair/Headteacher	
20	Email the Ofsted Inspection Framework toolkit document to governors and ask governors to complete and email the clerk agreed to collate the information and share with the Chair and governors.	Chair/Governors/ Clerk	

Attendance at meetings for the 2023-2024 Academic Year											
Governor Name	Autumn 2023				Spring 2024				Summer 2024		
	JC 27.9		FGB 6.12		FGB Date				FGB Date		
H Yates, Ch	Y		Y								
A Snelling, VC	Y		Y								
M Bold	Y		Y								
F Chauhan	Y		Y								
E D'Agostino	Y		Y								
M Hanson	Y		Y								
R Harris	Y		Y								
A O'Grady	Y		Y								
L Wareham	Y		Apols								
F Chauhan	Y		Y								
M Yasin	Y		Apols								
M Yusuf	Apols		Y								
L Paulson, HT	Y		Y								