

HAYDN PRIMARY SCHOOL GOVERNING BODY

Minutes of the virtual Strategic Development and Pupils Committee meeting held via Microsoft Teams on Wednesday 12th October 2022 at 3.30pm

MEMBERSHIP		Mrs F Rowland	Chair
(A denoted absence)	A	Ms C Bruce	
	A	Ms S Chadwick	School Business Manager
	A	Ms F Chauhan	
		Mr E D'Agostino	
	A	Ms J Dorrington	
		Ms R Harris	
	A	Ms L Paulson	
		Mrs A Snelling	
	A	Mrs S White	
	A	Mrs M Yasin	
	A	Mrs H Yates	
	A	Mr M Yusuf	
		Mrs T Mason	Headteacher

IN ATTENDANCE Mrs S Teal Clerk to the Governing Body

Note: The meeting took place in accordance with the Virtual Meetings Policy.

SD&P/22-23/01 APOLOGIES FOR ABSENCE

ACTION

Apologies for absence were received and approved from Mrs J Dorrington, Mrs S Chadwick, Ms C Bruce, Ms F Chauhan, Mrs M Yasin, Mrs H Yates and Mrs L Paulson.

SD&P/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.

SD&P/22-23/03 ELECTION OF COMMITTEE CHAIR AND VICE CHAIR

Deferred to FGB meeting. **Agenda item FGB**

SD&P/22-23/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 11th May 2022, copies of which had been previously circulated, were taken as read and confirmed.

Action points

Reference	Action	Responsible	Outcome
SD&P/03	Make enquiries re further available Covid funding for increase in heating costs due to ventilation of the school.	SBM	No further action to be taken
SD&P/10	Email C Bruce to ask her to remain as co-opted governor until the end of the summer term.	Chair	Defer to FGB in November.

SD&P/22-23/05 MATTERS ARISING FROM THE MINUTES

No further matters arising.

SD&P/22-23/06 ITEMS DELEGATED FROM FULL GOVERNING BODY MEETING

None.

SD&P/22-23/07 PREPARATION FOR OFSTED INSPECTION

The Headteacher reminded governors that the school was last inspected in 2013 and judged as outstanding. It was now in the window for a further Ofsted inspection and would receive a graded inspection. She said that the new Ofsted framework was very exacting and made it almost impossible to achieve outstanding. However, the school was still ambitious and was working very hard to maintain outstanding in some areas. At present the Headteacher thought the school was at least good.

In preparation for inspection, subject leaders had been given time to prepare portfolios. There was a happy and strong leadership team. The Headteacher had attended an NST update on achieving outstanding last week and she had practised an Ofsted telephone conversation with an SIA.

The chair asked if the NST had released new templates for schools to use. The Headteacher confirmed that the CEOs had developed templates with questions. She told governors that there was a huge focus on safeguarding at the moment because some schools had fallen down on this.

The chair asked if there was an Ofsted crib sheet. The Headteacher said that she would find one and post it on GovernorHub. A governor suggested producing an Ofsted folder.

HT

SD&P/22-23/08 PUPIL ATTAINMENT AND PROGRESS FROM INTERNAL DATA/PROGRESS TOWARDS TARGETS

Posted on GovernorHub.

The Headteacher said that the end of KS2 and KS1 results were pleasing. The school was slightly less pleased with Year 1 phonics.

Staff are aware of the vulnerable children in their classes and data goes up into the next year group.

Pupils identified as being in the bottom 20% and SEND pupils are being supported.

Sarah McCloud has met with the Virtual School with regard to a child who is in residential care.

SD&P/22-23/09 PUPIL PERSONAL DEVELOPMENT AND WELFARE

The Headteacher told governors that the school has a personal development lead, together with a behaviour and attitude lead and phase leaders who had training on mental health. The school was now training 2 more ELSAs and was considering using the current ELSA in a full time role. She said that the school needed a greater capacity around pupil welfare and mental health. Personal development and welfare was a real focus for the school.

Governors noted that a Year 4 teacher's role this year was to take pupils through the Forest Schools programme.

A governor asked if this was available for all year groups. The Headteacher confirmed that it was, however the school would target pupils who needed it as an intervention. She added that it was a powerful intervention which produced very good results.

SD&P/22-23/10 STANDARD ITEMS - PUPILS

Safeguarding

Report to be posted on GovernorHub.

The Headteacher highlighted:

- All staff have completed introduction to safeguarding training. Certificates are on the Single Central Record
- **KCSIE 2022** has been read by all staff. Governors to also read this
- The DSL team continue to meet weekly. They have received updated training regarding the use of MyConcern. Further training has been planned on how to make better use of this
- Concerns are actioned by DSLs

In reply to a governor's question, the Headteacher said that volunteers who came into the school were given a summarised version of the safeguarding policy. The chair asked that the SBM ensured that all volunteers received the appropriate version of the policy. The Headteacher said that the school was also thinking of putting a confidentiality policy in place for volunteers.

Behaviour Including Report on Exclusion Data

- There had been no exclusions.
- The school has a Behaviour and Attitude Lead
- A more robust system for logging behaviour had been introduced. A paper system is now used to analyse which behaviours are re-occurring
- Extreme behaviours (assault, inequality incidents) are recorded and behaviour incidents concerning school rules
- The school is now developing reflection spaces
- A restorative/reflective approach is employed for low level behaviour incidents
- No isolation incidents recorded in Years 1, 2, 3 and 6
- 1 isolation incident recorded in Year 4
- 5 serious incidents in Year 5 (3 boys who are working with Virtual School Behaviour Support and CAMHS)
- 1 serious incident in Year 2
- All serious incidents include boys
- Behaviour for learning is mainly good

The Headteacher told governors that most behaviour incidents happened at lunchtimes and therefore this would be looked at again after the half term holiday. Middays are to be used inside to supervise meals and other staff used outside to supervise lunchtime behaviour.

A governor asked whether it might be useful to make school rules visible outside the building as a gentle reminder. The Headteacher responded that the re-introduction of whole school assemblies where pupils are given a script of things they should do, had made a big difference. There are rules on the windows in KS1.

A governor asked how much restorative action was in place in terms of behaviour resolution. The Headteacher gave examples of how staff might speak (calmly) to children and said that the school was developing a script.

Report on Off-site Visits Including Risk Assessment Processes

Governors noted that the school still used Evolve to keep risk assessments. The system is managed by the off-site visits co-ordinator.

The Headteacher listed visits that had taken place.

Attendance and Punctuality

The Headteacher told governors that attendance was currently 94%, but fluctuated between 94% and 95%. Pre Covid, attendance was 97%.

In 2023, the new DfE document “Working together to improve school attendance” will become statutory, making schools and families more accountable for attendance.

Governors noted that the school is working with children who are anxious about coming to school. The main problem is those families who continue to take unauthorised holidays during term times. Since there was now a named EWO for the school, it was felt that more support was being received.

The chair asked if fines were issued. The Headteacher replied that the school does not issue fines.

A governor commented that the school should be thinking about issuing fines. The Headteacher responded that the EWO had advised that fines should be issued. It had been decided to start fining again from September, but it had not happened. The subject would be reconsidered. The school was currently working with individual families to improve attendance.

SD&P/22-23/11 APPROVAL OF POLICIES

Governors **approved** the following which had been posted on GovernorHub prior to the meeting:

- Safeguarding Policy – subject to minor amendment
- Safer Recruitment Policy
- Safer Recruitment

The Headteacher told governors that the Behaviour Policy which had been posted on GovernorHub needed to be amended. It was agreed to defer its approval to the FGB meeting.
Agenda Item FGB.

SD&P/22-23/12 AGENDA ITEMS FOR NEXT MEETING

The Headteacher pointed out that the governor/subject lead work had slipped since the pandemic and asked if this could be brought up at the next FGB meeting. **Agenda Item FGB.**

The chair reminded governors that they used to write up a report after meeting with their subject leads and then post it on GovernorHub.

SD&P/22-23/13 DATE OF NEXT MEETING

TBA

SD&P/22-23/12 CONFIDENTIALITY AND COMMUNICATION

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

The meeting closed at 4.30pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
SD&P/07	Find Ofsted crib sheet and post on GHub/produce Ofsted folder	HT	